

A. PARCEL MAP / FINAL MAP PROCESS OVERVIEW

What is a Parcel Map / Final Map?

A Parcel Map / Final Map is a subdivision¹ regulated by the California Subdivision Map Act, the San Francisco Subdivision Code, and the San Francisco Subdivision Regulations. The San Francisco Subdivision Code, is available online at our website under “Links” or at San Francisco Public Libraries. Parcel Map / Final Map Applications and additional forms are available at our website and at the Department of Public Works, Bureau of Street Use and Mapping, 1155 Market Street, 3rd Floor, San Francisco, CA 94103.

Applications for Parcel Map / Final Map subdivisions fall into the two general categories:

1. Parcel Map – Applications resulting in four or fewer parcels
2. Final Map – Applications resulting in five or more parcels

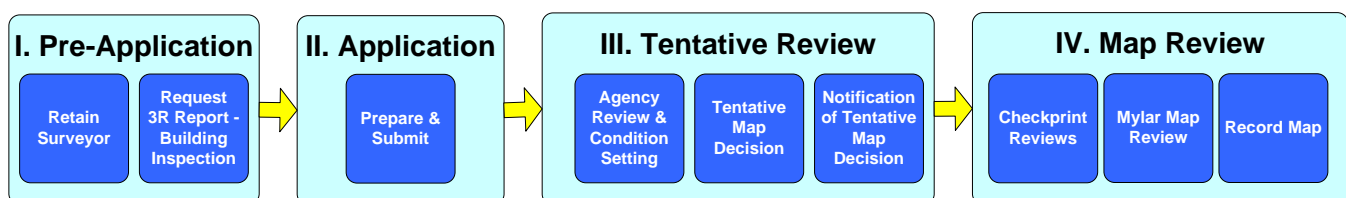
NOTE:

Condominium projects should submit New Construction Condominium Application.

A Merger of four or fewer lots can be done by Lot Line Adjustment Application.

Tip: *Considering the complicated laws and regulations associated with the subdivision of real property in San Francisco, most applicants hire an attorney or professional practitioner to assist them with the application process.*

Key Activities in the Parcel Map / Final Map Process



I. Pre-Application Activities (see Key Activities above)

The Parcel Map / Final Map subdivision process involves several different steps and review periods. To avoid delays, a building owner or owners should take the following actions prior to applying with the Department of Public Works (DPW).

- A. Retain a Licensed Land Surveyor or Civil Engineer licensed prior to 1982
State law requires a new map subdividing the property accompany the application. The law further requires that the subdivision map be prepared by a California licensed land surveyor or a civil engineer who was licensed before 1982.
- B. Obtain a current 3R Report from San Francisco Department of Building Inspection for each residential property involved (commercial properties and vacant land are excluded from this requirement) obtained from D.B.I at 1660 Mission Street
- C. Confirm all required application items are current.
- D. Public Notice Mailing is required. Obtain envelopes from 1155 Market Street, 3rd Floor, San Francisco, CA 94103 with the Department of Public Works return address.

¹ For purposes of this document, a subdivision shall mean a Parcel Map or a Final Map and a tentative map shall mean a tentative Parcel Map, or a tentative Final Map.

Tip: Hire a licensed land surveyor or a civil engineering firm knowledgeable about subdivisions in San Francisco.

II. Application (see Key Activities page 3)

A. Prepare and Submit Application

Complete the application and all of the relevant forms provided. Be sure to follow the application instructions described in the Parcel Map / Final Map Guidelines. Use the Parcel Map / Final Map Application Checklist to ensure the appropriate forms, number of copies, and submittal order is correct.

DPW's fees for checking, reviewing and processing a subdivision map are set forth in the Subdivision Code. The current fee for a Parcel Map / Final Map can be found on the DPW website. DPW may require additional fees to cover the actual cost of processing complex or unusual subdivision maps. **Fees are nonrefundable.**

III. Tentative Map Decision (see Key Activities page 3)

A. Agency Review and Condition Setting

After DPW receives the application and determines it is complete, it refers the application to the City Planning Department, and other agencies as required for review. The Planning Department ensures that the subdivision proposal complies with the California Environmental Quality Act (CEQA) and is consistent with the General Plan, Planning Code Section 101.1 (Proposition M), and other provisions of the Planning Code. If the site of the proposed subdivision includes any existing buildings, the application will be forwarded to Department of Building Inspection for review, see form number 2. In certain situations, other agencies will also review the application for compliance with other City Codes and regulations. The result of these reviews will likely be a set of comments, recommendations, and information requests associated with the map. The review may require that additional permits or conditions be met before the check print submittal (see Check print Reviews below).

