



CITY OF OAKLAND

PARCEL MAP WAIVER

SUPPLEMENTAL SUBMITTAL REQUIREMENTS

PARCEL MAP WAIVER
(Combine 2-4 existing legal parcels and/or adjust lot lines between 4 or fewer existing legal parcels as compliant with SMA §66412.6 and §66412).

Supplemental Submittal Requirements:

1. One digital copy of the proposed Parcel Map Waiver map prepared by a California State licensed Land Surveyor or by a Civil Engineer with a license number below 33966 (licensed prior to January 1, 1982). Maps shall consist of one or more 18” x 26” sheets with a 1” margin along each side. Maps must be no more than 3 years old from the time of submittal.
2. One digital copy of the following items for all subject parcels:
 - Existing vesting documents (ie. deeds, legal descriptions and Exhibits)
 - Preliminary Report OR Condition of Title Guarantee (Either to be no older than 6 months and hyperlinked, if possible)
 - Any easements of record
3. Proposed grant deed or quitclaim deed for the **resultant** parcel(s) that includes the deed jacket, and final legal description(s) accompanied with an Exhibit map stamped by a licensed Land Surveyor.
4. Closure calculations stamped by a licensed Land Surveyor.
5. Any other requirements as deemed necessary by other Departments after interdepartmental review.
6. One hard copy package of items 1 & 2 shall be mailed to the Survey Department:

ATTN: DOT - Survey Department
 PMW - Project Address
 250 Frank H. Ogawa Plaza
 4th Floor, Suite 4314
 Oakland, CA 94612

(Note: If the Parcel Map Waiver map for a lot line adjustment is **approved**, a Record of Survey, per PLS Act 8762 may be required).

Map Requirements:

1. Name and address of record property owner(s), the subdivider, and the licensed engineer or surveyor preparing the map.
2. Wet stamp and signature of the Land Surveyor or Civil Engineer who prepared the survey.
3. Signed application stamp(s) by owner(s) of all affected parcels (duplicate the stamp on the second page of this form and place it on the map).
4. Contours with intervals of five (5) feet or less referred to City of Oakland datum, north arrow, date and scale.
5. Existing lot boundaries with lot numbers, as shown on earlier tracts or parcel maps (or names of record owners for unsubdivided land), including square footage of existing lots.
6. The location, width, improvement status, purpose, and names of all existing or platted streets (including distance to nearest intersecting street), easements (**with document references**), railroad rights-of-way, other public ways, and buildings within or adjacent to the subject property.
7. Location of all political subdivision lines, corporation lines, water courses, and other physical features.
8. Location, type, and trunk diameter of trees measuring at least 9-inch diameter (4” diameter if Coast Live Oaks) at a location 4½’ above grade.
9. The layout, numerical or alphabetic designation, dimensions, and square footage of all proposed lots, with the boundary lines accurate in scale.
10. Proposed vehicular access (including driveway width and slope) and building site location for each parcel.
11. Provisions for drainage, flood control, sewage disposal and water supply availability.
12. Owner name and deed number for all adjacent parcels.
13. Statement of purpose for the Parcel Map Waiver map accompanied with a short legal description referencing the Book and Page number of the original plat, or deed.
14. Basis of bearings stated and called out on the map.
15. City of Oakland certified benchmark must be cited.
16. Any proposed lines or lines to be removed shall be called out on the map and referenced in the legend. Lines to be removed should be dashed or otherwise drawn so as to be clearly distinguishable from new and remaining lines.

Final Submittal Documents:

If the Parcel Map Waiver map has been **approved** by all Departments, the Planning and Zoning Department will issue an **approval** letter regarding final steps required for execution of the lot line adjustment or merger. The following documents below must be sent to the **Survey Department after recordation** (you may make this request at the Alameda County Recorder's Office or through your title company):

1. Signed Parcel Map Waiver map (8.5 by 11) *
2. Parcel Map Waiver Certification signed and notarized by subject property owner(s) and Robert D. Merkamp, Zoning Manger.
3. Boundary Line Adjustment Deed
4. Legal Descriptions
5. Exhibit Map
6. Record of Survey showing the recordation instrument number of the Parcel Map Waiver Deed (**when required in accordance with §8762 of the Business and Professional Code State of California (PLS Act)**)

*Most title companies can assist in reducing the full-sized copy of the Parcel Map Waiver map to 8.5 by 11. Please note that if revisions are needed to your Parcel Map Waiver Map after initial review, the final corrected map must also have the property owner's signature as it will be recorded at the County.

APPLICATION STAMP

An application stamp is required for **each** property owner Copy the signed and completed stamp(s) onto the Parcel Map Waiver map (i.e. two different owners would require two copies of the stamp below).

<u>APPLICATION TO WAIVE PARCEL MAP</u>	
Parcel No. _____	
I certify that I am the applicant named herein and that the information given on any submission herewith is in all respects true and accurate to the best of my knowledge and belief. I further certify that I am the owner or purchaser (option holder) of the property involved in this application.	
I understand that any maps or exhibits filed become a permanent part of the file and may not be returned to me.	
Signature _____	Print name _____
Capacity _____	
Address _____	I am the: _____ Property Owner
Telephone No. _____	_____ Purchaser (include copy of contract)
Owner's Name _____	(if other than applicant)
Owner's Address _____	Telephone No. _____

The supplemental submittal requirements as listed on page 1 are in addition to the submittal requirements listed in the Basic Application for Development Review.