



CITY OF OAKLAND

TENTATIVE PARCEL MAP

SUPPLEMENTAL SUBMITTAL REQUIREMENTS

TENTATIVE PARCEL MAP

(1 to 4 lots / condominium conversions, or construction of 1 or more new condominiums)

Supplemental Submittal Requirements:

1. Obtain the Parcel Map Number from the Mapping Division of the Alameda County Recorder’s Office. Please call (510) 208-9857 to determine what information they need in order to assign a Parcel Map number. **Applications cannot be accepted without this information.**
2. One digital copy of the proposed Tentative Parcel 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 must be no more than 3 years old from the time of submittal.
3. Prevalent lot size information:
 - (a) a map of all parcels within or partially within 200’ of the site perimeter (all using the same map scale).
 - (b) a sequential list of all the parcels within or partially within 200’ of the site perimeter, in order of lot area (including a notation of the median lot area).
 - (c) a sequential list of all the parcels within or partially within 200’ of the site perimeter, in order of lot width (including a notation of the median lot width).

Prevalent lot size information is not required for the following project types:

 - *Creation of new condominiums*
 - *Condominium conversions*
 - *Mini-lot developments with also involve a Conditional Use Permit pursuant to Section 17.102.320 O.P.C.*
 - *Planned Unit Developments (PUD’s)*
 - *Subdivisions between existing principal buildings which also involve a Conditional Use Permit to waive the lot area and lot width requirements pursuant to Sections 17.102.330 and 17.106.010(B) O.P.C.*
 - *Projects which also involve a rezoning, or the creation of a Specific Plan or Development Control Map.*
4. For condominium conversions only: 60-day tenant notification as required by Sections 16.36.020-16.36.020 O.M.C.
5. For condominium conversions only: Copy of 3R report from Building Services documenting number of legal units.
6. For condominium conversions only: If units are vacant, a notarized letter stating when the units were vacant (must be at least 60 days).

Map Content:

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|--------------------------|--|
| <input type="checkbox"/> | 1. Name and address of record property owner(s), the subdivider, and the licensed engineer or surveyor preparing the map. |
| <input type="checkbox"/> | 2. Wet stamp and signature of the Land Surveyor or Civil Engineer who prepared the survey. |
| <input type="checkbox"/> | 3. The Parcel Map number assigned by the real estate records of the Alameda County Recorder’s Office. |
| <input type="checkbox"/> | 4. Contours with intervals of five (5) feet or less referred to City of Oakland datum, north arrow, date and scale. |
| <input type="checkbox"/> | 5. Original lot boundaries with lot numbers, as shown on earlier tracts or parcel maps (or names of record owners for unsubdivided land), within and adjacent to boundary of proposed land division. |
| <input type="checkbox"/> | 6. The location, width, improvement status, purpose, and names of all existing or platted streets (including distance to nearest intersecting street), easements, railroad rights-of-way, other public ways, and buildings within or adjacent to the proposed land division. |
| <input type="checkbox"/> | 7. Location of all political subdivision lines, corporation lines, water courses, and other physical features. |
| <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | 9. The layout, numerical or alphabetic designation, dimensions, and square footage of all proposed lots, with the boundary lines accurate in scale. |
| <input type="checkbox"/> | 10. Proposed vehicular access (including driveway width and slope) and building site location for each parcel. |
| <input type="checkbox"/> | 11. Provisions for drainage, flood control, sewage disposal and water supply availability. |

These supplemental submittal requirements are in addition to the submittal requirements listed in the Basic Application for Development Review.