



Public Works Number: _____ - _____ / 3- _____
--

Department of Public Works
 Development Services
 200 East Santa Clara Street
 San Jose, California 95113
 (408) 535-7802

APPLICATION FOR PARCEL MAP

Applicant	Phone Number	Fax Number	
Street Address	City	State	Zip Code
Surveyor / Civil Engineer	Phone Number	Fax Number	
Street Address	City	State	Zip Code
State License Number	City Business License number		
Main Contact Person	Phone Number	Fax Number	
Street Address	City	State	Zip Code
E-mail Address:			

Do you have a Tentative Map? Yes, my Tentative Map No. is _____
 No (If No, see below)

If you do not have a Tentative Map, you must confirm compliance with the General Plan, Zoning Ordinance, and Subdivision Ordinance with the Planning Division prior to submittal of the Parcel Map.

If there are existing structures on the site, you must check with the Planning Division to determine if a Special Use Permit is required to allow the demolition of the structures prior to recordation of the Parcel Map.

Please Note: A Tentative Map or additional information may be required upon review of the full submittal package.

I had a preliminary discussion with with _____ of the Planning Counter staff (408-535-3555) that the following **may** apply to the proposed subdivision:

The current General Plan and Zoning designations will allow for this subdivision.

The proposed subdivision does not require a Tentative Map.

Yes, there are structures on the site that must be demolished prior to recordation of this Parcel Map. I am aware that a Special Use Permit and/or Building Permit is required prior to the demolition of these structures. - OR -

No, there are no existing structures on the site, or the location of the existing structures will not require the demolition of any existing structures prior to recordation of the Parcel Map.

Site Information

Assessor Parcel Number(s)	Gross Acres	Net Acres
---------------------------	-------------	-----------

Existing Land Use Information

No. of Lots	No. & Type of Units	Land Use
-------------	---------------------	----------

Proposed Land Use Information

No. of Lots	No. & Type of Units	Land Use
-------------	---------------------	----------

MAKE SURE TO INCLUDE COMPLETED "PARCEL/FINAL MAP CHECKLIST" WITH APPLICATION

ENVIRONMENTAL EVALUATION APPLICATION

INSTRUCTIONS

Please prepare the application form, environmental analysis, and other required information listed below and return them, in conjunction with other required forms for your project (i.e., Planned Development Permit/Amendment, Conditional Use Permit/Amendment, Rezoning, etc.). This application is accepted by Appointment only. Please visit the Planning Division's website: <http://www.sanjoseca.gov/index.aspx?nid=1725> to set up an appointment.

- 1. Completed Application Form.** Each application shall be signed by the preparer of the application. Original wet signatures (not Xeroxed) are required. **One** copy of the application shall be submitted for each site.

The application must contain the following:

- (a) Aerial photograph (8 ½" x 11" or 11" x 17")
 - Minimum scale 1"= 200'
 - Include a north arrow and the scale of the photograph
 - Include date of the photograph
 - The site shown in the center of the photograph
 - Clearly outline and identify the site
- (b) Site Plan (drawn to scale) showing the proposed project. (8 ½" X 11" or 11" X 17")
- (c) Vicinity Map that shows the surrounding roadways, schools, etc., (8 ½" X 11")
 - Include a north arrow
 - Site in the center of the map with North at the top of the page
 - Clearly outline and identify the site
 - Name each surrounding street
 - Label all land uses within 500 feet of the site
- (d) Photographs of the site and surrounding properties
 - Snapshots or Polaroid photos will be accepted
 - Mount on (8 ½" X 11") paper
 - Identify the subject of each photograph

- 3. Noticing the Neighborhood.** Refer to the Public Outreach Policy for a full description of the City's public notification procedures. Public Hearing

notices will be mailed for development proposals at least 10 calendar days before the date set for hearing for a project. Notices will be sent to all property owners and residents within 300 feet for Very Small projects, 500 feet for Standard Development Proposals and a minimum of 1,000 feet for large or controversial projects as detailed in the Public Outreach Policy.

- 4. HUD Federal Funding and Environmental Compliance with the National Environmental Policy Act (NEPA).** Compliance with the National Environmental Policy Act (NEPA) is required for all projects anticipating the use of federal funding from the Department of Housing and Urban Development (HUD), for any portion of the project. Additional review, reports, and/or referrals may be necessary. Additional fees will be required for projects not funded by the Community Development Block Grant (CDBG) program. Please contact the Environmental Review Team for more information.
- 5. Santa Clara Valley Habitat Conservation Plan (HCP).** Please provide HCP information for the project below, and refer to the HCP Geobrowser at <http://www.hcpmaps.com> as needed. To determine if a project eligible for coverage under the HCP, complete the Coverage Screen Form and as needed, the Fees and Conditions Worksheet. Both are available on the HCP Website at <http://scv-habitatagency.org>.