B. California Environmental Quality Act (CEQA) Determination (Ca Public Resources Code Sect 21000 et seq.)

The City is prohibited from issuing tentative map approval without a California Environmental Quality Act (CEQA) determination. If the applicant has obtained clearance for the subdivision under CEQA, the applicant should submit documentation of the City's CEQA determination. As part of the tentative map review process, the Planning Department will verify that the subdivision proposal complies with CEQA and is consistent with the General Plan, Planning Code Section 101.1—Proposition M, and other provisions of the Planning Code.

C. Approval, Conditional Approval or Disapproval of the Tentative Map

DPW will notify the map preparer by letter of the approval, conditional approval, or disapproval of the map. Tentative map approvals are frequently accompanied by conditions from the City's reviewing departments.

D. Notification of Tentative Map Decision

The initial application submittal requires applicants to provide a list of the names and addresses and one sets of stamped and addressed Department of Public Works envelopes for the owner of the property to be subdivided and property owner(s) within a 300 foot radius. DPW will use these envelopes for notification of the tentative map decision.

In addition to notifying the map preparer and owner, DPW will inform the property owners within a 300 foot radius. These property owners or any interested party may file an appeal to the decision with the San Francisco Board of Supervisors within 10 days of the date of the decision. If an appeal hearing is required, the owner(s) and his/her attorney should be prepared to make a presentation and answer questions in front of the Board of Supervisors.

IV. Map Review (see Key Activities page 3)

A. Check print Reviews

Once a tentative map decision, approving or conditionally approving a tentative map has been made, DPW will request two copies of the proposed map or first check print to be reviewed by staff. Each time DPW requests an additional check print review, the applicant's surveyor will need to provide two copies of the revised map. Any substantive changes from the tentative map must be identified in writing. Certain changes may require re-referral to City agencies. Be aware that DPW may charge additional processing fees if more than two check print submittals are necessary to complete the review. If any City Agency has conditionally approved the map the conditions must be satisfied, and the issuing agency must provide an approval letter to Department of Public Works.

B. Mylar Map Review

Once DPW determines that the checkprint is correct, it will request the map in Mylar form. The Mylar Map must contain all the required signatures and incorporate all corrections, additions or omissions as specified during the checkprint reviews.

Prior to submitting the Mylar Map for review, applicants must provide written proof that all of the conditions of the tentative map decision have been satisfied and submit the following:

1. **Updated Preliminary Title Report – dated within 45 days of the mylar submittal.**
2. **Current tax certificate from the Office of the San Francisco Treasurer and Tax Collector at City Hall, Room 110.**
To contact this office, call (415) 554-6448 or by E-mail to Christina.Puckett@sfgov.org.
Owner must pay all taxes due, even if no tax bill has been sent.

NOTE: PROJECTS CONSISTING OF FIVE OR MORE PARCELS ARE CONSIDERED A FINAL MAP AND WILL GO BEFORE THE BOARD OF SUPERVISOR'S PRIOR TO RECORDATION.

C. Record Map

When all the requirements are met and the City approves the Mylar Map, DPW will call the owner's title insurance company to request the title guarantee as of the date of recordation. The names of the owners and trustees shown on the map must agree with the guarantee. DPW will send it to the Office of the Assessor-Recorder for recordation.

The Assessor-Recorder charges a recording fee of \$10.00 for the first sheet of the map and \$2.00 for each additional sheet. This fee is payable to the "San Francisco County Recorder".

For additional information regarding the Parcel Map / Final Map subdivision process, please visit the Department of Public Works, Bureau of Street Use and Mapping, 1155 Market Street, 3rd Floor or call 415-554-5827.

B. GUIDELINES TO COMPLETE APPLICATION

One of the primary reasons for extending the Parcel Map / Final Map review process is that applicants fail to submit a complete application. These guidelines are designed to help applicants provide DPW with all the necessary information to conduct a thorough and timely review.

Before Filling Out an Application

- Read the Parcel Map / Final Map process overview.
- Determine if project requires a Parcel Map or Final Map.
- Find and retain an attorney (optional) and Licensed Land Surveyor or pre-1982 Registered Civil Engineer.

Codes and Regulations Applicable to a Parcel Map / Final Map Subdivision

1. *California Subdivision Map Act (SMA)*
2. *San Francisco Subdivision Code (SFSC)*
3. *San Francisco Subdivision Regulations (SFSR)*
4. *California Public Resources Code*
5. *Planning Code*

Detail Instructions for Filling Out the Application

A complete Parcel Map / Final Map Subdivision application consists of

- (a) A cover letter
- (b) A one page application form
- (c) An application checklist
- (d) Inclusion of all necessary forms and attachments listed in the application checklist.

