



## TOWN OF LOS GATOS PARCEL/FINAL MAP INFORMATION

### PARCEL/FINAL MAP

#### Applicability

Parcel Maps are generally used to subdivide and/or reconfigure properties into 1 to 4 lots. Non-residential subdivisions with 5 lots or more can be mapped with a Parcel Map if the project meets applicable exemptions in the Subdivision Map Act. Residential subdivisions with 5 lots or more require a Final (Tract) Map. The Town Code requires first approval of a Tentative Map by the Planning Division for both Parcel and Final Maps.

#### Coordination

**Prior to applying for a Parcel or Final Map**, applicants must coordinate with the Planning Division to verify that the current Zoning, General Plan and Historic designation for the subject property will allow for the proposed subdivision and obtain approval of a Tentative Map. If existing structures are involved, it may be in the applicant's best interest to go through a preliminary review with the Planning and Building Divisions prior to the Tentative Map application submittal.

#### Review Procedure

All projects proposing a subdivision are required to obtain approval of a Tentative Map prior to submittal for a Parcel/Final Map. A Parks and Public Works Project Engineer is generally assigned to the Project. The Project Engineer will be your single point of contact for all Parks and Public Works permits related to the project during the Tentative Map application process. If you are unsure of the Project Engineer assigned to your project, please contact Engineering Services at (408) 399-5771 with your project address and Tentative Map application number, and staff will look up the Project Engineer assigned to your project.

#### Submittal Instructions

When submitting a Parcel / Final Map application, please include the following:

- 1) **Parcel / Final Map Application:** Completely filled out along with the applicant's name and signature. Please also indicate who is to be the main contact person for all project-related issues.
- 2) **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.). Indicate the number of proposed lots and units, as well as the proposed land used (i.e. residential, commercial, industrial, etc.).



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- 3) **Fees:** Include payment for the Parcel or Final Map review fee. See the current Fee Schedule - Engineering Division (<http://www.losgatosca.gov/DocumentCenter/Home/View/49>).
- 4) **Documents:** The following documents are to be submitted with the application:
- Three (3) copies of Parcel or Final Map
  - Two (2) copies of a current title report (dated within the last 90 days)
  - Two (2) sets of closure calculations (signed and sealed by a LLS or RCE)
  - Two (2) sets of all easements, deeds, and maps listed on the title report
  - Two (2) sets of any maps and deeds used to prepare and referenced on the map
  - A completed Parcel / Final Map Checklist.

Upon submittal, Town staff will review the application for completeness.

- If the submittal is complete, staff will accept the application package and fee. The Applicant will be advised of the time it will take to review the details of the application.
- If the submittal is incomplete (missing documents, fee, etc.) staff will return the application to the Applicant for completion prior to any review taking place.

### **Council Approval**

All Parcel and Final Maps require Council approval per the Town Code. The Council process can take approximately 4 to 6 weeks from the date the map review is complete to the final Council hearing approving the map.

### **Recordation**

After the Map has been approved by Town Council, the Applicant should proceed with preparing a Mylar set of said map and obtain the signatures of the owner(s) of the property and the surveyor who prepared the map. Once this has been submitted to the Engineering Division, the map will be signed by the Town Surveyor, Town Engineer, and Town Clerk. The Map will be left in Will Call at the Engineering Office for pickup by the Applicant. From there, the Applicant shall record the Map at the Santa Clara County Office of the Clerk-Recorder. A conformed copy can be requested by the Applicant at that time for their personal records.

***For any further questions or inquiries, contact the Counter Staff at (408) 399-5771.***



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**SAMPLE MAP STATEMENTS**

**OWNER'S STATEMENT** [C.G.C. Sec. 66436 & 66439]

WE HEREBY STATE THAT we are all of the parties having any record title interest in the subdivided real property shown within the distinctive borderline on this map, and we hereby consent to the preparation and recordation of this map and all dedications and offers of dedication therein.

The real property described below is dedicated in fee for public purposes: public streets and portions of public streets not previously existing as shown on this Map and all public uses under, upon and over said streets.

