



Checklist for Minor Use Permit



Minor Use Permits provide a mechanism for administrative review. Minor Use Permits are for those uses that are exempt from CEQA review and that are expected to have minimal impacts and effects on surrounding uses.

A Minor Use Permit is required for those land uses shown with an "M" in Table 17.22.010-1 (Allowed Uses and Required Entitlements for Manteca's Base Zoning Districts).

The Development Services Director shall be the designated Approving Authority for Minor Use Permits. No public hearing is required for a Minor Use Permit.

Whenever authorized by ordinance, the Approving Authority may issue a Minor Use Permit when he/she finds as follows:

1. The proposed use is consistent with the General Plan, any applicable Specific Plan, and the provisions of this Title.
2. The proposed use is consistent with the purpose of the applicable district or districts.
3. The proposed use will not be materially detrimental to the health, safety, and welfare of the public or to property and residents in the vicinity.
4. The proposed project is consistent with the objectives of the General Plan, complies with applicable zoning regulations Planned Development, Master Plan or Specific Plan provisions, Improvement Standards, and other applicable standards and regulations adopted by the City.

Whenever any Minor Use Permit is granted, the designated Approving Authority may impose such conditions as may be necessary to safeguard the public safety and the intent of this Title.

All approved Minor 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 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.

Applicant
(Please Check)

City

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

Plans should be no larger than 30"x42" trimmed and individually **folded**. All Plans must be folded to 8½"x11" in size. Please include one (1) copy of an 11"x17" black and white reduction of each sheet of the plan set. One (1) Copy of all plans and documents submitted with this application shall be provided in electronic format (PDF) on CD.

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)

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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. _____
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.