



## APPLICATION FOR PARCEL MAP OR TRACT MAP

**NOTE:** If you do not have an approved Tentative or Vesting Tentative Map, or your Tentative Map expired, do not fill out this application and contact the City's Zoning Manager or visit the Planning / Zoning permit counter on the 2<sup>nd</sup> Floor.

**Complete ALL FIELDS below.** Map must be prepared and signed by a California Registered Civil Engineer or Land Surveyor pursuant to the Professional Land Surveyor's Act. \* Write N/A in fields where information is not applicable. Applicant and Surveyor's EMAIL is Required. Tract Maps are five (5) or more parcels and require City Council approval.

<b>Address of Approved Tentative Map</b>									
<b>Assessor's Parcel Number(s) / List All</b>									
<b>Tentative Map No.</b>		<b>Planning / Zoning No.</b>							
<b>Parcel Map?</b> ___ Yes ___ No	<b>Tract Map?</b> ___ Yes ___ No	<b>Merger?</b> ___ Yes ___ No							
<b>Total Number of New Lots</b>		<b>Condominium Conversion?</b> ___ Yes ___ No							
<b>Owner(s) Names / On Vesting Deed(s)</b>									
<b>Owner's Telephone</b>		<b>Owner's Email</b>							
<b>Owner's Mailing Address</b>		<b>City, State, Zip</b>							
<b>Applicant's Name</b> <small>Owner's Authorized Representative</small>		<b>Applicant's Bus.</b>							
<b>Applicant's Telephone</b>		<b>Applicant's Email</b>							
<b>Surveyor's Name</b>		<b>License Number*</b>							
<b>Surveyor's Telephone</b>		<b>Surveyor's Email</b>							
<b>Surveyor's Business Address</b>		<b>City, State, Zip</b>							
<b>APPLICANT &amp; OWNER(S) HAVE READ AND ACKNOWLEDGES THE FOLLOWING:</b>									
<ol style="list-style-type: none"> <li>1) All map reviews are performed on a First-IN-First-OUT basis. From the time of acceptance of the map application to return of the first check print with comments by the City Surveyor is normally 8 to 10 WEEKS.</li> <li>2) Map checking will not begin until the Parcel or Tract Map FEES have been PAID in full and electronic copies (pdf) have been emailed to <a href="mailto:DOTOnlinePermits@oaklandca.gov">DOTOnlinePermits@oaklandca.gov</a>.</li> <li>3) Map checking will not begin until the SUBMITTAL CHECKLIST (see Page 2) is completed and submitted with this application. A Plan Check Engineer (PCE) will be assigned and will email Applicant with review comments.</li> <li>4) All <u>Tract Maps</u> require a Resolution adopted by the City Council. The Council date will be scheduled after the Map, PX plans and Subdivision Improvement Agreement (SIA) are all approved by the City Staff.</li> <li>5) City Surveyor will notify the Applicant's Land Surveyor when Mylar Map may be prepared and signed by the Owner(s). City Surveyor will contact the Applicant's Title Company for pick-up &amp; Mylar recording.</li> <li>6) The Applicant must obtain an <u>Extension Approval Letter</u> signed and dated by the <u>City's Zoning Manager</u> if the Tentative Map expiration date is less than <b>5 weeks</b> from the application submittal date.</li> </ol>									
<b>Applicant's Signature</b>  _____ Date _____  Print name:  _____		<div style="text-align: center; border-bottom: 1px solid black;"><b><u>THIS BOX FOR OFFICE USE ONLY</u></b></div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">           Application <u>Fees</u> Paid?            Yes ___ No ___         </td> <td style="width: 50%; padding: 2px;">           Is the <u>Submittal Checklist</u> Attached?            Yes ___ No ___         </td> </tr> <tr> <td colspan="2" style="padding: 2px;"><b>ENGINEER (PCE) ASSIGNED:</b></td> </tr> <tr> <td style="padding: 2px;"><b>ROUTED:</b></td> <td style="padding: 2px;">           City Surveyor _____            Project Planner _____         </td> </tr> </table>		Application <u>Fees</u> Paid? Yes ___ No ___	Is the <u>Submittal Checklist</u> Attached? Yes ___ No ___	<b>ENGINEER (PCE) ASSIGNED:</b>		<b>ROUTED:</b>	City Surveyor _____ Project Planner _____
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<b>ENGINEER (PCE) ASSIGNED:</b>									
<b>ROUTED:</b>	City Surveyor _____ Project Planner _____								



