



Checklist for Specific Plan



All submittal information shall be provided to the Community Development Department. All submittal information shall be presented along with the Uniform Application, related fees, and any additional information required by the Community Development 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.

***Note: Some of the following requirements may be adjusted or waived according to the relevancy of the information to the application under request. Check with Community Development Staff if you feel any listed requirements are Not Applicable to your project.

For any questions regarding these submittal requirements, contact the Community Development Department at (209) 239-8427 or by email: planning@ci.manteca.ca.us

Size and Scale

Plans should be no larger than 30"x42" trimmed and individually folded. All Plans must be folded to 8½"x11" in size.

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. Include a north arrow, and scale on all plans.

Applicant

(Please Check)

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| _____ | 1) Application Form. <i>One (1) Copy</i>
Completed and signed. | _____ |
| _____ | 2) Environmental Questionnaire. <i>One (1) Copy</i>
Completed and signed. | _____ |
| _____ | 3) Project Allocation Questionnaire. <i>One (1) Copy</i>
Completed and signed. (for Non-Residential Only) | _____ |
| _____ | 4) Hazardous Materials Survey Form. <i>One (1) Copy</i>
Completed and signed. | _____ |
| _____ | 5) 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. | _____ |

- _____ 6) **Location/Vicinity Map. One (1) 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.
- _____ 7) **Title Report. One (1) Copy**
A current preliminary title report prepared within six (6) months prior to filing the application.
- _____ 8) **Electronic Version on CD. One (1) Copy**
A copy of all plans and documents submitted with this application shall be provided in electronic format (.PDF) on CD.
- _____ 9) **Reduction. One (1) Copy**
An 11" x 17" black and white photographic reduction of each sheet of the plan set.
- _____ 10) **Project Description. One (1) Copy**
A letter describing the project in detail. The statement should clearly indicate the justification for the project.
- _____ 11) **Site Photographs. One (1) Set**
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).
- _____ 12) **San Joaquin County Multi-Species Habitat Conservation and Open Space Plan (SJMCSPP)-FORM E. One (1) Copy**
Fill out the attached form and return
- _____ 13) **Draft Specific Plan. Thirteen (13) Copies**
Per section 65451 of the California Government Code the specific plan shall include the following information:
- _____ a) *Preliminary Development Land Use Plan*
- _____ b) *Preliminary Design Standards/Guidelines*
Include design for:
-Entry Ways
-Walls
-Architecture
-Overall theme

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| _____ | c) <i>Parking and circulation</i>
Existing and proposed parking and loading areas and circulation, including both on-site and off-site parking, driveways and other circulation on adjacent properties impacting or in proximity to the property. | _____ |
| _____ | d) <i>Community Services Plan</i> | _____ |
| _____ | e) <i>Utilities</i>
Location, Type and size of all new utility services. | _____ |
| _____ | f) <i>Public Areas</i>
Proposed to be dedicated or reserved for parks, trails, schools, public or quasi-public buildings, and other such uses. | _____ |
| _____ | g) <i>Buildings</i>
Clearly show all existing, proposed and accessories buildings on-site. Include all appurtenances and features, including balconies, decks, stairs, rooflines, etc. | _____ |
| _____ | Show all buildings on adjacent properties within 50 feet of any property line of the subject property. | _____ |
| _____ | Delineate each residential unit or commercial shop, and indicate unit type and size. | _____ |
| _____ | Show trash enclosure, storage buildings, and other like structures. | _____ |
| _____ | Indicate setbacks and distance between buildings. | _____ |
| _____ | Show any structures that are proposed to be removed as part of the development project. | _____ |
| _____ | h) <i>Trees</i>
Species, common name, size, condition, location, and drip line of existing tree 12" in circumference, 24" above grade. Any trees proposed removal should be indicated on the plan. | _____ |
| _____ | i) <i>Fiscal Impact Analysis</i> | _____ |
| _____ | j) <i>Exterior Walls, Fences and other Features</i>
Location, height and details of all exterior fences, walls and other similar features. | _____ |
| _____ | k) <i>Phasing</i>
Potential phasing limits of project should be indicated as well as a statement provided that sets for the | _____ |

manner and phasing of the installation and maintenance of parking, lighting, landscaping, private grounds, streets, utilities and open space.

l) *Statement of relationship between Specific Plan and General Plan.*

_____ 17) **Landscape Plan. Three (3) Copies** _____
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.

_____ 18) **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.

20) **Additional Information. (If Applicable)** _____

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

_____ b) Aerial photograph. _____

_____ c) Other. _____