



Instructions for **PARCEL MAP FOR “URBAN LOT SPLIT”**

General Information

State Senate Bill 9 (SB-9) provides for a new process that allows for the ministerial subdivision of a lot zoned for single family use. This new process allows for an existing lot to be split into two (2) parcels without the need for a Tentative Map, provided certain requirements are met. This Parcel Map for “Urban Lot Split” is subject to City approval and the adopted SB-9 land division requirements which can be found here: <https://www.campbellca.gov/DocumentCenter/View/19586>

As this new process eliminates the Tentative Map stage, the reviews normally completed by Planning, Building, Fire and Public Works will now be integrated into the Parcel Map / Zoning Clearance review. The applicant will need to submit a concurrent SB-9 Zoning Clearance application to the Planning Division to detail out the development of the site and ensure the proposed subdivision will support said development.

To ensure the applicant has a complete understanding of the requirements for an Urban Lot Split, it is strongly recommended that the applicant invest in a preliminary discussion with Planning Division staff to discuss the proposed lot split prior to making a formal application.

If there are any questions, please contact the City Engineer’s office, at (408) 866-2150.

Submittal Instructions

Beginning January 2020, all Public Works applications shall be submitted through the new on-line permitting system known as MyGovernmentOnline (MGO) and available here: <https://www.mygovernmentonline.org/apply/?SectionID=1&State=CA&JurisdictionID=187&ProjectTypeID=63>

For information on how to register for and use the MGO permitting system, visit: <https://www.campbellca.gov/1050>

All files shall be uploaded at time of application and be labeled appropriately. **If a document is comprised of multiple pages or sheets, please combine them all into one PDF file, orientated such that it is readable without requiring subsequent rotation of the pages.**

Once staff has reviewed the on-line submittal and found it to be complete, an invoice for the application fees will be created and e-mailed to the applicant. **Payment of application fees is required before staff begins review of the application.**

The following documents must be submitted/uploaded with the on-line application:

1. **Zoning Clearance Application.** Make a concurrent SB-9 Zoning Clearance application to the Planning Division. Application instructions can be found here: <https://www.campbellca.gov/DocumentCenter/View/15116>
2. **Parcel Map.** Provide a Parcel Map prepared and signed by a Licensed Land Surveyor pursuant to the Subdivision Map Act. The Parcel Map shall conform to the “CHECKLIST FOR PARCEL MAPS AND TRACT MAPS” that can be found here: <https://www.campbellca.gov/DocumentCenter/View/426>
3. **Site Plan.** Since only certain information can be shown on the Parcel Map for recordation, a site plan is required showing the additional information necessary to verify compliance with adopted City ordinances.

Submit a separate site plan showing structures, walls, fences and trees located adjacent to the adjusted lot line(s), sufficient to determine the location of these facilities with respect to the new lot line(s).

The following information must be included on the site plan:

- A. The location and width of all existing or proposed easements or rights-of-way, whether public or private, for access roads, drainage, sewers, or flood control purposes. Label the easements as existing or proposed and indicate to whom the easement is granted.
- B. The location of any above ground or underground structures on the site. Dimension distances from proposed property lines to structures. If there are no structures within the proposed subdivision, add a note on the site plan stating that fact.
- C. Any other information, as determined necessary by the City, on a case-by-case basis, to completely and properly assess the proposed subdivision.
- D. Show new parcel lines that will be created.

- E. Project Data: For each existing and new parcel, provide the following information:
 - i. Building square-footage (broken down by structure)
 - ii. Lot Coverage
 - iii. Floor Area Ratio
 - iv. Lot Size
- F. Setbacks: Show all new/existing building setbacks resulting from the new property lines.
- 4. **Assessor’s Parcel Map.** Submit a copy of the most recent assessor’s parcel map for the subject property.
- 5. **Title Report.** Preliminary title report for all properties involved, current within 3 months.
- 6. **Grant Deeds.** Current grant deeds for all properties involved.

- 7. **Reference Map(s).** Copies of all referenced maps, documents and/or deeds used to prepare the Parcel Map.
- 8. **Closure Calculations.** Computer generated closure/area calculations for existing and new parcels. Indicate degree of accuracy.
- 9. **Fees.** Application fees (see current Fee Schedule). An invoice for the required application fees will be e-mailed to the applicant upon successful submittal of the application. Please note that separate recording fees will be collected by the County Recorder at time of recordation.
- 10. Any other information deemed reasonable and necessary by the City Engineer or Community Development Director.

Review Process

- 1. All Parcel Map submittals and fees shall be made to the Public Works Department through the on-line portal (MGO).
- 2. A concurrent SB-9 Zoning Clearance submittal shall be made to the Planning Division through MGO. Review of the Parcel Map will not begin until a complete Zoning Clearance submittal has been received by the Planning Division.
- 3. City staff reviews the application for completeness. If application is complete, staff prepares and e-mails an invoice to the applicant. If application is incomplete, applicant is notified of missing or incomplete items.
- 4. City staff reviews the completed application and related documents for compliance with all applicable codes.
- 5. 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 review.
- 6. Once all documents meet the City’s requirements, the Public Works Department 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.
- 7. When the Parcel Map has been approved by the City, 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.
- 8. A conformed copy of the recorded Parcel Map must be submitted to the Public Works Department.

Submittal Checklist

Note: If a document is comprised of multiple pages or sheets, please combine them all into one PDF file, orientated such that it is readable without requiring subsequent rotation of the pages.

- 1. ___ Make concurrent SB-9 Zoning Clearance application to Planning Division via City On-line portal (MGO).
- 2. ___ Make Parcel Map application via City On-line portal (MGO) for “Map Review – Parcel Map”.
- 3. ___ Upload PDF of the Parcel Map.
- 4. ___ Upload PDF of the Site Plan.
- 5. ___ Upload PDF of the Assessor’s Parcel Map.
- 6. ___ Upload PDF of Preliminary Title Report.
- 7. ___ Upload PDF of the current Grant Deeds for all properties.
- 8. ___ Upload PDF of all referenced documents (Deeds and Maps can be broken into two separate PDF files).
- 9. ___ Upload PDF of Closure Calculations.
- 10. ___ Pay Application Fees once invoice is received via e-mail