



CITY OF CAMPBELL
Public Works Department

PARCEL MAP APPLICATIONS
ENGINEERING APPLICATION CHECKLIST

(Download at <https://www.campbellca.gov/DocumentCenter/View/18612>)

This Engineering Application Checklist (“Checklist”) is intended to facilitate the submittal of a Parcel Map application to the City of Campbell Engineering Division. Parcel Map applications are submitted after the approval of a Tentative Map by the Planning Division. If you need additional assistance, please contact the Engineering Division at (408) 866-2150.

APPLICATION TYPES

A Parcel Map is used to subdivide a lot into four (4) or fewer parcels / units. It involves the preparation of a map by a qualified Registered Civil Engineer or Licensed Land Surveyor, that is reviewed and approved by the City of Campbell and ultimately recorded at the [Santa Clara County Recorder’s Office](#).

Parcel Map (PM): The applicant first makes an application for a [Tentative Map](#) through the Planning Division. Once the Tentative Map has been approved, the applicant will make an application for a Parcel Map, and any other required Public Works application like a Street Improvement Plan.

Parcel Map for Urban Lot Split (SB-9): As a result of SB-450, the Planning Division will no longer require a Zoning Clearance – instead the applicant will apply for approval of a [Ministerial Tentative Parcel Map for Urban Lot Split \(SB-9\)](#). Once the Tentative Parcel Map for Urban Lot Split is approved by the Planning Division, the applicant will make an application for a Parcel Map with the Public Works Engineering Division.

APPLICATION TYPES	
APPLICATIONS	DESCRIPTION
■ Parcel Map (PM)	■ Subdivision of 4 lots / units or less that has already gone through the Planning Tentative Map process. If the Conditions of Approval require concurrent applications, they shall be made at the same time.
■ Parcel Map for Urban Lot Split (SB-9)	■ A new ministerial process approved by the State to allow splitting an existing R-1 residential lot into two (2) parcels. An approved Ministerial Tentative Parcel Map from Planning is required.

Note: If there are any questions, please contact the Public Works Land Development team at (408) 866-2150.

DIGITAL SUBMISSION REQUIRED

The City of Campbell utilizes an online permit system called MyGovernmentOnline (“MGO”). **All applications must be electronically submitted through the MGO system**, accessible at <https://campbellca.gov/pwmgo>. Before you submit an application for the first time, you must create a user account. For more information, please visit the City’s Application Center at <https://www.campbellca.gov/1050/>. MGO also offers a customer service support line at (866) 957-3764 if you need assistance in creating a user account and/or navigating the system. Questions related to the application submittal requirements specified by this Checklist should be directed to the Engineering Division at (408)

866-2150 or publicworks@campbellca.gov. If you require accommodation, there is a public kiosk in the Community Development Department that you may use to submit an application through the MGO system and/or create a user account. However, as noted further in the Checklist, all application materials must be provided electronically; if you wish to use the public kiosk you must bring your application materials on a USB flash drive. For security reasons, application materials may not be downloaded or emailed to the kiosk computer.

When applying in MGO, please select the Application Type: "Map Review – Parcel Map Review"

ENGINEERING REVIEW PROCESS

Once an application is made, Engineering staff will review the application for completeness and any necessary concurrent applications. If the application is complete, staff prepares and e-mails an invoice to the applicant. If the application is incomplete, the applicant is notified of missing or incomplete items.

City staff review the completed application and related documents for compliance with all applicable codes. The Parcel Map is sent to the City Surveyor for their technical review. Upon completion of City review, the applicant will be notified of any necessary corrections and revisions. Applicant will make said corrections and resubmit the documents to the City for another review.

Once all documents meet the City's requirements, the Public Works Engineering Division will notify the applicant to submit the Parcel Map on mylar sheets signed by the Land Surveyor and the property owner(s). Signatures shall be notarized as shown on the map. If the Parcel Map includes any public street or easement dedications, it will require approval by the City Council. Staff will schedule the Parcel Map for the next available City Council meeting.

