

SUBDIVISION/LOT MERGER APPLICATION

The approval processes for subdivisions, tentative maps, and final maps are explained on pages 7 and 8. Please read these pages carefully to understand the approval process for your type of subdivision or lot merger.

For questions: Speak with a City Planner at **408-535-3555**; see phone service hours at www.sanjoseca.gov/Planning.

Para información en español, comuníquese con un Planificador de la ciudad al **408-793-4100**

Để được hỗ trợ, nói chuyện với Người lập kế hoạch thành phố tại **408-793-4305**.

INSTRUCTIONS

As directed by a City Planner, use this form to apply for:

- Lot Line Adjustment
- Residential, Commercial, or Industrial Condominium Tentative Maps
- Subdivision Tentative Map
- Tentative Map Extension, including for Vesting Tentative Map and Condominium Tentative Maps

FEES

Fees are outlined in the [Planning Fee Schedule](#). Your invoice for permit fees will be generated after you submit your application and may include an Application fee, Record Retention fee, Environmental Review fee, and, if applicable, Public Noticing fee. For initial fees and methods of payment, please visit www.sanjoseca.gov/PlanningApplications. Review of your submittal will not begin until initial fees are paid. Full fees must be paid within 14 days.

APPLICATION PACKAGE

HOW TO SUBMIT

- Schedule your required appointment at www.sanjoseca.gov/PlanningAppointments.
- Before the appointment, staff will create for you an [SJePlans](#) account and email you a login. Refer to the [SJePlans User Manual](#) for instructions and upload your documents before your appointment. See also [SJePlans FAQs](#).
- All documents, plans, and forms must be saved as PDF files; see Planning's [File Naming Conventions](#).

WHAT TO SUBMIT

FOR ALL TYPES OF PROJECTS, INCLUDE:

- SUBDIVISION/LOT MERGER APPLICATION, this form, completed and signed.
- PRELIMINARY TITLE REPORT, dated within the last six months of this application. For title reports with hyperlinks, please also provide a PDF copy of the hyperlinked information.

FOR TENTATIVE MAP OR CONDOMINIUMS, ALSO INCLUDE:

- TENTATIVE MAP, see [example map](#). Must be 24" X 36" in size and prepared under the direction of a licensed Land Surveyor or registered Civil Engineer (certified before Jan. 1, 1982).

FOR LOT LINE ADJUSTMENT, ALSO INCLUDE:

- LEGAL DESCRIPTION, labeled Exhibit A. See example, page 7.
- PLAT MAP, labeled Exhibit B. Each copy must be stamped and wet-signed prior to approval.
- SITE PLAN, labeled Site Plan Exhibit. Show existing buildings and structures. See example, page 8.

Staff will assign

FILE #

Please download and save this computer-fillable form to your computer. Follow instructions for [Digital Forms](#).

1. PROPERTY INFORMATION FIND APN: WWW.SCCASSESSOR.ORG FIND COUNCIL DISTRICT: WWW.SJPERMITS.ORG

ASSESSOR'S PARCEL NUMBER/S:

USE A COMMA BETWEEN MULTIPLE NUMBERS

LOCATION OR PROJECT ADDRESS/ES:

PREVIOUS PLANNING PERMITS IF ANY:

USE A COMMA BETWEEN MULTIPLE NUMBERS

EXISTING USE:

GROSS ACRES:

EXISTING # OF UNITS IF RESIDENTIAL:

COUNCIL DISTRICT:

2. PROJECT PROPOSAL INFORMATION

PROPOSED # OF LOTS:

PROPOSED USE CHECK ALL THAT APPLY: COMMERCIAL INDUSTRIAL OFFICE RESIDENTIAL CONDOMINIUM PURPOSES

TYPE OF MAP CHECK ONE: LOT LINE ADJUSTMENT TENTATIVE MAP CONDOMINIUM PURPOSES VESTING TENTATIVE MAP
 TENTATIVE MAP EXTENSION including for Vesting Tentative Map or Condominium Tentative Map

ESTIMATED DATE OF OCCUPANCY (MM/DD/YYYY):

BRIEFLY DESCRIBE THE PROJECT:

OFFICE USE ONLY

INTAKE DATE:

BY:

PAID: \$

3. QUESTIONS

Find a property's geologic hazard designation at www.sjpermits.org.

