



Checklist for Minor Plan Modification



Minor Plan Modifications provide for minor modifications to previously approved plans or permits where the change is in substantial conformity with the approved plan or permit.

The Development Services Director shall be the designated Approving Authority for Minor Plan Modifications.

The Approving Authority shall make the following findings to approve or conditionally approve a Minor Plan Modification application:

1. The modification is in substantial conformance with the previously approved plan or permit.
2. The modification is in compliance with all applicable provisions of this Title.
3. The modification will not create impacts substantially different from those of the project as previously approved.
4. The granting of the modification will not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing in the neighborhood or injurious to property and improvements in the neighborhood or to the general welfare of the city.

In approving a Minor Plan Modification, the Approving Authority may impose conditions deemed reasonable and necessary to ensure that the approval would be in compliance with the required findings.

All approved Minor Plan Modification 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 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, and Chapter 17.08 states general application processing procedures.

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

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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.

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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." Provide a brief explanation of the breakdown of the fees. | _____ |
| _____ | 3) Location/Vicinity Map. <i>One (1) Electronic Copy</i>
An 8.5"x11" illustration 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 should 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.** _____
 Site plans should be fully dimensioned and drawn to scale. Use as many pages as necessary. Information may be combined, as long the plans are easy to read. The following information is required to be illustrated on the plans.
- _____ 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 include the following:
 -Lots Sizes (square feet or acres)
 -Lot coverage percentage and floor area ratio (FAR)
 -Existing Zoning
 -Existing General Plan designation
 -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. (Ex: Transformers, Landscape, and Fire Check Valves)
- _____ f) Public Areas Within Project Boundaries _____
 Parks, trails, schools, public or quasi-public buildings, and other such uses.
- _____ g) Buildings _____
 Show all existing, proposed, and accessories buildings on-site. Including balconies, decks, stairs, carports, garbage

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<hr/>	Show all buildings on adjacent properties within 20 feet of any property line of the subject property.	<hr/>
<hr/>	Dimension each building, and indicate use and size in square feet.	<hr/>
<hr/>	Indicate setbacks and distance between buildings and property lines.	<hr/>
<hr/>	Show any structures that are proposed to be removed as part of the development project.	<hr/>
<hr/>	h) <u>Existing Trees</u> Species, common name, diameter at chest height, condition, location, and drip line. Trees proposed for removal should be indicated.	<hr/>
<hr/>	i) <u>Walls & Fences</u> Location, height and material of existing and proposed fences and walls.	<hr/>
<hr/>	j) <u>Phasing (If applicable)</u> Show phasing of project and provide in writing, the timing and maintenance of future phases.	<hr/>
<hr/>	k) <u>Lighting Plan. Two (2) Copies</u> Show the location, height, size and type of exterior lighting. A photometric plan is required for lighting in required parking areas.	<hr/>
<hr/>	5) Floor Plan. Floor plans showing exterior doors, windows, stairways, mechanical rooms, and shared hallways indicated, so that exiting, access, parking, and lot coverage calculations can be made.	<hr/>
<hr/>	6) Building Elevations. <ul style="list-style-type: none">• <u>Elevations</u> – Show all elevations of all structures with materials, colors and dimensions specified. The purpose of such drawings is to determine the height, ensure bulk and appearance of proposed buildings, and ensure all mechanical equipment is properly screened (i.e. fences, walls, and parapets).	<hr/>
<hr/>	<ul style="list-style-type: none">• <u>Colors and Materials Board and/or Colored Elevation.</u>	<hr/>

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_____	<ul style="list-style-type: none"> • <u>Typical building sections</u> Showing wall, eave, fascia, and roof-mounted mechanical equipment and penthouses. 	_____
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_____	<ul style="list-style-type: none"> • <u>Perspective sketches/photosimulations.</u> 	_____
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_____	<ul style="list-style-type: none"> • <u>Appurtenances</u> Indicate the locations of signs, mailboxes, storage spaces, air conditioning units, electrical cabinets, downspouts, utility meters, and other items that affect the exterior appearance of the proposed building. 	_____
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_____	<p>7) Landscape and Irrigation Plan. A preliminary landscape plan shall be submitted showing major landscape structures such as fences, walls, walkways, pools, trellises, paving material, and plants. The plan shall include a plant legend describing the type of plants (both common and botanical names), their rate of growth, and size at time of planting. The plans are to demonstrate compliance with chapter 17.48, Landscaping, of the Zoning Ordinance.</p>	_____
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_____	<p>a) <u>Water Efficient Landscape Application Project Information and Criteria Form.</u></p>	_____
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_____	<p>b) <u>Grading/Drainage</u> 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.</p>	_____
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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.