



## Application Checklist for Site Plan and Design Review



The purpose of Site Plan and Design Review is to provide a process to promote excellence in site planning and design, to encourage the harmonious appearance of buildings and sites, to ensure that new and modified uses and development will be compatible with the existing and potential development of the surrounding area, and to produce an environment of stable, desirable character.

There are two categories of Site Plan and Design Review, depending on the type of project as follows:

### **Minor Site Plan and Design Review.**

A Minor Site Plan and Design Review entitlement is required for changes in use or modifications to existing multifamily and nonresidential uses and structures that are exempt from state environmental review requirements as outlined in the California Environmental Quality Act (CEQA). The designated Approving Authority for a Minor Site Plan and Design Review is the Development Services Director. No public hearing is required.

**Major Site Plan and Design Review.** A Major Site Plan and Design Review entitlement is required for new multi-family and nonresidential uses and structures. Additionally, Major Site Plan and Design Review is required for changes in use or modifications to existing multi-family and nonresidential uses and structures that are not exempt from state environmental review requirements as outlined in the California Environmental Quality Act (CEQA). The Approving Authority for a Major Site Plan and Design Review is the Planning Commission.

In conducting a Site Plan and Design Review, the designated Approving Authority shall consider the following:

1. Site layout, the orientation and location of building, signs, other structures, open spaces, landscaping, and other development features in relation to the physical characteristics, zoning, and land use of the site and surrounding properties;
2. Traffic, safety, and traffic congestion, including the effect of the development plan on traffic conditions on abutting streets, the layout of the site with respect to locations and dimensions of vehicular and pedestrian entrances, exits, driveways, and walkways, the adequacy of off-street parking facilities to prevent traffic congestion, and the circulation patterns within the boundaries of the development;
3. Availability of City services, including, but not limited to, water, sewer, drainage, police and fire, and whether such services are adequate based on City standards.

The designated Approving Authority shall make all of the following findings to approve or conditionally approve a Site Plan and Design Review application:

1. 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;

2. The proposed project will not create conflicts with vehicular, bicycle, or pedestrian transportation modes of circulation;

3. The site layout (orientation and placement of buildings and parking areas), as well as the landscaping, lighting, and other development features, is compatible with and complements the existing surrounding environment and ultimate character of the area under the General Plan; and
4. The proposed architecture, including the character, scale, and quality of the design, relationship with the site and other buildings, building materials, colors, screening of exterior appurtenances, exterior lighting and signing, and similar elements, establishes a clear design concept and is compatible with the character of buildings on adjoining and nearby properties.

The Approving Authority may modify plans, in whole or in part, apply conditions of approval, or require guarantees to ensure compliance with applicable provisions of this Title and to prevent adverse or detrimental impact to the surrounding neighborhood. Specifically, the Approving Authority may require that the plans address issues related to ingress, egress, internal traffic, circulation, lighting, signage, landscaping and screening, architectural design, and other factors to ensure that the project is compatible with the surrounding neighborhood if a potential conflict exists, or to otherwise comply with relevant design guidelines.

Site Plan and Design Review approvals shall expire 24 months from the date of approval. A one-year extension may be granted pursuant to Section 17.08.120 (Time Limits and Extensions). This provision shall not apply to applications approved in conjunction with another discretionary permit. In such cases, the expiration period shall coincide with that of the associated permit.

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 City's website which lists all development standards.

Some of the following requirements may be adjusted or waived depending on the relevancy of the information to the application request. Planning Staff will assist in making this determination. For example, smaller projects on infill development sites.

**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.

**SITE PLAN AND DESIGN REVIEW APPLICATION CHECKLIST**

**Applicant:**

**City:**

**In order to establish a complete Site Plan Review application, provide the following information:**

- \_\_\_\_\_ 1) **Development Application** *One (1) Electronic Copy Completed/signed* \_\_\_\_\_
- \_\_\_\_\_ a) Project Description. *One (1) Electronic Copy* \_\_\_\_\_  
A letter describing the project in detail. The statement should clearly indicate the purpose of the project.
- \_\_\_\_\_ b) Site Photographs. *One (1) Electronic Set* \_\_\_\_\_  
Include photographs showing views of the project site and from the project site including neighboring development. Include a key map indicating where and in which direction the pictures were taken.
- \_\_\_\_\_ 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* \_\_\_\_\_
- \_\_\_\_\_ 2) **Fees**. *See Schedule of Fees.* \_\_\_\_\_  
Payment to the "City of Manteca."
- \_\_\_\_\_ 3) **Location/Vicinity Map**. *One (1) Electronic Copy* \_\_\_\_\_  
Include the project site, adjacent streets, parcels, and label existing land uses (i.e. business name and type of land use) of adjacent parcels.
- \_\_\_\_\_ 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 and Provided)
  - \_\_\_\_\_ c) Street Access \_\_\_\_\_  
Existing and proposed off-site improvements (curb, gutter, sidewalk and street dedication, driveway relocation, etc.)

