



Community Development Department
Planning Division
1001 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 Yes No

Applicant Information-Public Record

Property Owner:		Applicant	
Name	_____	Name	_____
Contact	_____	Contact	_____
Address:	_____	Address:	_____
City, Zip:	_____	City, Zip:	_____
Phone:	_____	Phone:	_____
Fax:	_____	Fax:	_____
E-mail	_____	E-mail	_____

Staff Use Only

Date of Submittal: _____ Re-submittal? Yes ___ No ___ Fee: _____
Accepted By: _____ Application Number: _____

Over

Requirements

NOTE: 10 copies of the plan(s) must be submitted on an 11"x17" sheet and 3 full size copy that is at least 24"x36". **(We ask that the plans be folded to letter size (8½"x11"))**. 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.

Signature (Contractor, Owner or Authorized Agent)

Date