- 1. Is the area of the subdivision in a geological hazard area? Yes No
 - If the property already has a GeoHazard Clearance Permit, attach the permit or enter permit # here:
 - For a GeoHazard Clearance Permit, contact Public Works at 408-535-7802 or pwgeneralinfo@sanjoseca.gov
- 2. Does the project involve or anticipate the use of federal funding? Yes No
 - Compliance with the National Environmental Policy Act (NEPA) is required for projects using federal funding.

4. CONTACTS FOR MULTIPLE OWNERS, INCLUDE THE [AFFIDAVIT OF OWNERSHIP-MULTIPLE OWNERS FORM](#) IN YOUR APPLICATION PACKAGE

APPLICANT/AUTHORIZED AGENT NAME IF DIFFERENT FROM PROPERTY OWNER:

NAME OF FIRM IF APPLICABLE:

APPLICANT MAILING ADDRESS:

APPLICANT PHONE:

APPLICANT EMAIL:

PROPERTY OWNER NAME:

PROPERTY OWNER MAILING ADDRESS:

PROPERTY OWNER PHONE:

PROPERTY OWNER EMAIL:

NAME OF SURVEYOR OR CIVIL ENGINEER:

NAME OF FIRM IF APPLICABLE:

PROFESSIONAL'S PHONE:

PROFESSIONAL'S EMAIL:

The undersigned does certify, as required by [Section 19.12.020](#) of the San José Municipal Code, that:

CHECK ONE:

- I am the owner of the property proposed for subdivision.
- I have an option or contact to purchase the property proposed for subdivision or the portion there of which I do not own.
- I am the authorized agent of one who meet the requirements of A or B.

● SIGNATURE _____ DATE [MM/DD/YYYY]

For electronic submittal or virtual appointments, a [Digital ID Signature](#) is required. For in-person appointments, an original ink signature is required. By signing this application, you acknowledge that you are the property owner, the legally authorized agent of the property owner, a qualified tenant, or other signatory as allowed by San José Municipal Code [Section 20.100.110](#). For signatures by multiple property owners, use the [Affidavit of Ownership-Multiple Owners Form](#).

5. INDEMNIFICATION AGREEMENT FOR DEVELOPMENT APPLICATIONS

Applicant submitted an application to the City of San José Planning Division on (enter date): _____
for the following development approval/s: _____
_____ (the "Project").

For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Applicant hereby expressly agrees in connection with the processing of Applicant's Project application(s) to each and every one of the following terms and conditions:

1. Applicant agrees, as part of and in connection with each and any of the application(s), to defend, indemnify, and hold harmless the City of San José ("City") and its officers, contractors, consultants, attorneys, employees and agents from any and all claim(s), action(s), or proceeding(s) (collectively referred to as "proceeding") brought against City or its officers, contractors, consultants, attorneys, employees, or agents to challenge, attack, set aside, void, or annul:
 - a. Any approvals issued in connection with any of the above described applications by City; and/or
 - b. Any action taken to provide related environmental clearance under the California Environmental Quality Act of 1970, as amended by City's advisory agencies, boards or commissions; appeals boards or commissions; Planning Commission, or City Council.

Applicant's indemnification includes, but is not limited to, damages, fees and/or costs awarded against or incurred by City, and costs of suit, claim or litigation, including without limitation attorneys' fees and other costs, liabilities and expenses incurred in connection with such proceeding, whether incurred by Applicant, City, and/or parties initiating or involved in such proceeding.
2. Applicant agrees to indemnify City for all of City's costs, fees, and damages incurred in enforcing the indemnification provisions of this Agreement.
3. Applicant agrees to defend, indemnify and hold harmless City, its officers, contractors, consultants, attorneys, employees and agents from and for all costs and fees incurred in additional investigation or study of, or for

- supplementing, redrafting, revising, or amending, any document (such as an environmental impact report, negative declaration, specific plan, or general plan amendment) if made necessary by said proceeding, and if Applicant desires to pursue such City approvals and/or clearances, after initiation of the proceeding and that are conditioned on the approval of these documents.
4. In the event that Applicant is required to defend City in connection with such proceeding, City shall have and retain the right to approve:
 - a. The counsel to so defend City; and
 - b. All significant decisions concerning the manner in which the defense is conducted; and
 - c. Any and all settlements, which approval shall not be unreasonably withheld.
5. City shall also have and retain the right to not participate in the defense, except that City agrees to reasonably cooperate with Applicant in the defense of the proceeding. If City chooses to have counsel of its own defend any proceeding where Applicant has already retained counsel to defend City in such matters, the fees and expenses of the additional counsel selected by City shall be paid by City. Notwithstanding the immediately preceding sentence, if City's Attorney's Office participates in the defense, all City Attorney fees and costs shall be paid by Applicant.
6. Applicant's defense and indemnification of City set forth herein shall remain in full force and effect throughout all stages of litigation including any and all appeals of any lower court judgments rendered in the proceeding.