 Land Cover Designation: _____
 Private Development Area: _____
 Permanently Disturbed Footprints (in acres): _____
 Fee Zone(s): _____
 Wildlife Survey Area(s): _____
 Plant Survey Area(s): _____
 Streams and Setback: _____
- 6. Fees.** An application fee, associated Public Noticing fee(s), and the appropriate Environmental application fees are due at the time of filing (see fee schedule). Checks are made payable to the "City of San Jose".

This application is accepted by APPOINTMENT ONLY. To arrange an appointment, please visit the Planning Division's website: <http://www.sanjoseca.gov/index.aspx?nid=1725>. For assistance, call (408) 535-3555.

ENVIRONMENTAL EVALUATION APPLICATION

TO BE COMPLETED BY APPLICANT <small>(PLEASE PRINT OR TYPE)</small>			
GENERAL INFO		TO BE COMPLETED BY STAFF: Staff: _____ Date: _____ Amount Paid: _____	
FILE NUMBER			
NAME OF PROJECT	PROJECT LOCATION		
ZONING	GENERAL PLAN		
ASSESSOR'S PARCEL NUMBER(S)			
WRITTEN DESCRIPTION OF PROJECT: <i>(attach additional sheets as necessary)</i>			
GROSS ACREAGE	BUILDING SQUARE FOOTAGE	NUMBER OF FLOORS	
FLOOR AREA RATIO	BUILDING HEIGHT	AMOUNT OF OFF-STREET PARKING PROVIDED: _____ spaces	
PROPOSED USE OF SITE (Project for which this form is filed): CURRENT USE: _____ PROPOSED USE: _____ (Please check all that apply)			
<input type="checkbox"/> Change of Use	<input type="checkbox"/> Minor Alterations	Additions to Building:	
<input type="checkbox"/> Change of Hours	<input type="checkbox"/> Demolition	<input type="checkbox"/> Rear	
<input type="checkbox"/> New Construction		<input type="checkbox"/> Front	
<input type="checkbox"/> Other: <i>Please clarify</i> _____		<input type="checkbox"/> Height	
		<input type="checkbox"/> Side Yard	
PROPOSED SCHEDULING			
IF THE PROJECT INCLUDES RESIDENTIAL PROVIDE THE INFORMATION BELOW: Type of units: (i.e., single-family detached, multi-family, etc.) _____ Number of each type of unit: _____ Density per net acre: _____			
IF THE PROJECT INCLUDES COMMERCIAL PROVIDE THE INFORMATION BELOW: Neighborhood or Regionally oriented: _____ Number and type of establishments: (i.e., restaurant, department store, etc.) _____ _____ Square footage each: _____ Number of shifts per workday: _____ Number of employees per shift: _____ Hours of Operation: _____ Drive-through uses: _____			
IF THE PROJECT INCLUDES INDUSTRIAL PROVIDE THE INFORMATION BELOW: Number and type of establishments: _____ Square footage of each: _____ Number of shifts per workday: _____ Number of employees per shift: _____ Hours of Operation: _____			
IF THE PROJECT INCLUDES INSTITUTIONAL PROVIDE THE INFORMATION BELOW: Major functions: _____ Square footage and other relevant characteristics: _____ _____ Number of shifts per workday: _____ Number of employees per shift: _____ Service area: _____ Hours of Operation: _____			

This application is accepted by APPOINTMENT ONLY. To arrange an appointment, please visit the Planning Division's website: <http://www.sanjoseca.gov/index.aspx?nid=1725>. For assistance, call (408) 535-3555.

