



Checklist for Tentative Subdivision Map



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

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)

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| _____ | 1) Application Form. <i>One (1) Copy</i>
Completed and signed. | _____ |
| _____ | 2) Environmental Questionnaire. <i>One (1) Copy</i>
Completed and signed. | _____ |
| _____ | 3) Project Allocation Questionnaire. <i>One (1) Copy</i>
Completed and signed. (for Non-Residential Only) | _____ |
| _____ | 4) Hazardous Materials Survey Form. <i>One (1) Copy</i>
Completed and signed. | _____ |
| _____ | 5) Fees. <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 (i.e. \$2400 for a Use Permit and \$175 for an Environmental Questionnaire). | _____ |

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| <hr/> | <p>6) Location/Vicinity Map. <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.</p> | <hr/> |
| <hr/> | <p>7) Title Report. <i>One (1) Copy</i>
A current preliminary title report prepared within six (6) months prior to filing the application.</p> | <hr/> |
| <hr/> | <p>8) Electronic Version on CD. <i>One (1) Copy</i>
A copy of all plans and documents submitted with this application shall be provided in electronic format (.PDF) on CD.</p> | <hr/> |
| <hr/> | <p>9) Reduction. <i>One (1) Copy</i>
An 11" x 17" black and white photographic reduction of each sheet of the plan set.</p> | <hr/> |
| <hr/> | <p>10) Project Description. <i>One (1) Copy</i>
A letter describing the project in detail. The statement should clearly indicate the justification for the project.</p> | <hr/> |
| <hr/> | <p>11) Site Photographs. <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).</p> | <hr/> |
| <hr/> | <p>12) San Joaquin County Multi-Species Habitat Conservation and Open Space Plan (SJMCSPP)-FORM E. <i>One (1) Copy</i>
Fill out the attached form and return</p> | <hr/> |
| <hr/> | <p>13) 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.</p> | <hr/> |

Tentative Maps 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.

- _____ 14) **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, 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
-Existing general Plan designation
-Name and Address of Applicant
-Name and Address of Property Owner(s)
-Subdivision Name
-Assessor's Parcel Number
- _____ c) *Street and Lots* _____
Existing and proposed parking, loading areas and circulation property to be offered for street dedication.
- _____ d) *Circulation* _____
Existing and proposed circulation, including 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.

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| _____ | f) <i>Public Areas</i>
Proposed to be dedicated or reserved for parks, trails, schools, public or quasi-public buildings, and other such uses. | _____ |
| _____ | g) <i>Buildings</i>
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. | _____ |
| _____ | Indicate setbacks and distance between buildings. | _____ |
| _____ | Show any structures that are proposed to be removed as part of the development project. | _____ |
| _____ | h) <i>Trees</i>
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>Phasing</i>
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. | _____ |
| _____ | 15) Phase I Environmental Site Assessment Report | _____ |
| _____ | 16) Geotechnical Report
Prepared by Soils Engineer | _____ |
| _____ | 17) Additional Information. (If Applicable) | _____ |
| _____ | 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. | _____ |
| _____ | b) Other. _____ | _____ |

18) **Vesting Map Option**

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

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| _____ | a) "Vesting Tentative Map" printed conspicuously on the face of the map. | _____ |
| _____ | b) Grading Plan completed | _____ |
| _____ | c) Sanitary Sewer Plans completed and sewer area | _____ |
| _____ | d) Water Plans completed | _____ |
| _____ | e) Storm Drain Plans completed | _____ |
| _____ | f) Street Plans completed | _____ |
| _____ | g) Landscape Plans completed | _____ |
| _____ | h) Geological Studies (If applicable) | _____ |
| _____ | i) Drainage Study completed (10 year and 100 year) showing HGL at critical locations. | _____ |
| _____ | j) Site Plans completed, 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. | _____ |