After review and consideration of all of the foregoing terms and conditions, Applicant, by signature below, hereby agrees to be bound by and to fully and timely comply with all of the foregoing terms and conditions.

• APPLICANT SIGNATURE

DATE [MM/DD/YYYY]

PRINT NAME

TITLE, IF ANY

For electronic submittal or virtual appointments, a [Digital ID Signature](#) is required. For in-person appointments, an original ink signature is required. By signing this application, you acknowledge that you are the property owner, the legally authorized agent of the property owner, a qualified tenant, or other signatory as allowed by San José Municipal Code [Section 20.100.110](#). For signatures by multiple property owners, use the [Affidavit of Ownership-Multiple Owners Form](#).

PROCESSING OF TENTATIVE MAPS

Processing Schedule. It may take 60 to 90 days to process a Tentative Map application; much of that time allows for the legal notice of the related public hearing. You can help facilitate a timely review by submitting complete and accurate information on your application. You may also opt for a [Preliminary Review](#) of your proposal, which facilitates an acceptable proposal by minimizing project issues and processing time.

Zoning Requirements. A Tentative Map will not be approved prior to the approval of a zoning on which the subdivision is based. A Planned Development (PD) Permit may be filed and processed concurrently with a Tentative Map.

Noticing the Neighborhood. Public Hearing notices will be mailed for Tentative Map proposals at least 10 calendar days before the date set for hearing for a project. Refer to the [Public Outreach Policy](#) for a full description of the City’s public notification procedures.

Dedications. Dedications of easements may be required as specified in the [Subdivision Map Act](#) (Section 66475). Any required dedications will be identified and conveyed, in writing, to the applicant during the review of the project.

PROCESSING OF FINAL MAPS

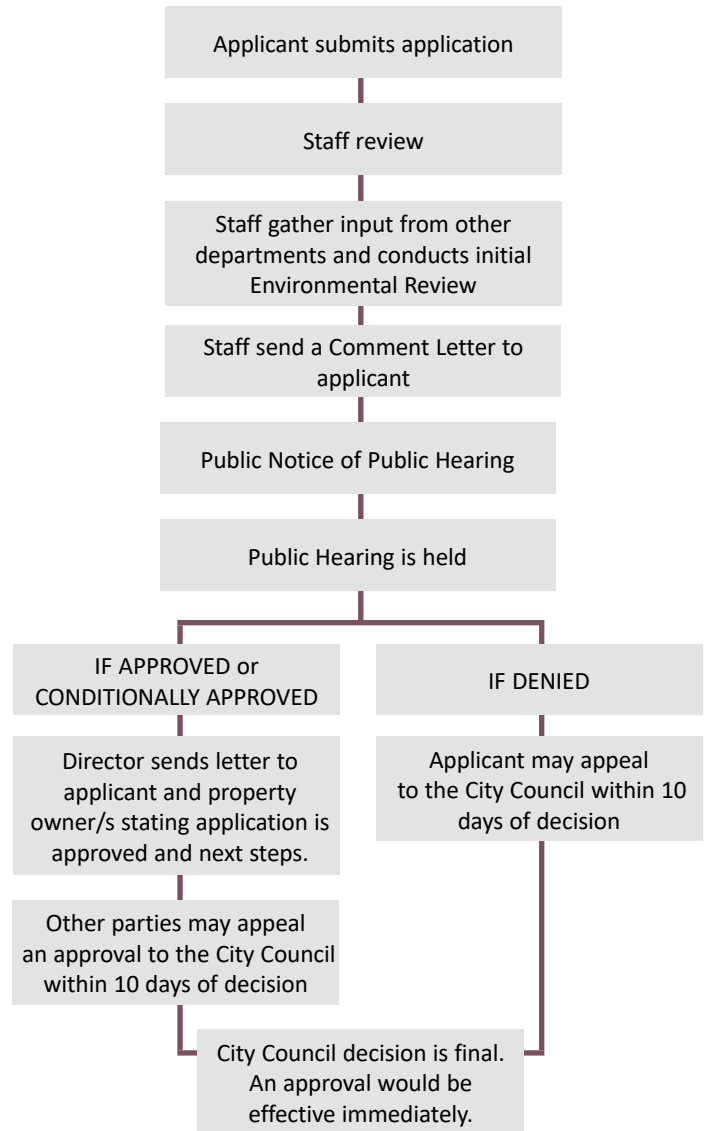
The City's Public Works Department processes Final Maps, Parcel Maps, and Tract Maps, with review by the Planning Division. Tract Maps must also be approved by the City Council. Contact Public Works at 408-535-7802 for information regarding clearances, improvements bonds and plans, and drawing and document requirements.

