

## INSTRUCTIONS FOR THE FILING OF A REQUEST FOR PARCEL MAPS

Parcel maps are required for subdivisions of land in which four or less lots are created and for eliminating lot lines. Such subdivisions of land must be approved by the Subdivision Committee of the City. This Committee consists of the Public Works Director, the Community Development Director and the City Manager (or their respective appointed delegates). The Committee meets as and when necessary to consider pending items.

A property owner or authorized representative may present a proposed parcel map to the Planning Division, City Hall, 500 Castro Street, Mountain View, by submitting twelve (12) prints of the map showing the proposed division of land or lot line elimination and two (2) copies of a current Preliminary Title Report, accompanied by a filing fee. Please refer to the application fee schedule for the appropriate fee.

A preliminary parcel map shall be prepared by a licensed surveyor or registered civil engineer. It shall be 18" x 26" and shall be drawn to a minimum scale of 1" to 40'; however, in the case of a preliminary parcel map relating to very large areas, the Community Development Director or his agent may, in addition, require one map of lesser scale depicting the entire area.

The preliminary parcel map must contain all of the information listed on the reverse side. In addition, the Subdivision Committee may require additional information that is necessary or relevant to the particular site in question. The Community Development Department is allowed 30 days to determine if the application is complete.

Upon receipt of all required information, the proposal is reviewed by interested departments and agencies and ultimately by the Subdivision Committee itself. If it is necessary for the applicant to meet with the Committee to discuss the proposal, the applicant will be so advised. Within 30 days of the date the application was determined to be complete, the Subdivision Committee makes a decision. The preliminary parcel map is either conditionally approved, disapproved or continued for revisions. An additional 10 days are necessary for the Committee to issue a written record of the decision.

Approvals of the Subdivision Committee are valid for a period of two years from the date of approval. Should the conditions not have been met and the division or lot

line elimination not completed within that time, the approval is no longer valid. Actions of the Subdivision Committee may, within 15 days after notification of such action, be appealed to the City Council.

Once an application is approved, the applicant prepares the parcel map and must satisfy all the conditions of approval. The parcel map is submitted to the Public Works Department for review. Once approved, it is recorded as a legal subdivision at the County Recorder's Office.

### **PARCEL MAP REQUIRED APPLICATION MATERIALS**

The preliminary parcel map shall contain the following information:

1. The name or designation.
2. The north point, scale and description sufficient to locate the property on the ground.
3. The names and addresses of the record owners, the subdividers and the registered civil engineer or licensed surveyor who prepared the map.
4. The locations, names and present widths of all nearby highways, streets and ways.
5. The approximate radius, length and interior angles of all curves.
6. The widths and approximate location of all existing or proposed easements, whether public or private, and whether for roads, drainage, sewage, public utilities, bikeways or any other purposes.
7. A number or letter for each lot.
8. The approximate lot layout and approximate dimensions of each lot.
9. The present and proposed location and outline to scale of any existing building to remain on the property.
10. The proposed use of the property.

11. The public areas proposed for parks, playgrounds, open space and like uses.
12. The proposed method of sewerage and sewage disposal.
13. The names of adjoining property owners.
14. The location of existing utility poles and anchors.
15. Existing contours and any proposed modification to the grading of the land.
16. The location, size and species of all existing trees and their proposed disposition.

In the event it is impossible or impractical to place upon the preliminary parcel map any information hereinabove required, such information shall be furnished on additional sheets and/or in a written statement which shall be submitted with a preliminary parcel map containing the following information:

1. A copy of any and all existing and proposed restrictive covenants.

2. Reasons purported to justify any departure from the terms of the Subdivision Ordinance.
3. Anticipated selling price of residential units.
4. **For Condominium Conversions:** Please see the City's Municipal Code.
5. A completed Hazardous Materials and Site History Statement is required if the proposal involves any subdivision to allow more than two residential units (see "Hazardous Materials and Site History statement" packet.)
6. If there are Heritage trees on the site, an arborist's report must be prepared. The report should evaluate the tree's health, condition and expected longevity, with recommendations as to disposition, and tree protection measures to be followed during construction if trees are retained.

**FLOW CHART**

