



Development Services Department  
 Planning Division  
 1215 W. Center Street  
 Manteca, CA 95337  
 Phone (209) 239-8427  
 Fax (209) 825-2349

## PRELIMINARY STAFF REVIEW APPLICATION

**Project Information**

Project Name: \_\_\_\_\_

Project Address or Location: \_\_\_\_\_

Assessor's Parcel Number(s): \_\_\_\_\_ General Plan Designation \_\_\_\_\_

Zoning District: \_\_\_\_\_ Rezone or GPA? Yes  No  (If Yes, indicate new zone or designation) \_\_\_\_\_

Project Description (submit separate attachment if necessary) (e.g. Expansion of existing use, establishment of a new use or new construction, etc.) \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Is the Project within the Redevelopment Agency's Project Area    D Yes                                  D No

**Applicant Information-Public Record**

**Property Owner:**

**Applicant**

Name \_\_\_\_\_  
 Contact \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-mail \_\_\_\_\_

Name \_\_\_\_\_  
 Contact \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-mail \_\_\_\_\_

**Staff Use Only**

Date of Submittal: \_\_\_\_\_    Re-submittal? Yes    No    Fee: \_\_\_\_\_

Accepted By: \_\_\_\_\_    Application Number: \_\_\_\_\_

**Over**

## Requirements

**NOTE:** Please provide a complete set of all plans and submittal documents in electronic form (PDF preferred) via email, or on a flash drive or CD Rom. These plans shall include the following information:

1. Address and/or Assessor Parcel Number (APN).
2. Vicinity map on cover sheet with project specifics.
3. Scale/dimensions on-site and north arrow.
4. Dimensions of property with square footage.
5. Location of existing and proposed building and/or structures showing dimensions from property lines. Plan should include dimensions from property lines to structures and from structure to structure for all existing or proposed structures.
6. Elevation drawing or photo samples showing proposed height and material of the existing and/or proposed building, fences, and walls (At discretion of the Planning Division, photographs of existing structures may be substituted for drawn elevations).
7. Location of off-street parking. Indicate the number of parking spaces, type of paving, direction arrows, parking dimensions and width of drive aisles.
8. Location and width of driveway approaches and indicate the proposed method of on-site drainage.
9. Location of existing and/or proposed public improvements (such as curbs, gutter, sidewalks, utility poles, fire hydrants, street lights, traffic signal devices, etc.).
10. Location and size of trash refuse area (multi-family, commercial and industrial proposals).
11. A conceptual plan indicating the size and location of planter areas.
12. Identify potential users of commercial or industrial buildings.
13. Loading and storage areas (commercial and industrial proposals) indicating any fences and walls to be used as screening.

## Acknowledgement

The purpose of the preliminary staff meeting is to provide you with comments and identify important issues early in the review process to allow time for adjustments before either a formal application or building plans are submitted. It is important to recognize that the comments provided in this letter are preliminary and are not necessarily a complete list of City comments or issues. Staff does, however, make every attempt to address all known issues as soon as possible in the process.

However, as the project changes or as additional information regarding the project is received, staff may identify other issues or have additional requirements and recommendations. Therefore, the more specific information that can be provided initially, the more specific and definitive the City can make its preliminary comments.

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Signature (Contractor, Owner or Authorized Agent)

Date