

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 Community Development 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

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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 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. 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 Community Development Department at (209) 456-8500 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. Please include one (1) copy of an 11"x17" black and white reduction of each sheet of the plan set. One (1) Copy of all plans and documents submitted with this application shall be provided in electronic format (PDF) on CD.

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.

<b><u>Applicant</u></b>	(Please Check)	<b><u>City</u></b>
<u>✓</u>	1) <b>Uniform Application.</b> <i>One (1) Copy</i> Completed and signed.	_____
<u>✓</u>	a) <b><u>Project Description.</u></b> <i>One (1) Copy</i> A letter describing the project in detail. The statement should clearly indicate the justification for the project.	_____
<u>✓</u>	b) <b><u>Site Photographs.</u></b> <i>One (1) 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).	_____
<u>✓</u>	c) <b><u>Title Report.</u></b> <i>One (1) Copy</i> A current preliminary title report prepared within six (6) months prior to filing the application.	_____

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- d) Hazardous Materials Survey Form. One (1) 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) 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 Community Development 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**. Twenty-Five (25) Copies \_\_\_\_\_  
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.)

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- |             |  |       |
|-------------|--|-------|
| <u>✓</u>    | d) <u>Parking and circulation</u><br>Existing and proposed parking, loading, and circulation. Include shared parking and cross access if applicable.                                   | _____ |
| <u>✓</u>    | e) <u>Utilities</u><br>Location, Type and size of all existing, new, and relocated utility services.   | _____ |
| <u>✓</u>    | f) <u>Public Areas Within Project Boundaries</u><br>Parks, trails, schools, public or quasi-public buildings, and other such uses.   | _____ |
| <u>N/A</u>  | g) <u>Buildings</u><br>Clearly show all existing, proposed and accessories buildings on-site. Include features, including balconies, decks, stairs, carports, garbage enclosures, etc. | _____ |
| <u>N/A</u>  | Show all buildings on adjacent properties within 20 feet of any property line of the subject property.   | _____ |
| <u>N/A</u>  | Dimension each building, and indicate use and size in square feet.   | _____ |
| <u>N/A</u>  | Indicate setbacks and distance between buildings and property lines.   | _____ |
| <u>N/A</u>  | Show any structures that are proposed to be removed as part of the development project.  | _____ |
| <u>None</u> | h) <u>Existing Trees</u><br>Species, common name, size, condition, location, and drip line of existing trees. Any trees proposed removal should be indicated on the plan.              | _____ |
| <u>✓</u>    | i) <u>Existing Walls, Fences and other Features</u><br>Location, height and details of fences and walls.   | _____ |
| <u>None</u> | j) <u>Phasing (If applicable)</u><br>Show phasing of project and provide in writing, the timing and maintenance of future phases.  | _____ |
| <u>N/A</u>  | k) <u>Lighting Plan. Two (2) Copies</u><br>Show the location, height, size and type of exterior lighting. A photometric layout for pole lighting in required parking areas.            | _____ |
| _____       | 5) <b>San Joaquin County Multi-Species Habitat Conservation and Open Space Plan (SJM CSP) – Form E. One (1) Copy</b><br>Fill out the attached form and return.                         | _____ |
| _____       | 6) <b>Additional Information (If Applicable).</b>  | _____ |

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N/A

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. \_\_\_\_\_

N/A

b) Other. \_\_\_\_\_

7) **Vesting Map Option**

If the applicant chooses to submit a "Vested Map" the following shall be required.

N/A

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. \_\_\_\_\_

  |  

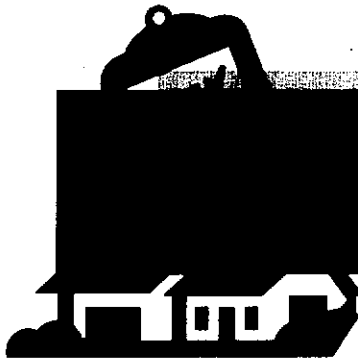
l) Tree preservation plan submitted \_\_\_\_\_

  |  

  |  

m) All other studies, reports, plans, specifications, and additional information required by the City Engineer or Community Development Director. \_\_\_\_\_

  |



plan



The purpose of a General Plan Amendment is to allow for modifications to the General Plan text (e.g., goals, policies, or implementation programs) or to change the General Plan land use designation on any parcel(s).

