
Applicability

Final (Tract) maps are required for all subdivisions creating five or more parcels, five or more condominiums as defined in Section 783 of the Civil Code, a community apartment project containing five or more parcels, or for the conversion of a dwelling to a stock cooperative containing five or more dwelling units. Tract Maps first require approval of a Tentative Map by the Planning Department

However, there are still cases where a Parcel Map may be processed even if the project meets the requirements listed above. These are described in both the Subdivision Map Act Section 66426 and the City of San Jose Municipal Code (SJMC) 19.16.010. These projects are described as:

1. The land before division contains less than five acres, each parcel created by the division abuts upon a maintained public street or highway and no dedications or improvements are required by the legislative body.
2. Each parcel created by the division has a gross area of twenty acres or more and has an approved access to a maintained public street or highway.
3. The land consists of a parcel or parcels of land having approved access to a public street or highway which comprises part of a tract of land zoned for industrial or commercial development, and which has the approval of the city council as to street alignments and widths.
4. Each parcel created by the division has a gross area of not less than forty acres or is not less than a quarter of a quarter section.

A Tentative Map may be required for those subdivisions described in #1 through 4, above, for which the Director of Public Works has determined that such maps are necessary to protect or preserve the public health, safety or welfare. Some reasons where a Tentative Map may be required regardless of the project meeting the exemption criteria are, but not limited to:

- If the lot is in a PD that did not anticipate the subdivision.
- Project requires preparation of a Traffic Report.
- Project exceeds assigned traffic allocation in Evergreen Policy Area.
- Project is in a Geologic Hazard Zone or in a State Seismic Landslide Hazard Zone.

You must verify with Planning during the Tentative Map stage that the current Zoning, General Plan and Historic designation for the subject property will allow for the proposed subdivision. If existing structures are involved, it may be in the applicant's best interest to go through a preliminary review with the Planning Division prior to preparing and submitting a Tentative or Tract Map to determine any special requirements that may be required for your project.

Project Review Procedure

Submission Methods:

- 1) **Online Application for Tract Maps:** Visit the following site to apply for your Tract Map online: www.sjpermits.org. You will need to have an online account which you can create on the website. You will also need to attach all required documents as attachments during your online application; or

When applying online you will have the option to create both the permit application and to initiate a San Jose ePlan project. If you initiate an ePlan project you will receive a separate invitation email with log-in information and submission instructions for the project. The benefit of submitting via SJePlans is that the platform integrates with the City's permitting system and provides one place for

you to upload plans digitally, receive plan check comments, monitor project status, and obtain copies of issued permits. Please visit our [SJePlans Resources page](#) for more information.

For ePlan submissions you will upload all required documents directly to the SJePlan Project. All other submissions you will need to attach all required documents as attachments during your online application.

For a list of required ePlans and Attachments for each type of online Tract Map Application refer to Attachment A

Schedule an Appointment with Staff (Optional): Prior to or after you have made the online application submittal you may wish to contact the Project Engineer or team member assigned to your project to schedule an intake meeting. This meeting will help the applicant determine what documents are required for a full submittal, what documents were missing from the online submittal or the required corrections of the online submitted documents prior to being accepted for review. The Project team will also be able to provide the invoice for payment at the meeting, if not provided previously. If the meeting is scheduled prior to making the submittal, the online application must be made prior to the meeting.

2) **Standard Application - Schedule an Appointment with Staff**

Schedule an appointment or submit directly to the Public Works Development Review Team. If you already know the name of the PW Development Review Team members, please contact them directly to schedule an appointment for plan submittal. If you are unsure of the PW Development Review Team assigned to your project, please contact staff at (408) 535-7802 with your Planning Permit number, and we will look up the name of the Project Engineer assigned to your project.

Submittal Instructions

When submitting a Standard Application, please include the following:

- 1) **Application for Tract Map** – Must be completed by either the Applicant or Engineer/Surveyor preparing the map. Include the following information on the Application:
 - **Applicant's Information** – include the name, address, daytime phone number of the Applicant or his/her designated legal entity.
 - **Engineer/Surveyor's Information** – Include the name, address, daytime phone number of the Engineer or Surveyor preparing the Tract Map.
 - **Main Contact Person** – Include the name, address, daytime phone number and e-mail address of the person who is to be the main contact person for all project related issues.
 - **Site Information** – Include the Assessor Parcel Number(s) of the parcel(s) to be subdivided and the gross and net acreage of the area to be subdivided.
 - **Existing and Proposed Land Use Information** – Indicate the number of existing lots and units, as well as their land use (i.e. residential, commercial, industrial, etc.). Also include the number of proposed lots and units, as well as the proposed land use (i.e. residential, commercial, industrial, etc.)
- 2) **Documents** – The following plans / documents are to be submitted with the application:
 - **Tract Map** - Prepared by a licensed Surveyor or qualified Civil Engineer to the requirements of the Subdivision Map Act (SMA) and the San Jose Municipal Code (SJMC). A qualified Civil Engineer is an Engineer that has obtained their Professional Engineer (PE) license prior to January 1982.
 - **Parcel/Final Map Checklist** – Completed by the Licensed Surveyor or Qualified Civil Engineer.

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- **Submittal Documents** – All of the submittal documents listed at the top of the Parcel/Final Map Checklist.
 - **Tentative Map** – A copy of the approved Tentative Map will need to be provided to ensure that the map conforms to the approved Tentative Map.

Upon receipt, City staff will review the plans for completeness.

- If the initial submittal is complete, staff will review the plans and return comments to the applicant or the applicant's representative. Any corrections or clarifications that are required shall be made and the revised Parcel Map will be resubmitted to the City for further review. Once the plans are ready for approval, the applicant is ready to make the final submittal.
- If the initial submittal is incomplete (missing documents, missing map, etc.) staff will return the plans to the applicant for completion prior to any review taking place. This can potentially delay the issuance of a Public Works Clearance, which is required to get a building permit.

Fees

The Tract Map fees will be provided once the application has been submitted and reviewed by City staff. The fees will be provided and will be required to be paid prior to the application being deemed complete. Please see the fee schedule titled "Public Works Permit Fees" for the current fee amount.

ePlan and Online Application Attachment Requirements

Note: If your application was started as an ePlan Application, submit the plans and documents in the indicated folder. If you did not initiate this project as an ePlan application, submit the documents indicated in the “Online Application Only” section during the “Attachments” section of the online application. Please note that the City reserves the right to convert the project from being Online only to an ePlan application during the project intake review.

ePlan Application: Refer to the City of San Jose [SJePlans Resources](#) page for more information.

Plans Folder

- **Tract Map** – uploaded as single sheets per the [Public Works file naming convention](#).

Documents Folder

- **ePlan Information Form**
- **Tract Map Application** (bottom half of application filled in)
- **Parcel/Final Map Checklist** – Completed by the Licensed Surveyor or Qualified Civil Engineer.
- **Submittal Documents** – All of the submittal documents listed at the top of the Parcel/Final Map Checklist.
- **Tentative Map** – Must be the approved version (w/ Planning approval stamp).

Online Application Only

When attaching these documents, during the Add Application stage or using the “Add Attachments” on the My Permit Detail page of your permit application on SJPermits, make sure to select the following Attachment Type indicated after the dash. Each document will be required to provide a description of the uploaded attachment.

- **Tract Map** (single combined set) – Tract Map
- **Tract Map Application** – Miscellaneous Documents
- **Parcel/Final Map Checklist** – Miscellaneous Documents.
- **Submittal Documents** (All of the submittal documents listed at the top of the Parcel/Final Map Checklist) – Supporting Documents
- **Tentative Map** – Other Plans