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- \_\_\_\_\_ 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 accessory buildings. 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 indicating use and square feet.
  - Show setbacks and distance between buildings and property lines.
  - Show any structures that are proposed to be removed.
- \_\_\_\_\_ h) Existing Trees  
Identify species, common name, diameter at chest height, condition, location, and drip line of existing trees. Note trees to be removed.
- \_\_\_\_\_ 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. Provide manufacturer "cut-sheets" for lighting fixtures. A photometric plan to determine compliance with adopted lighting standards.
- \_\_\_\_\_ 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**  
Show all elevations of all structures with materials, colors, and dimensions in order to determine compliance with development standards. All exterior mechanical equipment must be shown on the elevation drawings, as well as details of fences and/or walls.
  - \_\_\_\_\_ a) Colors and Materials Board
  - \_\_\_\_\_ b) Colored Elevations, 3D Rendering, or Photo Simulation.  
Include proposed landscaping where it is intended to enhance, accent, or screen an elevation or site design feature.

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\_\_\_\_\_ c) Typical building sections \_\_\_\_\_  
 Show wall, eave, fascia, roof-mounted mechanical equipment, and standard external features, such as lighting, down spouts, cornice, foam accents.

\_\_\_\_\_ d) Features \_\_\_\_\_  
 Show the location of signs, mailboxes, storage spaces, air conditioning units, transformers, utility meters, and other items that affect the exterior appearance.

\_\_\_\_\_ 7) **Landscaping and Irrigation Plan. One (1) Electronic Copy** \_\_\_\_\_  
 A preliminary landscape plan shall be submitted showing major landscape structures such as fences, walls, walkways, pools, trellises, paving material, and proposed planting plan. The plan shall include a planting legend listing the type of plants (both common and botanical names), their rate of growth, and 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 \_\_\_\_\_  
 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) **Signage One (1) Electronic Copy** \_\_\_\_\_  
 Provide illustration of all proposed signage and their locations on building elevations, and illustrations of all freestanding signs and their locations on a site plan. Include one 8.5"x11" reduction of all drawings.

**Note:** A "Master Sign Program" is required for all new multi-tenant shopping centers, office parks, and other multi-tenant or mixed-use developments of three or more separate tenants/uses that share either the same parcel or structure and use common access and parking facilities. A "Master Sign Program" requires payment of a separate application fee and more detailed application materials requirements (see Master Sign Program Application Checklist). The Master Sign Program will be reviewed concurrently with the Site Plan Review.

9) **Project Stormwater Plan (Appendix D of the City's Post-Construction Stormwater Standards Manual).** One (1) Electronic Copy

Note: All Section and Figure references for the Project Stormwater Plan Section are to the City of Manteca's Post-Construction Stormwater Standards Manual, located on the City's website under Public Works → Engineering.

- a) For Small Projects (based on Figure 1-1)
- Basic project information
  - Proposed site design measures (Section 3.5)
  - Results from the Post-Construction Stormwater Runoff Calculator showing the change in pre-project and post-project stormwater runoff (Section 5.5)
- b) Regulated or Hydromodification Projects: must be prepared by a Licensed Architect, Civil Professional Engineer, Geologist or Landscape Architect (based on Figure 1-1)
- Basic project information
  - Identification of whether the proposed project is a Regulated or Hydromodification Management Project (Section 1.5)
  - Findings from a site assessment (Section 3) that, at a minimum, must include:
    - A Site Conditions Report summarizing relevant findings from geotechnical investigations
    - Identification of each drainage management area (DMA)
    - Identification of pollutants of concern
  - Proposed site design measures to be implemented (Section 3.5)
  - Proposed source control measures to be implemented (Section 4)
  - Calculation of the Stormwater Design Volume and/or Stormwater Design Flow and results from the Post-Construction Stormwater Runoff Calculator (Section 5)
  - Proposed stormwater treatment control measures, if necessary (Section 6)
  - Proposed hydromodification control measures and hydromodification modeling results, if required (Section 7)
  - Proposed Operations and Maintenance Plan (Section 8)
- c) Site Plan (for all projects)
- Existing natural hydrologic features (e.g., depressions, watercourses, wetlands, riparian corridors, undisturbed areas) and significant natural resources
  - Proposed locations and footprints of improvements creating new or replaced impervious surfaces
  - Existing and proposed site drainage system and connections to off-site drainage
  - All DMAs with unique identifiers
  - Proposed locations and footprints of stormwater control measures (e.g., site design measures, source control measures, stormwater treatment control measures) implemented to manage stormwater runoff
  - Maintenance areas