The designated Approving Authority for General Plan Amendments is the City Council. The Community Development Director and Planning Commission provide recommendations, and the City Council may approve, conditionally approve, deny, or deny without prejudice the General Plan Amendment in accordance with the requirements of this Title.

Pursuant to Government Code Section 65358, no mandatory element of the General Plan may be amended more frequently than four times during any calendar year. Subject to that limitation, an amendment may be made at any time and may include more than one change to the General Plan.

A General Plan Amendment may be initiated by motion of the Planning Commission or City Council, by application of property owner(s) of parcel(s) to be affected by the General Plan Amendment, or by recommendation of the Community Development Director to clarify text, address changes mandated by state law, maintain internal General Plan consistency, address boundary adjustments affecting land use designation(s), or for any other reason beneficial to the city.

In the event that a General Plan Amendment is requested by a property owner, the applicant shall demonstrate to the City Council that there is a substantial benefit to be derived from such amendment. Additionally, the City Council must find that the proposed amendment meets the letter and intent of the General Plan goals and policies.

Adoption of the General Plan Amendment by the City Council shall constitute final action and approval of the amendment. Authorization for construction or occupancy in accordance with the amendment may only be granted upon the effective date of the action.

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. 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.

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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.

<b>Applicant</b>	(Please Check)		<b>City</b>
<u>✓</u>	1)	<b>Uniform Application.</b> <i>One (1) Copy</i> Completed and signed.	_____
<u>✓</u>	a)	<b>Project Description.</b> <i>One (1) Copy</i> A letter describing the project in detail. The statement should clearly indicate the justification for the project.	_____
<u>✓</u>	b)	<b>Site Photographs.</b> <i>One (1) 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).	_____
<u>✓</u>	c)	<b>Title Report.</b> <i>One (1) Copy</i> A current preliminary title report prepared within six (6) months prior to filing the application.	_____
<u>✓</u>	d)	<b>Hazardous Materials Survey Form.</b> <i>One (1) Copy</i> Completed and signed.	_____
_____	2)	<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.	_____
<u>✓</u>	3)	<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.	_____

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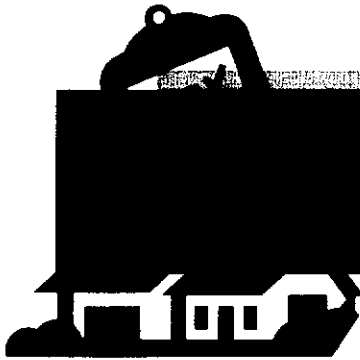
**Site Plans shall include the following information as relevant for the proposed Project:**  
Please contact the City of Manteca Planning Division at (209) 456-8500 with questions regarding requirements relevant to your project.

- ✓ \_\_\_\_\_
- 4) **Site Plans. Thirteen (13) Copies** \_\_\_\_\_  
Site plans shall be fully dimensioned and drawn to scale. 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, 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.
- N/A \_\_\_\_\_
- g) Buildings \_\_\_\_\_  
Clearly show all existing, proposed and accessories buildings on-site. Include features, including balconies, decks, stairs, carports, garbage enclosures, etc.
- N/A \_\_\_\_\_

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- N/A Show all buildings on adjacent properties within 20 feet of any property line of the subject property.
- N/A Dimension each building, and indicate use and size in \_\_\_\_\_ square feet.
- N/A Indicate setbacks and distance between buildings and \_\_\_\_\_ property lines.
- N/A Show any structures that are proposed to be removed as \_\_\_\_\_ part of the development project.
- None 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.
- None j) Phasing (If applicable) \_\_\_\_\_  
Show phasing of project and provide in writing, the timing and maintenance of future phases.
- N/A 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.