When the Parcel Map has been approved by the City, and all fees, deposits and Conditions of Approval have been satisfied, the applicant's title company will be notified that the map is ready for pick-up and recordation at the [Santa Clara County Recorder's Office](#). A conformed copy of the recorded Parcel Map must be submitted to the Public Works Department.

A monumentation cash security deposit is required prior to recordation of the Parcel Map if the map indicates that the Project Surveyor will be setting the monuments shown on the map at a later date. This cash deposit will be returned to the applicant once the Project Surveyor has set all of the monuments as shown on the Parcel Map, and the applicant has submitted the necessary request form to the City. City staff will field verify that the monuments have been set prior to return of the deposit.

REQUIRED APPLICATION MATERIALS

Upon submittal to the MGO system, a staff member will review your uploaded materials for general adequacy with specifications stated in the table, below, as well as with the additional requirements provided in the following sections. If the required Application Materials are missing, clearly inadequate, mislabeled, or in an incorrect format, the application will not be accepted. You will be notified through the MGO system if your application has been accepted or rejected. Further, please be advised that the submission of Application Materials, including when responding to a notice of incompleteness, must be provided all together and cannot be piecemealed.

#	REQUIRED APPLICATION MATERIALS	PM	SB-9
Parcel Map (provide as a single document)			
1.	Coversheet (SB-9 Urban Lot Split) <ul style="list-style-type: none"> ■ Title shall be "Parcel Map for Urban Lot Split"; ■ Include Owner's Statement / Signature Block, no public dedications, on upper left side of coversheet consistent with Title Report; ■ Include Owner's Notary Block below Owner's Signature Block; ■ Beneficiary statements / signatures / notaries not required unless required by the Title Company; ■ Include Project Surveyor's Signature Block; 	No	Yes

#	REQUIRED APPLICATION MATERIALS	PM	SB-9
	<ul style="list-style-type: none"> ■ Include City Surveyor's Signature Block on right side of coversheet; ■ Include City Engineer's Signature Block on right side of coversheet; ■ Include County Recorder's Signature Block on lower right side; ■ Include property address in small font along the left border; ■ All coversheet statements and signature blocks shall be consistent with these: https://www.campbellca.gov/DocumentCenter/View/425 		
2.	<p>Coversheet (Standard Parcel Map)</p> <ul style="list-style-type: none"> ■ Include Owner's Statement / Signature Block, with any required Public dedications, on upper left side of coversheet consistent with Title Report; ■ Include Owner's Notary Block below Owner's Signature Block; ■ Include Project Surveyor's Signature Block; ■ Include City Surveyor's Signature Block on right side of coversheet; ■ Include City Engineer's Signature Block on right side of coversheet; ■ Include City Clerk's Signature Block on right side of coversheet; ■ Include County Recorder's Signature Block on lower right side; ■ Include Certificate of Dedication if dedicating right-of-way; ■ Include property address in small font along the left border; <p>All coversheet statements and signature blocks shall be consistent with these: https://www.campbellca.gov/DocumentCenter/View/425</p>	Yes	No
3.	Basis of Bearing must be between two (2) found monuments of record (provide record map/document).	Yes	Yes
4.	Monumentation shall comply with Municipal Code 20.76.010 .	Yes	Yes
<p>Please note: Samples of previously approved Parcel Maps can be provided on request to assist the Surveyor in understanding what is expected. <i>A picture is worth a thousand words.</i></p>			
<p>Additional Items (provide as separate documents)</p>			
5.	Preliminary Title Report prepared by a title company. Must be dated within three (3) months of application date.	Yes	Yes
6.	Closure Calculations that are computer generated and verify the closure/area calculations for all descriptions. Indicate degree of accuracy.	Yes	Yes
7.	Grant Deeds used to prepare the Parcel Map. Must include current grant deeds for all properties involved. Combine all deeds into one (1) pdf file.	Yes	Yes
8.	Reference Maps used to prepare the Parcel Map. Combine all maps into one (1) pdf file.	Yes	Yes
9.	Map Technical Checklist completed by Project Surveyor.	Yes	Yes
10.	Acknowledgement Statement (see last page of this checklist) stipulating to certain public record, copyright, environmental, and other legal obligations and disclosures.	Yes	Yes

