



Checklist for Conditional Use Permit



The purpose of the Conditional Use Permit is for the individual review of uses, typically having unusual site development features or operating characteristics, including the request to expand or modify a nonconforming use or structure. Conditional Use Permits are intended to ensure compatibility with surrounding areas and uses where such uses are deemed essential or desirable to the various elements or objectives of the General Plan.

A Conditional Use Permit is required for all uses specifically identified as requiring a Conditional Use Permit in Article II (Zoning Districts, Allowed Land Uses, and Development Standards) and Article IV (Standards for Specific Land Uses) of this Title. A Conditional Use Permit is also required for the expansion or modification of existing nonconforming structures or uses. Applicable provisions for nonconforming uses and structures can be referenced in Chapter 17.12 (Nonconforming Uses and Structures) of this Title.

The designated Approving Authority for a Conditional Use Permit is the Planning Commission. A public hearing is required for a Conditional Use Permit.

The Approving Authority shall make the following findings to approve a Conditional Use Permit application.

1. General. Conditional Use Permits shall be granted only when the Planning Commission determines that the proposed use or activity complies with all of the following findings:
 - a. The proposed use is consistent with the General Plan, any applicable Specific Plan, and all applicable provisions of this Title.
 - b. The establishment, maintenance, or operation of the use applied for will not, under the circumstances of the particular case (location, size, design, and operating characteristics), be detrimental to the health, safety, peace, morals, comfort, or general welfare of persons residing or working in the neighborhood of such use or to the general welfare of the city.
 - c. The proposed use is consistent with the purpose of the applicable district or districts.
 - d. The proposed use meets the minimum requirements of this Title applicable to the use and complies with all other applicable laws, ordinances, and regulations of the city and state.
2. Approval findings for nonconforming uses. A Conditional Use Permit shall be granted only when the designated Approving Authority determines that the proposed use or activity complies with all of the following findings:

- a. The proposed use is consistent with the General Plan and all applicable provisions of this Title.
- b. The establishment, maintenance, or operation of the use applied for will not, under the circumstances of the particular case (location, size, design, and operating characteristics), be detrimental to the health, safety, peace, morals, comfort, or general welfare of persons residing or working in the neighborhood of such use or to the general welfare of the city.
- c. The benefit to the public health, safety, or welfare exceeds the detriment inherent in the expansion of nonconformity.
- d. The modified or expanded nonconforming structure or uses would not be incompatible with reasonably foreseeable uses as allowed under the applicable zoning regulations.
- e. The modified or expanded nonconforming structure or use would be consistent with the General Plan.

The Approving Authority may impose conditions for the Conditional Use Permit to ensure compliance with this Section and other applicable provisions of this Title and to prevent adverse or detrimental impact to the surrounding neighborhood.

All approved Conditional Use Permits are subject to the provisions set forth in Section 17.08.120 (Time Limits and Extensions).

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

Applicant
(Please Check)

City

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</i>
Completed and signed. | _____ |
| _____ | a) <u>Project Description.</u> <i>One (1) Electronic Copy</i>
A letter describing the project in detail. The statement should clearly indicate the justification for the project. | _____ |
| _____ | b) <u>Site Photographs.</u> <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). | _____ |
| _____ | c) <u>Title Report.</u> <i>One (1) Electronic Copy</i>
A current conditional title report prepared within six (6) months prior to filing the application. | _____ |
| _____ | d) <u>Hazardous Materials Survey Form.</u> <i>One (1) Electronic Copy</i>
Completed and signed. | _____ |
| _____ | 2) Fees. <i>See Schedule of Fees.</i>
Check(s) payable to the "City of Manteca." A brief letter that illustrates the breakdown of the fees is required. | _____ |
| _____ | 3) Location/Vicinity Map. <i>One (1) Electronic Copy</i>
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. | _____ |

For small projects, the following requirements may be partially waived depending on the nature of the project. Check with the Development Services Department for more information.

Site Plans shall include the following information as relevant for the proposed Project:

Please contact the City of Manteca Planning Division at (209) 456-8500 with questions regarding requirements relevant to your project.

_____ 4) **Site Plans. One (1) Electronic Copy** _____
Site plans shall be fully dimensioned and drawn to scale. Use as many sheets as necessary. You may combine information, as long the plans are easy to read. The plans shall contain the following basic information unless additional information is necessary to properly evaluate the project.

