
PARCEL MAP WAIVER

How to apply for a Parcel Map Waiver

When may I apply for a Parcel Map Waiver?

You may apply for a Parcel Map Waiver if:

1. The City determines that the proposed lots are consistent with the property's Zoning and General Plan designations.
2. All of the public works improvements that would normally be required are already existing. However, certain exceptions can be made as determined by the Engineering Division. (See City Subdivision Ordinance 18.04.060)

What must a final Parcel Map Waiver contain?

The final Parcel Map Waiver consists of two large bluelined copies. The top sheet should contain the following information:

- Owner's Certificate (including a Trust Deed Certificate, if necessary)
- Engineer's or Surveyor's Certificate
- City Engineer's Certificate or Compliance
- City Clerk's Certificate
- County Clerk's Certificate
- Recorder's Certificate
- Parcel Map Number from County

The second blueline sheet should be a drawing of the parcel map showing the lots to be contained within the parcel map. Adjoining streets and parcels should be shown.

Who decides whether or not to approve a Parcel Map Waiver request?

The Planning, Building, and Engineering Divisions will review your application. If they so recommend, the Community Development Director may approve a Parcel Map Waiver at staff level.

How long does the process take?

The process for a Parcel Map Waiver takes about six to eight weeks depending on the completeness of the application.

What documents do I submit?

- A completed application signed by the property owner.
- Application fee – Refer to the appropriate Planning Fee Sheet.
- One 8.5" x 11" reduction of the two drawings.
- Two copies of the current Title Report.
- Six blueline copies of the Tentative Parcel Map.
- Six copies of complete plan sets which shall include, but not limited to, the following:
existing and proposed buildings and accessory structures, parking, landscaping, etc.
- Name, address, phone number and contact person of the title company responsible for recording the map.