



# CITY OF CAPITOLA

## SUBDIVISION INFORMATION

CITY OF CAPITOLA COMMUNITY DEVELOPMENT DEPARTMENT  
420 CAPITOLA AVENUE, CAPITOLA, CA 95010  
831-475-7300 WWW.CITYOFCAPITOLA.ORG

### Subdivision Overview

The subdivision of land is regulated by the California Subdivision Map Act and the City's Subdivision Ordinance, Municipal Code chapter 16. A subdivision map is required in order to divide a lot into multiple lots. There are two types of subdivision applications: a Tentative Parcel Map which involves four or fewer lots (which may include a fifth lot designated as a "remainder parcel) and a Tentative Map which involves more than four lots.

The purpose of the subdivision process is to ensure new lots are properly and safely designed, have adequate services and facilities to serve future residents, and meet the City's density requirements. Subdivision applications are discretionary permits and require two publicly noticed hearings, one before the Planning Commission who provides a recommendation on the project, and one before the City Council who issues a decision on a subdivision application.

### Subdivision Applicability

The Capitola [Subdivision Ordinance](#) (Municipal Code chapter 16) establishes standards for subdivisions and design requirements. Proposed new lots must meet minimum lot size requirements, comply with General Plan density limits, provide adequate vehicular and fire access, have access to water and sewer, and be designed in accordance with subdivision design standards.

### Other Subdivision Applications

A subdivision map is also required to convert apartments to condominiums. A Revised Map is required to make changes to an approved Subdivision Map or its conditions of approval. A Time Extension is required to provide additional time to record a Tentative Parcel Map or a Tentative Map.

### Application Requirements

Applicants must submit a [Master Application](#) and submit necessary fees as established in the City's adopted [Fee Schedule](#). Subdivision applications also require submission of:

- A subdivision map signed and stamped by either a register civil engineer or a licensed land surveyor
- Stormwater permit application
- Drainage/erosion control plans
- Landscape plans
- Will-serve letters from fire, water, and sewer districts
- Grading plans (as applicable)

A Design Permit will also be required if the subdivision includes a request for new residential or commercial development. The Design Permit application will require site plans, floor plans, elevations, and color and materials. Depending on the nature of the project, additional information may also be necessary to process the application.

### Time and Cost

Subdivision applications typically require 90-180 days to process. The cost for Subdivision applications are as follows:

- Tentative Parcel Map - \$2,000 Deposit
- Tentative Map - \$5,000 Deposit
- Revised Map - \$2,000 Deposit
- Time Extension - \$2,000 Deposit

### Inclusionary Housing Fees

The City has an Inclusionary (Affordable) Housing Ordinance (Municipal Code Chapter 18.02) which requires subdivisions with 7 or more lots to dedicate 15% of the lots as affordable. Subdivisions with less than 7 lots may pay in-lieu fees rather than designating lots as affordable.

### Subdivision Process

City staff will process a Subdivision application concurrently with any other discretionary permits such as a Design Permit or a Coastal Development Permit. Subdivision applications which include requests for new residential or commercial development will be presented to the City's Architecture and Site Review Committee prior to being considered by the Planning Commission and City Council. The Architecture and



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Site Review committee is an advisory body consisting of City staff, an architect, landscape architect, and historian. The Architecture and Site Review Committee does not make any decisions on an application. Recommendations from the Architecture and Site Review Committee are forwarded to the appropriate decision-making body.

Following approval of a Tentative Parcel Map or a Tentative Map, the applicant must record a Parcel Map or a Final Map with the City and County Clerk's Office within two years following approval. In order to record a Subdivision Map, the applicant must construct any necessary improvements, pay fees, and satisfy all conditions of approval. If additional time is needed to record the map, an applicant must file a Time Extension request prior to the map expiring. A Subdivision Map is invalid once it expires.

### **Public Hearing Process**

Applicants for a Subdivision should attend the public hearing with their architect and engineer, as applicable, and be prepared to present information to support their request. City staff will present its analysis of the request with a recommendation to approve or deny the application. The applicant and their representatives will then have an opportunity to present their case. The public will also have an opportunity to comment, either in support or in opposition of the proposal. After the hearing body receives all public testimony, the public hearing is closed and the decision-maker(s) deliberate the merits of the proposal. The decision-maker then renders a decision to approve or deny the proposal. The decision-maker may approve a modified project or condition the project as necessary to ensure high quality design and compatibility with existing neighborhood character.