



## **Checklist for Rezone or Pre-zone**



The purpose of pre zoning is to establish the designation of land use by Zoning District for unincorporated property adjoining the city, within the Sphere of Influence. This Section is consistent with California Government Code Section 65859.

The designated Approving Authority for Prezoning/Rezoning 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 Prezone/Rezone in accordance with the requirements of this Title.

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

Prezones/Rezonses shall be granted only when the City Council makes the following findings:

1. The proposed Prezone/Rezone is consistent with the General Plan and any applicable Specific Plan goals, policies, and implementation programs;
2. The proposed prezone/rezone would not be detrimental to the public interest, health, safety, convenience, or welfare of the City;
3. The prezone/rezone has been reviewed in compliance with the provisions of the California Environmental Quality Act (CEQA);
4. The site is physically suitable (including absence of physical constraints, access, compatibility with adjoining land uses, and provisions of utilities) for the requested zoning designations and anticipated land uses/development; and
5. The prezone/rezone internally consistent with other applicable provisions of this Zoning Code.

When considering an application to prezone/rezone property, the City Council has the authority to impose restrictions on property including use restriction. Conditions imposed by the City Council shall run with the land and shall not be automatically removed by subsequent rezonings of the property. Conditions may only be modified or removed by the City Council in accordance with Section 17.14.070 (Permit Revocation or Modification).

Adoption of the Prezone/Rezone by ordinance of the City Council shall constitute final action and approval of the prezone/rezone. Authorization for construction or occupancy in accordance with the prezone/rezone may only be granted upon or after the effective date of the action.

**Applicant**  
(Please Check)

**City**

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.

<b><u>Applicant</u></b>	(Please Check)	<b><u>City</u></b>
_____	1) <b>Uniform Application.</b> <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.** *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 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. 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.