



Checklist for Tentative Subdivision Map



The purpose of a Tentative Subdivision Map is for the individual review of a subdivision map consistent with the provisions of the Subdivision Map Act governing tentative maps.

The designated Approving Authority for a Tentative Subdivision Map 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 Tentative Subdivision 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, the city council shall review and consider any applicable environmental documents.
- B. In reaching a decision upon the tentative subdivision map, the city council 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 residences and available fiscal and environmental resources.
- C. In reaching a decision upon the tentative subdivision map, the city council shall consider the design of the subdivision as it provides for future passive and natural heating or cooling opportunities in the subdivision, as required by [Government Code Section 66473.1](#).
- D. The tentative subdivision map may be approved or conditionally approved by the city council if it finds that the proposed land division, together with the provisions for its design and improvement, is consistent with the general plan, any applicable specific plan, and all applicable provisions of this code. (Ord. 936 § 1, Ex. A (part), 1992)

In approving the tentative subdivision map, the city council may impose as conditions of filing a final map any requirements consistent with the purposes of this title. (Ord. 936 § 1, Ex. A (part), 1992)

The approval or conditional approval of a tentative subdivision map shall expire twenty-four months from the date of its approval. If, however, the subdivider files multiple final maps in accordance with [Government Code Section 66456.1](#) and is required to expend one hundred twenty-five thousand dollars or more to construct, improve or finance the construction or improvement of public improvements outside the boundaries of the tentative map, excluding improvements of public rights-of-way which abut the boundary of the property to be subdivided and which are reasonably

related to the development of that property, or if the tentative map is on property

Applicant
(Please Check)

City

subject to a development agreement authorized by City Resolution Number 1990-258, then the expiration date shall be extended in accordance with [Government Code](#) Section 66452.6(a).

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.

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

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. Two (2) Copies _____
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) 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. _____