



City of South San Francisco
 Public Works Department
 Engineering Division
 315 Maple Avenue
 South San Francisco, CA 94080

FINAL / PARCEL MAP APPLICATION

General Information

Final Maps and Parcel Maps are instruments used when converting a single parcel into more and/or merging parcels for condominiums. Final Maps and Parcel Maps are defined by Government Code Section 66426. The City staff will review to confirm that the resulting Map conforms to the Subdivision Map Act, general plan, specific plan, zoning, and building ordinances. City Council approval is required before the Map may be executed by City staff and recorded at the County.

Project Reference Address/Name:	Planning Project No.
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Applicant Name/Company:	Address:	Phone Number:
		Email:

Owner Name/Company:	Address:	Phone Number:
<input type="checkbox"/> Same as Above		Email:

Purpose of the Map (check all that apply):

<input type="checkbox"/> four or less parcels	<input type="checkbox"/> New subdivision	<input type="checkbox"/> Vacate Public Easement
<input type="checkbox"/> five or more parcels	<input type="checkbox"/> Condominium Purposes	<input type="checkbox"/> Dedicate Public Easement
	<input type="checkbox"/> Apartments	<input type="checkbox"/> Quitclaim Private Easement
	<input type="checkbox"/> Lot Split	<input type="checkbox"/> Grant Private Easement

Project Civil Engineer / Surveyor:

Project Geotechnical Firm:

Owner Signatures

We, the undersigned, certify that we are the owners of the property described above or authorized agents on their behalf, and the foregoing facts and statements herewith submitted are in fact true and correct to the best of our knowledge and belief. We hereby submit this application and request review and approval of the Final or Parcel Map conforms to the South San Francisco Municipal Code provisions of Title 19 and Title 20.

Dated: _____

Owner/Applicant (sign)

Name and Title (print)



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Required Submittal Items

Please submit all plans and documents via **digital PDF format** for initial and subsequent submittals unless otherwise requested. Original hard copies will be required for the final certification and recordation. All mapping exhibits, descriptions, and plats shall be prepared by a California Registered Civil Engineer, qualified to perform surveys, or a licensed Land Surveyor in the State of California.

1	The Final / Parcel Map application filled out and signed
2	Title Reports of all Parcels affected (current, within the past 90 days). Typically, digital title reports include links to all referenced Documents. If the title report references any documents that Staff cannot obtain through the title report, then copies of those documents shall be submitted by the applicant along with the title report.
3	The Tentative Map or Vesting Tentative Map as approved or conditionally approved during entitlements. <i>(This item is not required for Lot Splits)</i>
4	The Notice of Action & Conditions of Approval as approved during entitlements. <i>(This item is not required for Lot Splits)</i>
5	Geotechnical Investigation and/or Soils Report prepared and stamped by a qualified and licensed Civil Engineer or Geotechnical Engineer of the State of California. <i>(This item is not required for Lot Splits)</i>
6	The Final / Parcel Map shall have a statements sheet for the Owner, Surveyor, Technical Reviewer, City Engineer, City Clerk, and Country Recorder. This sheet shall include language for any quitclaim, grant, or encumbrance of easements. A geotechnical report note shall be included. For Maps for Condominium Purposes, a condominium note shall be included. The Final / Parcel Map shall have the survey sheet shall include the basis of bearings, legend, easement notes, map notes, references, and any other relevant information.
7	Closure calculations that correspond to the submitted Final/Parcel Map.
8	Fees and Deposits to include the filing fee and a deposit for third-party land surveyor review costs. Payment acceptable by card or check payable to City of South San Francisco. Split payments are not accepted. Call 650-829-6652 or email EngDevelopment@ssf.net to confirm the fee and deposit.

Final / Parcel Map Procedure

1	Applicant submits: Map application, package, and payment to Engineering Division. Engineering will issue an E-number, upload documents, and route to the reviewer.
2	The Map undergoes review process: Review period for each submittal is 2 weeks for the initial submittal and 1 week for subsequent submittals. City may require Improvement, Encroachment, and/or Maintenance Agreements at this point depending on the project scope and entitlement conditions.
3	City Council approval: Staff will present the Map and any accompanying agreements to the City Council for approval and execution authority.
4	Map Execution & Recordation: Applicant sends mylar copy of the Map for City execution. Then, the Applicant's title company will pick up the fully executed mylar and record at the county.