Are the following items applicable to the project or its effects? Discuss below all items checked yes (attach additional sheets as necessary):		
YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Does the project involve or whether the use of Federal funding is anticipated?
<input type="checkbox"/>	<input type="checkbox"/>	Does the project propose the demolition or alteration of any existing structures on the project site?
<input type="checkbox"/>	<input type="checkbox"/>	Does the project change existing features of any bays, tidelands, beaches, lakes or hills or substantial alteration of ground contours?
<input type="checkbox"/>	<input type="checkbox"/>	Does the project change scenic views or vistas from existing residential areas or public lands or roads?
<input type="checkbox"/>	<input type="checkbox"/>	Does the project change pattern, scale or character of the general area of the project?
<input type="checkbox"/>	<input type="checkbox"/>	Does the project create a significant amount of solid waste or litter?
<input type="checkbox"/>	<input type="checkbox"/>	Does the project change the amount of dust, ash, smoke, fumes or odors in the vicinity?
<input type="checkbox"/>	<input type="checkbox"/>	Does the project propose to locate a feature within a riparian corridor or area subject to flooding?
<input type="checkbox"/>	<input type="checkbox"/>	Does the project propose a substantial change in existing noise or vibration levels in the vicinity?
<input type="checkbox"/>	<input type="checkbox"/>	Does the project propose to develop on land or on a slope of 15 percent or more?
<input type="checkbox"/>	<input type="checkbox"/>	Does the project propose the use of hazardous materials to be used as part of the operation of any of the establishments on the project site?
<input type="checkbox"/>	<input type="checkbox"/>	Does the project propose a substantial change in the demand for municipal services (police, fire, water, sewage, etc.)?
<input type="checkbox"/>	<input type="checkbox"/>	Does the project propose a substantial increase in fossil fuel consumption (electricity, oil, natural gas, etc.)?
<input type="checkbox"/>	<input type="checkbox"/>	Does the project have a relationship with a larger project or series of projects?
<input type="checkbox"/>	<input type="checkbox"/>	Does the project create one acre or more of impervious surface on the site?
<input type="checkbox"/>	<input type="checkbox"/>	Does the project site include any structures listed as City Landmarks, Candidate City Landmarks, Structures of Merit, or listed Determined Eligible for Listing on the National or California Register of Historic Places?

This application is accepted by APPOINTMENT ONLY. To arrange an appointment, please visit the Planning Division's website: <http://www.sanjoseca.gov/index.aspx?nid=1725>. For assistance, call (408) 535-3555.

ENVIRONMENTAL EVALUATION APPLICATION

TO BE COMPLETED BY APPLICANT		
NAME OF APPLICANT	E-MAIL ADDRESS	
MAILING ADDRESS	DAYTIME PHONE NUMBER ()	
TO BE COMPLETED BY PROPERTY OWNER* <i>(IF DIFFERENT FROM APPLICANT)</i>		
NAME OF PROPERTY OWNER		DATE
MAILING ADDRESS	DAYTIME PHONE NUMBER ()	
TO BE COMPLETED BY ENVIRONMENTAL CONSULTANT		
NAME OF DOCUMENT PREPARER OR ENVIRONMENTAL CONSULTANT		DATE
MAILING ADDRESS	DAYTIME PHONE NUMBER ()	
CERTIFICATION AND DISCLOSURE STATEMENT FOR THE APPLICATION FOR ENVIRONMENTAL EVALUATION		
<p>The attached Application for Environmental Evaluation has been prepared by _____ doing Business as (indicate the legal name for dba designation, such as individual, "a partnership", "a corporation", etc.) _____</p> <p>The above-named, now has or will have the following direct or indirect economic interest in the development of, or, after its completion, the operation of the project for which the Application for Environmental Evaluation has been submitted.</p> <p>I/We declare, under penalty of perjury, that the statements furnished above, and in the attached exhibits, pertaining to the environmental information of the proposed project and to my/our economic interest or interests in that project are complete, true and correct to the best of my/our knowledge and belief.</p> <p style="text-align: center;">If any of the facts represented here change it is my responsibility to inform the City of San Jose.</p> <p style="text-align: center;">Executed _____ at _____, California</p>		
PREPARER'S SIGNATURE(S)		
TO BE COMPLETED BY PLANNING DIVISION STAFF		
FILE NUMBER	STAFF	DATE RECEIVED
Required Copies	DOCUMENTS	
1	APPLICATION FORM correctly filled out <input type="checkbox"/> Aerial Photo (8 ½' x 11' or 11' x 17') <input type="checkbox"/> Site Plan (8 ½' x 11' or 11' x 17') <input type="checkbox"/> Vicinity Map (8 ½' x 11' or 11' x 17') <input type="checkbox"/> Photographs of site and surrounding properties <input type="checkbox"/> Certification and Disclosure Statements signed by preparer	

*Property Owner is defined as the person(s) who owns the land/property or the Property Management Company who maintains the subject building/space and has authority or power of attorney to sign legal documents on behalf of the property owner(s)

This application is accepted by APPOINTMENT ONLY. To arrange an appointment, please visit the Planning Division's website: <http://www.sanjoseca.gov/index.aspx?nid=1725>. For assistance, call (408) 535-3555.