Staff will approve and record Parcel Maps after the Tentative Map conditions are fulfilled. A Final Map is not normally reviewed unless the Tentative Map is approved. However, staff may review the Final Map prior to approval if the applicant assumes responsibility for any required changes resulting from the Tentative Map which occur after Final Map submittal. When an applicant submits a Final Subdivision Map or Parcel Map that differs from the approved Tentative Map, the submittal must include a letter identifying and explaining those changes.

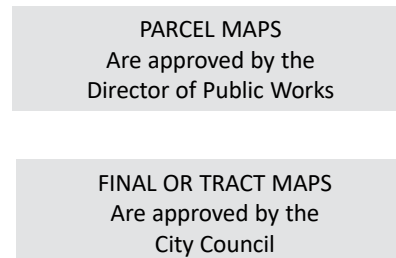
Acknowledgments on Final Map. Whenever a certificate, statement or acknowledgment is made by separate instrument, a reference to the separately recorded document must appear on the Final Tract Map. This reference must be completed by the County Recorder pursuant to [Subdivision Map Act](#) Section 66468.1.

Dedication or Offers of Dedication. If dedication or offers of dedication are required, they may be made either by a statement on the Parcel Map or by separate instrument. If made by separate instrument, the dedications or offers of dedications must be recorded concurrently with, or prior to, the Parcel Map being filed for record. In all cases, the dedication must be signed by the same parties and in the same manner as for dedication by a Final Map.

PROCESS FOR TENTATIVE MAP OR CONDO MAP



PROCESS FOR PARCEL MAP, FINAL MAP OR TRACT MAP



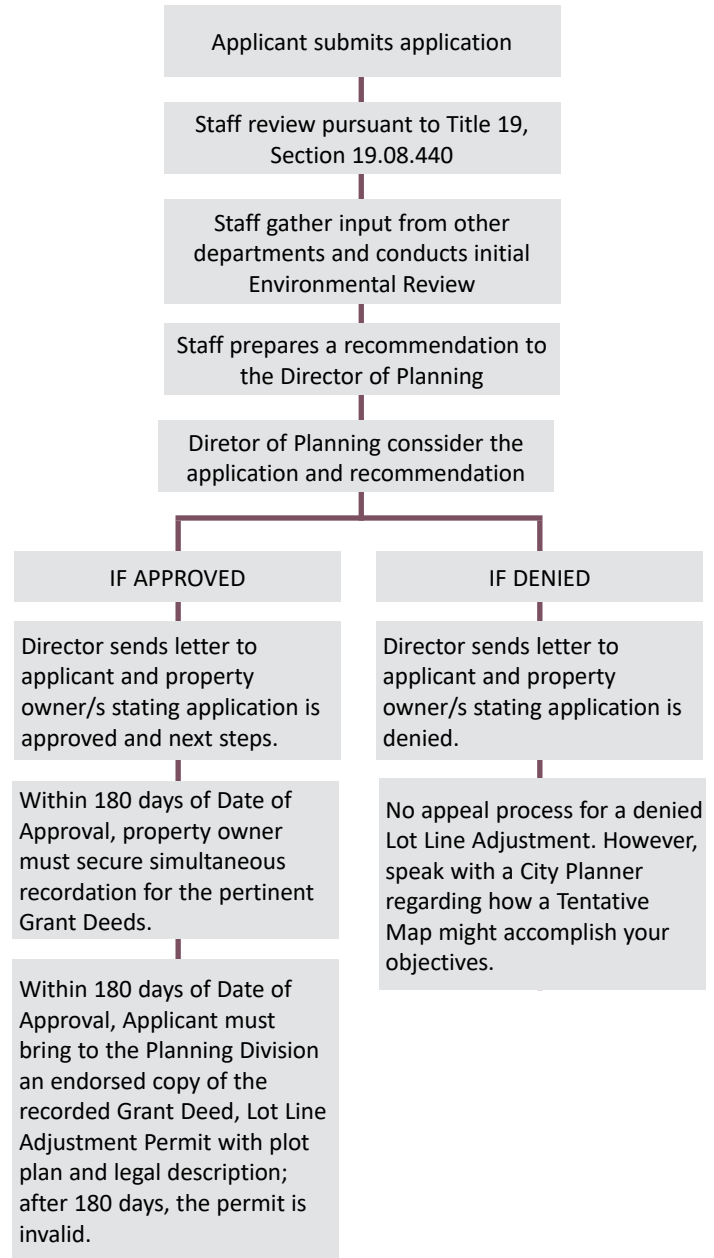
The City Clerk will record Parcel, Final or Tract Maps with the County Recorder's Office.

