



# Checklist for General Plan Amendment



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.

**Applicant**

(Please Check)

**City**

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| _____ | 1) <b>Application Form.</b> <i>One (1) Copy</i><br>Completed and signed.  | _____ |
| _____ | 2) <b>Environmental Questionnaire.</b> <i>One (1) Copy</i><br>Completed and signed.   | _____ |
| _____ | 3) <b>Project Allocation Questionnaire.</b> <i>One (1) Copy</i><br>Completed and signed. (for Non-Residential Only)   | _____ |
| _____ | 4) <b>Hazardous Materials Survey Form.</b> <i>One (1) Copy</i><br>Completed and signed.   | _____ |
| _____ | 5) <b>Fees.</b> <i>See Schedule of Fees.</i><br>Check(s) payable to the "City of Manteca." A brief letter that illustrates the breakdown of the fees is required (i.e. \$2400 for a Use Permit and \$175 for an Environmental Questionnaire). | _____ |

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| _____ | 6) <b>Location/Vicinity Map.</b> <i>One (1) Copy</i><br>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) <b>Title Report.</b> <i>One (1) Copy</i><br>A current preliminary title report prepared within six (6) months prior to filing the application.   | _____                   |
| _____ | 8) <b>Electronic Version on CD.</b> <i>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.   | _____                   |
| _____ | 9) <b>Reduction.</b> <i>One (1) Copy</i><br>An 11" x 17" black and white photographic reduction of each sheet of the plan set.  | _____                   |
| _____ | 10) <b>Project Description.</b> <i>One (1) Copy</i><br>A letter describing the project in detail. The statement should clearly indicate the justification for the project. The statement should clearly indicate the justification for the project, or if an existing project, justification of the modifications.. Also shall include:<br><br>Existing and Proposed General Plan Designation<br><br>Describe in detail the project planned which requires a change in land use designation in the General Plan | _____<br>_____<br>_____ |
| _____ | 11) <b>Site Photographs.</b> <i>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).  | _____                   |

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) 239-8427 with questions regarding requirements relevant to your project.

- \_\_\_\_\_ 12) **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) ***Public Areas*** \_\_\_\_\_  
Proposed to be dedicated or reserved for parks, trails, schools, public or quasi-public buildings, and other such uses.
- \_\_\_\_\_ d) ***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. \_\_\_\_\_
- \_\_\_\_\_ Delineate each residential unit or commercial shop, and indicate unit type and size. \_\_\_\_\_
- \_\_\_\_\_ Show trash enclosure, storage buildings, and other like structures. \_\_\_\_\_

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| _____ | Indicate setbacks and distance between buildings.   | _____ |
| _____ | Show any structures that are proposed to be removed as part of the development project.   | _____ |
|       | <b>20) Additional Information. (If Applicable)</b>  | _____ |
| _____ | 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. _____   | _____ |