## SUBMITTAL REQUIREMENTS / CHECKLIST

Complete Checklist below and submit with your application. **Submit one (1) hard copy of each document and two (2) hard copies of the Parcel or Tract Map and Closure Calculations.** The Closure Calculations must be dated with name of the preparer. If submitting additional documents not listed below include a Letterhead Transmittal Memo listing all other documents being submitted.

**NOTE:** ALL Map Reviews are performed on a First-IN-First-OUT basis. From the time of acceptance of the map application to return of the first check print with comments by the City Surveyor is normally 8 to 10 WEEKS. Off-site infrastructure improvements require a separate PX Permit application and fees. For Tract Maps the PX Permit Plans must be approved for permit issuance before scheduling the approval of the Tract Map and Subdivision Improvement Agreement (SIA) for City Council.

The City requires a minimum of an additional four (4) weeks to review if ownership is transferred at any time before this map is recorded. The City further requires a new Preliminary Title Report and supporting Vesting Deed. The Title Report will be reviewed for any possible changes. The new Owner’s Statements and other portions of the map affected by the change must be revised and approved before the Mylar is signed by the City.

<u>Item</u>	<u>Description</u>	<u>Check</u>
<b>1</b>	Parcel Map or Tract Map with Statements (2 copies)	Yes ___ No ___
<b>2</b>	Closure Calculations (2 copies)	Yes ___ No ___
<b>3</b>	Preliminary Title Report (No older than 6 months)	Yes ___ No ___
<b>4</b>	Copy of the complete ORIGINAL Planning / Zoning Letter with Project Conditions of Approval signed by the Zoning Manager	Yes ___ No ___
<b>5</b>	Vesting Deed(s) (Identify with a yellow “post-it” note)	Yes ___ No ___
<b>6</b>	Adjoining Deed(s) (Identify with a yellow “post-it” note)	Yes ___ No ___
<b>7</b>	Copy of Approved Tentative Map or Vesting Tentative Map (Must be signed and dated by the Licensed Surveyor)	Yes ___ No ___
<b>8</b>	Maps for <u>New Condominiums</u> provide pdf of Condo Plans	Yes ___ No ___
<b>9</b>	Maps for <u>Condominium Conversions</u> a. The “Owner’s Statements” per the project conditions of approval must be approved by the Project Planner. b. Building occupancy permits must be signed-off by the Building Inspector and provided to the Planner.	Yes ___ No ___
<b>10</b>	Do you have a PX Permit Number? (If yes, PX_____)	Yes ___ No ___
<b>11</b>	<b>REQUIRED:</b> Email electronic copies to or link to download to: <a href="mailto:DOTOnlinePermits@oaklandca.gov">DOTOnlinePermits@oaklandca.gov</a> (Include address and permit type in subject line) <b>NOTE:</b> This is a “No Reply” email address. Do NOT email questions.	Yes ___ No ___

**MYLAR PREPARATION:** All review comments by the PCE, City Surveyor and City Planner must be satisfied prior to preparing the Mylar. Do **NOT** prepare a Mylar until instructed to do so by the City Surveyor. For general questions contact the PCE. After First Review comments are emailed, your Land Surveyor may email the City Surveyor directly with questions. **ALWAYS REFERENCE YOUR MAP NUMBER** (i.e. PM21333 or TR33321) **in the subject line!**



## **Frequently Asked Questions FAQ's** **for a Parcel Map or Tract Map / Final Map**

### **1. When is a Parcel Map, Tract Map or Final Map required?**

*Answer:* A Tract Map or Final Map is required when a subdivision creates five (5) or more; parcels, five (5) or more condominiums, community apartment with five (5) or more parcels, and a conversion of a stock cooperative containing five (5) or more dwelling units.

