



Checklist for General Plan Amendment



The purpose of a General Plan Amendment is to allow for modifications to the General Plan text (e.g., goals, policies, or implementation programs) or to change the General Plan land use designation on any parcel(s).

The designated Approving Authority for General Plan Amendments is the City Council. The Development Services Director and Planning Commission provide recommendations, and the City Council may approve, conditionally approve, deny, or deny without prejudice the General Plan Amendment in accordance with the requirements of this Title.

Pursuant to Government Code Section 65358, no mandatory element of the General Plan may be amended more frequently than four times during any calendar year. Subject to that limitation, an amendment may be made at any time and may include more than one change to the General Plan.

A General Plan Amendment may be initiated by motion of the Planning Commission or City Council, by application of property owner(s) of parcel(s) to be affected by the General Plan Amendment, or by recommendation of the Development Services Director to clarify text, address changes mandated by state law, maintain internal General Plan consistency, address boundary adjustments affecting land use designation(s), or for any other reason beneficial to the city.

In the event that a General Plan Amendment is requested by a property owner, the applicant shall demonstrate to the City Council that there is a substantial benefit to be derived from such amendment. Additionally, the City Council must find that the proposed amendment meets the letter and intent of the General Plan goals and policies.

Adoption of the General Plan Amendment by the City Council shall constitute final action and approval of the amendment. Authorization for construction or occupancy in accordance with the amendment may only be granted upon the effective date of the action.

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 Development Services 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.

Applicant
(Please Check)

City

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.

<u>Applicant</u>	(Please Check)	<u>City</u>
_____	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 pages 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. Two (2) Copies
Show the location, height, size and type of exterior lighting. A photometric layout for pole lighting in required parking areas. _____