PROCESSING OF LOT LINE ADJUSTMENTS

Recording. The Applicant must get the Lot Line Adjustment officially recorded at Santa Clara County and provide proof of recordation to the City of San José Planning Division. An approved Lot Line Adjustment shall be null and void without further act of the City of San José in the event that said permit is not recorded with the Grant Deed conveying the real property within 180 days (six months) of the approval date.

Adjustments and Corrections. A certified Legal Description and Plat Map that is part of an approved Lot Line Adjustment (recorded or pending recordation) may be corrected through a Lot Line Correction if the needed correction meets the provisions of the Section 19.40.120 of the San José Municipal Code. Otherwise, a new Lot Line Adjustment will need to be submitted. If the certified Legal Description and Plat Map that is part of an approved Lot Line Adjustment permit is incorrect, the applicant is solely responsible for filing a new application for a Lot Line Adjustment or Lot Line Correction and payment of applicable fees. The City will not waive fees associated with a new Lot Line Adjustment application.

PROCESS FOR LOT LINE ADJUSTMENT



Questions?
 Speak with a planner at 408-535-3555. Visit www.sanjoseca.gov/planning for phone service hours.

EXAMPLE OF LEGAL DESCRIPTION FOR A LOT LINE ADJUSTMENT

EXHIBIT A

LOT LINE ADJUSTMENT FOR
LANDS OF _____

PARCEL A

All that certain real property situate in the City of San Jose, County of Santa Clara, State of California, being more particularly described as follows:

All of Lot 47, Tract No. 2238. Fairglen Addition, Unit No. 1 recorded October 28, 1958 in Book 99 of Maps at page 15, Santa Clara Records.

and, in addition thereto, the following area:

Beginning at the most northerly common corner of Lot 47 and Lot 48, as said common corner and lots are shown upon that certain Tract No. 2238, Fairglen Addition, Unit No. 1 recorded October 28, 1958 in book 99 of Maps at page 15, Santa Clara County Records.

Thence, from said Point of Beginning, South 8°57'46" West, 99.20 feet along the common boundary between said Lots 47 and 48.

Thence, North 8°00'19" West, 83.69 feet to a point in the northwesterly line of said Lot 47;

Thence, North 60°49'15" East, 31.05 feet along said northwesterly line to the Point of Beginning.

Containing 11,724.90 square feet of land, more or less.

PARCEL B

All that certain real property situate in the City of San Jose, County of Santa Clara, State of California, being more particularly described as follows:

All of Lot 8, Tract No. 2238. Fairglen Addition, Unit No. 1 recorded October 28, 1958 in Book 99 of Maps at page 15, Santa Clara Records.

and, excepting therefrom, the following area:

Beginning at the most northerly common corner of Lot 47 and Lot 48, as said common corner and lots are shown upon that certain Tract No. 2238, Fairglen Addition, Unit No. 1 recorded October 28, 1958 in book 99 of Maps at page 15, Santa Clara County Records.

Thence, from said Point of Beginning, South 8°57'46" West, 99.20 feet along the common boundary between said Lots 47 and 48.

Thence, North 8°00'19" West, 83.69 feet to a point in the northwesterly line of said Lot 47;

Thence, North 60°49'15" East, 31.05 feet along said northwesterly line to the Point of Beginning.

Containing 11,724.90 square feet of land, more or less.

EXHIBIT A
PAGE ____ OF ____

EXAMPLE OF SITE EXHIBIT FOR A LOT LINE ADJUSTMENT

