



TOWN OF LOS GATOS SUBDIVISION PROCEDURES

A number of applications, approvals, documents and agreements are required in order to process a subdivision once a given Subdivision Application has been approved:

- 1) Read through the approved Conditions of Approval to determine all of the necessary materials, approvals, documents, etc., and their intended sequencing in order to prioritize and optimize the process as much as possible. A significant amount of time can be saved if items are completed in a specific and sequential order, and/or processed on a parallel track.
- 2) Prepare the parcel or final map for the subdivision. Review the Town's [Parcel/Final Map Information](#) and [Parcel/Final Map Checklist](#) while preparing said map. Complete and submit a [Parcel/Final Map Application](#), prepare and submit the necessary plans and materials for review, and pay all required fees. The map will be reviewed by the Town Surveyor.
- 3) Public Improvement plans for the improvements required per the project's Conditions of Approval shall be prepared by a California registered civil engineer, reviewed and approved by the Town prior to the issuance of a building permit or the recordation of a map. Please complete and submit a [Public Improvements Construction Application](#), prepare and submit the necessary plans and materials for review, and pay all required fees.
- 4) While preparing the public improvement plans, please coordinate with the utility companies to prepare joint trench plans and obtain will serve letters for submittal to the Town. Obtain approval of all proposed utility alignments and easements from all utility service providers.
- 5) Please fill out the Town's [Subdivision Improvement Agreement Worksheet](#) in advance of completion and ultimate execution of the Subdivision Improvement Agreement as required per the project's Conditions of Approval. The Project Engineer will enter this information into the native document file and then send an electronic copy to the Developer or their representative for signatures and notarization (as noted) by all required parties.
- 6) Once the Public Improvement Plans are 95% complete, proceed with signatures and notarization (as noted) for the Subdivision Improvement Agreement. Obtain and provide suitable securities for all public improvements that are part of the development in a form acceptable to the Town in the amount of 100% performance and 100% labor and materials.
- 7) The subdivision's parcel or final map must be accepted by Town Council prior to recordation. Staff will prepare the necessary report and documents, and subsequently the item will be scheduled on an upcoming Council meeting as a consent item. *Please note that the Council process can take approximately 4 to 6 weeks from the date the map review is complete, and that any member of the public or Town Council may request that the item be removed from the consent agenda. If this does occur, this then may be considered either before or after the Public Hearings portion of the agenda at the Mayor's discretion.*
- 8) Upon approval by the Town Council, the Project Engineer will route the two (2) signed copies of the Subdivision Improvement Agreement for signatures from the Town Manager, Town Attorney, Director of Parks and Public Works, and Clerk Administrator, and the parcel or final map for signatures from the Town Surveyor and Town Engineer.
- 9) Once the Subdivision Improvement Agreement has been executed, proceed with map recordation at the Santa Clara County Office of the Clerk-Recorder.