The real property described below is dedicated as an easement for public purposes: *(Use bullets below, as applicable)*

- Easement for construction, maintenance and access to any and all public service facilities including poles, wires, conduits, storm sewers, sanitary sewers and gas, water and heat mains and all public utilities and services and all appurtenances under, on, or over those certain strips of land designated and delineated as "P.S.E." (Public Service Easement). Said easement shall be kept open and free from buildings and structures of any kind except public service structures, irrigation systems and appurtenances thereto, lawful fences and all lawful roof overhangs.
- Easements for construction, maintenance and access to storm drainage and sanitary sewer facilities under, on, or over those certain strips of land designated and delineated as ("S.D.E.") Storm Drainage Easement and ("S.S.E.") Sanitary Sewer Easement, respectively. Said easements shall be kept open and free from buildings and structures of any kind except storm drainage and sanitary sewer structure, irrigation systems and appurtenances thereto, lawful fences and all lawful roof overhangs.
- Easements for emergency access purposes on or over those certain strips of land designated and delineated as ("E.V.A.E.") Emergency Vehicle Access Easement.
- Easement for surface flow of storm water on or over those certain strips of land which lies within Lot \_\_\_ and being designated and delineated as ("S.D.R.E.") Surface Drainage Release Easement. Said easement shall be kept open and free of any obstructions, including but not limited to berms, trees, permanent excavations, buildings, or permanent structures of any kind except lawful unsupported roof overhangs. Further, the surface elevations of said easement shall not be altered without the written consent of the Director of Parks and Public Works of the Town of Los Gatos.



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- Easement for construction and access to public sidewalk and appurtenances thereto on or over those certain strips of land designated and delineated as Sidewalk Easement ("S.E."). As required by Town Code Section 26.10.060(d), including all amendments thereto, property owner adjacent to or fronting on any portion of a sidewalk area is required to repair and maintain the sidewalk area.
- Easement for pathway purposes over those certain strips of land designated and delineated as "P.E." (Pathway Easement)

### (Private Storm Drainage Easement)

There is also shown on the hereon map proposed easement for private storm drainage purposes designated and delineated as "P.S.D.E." (Private Storm Drainage Easement) for the installation and maintenance of private storm drainage facilities. Said easement shall be kept open and free from buildings and structures of any kind except private utility structures, irrigation systems and appurtenances thereto, lawful fences, and all lawful unsupported roof overhangs. The maintenance, repair and/or replacement of private storm drainage facilities shall be the sole responsibility of the lot owners whose lot the facilities benefit. Said easement is not offered nor is it accepted for dedication by the Town of Los Gatos.

### (Private Sanitary Sewer Easement)

There is also shown on the hereon map proposed easement for private sanitary sewer purposes designated and delineated as "P.S.S.E." (Private Sanitary Sewer Easement) for the installation and maintenance of private sanitary sewer facilities. Said easement shall be kept open and free from buildings and structures of any kind except private utility structures, irrigation systems and appurtenances thereto, lawful fences, and all lawful unsupported roof overhangs. The maintenance, repair and/or replacement of private sanitary sewer facilities shall be the sole responsibility of the lot owners whose lot the facilities benefit. Said easement is not offered nor is it accepted for dedication by the Town of Los Gatos.

### (Private Surface Drainage Release Easement)

There is also shown on the hereon map proposed easement for private surface drainage release purposes, designated and delineated as "P.S.D.R.E." (Private Surface Drainage Release Easement) for surface flow of storm water on or over that certain strips of land which lies within Parcel \_\_\_\_ for the benefit of Parcel \_\_\_\_\_. Said easement shall be kept open and free from buildings and structures of any kind except irrigation systems and appurtenances thereto, lawful fences, and all lawful unsupported roof overhangs. Further, the surface elevations of said easement shall not be altered without the written consent of parcel owner benefited. The maintenance, repair, and/or replacement of private surface drainage release facilities shall be the sole responsibility of the parcel owner benefited, as determined by the appropriate covenants, conditions, and



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restrictions. Said easement is not offered, nor is it accepted for dedication by the Town of Los Gatos.

