



Checklist for Tentative Parcel Map



The purpose of a Tentative Parcel Map is for the individual review of parcels consistent with the provisions of the Subdivision Map Act governing parcel maps.

The designated Approving Authority for a Parcel Map is the Planning Commission. The Development Services Director provides recommendations, and the Planning Commission may approve, conditionally approve, deny, or deny without prejudice the Tentative Parcel Map in accordance with the requirements of Title 16, Subdivision Ordinance.

In addition to the requirements governing approval of the tentative map set forth in the Subdivision Map Act, the following considerations and findings shall be made:

- A. Subject to the provisions of the California Environmental Quality Act of 1970, the state CEQA guidelines, and the city CEQA guidelines, the decision-making body shall review and consider any applicable environmental documents.
- B. In reaching a decision on the tentative parcel map, the decision-making body shall consider the effect of that decision on the housing needs of the region and balance these needs against the public service needs of its residents and available fiscal and environmental resources. (Ord. 936 § 1, Ex. A (part), 1992)

In approving the tentative parcel map, the planning commission and city council may impose as conditions of filing a parcel map any requirements consistent with the purposes of this title. (Ord. 972 § 1, 1993; Ord. 936 § 1, Ex. A (part), 1992)

The approval or conditional approval of the tentative parcel map shall expire twenty-four months from the date of its approval unless otherwise provided by the Subdivision Map Act.

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@manteca.gov

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) <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) **Tentative Map. One (1) Electronic Copy**

Tentative Subdivision maps shall be fully dimensioned and accurately drawn. The map shall contain the following basic information unless additional information is necessary to properly evaluate the project. Use as many sheets as necessary. You may combine information as long as the map is easy to read. The map must be prepared and signed by a civil engineer licensed by the State of California whose name and license number must appear on the map.

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) **San Joaquin County Multi-Species Habitat Conservation and Open Space Plan (SJM CSP) – Form E.** *One (1) Electronic Copy*
Fill out the attached form and return.

6) **Additional Information (If Applicable).**

a) Special Studies (i.e. traffic studies, sound studies, drainage studies, and arborist information) may be required once staff has reviewed the nature and extent of the project.

b) Phase I Environmental Site Assessment Report

c) Geotechnical Report prepared by a Soils Engineer

d) Other. _____

7) **Vesting Map Option**

If the applicant chooses to submit a "Vested Map" the following shall be required.

- _____ a) "Vesting Tentative Map" printed conspicuously on the face _____
of the map.
- _____ b) Completed grading plan _____
- _____ c) Completed sewer plans and sewer area _____
- _____ d) Completed water plans _____
- _____ e) Completed storm drain plans _____
- _____ f) Completed street plans _____
- _____ g) Completed landscape plans _____
- _____ h) Geological studies (If applicable) _____
- _____ i) Completed drainage study (10 year and 100 year) showing _____
HGL at critical locations
- _____ j) Completed site plans showing setbacks, heights, driveways, _____
landscaped areas, etc.
- _____ k) Engineering calculations and cost estimates for _____
improvement plans submitted.
- _____ l) Tree preservation plan submitted _____
- _____ m) All other studies, reports, plans, specifications, and additional _____
information required by the City Engineer or Community
Development Director.