

## Parcel Map Waiver Application

[City Code Section 17.832.110](#)

Project Name: \_\_\_\_\_

Applicant: \_\_\_\_\_

Assessor's Parcel Number(s): \_\_\_\_\_

### Application Instructions

**Overview:** Except as provided in City Code [Section 17.828.020](#) pertaining to condominium maps, a Tentative Map and a Parcel Map are required for all subdivisions creating four or fewer parcels, four or fewer condominiums (as defined in California Civil Code Section 783), a community apartment project containing four or fewer parcels, or for the conversion of a dwelling to a stock cooperative containing four or fewer dwelling units. However, City Code [Section 17.832.110](#) provides a process for the consideration of requests to waive the Parcel Map review requirement.

The purpose of this form is to identify information requirements for a waiver request, explain the administrative review procedure, and the standard of review. Approved Parcel Map Waivers can save about three months of time by avoiding the City Council notification step at City Code [Section 17.832.090](#). Additional time savings are realized with review of a Certificate of Compliance (rather than Parcel Map).

**Application submittal requirements:** Provide the following documentation in PDF format:



- Illustration of existing project boundary monumentation prepared by a licensed surveyor or qualified registered civil engineer. The illustration shall include:
  - a. Date prepared
  - b. Labeled Boundary Dimensions
  - c. Scale ratio and bar scale.
  - d. North arrow formatted sheet.
- Copies of all recorded maps and surveys substantiating the monumentation.

**How to submit this application:** Parcel Map Waiver requests are considered concurrently with a proposed Tentative Map. All applications are submitted through an online process. Detailed instructions are provided at the [E-Planning Submittal Service](#) webpage. That website also provides a link to the [Public Permit Portal](#). Applications may be digitally signed. Once uploaded, staff will communicate through the Public Permit Portal. Emails will be sent from **noreply@accela.com**. Please check your email's junk mailbox or spam filter to ensure emails from that address arrive in your inbox.

**How to pay fees:** Once Planning Staff determine all the necessary forms and materials are uploaded, staff will send an invoice for the applicable fee(s). Fees may be paid online at the [Public Permit Portal](#) or in person at 300 Richards Blvd, 3rd floor. To estimate application fees, review the fee worksheets at [Planning Forms](#). Payment of the fee/deposit(s) results in the application being accepted for assignment to a staff planner.

**How to ask questions:** All questions before and during the submittal process can be directed to [planning@cityofsacramento.org](mailto:planning@cityofsacramento.org), or by visiting the public counter in-person through a scheduled appointment. In-person appointments can be scheduled through the [Appointment Scheduling](#) website.

**After submittal:** The assigned planner will review the Parcel Map Waiver request in two sequential phases: (1) for completeness pursuant to City Code Section 17.800.030 (i.e., Permit Streamlining Act); and, once complete, (2) for compliance with City Code Chapter 17.832.110. Both the waiver request and Tentative Map are then considered by the Zoning Administrator at a noticed public hearing.

Findings Required to Approval Parcel Map Waiver		Yes	No
To approve a waiver request, the Zoning Administrator must make all the following findings. Review the findings below and provide a “yes” or “no” response.			
1.	Does the subdivision conform to all requirements of this title, other provisions of the city code, provisions of the Subdivision Map Act, and other applicable laws, regulations and standards, including, but not limited to, those with respect to area, improved public roads, park and recreation facilities, sanitary disposal facilities, water supply availability and environmental protection?		
2.	Does the subdivision conform to the general plan and any applicable specific or community plan?		
3.	<p>Is existing monumentation of the project boundary adequate to ensure the accuracy of the description of property and the location of property lines, as determined by the director of public works?</p> <p><b>Note:</b> The adequacy of existing monumentation is crucial to the Zoning Administrator granting the waiver request. If applicants have questions about the information requirements above, please contact the City Surveyor with the Public Works Department at <a href="mailto:DE@cityofsacramento.org">DE@cityofsacramento.org</a>.</p> 		
4.	<p>Will public improvements required as part of the subdivision will be constructed prior to the filing of the certificate of compliance, and no tentative map conditions are deferred pursuant to City Code Section <a href="#">17.832.110(B4)</a>?</p> <p><b>Note:</b> If all other findings can be made, the Zoning Administrator may impose a condition of approval implementing the construction timing requirement here. If required public improvements are not already constructed, the Public Works Department will not accept a Certificate of Compliance application.</p> 		

**Post-approval process:** If the tentative map is approved to allow a Parcel Map Waiver, a Certificate of Compliance is required and will be processed by the Public Works Department. Application form and submittal requirements for a Certificate of Compliance are available for downloading from the Public Works Department [website](#). The Public Works Department will process the application and ensure the requirements at City Code [Section 17.832.110\(C\)](#) are satisfied prior to recordation.