_____ a) Legal Boundaries _____
All property lines or other boundary lines, easements (with size and type called out), existing utilities with size and type, right-of-ways, trails, paths, utility poles, etc.

_____ b) Information Data Table _____
A data table shall be included indicating the following:
-Lots Sizes (square feet or acres)
-Lot coverage percentage and floor area ratio (FAR)
-Existing Zoning and proposed zoning
-Existing General Plan designation and proposed
-Parking spaces
Required
Provided

_____ c) Street Access _____
Existing and proposed off-site improvements (curb, gutter, sidewalk and street dedication, driveway relocation, etc.)

_____ d) Parking and circulation _____
Existing and proposed parking, loading, and circulation. Include shared parking and cross access if applicable.

_____ e) Utilities _____
Location, Type and size of all existing, new, and relocated utility services.

_____ f) Public Areas Within Project Boundaries _____
Parks, trails, schools, public or quasi-public buildings, and other such uses.

_____ g) Buildings _____
Clearly show all existing, proposed and accessories buildings on-site. Include features, including balconies, decks, stairs, carports, garbage enclosures, etc.

_____ Show all buildings on adjacent properties within 20 feet of any property line of the subject property.

_____ Dimension each building, and indicate use and size in square feet.

_____ Indicate setbacks and distance between buildings and property lines.

_____ Show any structures that are proposed to be removed as part of the development project. _____

_____ h) Existing Trees _____
Species, common name, size, condition, location, and drip line of existing trees. Any trees proposed removal should be indicated on the plan.

_____ i) Existing Walls, Fences and other Features _____
Location, height and details of fences and walls.

_____ j) Phasing (If applicable) _____
Show phasing of project and provide in writing, the timing and maintenance of future phases.

_____ k) Lighting Plan. One (1) Electronic Copy _____
Show the location, height, size and type of exterior lighting. A photometric layout for pole lighting in required parking areas.

_____ 5) **Floor Plan. One (1) Electronic Copy** _____
Floor plans showing exterior doors and windows and design with stairways, mechanical rooms and shared hallways indicated, so that exiting, access, parking, and lot coverage calculations can be made.

_____ 6) **Building Elevations. One (1) Electronic Copy** _____
• Elevations –
Show all elevations of all structures with materials, colors and dimensions specified. The purpose of such drawings is to specify the height, bulk and appearance of proposed buildings and structures. All visible mechanical equipment must be shown on the elevation drawing, as well as a detail of any screening proposed (i.e. fences, walls).

_____ • Colors and Materials Board and/or Colored Rendering _____

_____ • Typical building sections _____
Showing wall, eave, fascia, and roof-mounted mechanical equipment and penthouses shown.

_____ • Perspective sketches/photosimulations _____

_____ • Features _____
Indication the locations of identification signs and features, mailboxes, storage spaces, air conditioning units, transformers, utility meters, and other items that affect the

exterior appearance and use of the proposed project and adjacent property.

_____ 7) **Landscape and Irrigation Plan.** *One (1) Electronic Copy* _____

A preliminary landscape plan shall be submitted showing major landscape structures such as fences, walls, walkways, pools, land trellises with dimensions, paving material designations, and a proposed planting plan. The plan shall include a planting legend describing the type of plants (both common and botanical names), their rate of growth, size at time of planting. The plans shall also demonstrate compliance with Section 17.48, Landscaping, of the Zoning Ordinance.

_____ a) *Water Efficient Landscape Application Checklist* _____

_____ i) Water efficient landscape project information and criteria. _____

_____ b) ***Grading/Drainage*** _____

Preliminary grading and drainage plan clearly showing existing and proposed grades (contours) carried a minimum of 50' beyond the project boundaries. Show direction and path of existing and proposed drainage channels or facilities. Indicate building pad and finished elevations retaining walls (with height and materials specified). The boundary and topographic information (showing the existing topography) must be prepared by a civil engineer or land surveyor licensed by the State of California whose name, seal, and signature must appear on the sheet or plan indicating the boundary and topographic survey.

Note: All areas not specifically designated for building, parking or circulation must be landscaped. Approval of a preliminary landscaping plan will be subject to submittal of a final landscaping and automatic irrigation plan to be checked for conformance with preliminary plans and code requirements prior to issuance of a building permit.

_____ 8) **Sign Program.** *One (1) Electronic Copy* _____

Sign Program, including illustrations, building elevations, and site plan with sign locations, types, and sizes. One 8.5"x11" reduction of all drawings.