



# Checklist for Variance



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](mailto: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.

<u>Applicant</u>		<u>City</u>
(Please Check)		
_____	1) <b>Application Form.</b> <i>One (1) Copy</i> Completed and signed.	_____
_____	2) <b>Project Allocation Questionnaire.</b> <i>One (1) Copy</i> Completed and signed. (for Non-Residential Only)	_____
_____	3) <b>Hazardous Materials Survey Form.</b> <i>One (1) Copy</i> Completed and signed.	_____
_____	4) <b>Fees.</b> <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.	_____
_____	5) <b>Reduction.</b> <i>One (1) Copy</i> An 11" x 17" black and white photographic reduction of each sheet of the plan set.	_____
_____	6) <b>Location/Vicinity Map.</b> <i>One (1) 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.

- 7) **Project Description.** *One (1) Copy*  
A letter describing the project in detail. The statement should clearly indicate the justification for the project and address the required findings listed below:
- a) That there are peculiar and unusual conditions inherent in the property in question sufficient to cause a hardship and that such conditions are not common to all or most of the properties in the immediate area.
  - b) That a hardship peculiar to the property and not created by any act of the owner exists. In this context, personal, family or financial difficulties, loss of prospective profits, and neighboring violations are not hardships justifying a variance.
  - c) That such variances is necessary for the preservation and enjoyment of substantial property rights possessed by other properties in the same zoning district and in the vicinity and that a variance, if granted, would not constitute a special privilege of the recipient not enjoyed by his/her neighbors.
  - d) That the authorizing of such variance shall not be of substantial detriment to adjacent property, and will not materially impair the purposes of this title of the public interest.
  - e) No variance shall be granted if the Planning Director or the Planning Commission finds that the condition of the specific piece of property, or the intended use of such property, for which variance is sought is so general or recurrent in nature as to make reasonably practical the formulation of a general regulation for such condition.

For small projects, the following requirements may be partially waived depending on the nature of the project. Check with the Community Development Department for more information.

**Site Plans for Use Permits shall include the following information as relevant for the proposed Project:** Please contact the City of Manteca Planning Division at (209) 239-8427 with questions regarding requirements relevant to your project.

- \_\_\_\_\_ 8) **Site Plans. Thirteen (13) Copies**  
Site plans of the project shall be fully dimensional and accurately drawn. Use as many sheets as necessary. You may combine information, as long the plans are easy to read. The plans shall contain the following basic information unless additional information is necessary to properly evaluate the project.
- \_\_\_\_\_ 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, and the like.
- \_\_\_\_\_ 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  
-Existing Zoning and proposed zoning  
-Existing general Plan designation and proposed  
-Parking spaces  
                    Required  
                    Provided
- \_\_\_\_\_ c) *Street and Lots*  
Existing and proposed parking, loading areas and circulation property to be offered for street dedication.
- \_\_\_\_\_ d) *Parking and circulation*  
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.
- \_\_\_\_\_ e) *Utilities*  
Location, Type and size of all new utility services.
- \_\_\_\_\_ f) *Public Areas*  
Proposed to be dedicated or reserved for 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 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.

**Applicant**  
(Please Check)

**City**

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| _____ | 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.  | _____ |
| _____ | <i>h) Trees</i><br>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) Exterior Walls, Fences and other Features</i><br>Location, height and details of all exterior fences, walls and other similar features.  | _____ |
| _____ | <i>j) Phasing</i><br>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. | _____ |
| _____ | <b>9) Floor Plan. Two (2) Copies</b><br>Floor plans showing exterior doors and windows and design with stairways, mechanical rooms and shared hallways indicated, so that parking and coverage calculations can be made.   | _____ |
|       | <b>10) Additional Information. (If Applicable) Dependent upon project type and location</b>  |       |
| _____ | <i>a) Title Report. One (1) Copy</i><br>A current preliminary title report prepared within six (6) months prior to filing the application.   | _____ |
| _____ | <i>b) Electronic Version on CD. One (1) Copy</i><br>A copy of all plans and documents submitted with this application shall be provided in electronic format (.PDF) on CD.   | _____ |
| _____ | <i>c) Site Photographs. One (1) Set</i><br>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).

\_\_\_\_\_ d) 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.

\_\_\_\_\_ e) Sign Program. Five (5) Copies \_\_\_\_\_  
Sign Program, including illustrations, building elevations and site plan with sign locations types and size. One 8.5" x 11" reduction of all drawings.

\_\_\_\_\_ f) 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. The plan shall include a planting legend describing the type of plants (both common and botanical names), their rate of growth, size at time of planting. The plans shall also demonstrate compliance (through appropriate calculations) with the following Code requirements:

\_\_\_\_\_ A minimum of ten (10%) percent of the entire lot area will be landscaped for commercial and multiple family developments \_\_\_\_\_

\_\_\_\_\_ A minimum of twelve (12%) percent of the parking lot areas will be landscaped. \_\_\_\_\_

\_\_\_\_\_ A minimum of fifty (50%) percent of the parking area will be shaded. (Includes drive aisles) \_\_\_\_\_

\_\_\_\_\_ Water efficient criteria. \_\_\_\_\_

**Note:** All areas not specifically designated for building, parking or circulation must be landscaped. Approval of a preliminary landscaping plan will be subject to submittal of a final landscaping and automatic irrigation plan to be checked for conformance with preliminary plans and code requirements prior to issuance of a building permit.

\_\_\_\_\_ g) 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.

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| _____ | h) <u>Building Elevations.</u> Two (2) Copies   | _____ |
| _____ | • <u>Elevations –</u><br>Show all elevations of all structures with materials, colors and dimensions specified. The purpose of such drawings is to specify the height, bulk and appearance of proposed buildings and structures. All visible mechanical equipment must be shown on the elevation drawing, as well as a detail of any screening proposed (i.e. fences, walls). | _____ |
| _____ | • <u>Colors and Materials Board and/or Colored Rendering</u>  | _____ |
| _____ | • <u>Typical building sections</u><br>Showing wall, eave, fascia, and roof-mounted mechanical equipment and penthouses shown.   | _____ |
| _____ | • <u>Perspective sketches/photosimulations</u>  | _____ |
| _____ | • <u>Features</u><br>Indication the locations of identification signs and features, mailboxes, storage spaces, air conditioning units, transformers, utility meters, and other items that affect the exterior appearance and use of the proposed project and adjacent property.   | _____ |