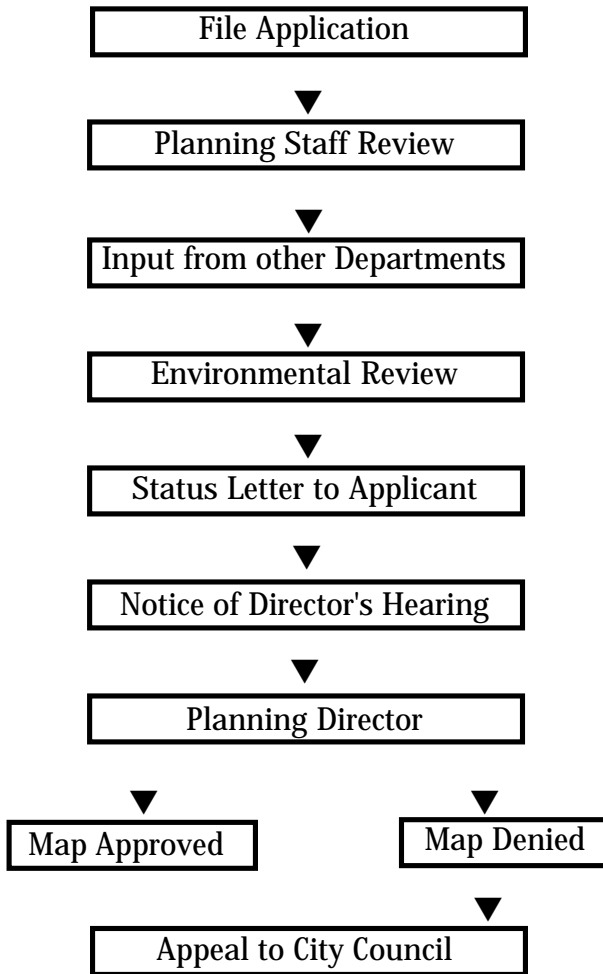


## What is the Process?



Should you have any additional questions, please feel free to contact us at (408) 535-3555.

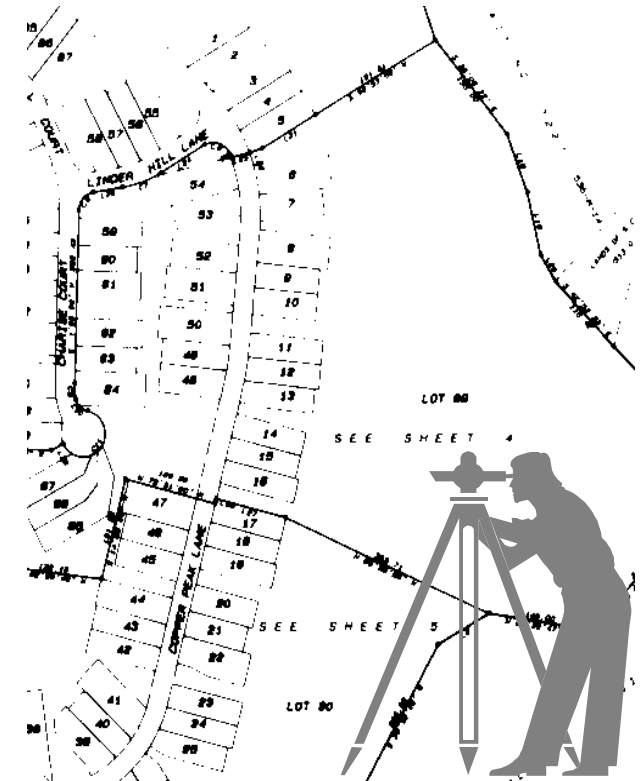
Para mas informacion,  
por favor llame (408) 535-3555

For more information  
call (408) 535-3555



City of San Jose  
Planning, Building and Code Enforcement  
200 East Santa Clara Street  
San Jose, CA 95113-1905

# Tentative Map Process



City of San Jose  
Dept. of Planning, Building and Code Enforcement  
[www.sanjoseca.gov/planning](http://www.sanjoseca.gov/planning)

## What is a Tentative Map?

A Tentative Map, as defined by the State Subdivision Map Act and the San José Subdivision Ordinance, is "...a map made for the purpose of showing the design and improvement of a proposed subdivision and the existing conditions in and around it..." The Tentative Map facilitates the division of land, and provides clear transfer of ownership of any lots that are created.

The Tentative Map is the parcel configuration proposed prior to a final or parcel map, the official recorded document.

## Do I need a Tentative Map?

Since January 26, 1968, the City of San José has required a Tentative Map to subdivide any unit or units of land for the purpose of sale, lease, or financing. The State Subdivision Map Act became effective March 4, 1972. Some exceptions to the requirement of a Tentative Map are:

- land conveyed to or from a public entity, to a public utility for rights of way;
- lands dedicated for cemetery purposes under the Health and Safety Code;
- mineral, oil, or gas leases;
- financing or leasing of any parcel of land, or any portion thereof, in conjunction with the construction of commercial or industrial buildings on a single parcel;
- financing or leasing of apartments, offices, stores, or similar spaces within apartment buildings, mobile home or trailer parks; and
- financing or leasing of existing separate commercial or industrial buildings on a single parcel.

## Can my property be subdivided?

All subdivisions must conform to the Zoning Ordinance and General Plan. No new lot line may create a violation of setbacks, minimum lot size, or frontage

requirements. Before you apply for a Tentative Map, it is recommended that you consult the Planning Divisions of the Department of Planning, Building and Code Enforcement (PBCE).

## What are some typical Subdivision issues?

There are other related design requirements in addition to conformance with the existing or proposed Zoning and General Plan designations, such as:

- lot frontage not less than 55 feet on a street (excluding cul-de-sacs)
- lot access requirements;
- no lot shall have a depth greater than two and one-half times its average width;
- no lot shall be designed with frontages on two streets.

## Who can prepare a Tentative Map?

A Tentative Map can only be prepared under the direction of a Licensed Land Surveyor or registered Civil Engineer.

## How do I apply?

Applications and fee schedules are available at the Planning Division. The Tentative Map application explains and identifies all the required information and plans that are to be submitted. Tentative Map applications may be filed concurrently with a Planned Development (PD) Zoning and Permits, however, the approval and effective dates may vary.

## Who approves the Tentative Map?

The Director of Planning makes the decision and approves, conditionally approves, or denies the map. A public hearing, "Director's Hearing," gives the applicant

and neighboring citizens an opportunity to voice their opinion. Director's Hearings are usually held every Wednesday at 9:00 a.m., except for the first Wednesday of the month. The Director's decision may be appealed to the City Council. The City Council's decision is final.

## How long does it take?

Approximately 60 to 90 days are required to process a Tentative Map. Much of that time is needed to legally notice the public hearing. You can expedite the review process by ensuring that your application is accurate and complete. Early discussion with staff during the preliminary review process will facilitate an acceptable proposal by minimizing project issues and processing time.

## What do I do after my Tentative Map has been approved?

Depending on whether you have an approved subdivision map or a parcel map, you will need to file a Final Map or Parcel Map, respectively. These are recording documents for approved Tentative Maps. Parcel Maps are recorded for most commercial and industrial subdivisions, for residential subdivisions of four or fewer parcels and condominiums of four or fewer units. They are filed with the Department of Public Works and approved by the Director of Public Works.

All other subdivisions are recorded as Final Maps, sometimes referred to as Tract Maps, and approved by the City Council.

Both Final and Parcel Maps are the legal recordation of parcel configuration and create new legal entities called parcels. They are recorded by the Public Works Department at the Santa Clara County Recorder's Office.