A Parcel Map is required for any other subdivision. These maps are also known as the subdivision “Record Map” after being recorded with the Alameda County Recorder’s office.

### **2. What is the difference between a Tentative Map and a Record Map?**

*Answer:* For any new subdivision a Tentative Map must first be approved by Planning & Zoning. Other departments and outside agencies, if approving of the subdivision, will provide “Conditions of Approval.” The Zoning Manager’s approval letter includes general and project specific conditions that must be satisfied to complete the development. A Record Map must be recorded with Alameda County Recorder’s office within a specific time limit, usually two (2) years from the date of Zoning approval letter. All conditions required for the Tentative Map approval must be satisfied before recording the Map. All required easements and notes must be shown before recording the Map. The new legal lot lines and easements are then established with the Record Map. If the Tentative Map has expired the Parcel Map, Tract or Final Map cannot be recorded. The Applicant must start the process over with Planning & Zoning and submit a new Tentative Map application. All approvals for the project expire if the Tentative Map has expired.

### **3. Who reviews my Map application?**

*Answer:* A Staff Engineer is assigned to review the Map application and will email a copy to the Planner. Paper copies of the ‘Check Print’ Maps and application documents are routed to the City Surveyor for technical review, comments, approval. After all Reviewers have no more comments and approve the map for recording the City Surveyor will notify the Applicant’s Surveyor when to prepare the Mylar Map for signature by the Property Owner(s).

### **4. When can building permits be issued for the property being subdivided?**

*Answer:* The Parcel Map or Tract Map / Final Map must be in full compliance and filed with County Recorder’s Office in compliance with Government Code 66499.30 prior to issuance of building permits. Applicants should contact the Building Department for all Building Permit questions.

### **5. How long does the County take to record the Mylar Map?**

*Answer:* Applicants are recommended to consider and allow ample time for processing and approval of their Parcel Map or Tract Map / Final Map application. Additionally, the County has ten (10) working days to review and record the Mylar Map when they receive it. If the County rejects the Mylar Map it is returned to the City Surveyor with their comments. The City Surveyor will notify the Applicant and corrections must be made by the Applicant before the Mylar is resubmitted to the County for recordation.



**WHAT ARE THE STEPS TO OBTAIN A PARCEL MAP (PM-PERMIT)  
 OR TRACT MAP (TR-PERMIT)**

Days in parenthesis are City's time average working days  
 Typical Parcel Map Start to End is 5 to 9 months. Typical Tract Map is 9 to 15 months  
 Applicant's time to be added to the above

**START**

**Approval of "Tentative Map" by Planning & Zoning Complete**

- Applicant submits Parcel or Tract Map Application with related documents
- Staff creates permit number PM or TR in Accela and Invoices Applicant
- Applicant pays Map fees to the 2<sup>nd</sup> Floor Cashier's Office

(1 to 3 Days)

**Permit Tracking System**

- Verify fees paid in Accela
- Staff Engineer assigned
- Check if PX Permit required

(1 to 5 Days)

**Engineer Notifies Applicant**

*Examples Incomplete and Additional Items:*

- Electronic plans not received by email
- Planning extension letter required for expired Tentative Map
- Zoning letter missing with list of Conditions of Approval
- Condominium Conversions - Require approvals by Planning & Building Departments

(Determined by Applicant)

**Optional Schedule Meeting**

(1 to 3 Days)

Verify Application Complete  
(3 to 5 Days)

Applicant Resubmits

**NO**

**YES**

**Draft Final Map and Documents Routed to Reviewers**

- Engineer routes to City Surveyor and City Planner for comments
- All Reviewers email comments to Applicant and/or Applicant's Surveyor
- Expect 1 to 3 rounds of resubmittal comments on average