01



The purpose of rezoning is to establish the designation of land use by Zoning District for unincorporated property adjoining the city, within the Sphere of Influence. This Section is consistent with California Government Code Section 65859.

The designated Approving Authority for Rezoning/Rezoning is the City Council. The Community Development Director and Planning Commission provide recommendations, and the City Council may approve, conditionally approve, deny, or deny without prejudice the Prezone/Rezone in accordance with the requirements of this Title.

A Prezone/Rezone may be initiated by motion of the Planning Commission or City Council, by application by property owner(s) of parcel(s) to be affected by the Prezone/Rezone, or by recommendation of the Community Development Director to clarify text, address changes mandated by state law, maintain General Plan consistency, address boundary adjustments affecting land use designation(s), or for any other reason beneficial to the city.

Prezones/Rezoning shall be granted only when the City Council makes the following findings:

1. The proposed Prezone/Rezone is consistent with the General Plan and any applicable Specific Plan goals, policies, and implementation programs;
2. The proposed prezone/rezone would not be detrimental to the public interest, health, safety, convenience, or welfare of the City;
3. The prezone/rezone has been reviewed in compliance with the provisions of the California Environmental Quality Act (CEQA);
4. The site is physically suitable (including absence of physical constraints, access, compatibility with adjoining land uses, and provisions of utilities) for the requested zoning designations and anticipated land uses/development; and
5. The prezone/rezone internally consistent with other applicable provisions of this Zoning Code.

When considering an application to prezone/rezone property, the City Council has the authority to impose restrictions on property including use restriction. Conditions imposed by the City Council shall run with the land and shall not be automatically removed by subsequent rezonings of the property. Conditions may only be modified or removed by the City Council in accordance with Section 17.14.070 (Permit Revocation or Modification).

Adoption of the Prezone/Rezone by ordinance of the City Council shall constitute final action and approval of the prezone/rezone. Authorization for construction or occupancy in accordance with the prezone/rezone may only be granted upon or after the effective date of the action.

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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. The Zoning Ordinance, Title 17, is available on the Planning Division's website which lists all development standards.

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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.

<b>Applicant</b>	(Please Check)		<b>City</b>
<u>✓</u>	1) <b>Uniform Application.</b> One (1) Copy Completed and signed.		_____
<u>✓</u>	a) <b>Project Description.</b> One (1) Copy A letter describing the project in detail. The statement should clearly indicate the justification for the project.		_____
<u>✓</u>	b) <b>Site Photographs.</b> 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).		_____
<u>✓</u>	c) <b>Title Report.</b> One (1) Copy A current preliminary title report prepared within six (6) months prior to filing the application.		_____
<u>✓</u>	d) <b>Hazardous Materials Survey Form.</b> One (1) Copy Completed and signed.		_____

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- \_\_\_\_\_ 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) 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 Community Development 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) **Site Plans.** *Thirteen (13) Copies* \_\_\_\_\_  
Site plans shall be fully dimensioned and drawn to scale. 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, 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** \_\_\_\_\_

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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.

N/A

g) Buildings

Clearly show all existing, proposed and accessories buildings on-site. Include features, including balconies, decks, stairs, carports, garbage enclosures, etc.

N/A

Show all buildings on adjacent properties within 20 feet of any property line of the subject property.

N/A

Dimension each building, and indicate use and size in square feet.

N/A

Indicate setbacks and distance between buildings and property lines.

N/A

Show any structures that are proposed to be removed as part of the development project.

None

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.

None

j) Phasing (If applicable)

Show phasing of project and provide in writing, the timing and maintenance of future phases.

N/A

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.

N/A

5) **Floor Plan. Two (2) Copies**

Floor plans showing exterior doors and windows and design with stairways, mechanical rooms and shared hallways indicated, so that exiting, access, parking, and lot coverage calculations can be made.