



PRELIMINARY STAFF REVIEW APPLICATION

CITY OF MANTECA, COMMUNITY DEVELOPMENT DEPARTMENT,
1001 W. CENTER ST., MANTECA, CA 95337, (209)456-8500
planning@ci.manteca.ca.us

Applicant Info	Property Owner Info
Name: _____	Name: _____
Address: _____	Address: _____
City/State/Zip: _____	City/State/Zip: _____
Home Telephone: _____	Home Telephone: _____
Mobile No.: _____	Mobile No.: _____
E-mail Address: _____	E-mail Address: _____
Fax No.: _____	Fax No.: _____

Project Info

Project Name: _____

Project Address: _____

Assessor's Parcel Number(s): _____

General Plan Designation: _____

Zoning District: _____

Project Description: _____

OFFICE USE ONLY

Fee: \$ 1,579 Receipt No.: _____ Date Received: _____

Planner Signature: _____ Date: _____

Assessor's Parcel No. (APN): _____ Application Number: _____

Plan Contents

3 full size copies measuring no less than 24"x 36" AND **10 reduced size copies** measuring 11"x17" (**all folded to letter size (8½"x11")**).

Plans should include the following information:

1. Vicinity map.
2. Site Plan drawn to scale and fully dimensioned including the location and details of **existing and proposed**:
 - a. Structures.
 - b. Information Data Table. (Lot sizes, lot coverage percentage and floor area ratio, existing and proposed zoning, existing General Plan designation and proposed)
 - c. Driveways.
 - d. Parking. (Number, type (full size/compact), paving (material))
 - e. Loading area. (At Grade, Truck Dock Height)
 - f. Trash collection. (Dumpster, Compactor, Toters)
 - g. Outdoor storage. (Identify purpose and paving)
 - h. Outdoor seating. (Dining, lounging, employee break area. Include number.)
 - i. Site Furniture. (Benches, Tables, Trash Cans, BBQ, Fire pit, etc.)
 - j. Landscaping. (Include existing species, size, retained or replaced)
 - k. Fencing/Screening. (Material and Height)
 - l. Lighting. (Parking, Security, Pedestrian, Architectural)
 - m. On-site utilities. (Electrical transformer, backflow preventer, well, hydrant, fire riser, storm water facility etc.)
 - n. Off-site improvements and utilities (Curb, gutter, sidewalk, utility pole, fire hydrant, street lights, street sign, traffic signal, etc.)
 - o. Project Stormwater Plan. (Appendix D of the City's Post Construction Stormwater Standards Manual)
3. Elevations. Drawing or photo samples illustrating height, colors, and material of existing and/or proposed buildings, fences, and walls.

Acknowledgement

The purpose of "preliminary staff review" is to provide comments identifying design issues to be considered and accounted for prior to formal application for site plan review. The "Plan Contents" section above is a list of what should be included in the plans submittal for a comprehensive review.

It is important to note the comments provided in response to this application will be based only on what is submitted. The City will not request additional information or clarification. In other words, there is one round of routing and review based solely on the plans and information included with this application.

Application materials will be routed for review and comment by all City Departments and other responsible reviewing agencies, as determined by City staff. Comments received will be compiled into a single list, or referenced and included as an attachment, and delivered in letter form to those listed in the "Contact Information" section.

After receiving the letter from the Planning Division, it is recommended that the applicant schedule a meeting to discuss any questions that he/she may have.

Please keep in mind that the completion of a "preliminary staff review" does not mean an entitlement has been approved. The applicant will need to make an application for the specified entitlement(s) for a complete review. If an application for an entitlement is made, the applicant will be credited the Preliminary Staff Review fee (\$1,579).

Applicant Signature

Print Name

Date