



Checklist for Specific Plan



The purpose of a Specific Plan is to provide a vehicle for implementing the City's General Plan on an area-specific basis. The Specific Plan is intended to serve as a regulatory document, consistent with the General Plan. In the event there is an inconsistency or conflict between an adopted Specific Plan and comparable provisions of this Title, the Specific Plan shall prevail. This Section is consistent with California Government Code Section 65450 et seq. This Section describes the process for adopting, amending, and subsequent development under a Specific Plan. Chapter 17.28 (Special Purpose Zoning Districts) describes the individual Specific Plan Districts and adopts them by reference.

The City's General Plan encourages preparation of Specific Plans. A Specific Plan may be initiated in the following manner:

1. By the City through resolution of intention adopted by the City Council with recommendation from the Planning Commission; or
2. By a property owner through an application filed requesting to be included in a Specific Plan.

If initiated by a property owner, a pre-submittal application and conference with the director are required prior to the filing of a formal Specific Plan application.

The designated Approving Authority for Specific Plans is the City Council.

In addition to the minimum content requirements of California Government Code Section 65451, the following items outline the City's content requirements for an application.

1. Statement of the relationship of the Specific Plan to the General Plan.
2. Policies for development and standards for regulating development within the plan area.
3. The proposed land uses for all areas covered by the Specific Plan.
4. The types and configurations of buildings to be included in all developments within the plan area.
5. The location of and types of streets.
6. Public facilities and infrastructure required to serve developments within the Specific Plan area.

7. A parking and circulation plan for off-street parking areas showing the location of parking lots, the approximate number of spaces, and the approximate location of entrances and exits.
8. Proposed conservation, open space, and/or recreation areas, if any.
9. Any other programs, guidelines, or standards appropriate for the area covered by the plan.

It is anticipated, under the California Environmental Quality Act Section 15812 and Guidelines, that most Specific Plans will require preparation of an environmental impact report (EIR). Once certified, the EIR for a Specific Plan may be relied upon for further entitlements sought subsequent to adoption of the Specific Plan. Unless otherwise exempt, an initial study shall be prepared for all subsequent applications to determine whether a supplement to the EIR must be prepared. If a supplement to the EIR is determined not to be necessary, a negative declaration or mitigated negative declaration shall be prepared.

Specific Plans and any amendment thereto shall be approved/adopted only when the City Council makes the following findings:

1. The proposed Specific Plan is consistent with the General Plan goals, policies, and implementation programs.
2. The land use and development regulations within the Specific Plan are comparable in breadth and depth to similar zoning regulations contained in this Title.
3. The administration and permit processes within the Specific Plan are consistent with the administration and permit processes of the Zoning Ordinance.

Adoption of the Specific Plan by ordinance of the City Council shall constitute final action and approval of the Specific Plan. Authorization for construction in accordance with the Specific Plan may only be granted after the effective date of the adoption.

On the Zoning Map, a Specific Plan Zoning District shall be delineated in a manner similar to that of any other Zoning District, except that each SP-zoned area shall also bear a number, text, or other symbol which distinguishes it from other Specific Plan areas. See Chapter 17.28 (Special Purpose Zoning Districts). Where specific conditions of the Specific Plan are more restrictive than the Zoning Ordinance development standards, the conditions of the Specific Plan shall apply. Where a standard is not addressed in the Specific Plan, the Zoning Ordinance shall apply.

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

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.

<u>Applicant</u>	(Please Check)	<u>City</u>
_____	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. Two (2) Copies _____
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. One 8.5"x11"
reduction of all drawings.