



Checklist for Specific Plan Amendment



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

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.

Applicant

(Please Check)

City

- | | | |
|-------|--|-------|
| _____ | 1) Uniform Application. <i>One (1) Electronic Copy</i>
Completed and signed. | _____ |
| _____ | a) Project Description. <i>One (1) Electronic Copy</i>
A letter describing the project in detail. The statement should clearly indicate the justification for the project. | _____ |
| _____ | b) Site Photographs. <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) 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.