(Private Ingress-Egress Easement)

There is also shown on the hereon map proposed easement for private drives designated and delineated as "P.I.E" (Private Ingress-Egress Easement) for ingress to and egress from the individual lots shown on this Map. Said easement is not intended for the use of the general public but for the exclusive use of the owners of Lots \_\_\_ through \_\_\_. Said easement is also not offered, nor is it accepted for dedication by the Town of Los Gatos.

**ACKNOWLEDGMENT**

*(One acknowledgment is required for each group of signers, i.e. owners, beneficiaries, trustees, etc.)*

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )  
County of Santa Clara )

On \_\_\_\_\_, 20\_\_ before me, \_\_\_\_\_, a Notary Public, personally appeared \_\_\_\_\_ and \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the persons(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand.

Notary's Signature: \_\_\_\_\_

Printed Notary's Name: \_\_\_\_\_

Notary's Principal Place of Business: \_\_\_\_\_

Notary's Commission Number: \_\_\_\_\_

Expiration of Notary's Commission: \_\_\_\_\_



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**ENGINEER'S/SURVEYOR'S STATEMENT** [C.G.C. Sec. 66441 & 66442.5]

This map was prepared by me or under my direction and is based upon a field survey in conformance with the requirements of the Subdivision Map Act and local ordinance at the request of \_\_\_\_\_ on \_\_\_\_\_. I hereby state that all the monuments are of the character and occupy the positions indicated or that they will be set in those positions before \_\_\_\_\_, and that the monuments are, or will be, sufficient to enable the survey to be retraced, and that this (parcel or final) map substantially conforms to the approved or conditionally approved tentative map.

\_\_\_\_\_  
SIGNATURE  
R.C.E. (or L.S.) No. \_\_\_\_\_  
Registration Expires: \_\_\_\_\_

\_\_\_\_\_  
DATE

**TOWN ENGINEER'S STATEMENT** [C.G.C. Sec 66450]

I hereby state that I have examined this map, the subdivision as shown is substantially the same as it appeared on the tentative map and any approved alterations thereof, and all provisions of the Subdivision Map Act and local ordinances applicable at the time of approval of the tentative map have been complied with.

\_\_\_\_\_  
Lisa Petersen, Town Engineer  
R.C.E. No.: 46792  
Registration Expires: 6/30/2019

\_\_\_\_\_  
DATE

**TOWN SURVEYOR'S STATEMENT** [C.G.C. Sec 66450]

I hereby state that I have examined this map and I am satisfied that said map is technically correct.

\_\_\_\_\_  
Dean A. Jurado, Acting Town Surveyor  
L.S. No.: 9032  
Registration Expires: 9/30/2019

\_\_\_\_\_  
DATE



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**STATEMENT OF THE COUNCIL OF THE TOWN OF LOS GATOS** [C.G.C. Sec. 66440]  
*(Must be placed in lower right corner of sheet.)*

It is ordered that the Parcel Map or map of Tract No. \_\_\_\_\_ is hereby approved, that all streets, roads, easements and other parcels of land shown upon said map and therein offered for dedication are hereby accepted for the purposes for which they are offered.

I hereby state that the foregoing order was adopted by the Town Council of the Town of Los Gatos, California, at a meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20; by Resolution No. \_\_\_\_\_.

\_\_\_\_\_  
CLERK ADMINISTRATOR  
TOWN OF LOS GATOS

\_\_\_\_\_  
DATE

**SOILS AND GEOLOGICAL REPORT**

A soils and/or geotechnical report on this property has been prepared by \_\_\_\_\_, dated \_\_\_\_\_, A copy of which has been filed with the Town of Los Gatos.

**COUNTY RECORDER'S STATEMENT** [C.G.C. Sec. 66442.5]

Filed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, at \_\_\_\_\_ A.M./P.M., in Book \_\_\_\_\_ of Maps, at Pages \_\_\_\_\_ thru \_\_\_\_\_ Santa Clara County Records, at the request of \_\_\_\_\_.

File No. \_\_\_\_\_

Regina Alcomendras, County Recorder  
Santa Clara County, California

Fee: \$ \_\_\_\_\_

By: \_\_\_\_\_  
Deputy