



# Checklist for Specific 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

- |       |   |       |
|-------|---|-------|
| _____ | 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>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).   | _____ |
| _____ | 4) <b>Project Description.</b> <i>One (1) Copy</i><br>A letter describing the project in detail. The statement should clearly indicate the requested change and the justification for the change. This should include data, research and other items that support the proposed amendment. | _____ |