



Checklist for Annexation



All submittal information shall be provided to the Development Services Department. All submittal information shall be presented along with the Uniform Application, related fees, and any additional information required by the Community Development Department before the application can be accepted as complete. After review of the submitted application, additional information (i.e special studies or addressing project issues) may be required. The Zoning Ordinance, Title 17, is available on the Planning Division's website which lists all development standards.

Some of the following requirements may be adjusted or waived according to the relevancy of the information to the application under request. Planning Staff will assist in making this determination.

For any questions regarding these submittal requirements, contact the Development Services Department at (209) 456-8500 or by email: planning@ci.manteca.ca.us

Size and Scale

All plans and documents submitted with this application shall be provided in electronic format (PDF) or sent by Dropbox to: planning@ci.manteca.ca.us

Plans shall be drawn to scale. The scale used on the plans shall generally be at a maximum 1/8" = 1'10" for the architectural plans and minimum 1" = 20' for site engineering plans. Please include a north arrow, and scale on all plans.

Applicant

(Please Check)

City

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| _____ | 1) Uniform Application. <i>One (1) Electronic Copy Completed and signed.</i> | _____ |
| _____ | a) Project Description. <i>One (1) Electronic Copy</i>
A letter describing the project in detail. The statement should clearly indicate the justification for the project. | _____ |
| _____ | b) Site Photographs. <i>One (1) Electronic Set</i>
Include photographs to clearly show the views of and from the project, including neighboring development. Include a key map indicating where the pictures were taken; from and in which direction they were taken. Label the pictures accordingly. It is sometimes desirable to take a series of overlapping photographs which, when taped together, show panoramic view. (Polaroid is acceptable). | _____ |

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- _____ c) **Title Report.** *One (1) Electronic Copy* _____
A current conditional title report prepared within six
(6) months prior to filing the application.
- _____ d) **Hazardous Materials Survey Form.** *One (1) Electronic Copy* _____
Completed and signed.
- _____ 2) **Fees.** *See Schedule of Fees.* _____
Check(s) payable to the "City of Manteca." A brief letter
that illustrates the breakdown of the fees is required.
- _____ 3) **Location/Vicinity Map.** *One (1) Electronic Copy* _____
An 11"x17" rendering that shows the subject parcel(s) and
adjacent streets and parcels, and existing land uses (i.e.
business name and type of land use) of adjacent parcels.
- _____ 4) **Annexation Map.** *One (1) Electronic Copy* _____
An 11" x 17" map (drawn to scale) and an 8.5" x 11"
reduction of the land area proposed for annexation,
which illustrates parcels, roadways, and the existing
city limits line. The acreage for each affected parcel
shall be indicated on the map as well.
- _____ 5) **Property Deed.** *One (1) Electronic Copy* _____
A copy of the deed for each parcel to be annexed.
- _____ 6) **Williamson Act Contract** *One (1) Electronic Copy* _____
If the property is currently under Williamson Act contract,
provide a copy of the contract that verifies the date of
contract non-renewal/expiration
- _____ 7) **Proposed Development Plan.** *One (1) Electronic Copy* _____
A 24" x 36" plan (drawn to scale) and an 11" x 17"
reduction that depicts the development planned for
the subject land area. Information to be illustrated on
the plan shall be consistent with the information that is
required for a Tentative Subdivision Map or Site Plan
and Design Review submittal.
- _____ 8) **Metes and Bounds Description.** *One (1) Electronic Copy* _____
A metes and bounds description of the affected territory. The
description is to be prepared by a licensed civil engineer within
six (6) months prior to filing the application.
- _____ 9) **Title Report.** *One (1) Electronic Copy* _____
A current conditional title report prepared within six
(6) months prior to filing the application.
- _____ 10) **Written Statement.** *One (1) Electronic Copy* _____

A written statement that explains how the proposed
project: (Must address **all** items)

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| _____ | a) Is contiguous to City Boundaries and provides for a logical expansion of the City | _____ |
| _____ | b) Creates clear and reasonable boundaries | _____ |
| _____ | c) Reflects a long-term fiscal balance to the City and its residents, when reviewed cumulatively with other annexations. | _____ |
| _____ | d) Is consistent with state law and San Joaquin County LAFCO standards (www.co.san-joaquin.ca.us/lafco/) | _____ |
| _____ | e) Is consistent with the General Plan. | _____ |
| _____ | 11) City Services Plan. <i>One (1) Electronic Copy</i>

A detailed narrative and plan for the provision of services to the project, which includes the following information: | _____ |
| _____ | a) An enumeration and description of the services to be extended to the affected territory. | _____ |
| _____ | b) The level and range of the services. | _____ |
| _____ | c) An indication of when the services can feasibly be extended to the affected territory. | _____ |
| _____ | d) An indication of any improvements or upgrading of structures, roads, sewer or water facilities, or other services that will occur per the jurisdiction change. | _____ |
| _____ | e) Information with respect to how the services will be financed. | _____ |
| _____ | 12) LAFCo Application. <i>One (1) Electronic Copy</i>
A complete LAFCo application package.
www.co.san-joaquin.ca.us/lafco | _____ |

Additional Information may be requested, by either LAFCO or the City of Manteca depending on circumstances of the annexation. **Other fees** such as LAFCO and State Board of Equalization Fees will be due to the City prior to annexation submittal being forwarded to LAFCO.