



## Checklist for Minor Zone Modification



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.

**For any questions regarding these submittal requirements, contact the Development Services Department at (209) 456-8500 or by email: [planning@ci.manteca.ca.us](mailto: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](mailto: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) <b>Uniform Application.</b> <i>One (1) Electronic Copy</i><br>Completed and signed.   | _____ |
| _____ | a) <b>Project Description.</b> <i>One (1) Electronic Copy</i><br>A letter describing the project in detail. The statement should clearly indicate the justification for the project.   | _____ |
| _____ | b) <b>Site Photographs.</b> <i>One (1) Electronic Set</i><br>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) 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.

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 Set** \_\_\_\_\_  
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

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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.