Applications for Residential Conversion use Residential Condominium Conversion application. For conversion of commercial property to condominium use the Commercial Conversion Application, and new condominium construction should use the New Condominium Construction Application.

Complete page 13 [E. APPLICATION] of the Parcel Map / Final Map Subdivision application

Submit the required amount of copies. Add one additional copy for Department of Building Inspection if required (see pg.8). Indicate property address, assessor's block and lot number, owner information, project contact person, firm or agent preparing the subdivision map, subdivider (if different from owner), number of existing lots and number of lots being created. Print the name of the subdivider and be sure to sign and date the application.

Required Items of Parcel Map / Final Map Subdivision Checklist (page 15 of application):

The Parcel Map / Final Map Application Checklist identifies all the items necessary to complete the subdivision application. It specifies the requirements by:

- (1) Application type, Parcel Map or Final Map
- (2) Total number of copies that must be submitted
- (3) Departments that will review the items
- (4) All forms that must be submitted with the application

The order of items on the checklist should be used for collating and organizing all materials before submission. DPW is responsible for referring the submitted application packets to other City departments.

1. Four (4) copies of the proposed Tentative Parcel Map* (Maximum 4 parcels)

A Licensed Land Surveyor or a pre-1982 Registered Civil Engineer shall prepare the tentative Parcel Map. Submit 4 copies of maps (a) 3 for DPW; (b) 1 copy for the Planning Department. Include one additional copy for Department of Building Inspection, if required, see item 10, page 8.

2. Four (4) copies of the proposed Tentative Final Map* (5 or more parcels)

A Licensed Land Surveyor or a pre-1982 Registered Civil Engineer shall prepare the tentative Final Map. Submit 4 copies of maps (a) 3 for DPW; (b) 1 copy for the Planning Department. Include one additional copy for Department of Building Inspection, if required, see item 10, page 8.

*If the project falls within the jurisdiction of San Francisco Redevelopment Agency (SFRA), an additional copy of the tentative map will be required. To verify if an additional copy is required, check the Preliminary Title Report (See Item No. 4 below) for any reference to the San Francisco Redevelopment Agency (SFRA). If such a reference is made, an additional copy is needed. Include the copy of the map for SFRA with the copies for DPW.

3. Subdivision Fee

Submit a check or money order payable to the Department of Public Works for the appropriate fee identified in the current Fee Schedule. Date the checks no more than 15 days from the day of application submittal.

Tip: A copy of the current Fee Schedule can be found at our website at the [Condo Conversion link](#).

4. Preliminary Title Report (PTR)

Submit two (2) copies of the preliminary title report dated within 3 months from the application submission date.

NOTE: Any recorded items such as Notices of Special Restrictions or easements listed in the PTR shall be provided with the application submittal.

5. Grant Deeds and any other recorded documents for subject site and adjoiners

Submit copies of the most current grant deeds (also known as vesting deeds) for both the subject site and adjoining properties. A grant deed is a recorded document on file with the San Francisco Office of Assessor-Recorder that shows the names of property owners.

Tip: Use the checklist to gather all the required items. Be sure to make the correct number of copies of required items, including forms and attachments, and to submit them in the proper order.

6. Current Report of Residential Record (3R Report) obtained from San Francisco Department of Building Inspection, 1660 Mission Street, first floor, 415-558-6080.

Required for each residential building involved, (commercial properties and vacant land are excluded from this requirement)

Submit two (2) copies of a current 3-R Report. A 3-R report is current if submission date of the Parcel Map / Final Map application precedes the expiration date of the report.

7. Neighborhood notification package, and Notice of Tentative Map Decision

[1313 and 1314]

Submit one of each of the following:

- (a) 300-foot radius map,
- (b) Address list
- (c) Stamped addressed envelopes.

These components must comply with specifications noted in the box at the right.

8. Photographs of subject property

[Public Works Code, Sec. 723.2 & Planning Code]

Submit two (2) copies of the following four (4) types of streetscape photos:

- a) Front photo from the street looking at the property, including sidewalk without obstructions,
- b) Photo from street showing left side property line and sidewalk,
- c) Photo from street showing right side property line and sidewalk, and
- d) Photo of the rear of property (if possible).