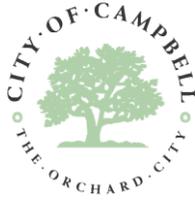
APPLICATION MATERIALS SUBMITTAL REQUIREMENTS

Application materials must be provided electronically in [Adobe PDF](#) (unlocked) format (i.e., no JPEG, PNG, DOC, etc.), **using the standardized file naming format specified in the table on the following page**. Please do not add dates, numbers, acronyms, special characters (!, @, #, \$, %, ^, &, ", ", and *), version numbers or prefix numbers to the file names. Please also ensure that the Project Plans, inclusive of all required sheets, **are combined into a single PDF file**. Separate PDF files will not be accepted and will result in rejection of your application.

REQUIRED FILE NAMING FORMAT	
Required Material <i>(one PDF file for each item)</i>	Required File Name Format <i>(label each file exactly like this)</i>
■ Parcel Map	■ Parcel Map (Submittal #) <i>Example: Parcel Map (Sub 1)</i>
■ Preliminary Title Report	■ Title Report
■ Closure Calculations	■ Closure Calculations
■ Grant Deeds	■ Grant Deeds
■ Reference Maps	■ Reference Maps
■ Map Technical Checklist	■ Checklist
■ Acknowledgement Statement	■ Acknowledgement Statement

APPLICATION FEES

Payment of application fees is required prior to processing your application. Once your application has been reviewed and found to be complete, staff will generate an invoice for the application fees and e-mail it through the permitting system. Failure to pay in a timely manner may result in your application being removed from the application queue (rejected), requiring a new application to be submitted. The application fee schedule is available at <https://www.campbellca.gov/160/Fees>. Please note that the City charges a 3.36% processing fee for all credit card transactions and a 1% processing fee for all ACH (electronic check) transactions. Cash or check payments may be made at the City Finance Department at no additional cost.



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ACKNOWLEDGEMENT STATEMENT

Please read carefully. These are legally binding statements that may warrant consultation with legal counsel and/or a translator prior to signing. Misrepresentation may result in revocation of an issued building permit. Signature by the Applicant (or contractor), and Property Owner (or a duly authorized individual who may sign on behalf of a corporation, non-profit organization, limited liability company, joint partnership, homeowner associations, etc.) constitutes acknowledgment and/or acceptance of the following by all parties:

- (1) The City of Campbell is granted release to copy and reproduce electronically, in whole or in part, drawings and all other materials submitted with this permit application for the City’s regulatory, administrative, and legal functions, including sharing of information with other governmental entities and for compliance with the [California Public Records Act \(CPRA\)](#);
- (2) All notices and communications may be provided electronically via email or through the MGO system. This acknowledgement constitutes a voluntary and knowing waiver to receive a physical copy of any such correspondence;
- (3) An application to Public Works is not deemed submitted until all required materials have been confirmed received and all application fees have been paid;
- (4) If the Public Works application involves construction activities, then the contractor shall maintain their required license and bond in good standing with the Contractors State License Board, a current City of Campbell Business License, and all City required insurance coverage during the entirety of construction activity;
- (5) Issuance of a Public Works permit shall not be construed to be an approval of a violation of any local, State, or Federal laws; a permit issued in error under such circumstance shall be considered void;
- (6) Construction activity shall occur in compliance with the time and noise limitations specified in the Special Provisions of the approved permit, as well as with local and State air quality and stormwater protection requirements;
- (7) Revisions to approved construction plans must receive prior City approval. Construction performed not in compliance with approved construction plans may result in the constructed improvements being rejected and requiring reconstruction; and
- (8) The information submitted with the permit application is true and correct to the best of my knowledge.

ATTEST:

APPLICANT ACKNOWLEDGEMENT

Name:	Title (if applicable):	Signature:	Date:
_____	_____	_____	_____

PROPERTY OWNER ACKNOWLEDGEMENT

Name:	Title (if applicable):	Signature:	Date:
_____	_____	_____	_____

Company (if applicable):