(40 to 50 Days each review)

Applicant and/or Applicant's Surveyor Resubmits

**Tract or Final Map / City Council**

- PX Plans Approved by City Engineer
- Subdivision Improvement Agreement with Surety, Signed by Owner(s)

(130 to 240 Days  
See PX Permits)

All Reviewers Approve  
(1 to 3 Days)

**NO**

**City Surveyor / Engineer Informs Applicant**  
(1 to 3 Days)

**YES**

**City Surveyor Notifies Applicant's Surveyor to Prepare Mylar Map**

- Schedule Tract Map or Final Map approval by Public Works Committee and City Council resolutions (90 to 120 days)
  - Mylar Map signed by City Surveyor & City Engineer / City Clerk signs for all Tract & Final Maps (30 to 45 days)
  - Mylar picked up by Applicant's Title Officer & Recorded Alameda County Recorder's Office (25 to 35 days)
- TOTAL (145 to 200 Days)

**END**



**HOW ARE PARCEL MAP AND TRACT MAP FEES CALCULATED?**

The fees for a Parcel Map or Tract Map are calculated based upon the approved Oakland Master Fee Schedule effective July 1, 2024.

**PARCEL MAP (Review by Engineering Services)**

No.	Description **	Amount **	
1	Tentative Map (Paid at Planning Phase)	1,397.71	Map
<b>2</b>	<b>Parcel Map</b>	1,636.67	Map
3	Amended Tentative Map or Parcel Map	578.86	Map
4	Revisions to Tentative Map or Parcel Map	244.59	Hour or Fraction of
	a. Regular Working Hours		
	b. Outside of Regular Working Hours		
5	Certificate of Correction	498.52	Certificate

See Current City of Oakland Master Fee Schedule Q-10

**TRACT MAP (Review by Engineering Services)**

No.	Description **	Amount **	
1	Tentative Map (Paid at Planning Phase)	3,873.83	Map
<b>2</b>	<b>Final Map</b>	5,991.51	Tract
3	Tentative Map - Each Lot over 5 (Paid at Planning Phase)	364.62	Lot
4	Certificate of Correction	1,191.71	Certificate
<b>5</b>	<b>Subdivision Improvement Agreement</b>	1,640.79	Agreement
6	Amended Final Map	1,760.27	Map
7	Revisions to Final Map, Tentative Map, or SIA	244.59	Hour or Fraction of
	a. Regular Working Hours		
	b. Outside of Regular Working Hours		
		366.89	Hour or Fraction of

See Current City of Oakland Master Fee Schedule Q-8 and Q-9

<b>STREET DEDICATION (As shown on Parcel or Tract Map)</b>	5,129.40	Street
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See Current City of Oakland Master Fee Schedule Q-9

**SURVEY SERVICES (Review by City Surveyor)**

No.	Description **	Amount **	
1	Standard 2 person survey party and equipment (First 4 hours)	2,015.58	Each
2	City Surveyor	244.59	Hour
3	Senior Survey Tech	140.57	Hour
4	Excavation Permit - Compliance with BPC8771 Review	140.56	Permit
5	Replacement of a Survey Monument After Disturbance or Loss (Destruction) Without Prior Notice (Flat Fee)	7,903.17	Each
<b>7</b>	<b>Review of Subdivision: Parcel Map</b>	4,228.56	Each
	a. Parcel Map: Up to three reviews at three hours each		
	b. Additional Reviews two hours		
<b>8</b>	<b>Review of Subdivision: Final Map</b>	4,717.75	Each
	a. Final Map: Up to four reviews at 2.5 hours each		
	b. Additional Reviews two hours		
		488.80	Each

See Current City of Oakland Master Fee Schedule Q-4

**ADMINISTRATIVE \*\* Non-Refundable per Master Fee Schedule added to all permits**

1	Application Fee	76.00	Each Permit
2	Record Management and Technology Enhancement Fee	14.75%	Permit Total