Specifications of Neighborhood Notification

- (a) 300-Foot Radius Map: A map drawn at scale 1"=50', showing the property that is the subject of this application and all other property within a radius of 300 feet from the exterior boundaries of the subject property, the Assessor's block number of each block and Assessor's lot number on each lot, and the names of all streets shown. Maps of individual blocks may be traced at the Assessor's Office, and street widths may be obtained at the DPW-BSM Mapping Division; however, it is advisable that this work be done by an experienced draftsman.
- (b) Address List: A typed or printed list in ink showing the names, addresses and zip codes of all current owners or tenants of the property and showing in numerical order by Block and lot the names, addresses and zip codes of the current owners of all properties within the 300-foot radius shown on the map. The names and addresses are available to the public at the Tax Collector's Office and are those shown on the latest citywide assessment roll. Also, include all names and addresses of additional owners, attorneys, and other parties you wish to notify of the hearing.
- (c) Envelopes: One set of #10 regular envelopes with rounded gummed flap, stamped and pre-addressed to all persons shown on the address list with the DPW return address. (To pick up envelopes with DPW return address, visit 1155 Market Street, 3rd Floor, San Francisco. CA 94103)

To properly identify the subject property, include the assessors block and lot number as well as property address on all the photographs. Sample photos can be found on our web site under "Links".

9. Proposition "M" Findings demonstrating consistency with eight priority General Plan Policies

(Do Not use N/A) [Planning Code Sec. 101.1(b)] Submit two (2) copies of completed **Form No. 1**.

10. Department of Building Inspection requirements: (Form No. 2)

Required ONLY when creating a new lot line on property occupied with existing building(s) (NOT required if Map is only for merging adjoining lots).

A check payable Department of Building Inspection in the amount of \$374.00, to cover the cost of review for building code compliance, the following information is required:.

- o Area of Wall(s) = (Length X Height)
- o Area of ALL Openings
- o Construction material – what is the wall(s) made of
- o Pictures detailing above
- o Architect floor plans (if available)

Tip: Surveyors and title companies can provide the list of property owners as well as envelopes and labels.

Finalizing the Application

1. Complete and sign cover letter
2. Complete and sign application form
3. Ensure that all required items are:
 - Included
 - Completed per instructions
 - Signed, where applicable
 - Copied per instructions
 - In the order they were requested in the application checklist

Tip: Use the first columns of the application checklist to verify that all required items are complete and meet above specifications. Make two (2) copies of the checklist.

4. Collate and organize all the copies of the required items in individual packets by department using the Checklist. **It is the applicant's responsibility to submit a complete and organized application packet.** DPW will not make extra copies of any requested and submitted document and will deem the application incomplete until the applicant submits all of the required materials.

INCOMPLETE SUBMITTALS WILL BE CHARGED AN ADDITIONAL \$250.00 PROCESSING FEE!

FEES ARE NON REFUNDABLE

5. Staple check or money order to one of the DPW copies of the application.
6. Organize the completed cover letter, application, checklist, and individual department packets in the following order:
 - Cover letter
 - **DPW packet** – Application (2 Copies), a completed checklist, and forms and attachments collated in the same order as the checklist (see page 15), other documents if applicable, then maps.
 - **Planning Department packet** - One copy of application, a completed checklist, and forms and attachments collated in the same order as the checklist (see page 15), other documents if applicable, and a copy of the map.
 - **Department of Building Inspection packet** (if required, see page 8) - One copy of application, completed checklist (see page 15), one copy of the map, and Form No. 2.
7. Submit a completed and collated application packet to DPW, Bureau of Street Use and Mapping located at 1155 Market Street, 3rd Floor, San Francisco, CA 94103.

After Submitting Application to DPW

1. Visit DPW website and go to the Subdivision Project Tracking System website to check the application status.
2. Understand the process following the tentative map decision. (See the Parcel Map / Final Map Process Overview Section A, pages 3-5).
3. Respond promptly to additional requests for information from DPW or other departments.

After the Issuance of the Tentative Map Decision (Approval or Conditional Approval)

1. Submit two (2) copies of the checkprint for technical review following the Map Review Checklist requirements. The Map Review Checklist is available at the DPW website, see 2, below.
2. Submit one (1) copy of the Map Review Checklist. Go to the DPW web site to print this list.
 - <http://www.sfdpw.org>, under "Services A-Z", select "More" then select "Mapping, Maps". Under "Information for Mapping Professionals," select "Map Review Checklist."
3. Submit electronic closure calculations for non-rectangular boundaries. This is needed for DPW's technical map review process (this is a task for your surveyor).

During Map Review process

1. Respond promptly to additional requests for information.
2. Make requested changes to checkprints and resubmit two (2) copies of revised checkprint.
3. When requested by DPW, submit the map in Mylar form with the following documents required for recordation:
 - Check for recordation fee
 - Tax Certificate
 - Updated Preliminary Title Report (dated within 45 days of mylar submittal)
4. In those cases where a city agency issued conditional approval of the map, mylars **should not** be submitted to DPW until:
 - The applicant has addressed the agency's conditions
 - The agency that issued the conditions has provided DPW with confirmation that they have been met.

Note: City and County Surveyor may request a copy of the field notes or any other relevant survey information for the submitted map.