



# CITY OF MANTECA

## DEVELOPMENT SERVICES DEPARTMENT

### ZONING TEXT AMENDMENT APPLICATION CHECKLIST AND PROCEDURES MMC Chapters 17.10.190 Project Prefix: ZTA

#### **BACKGROUND:**

The purpose of a Zoning Text Amendment (Text and Map) is to allow modification to any provisions of this Title (including the adoption of new regulations or deletion of existing regulations), in accordance with California Government Code Section 65853.

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

A Zoning Text Amendment 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 Zoning Text Amendment, or by recommendation of the Development Services 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.

A Zoning Text Amendment shall be granted only when the City Council makes the following findings:

- a. The proposed Zoning Text Amendment is consistent with the General Plan and any applicable Specific Plan goals, policies, and implementation programs;
- b. The proposed Zoning Text Amendment would not be detrimental to the public interest, health, safety, convenience, or welfare of the City;
- c. The Zoning Text Amendment has been reviewed in compliance with the provisions of the California Environmental Quality Act (CEQA);
- d. The Zoning Text Amendment internally consistent with other applicable provisions of this Zoning Code.

When considering a Zoning Text Amendment application, the City Council has the authority to impose restrictions on the 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 Zoning Text Amendment by ordinance of the City Council shall constitute final action and approval of the Zoning Text Amendment. Authorization for construction or

occupancy in accordance with the Zoning Text Amendment may only be granted upon or after the effective date of the action.

All submittal information shall be presented along with the Uniform Application, related fees, and any additional information required by the Development Services 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 City'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 review. Planning Staff will assist in making this determination. Call (209) 456-8500 or email [planning@manteca.gov](mailto:planning@manteca.gov) for further assistance.

### **SUBMITTAL REQUIREMENTS CHECKLIST:**

- Completed and signed Development Services Entitlement Application Form, Letter of Authorization, and Hazardous Materials Affidavit
- Completed Non-Residential Operational Statement Form <https://www.manteca.gov/home/showpublisheddocument/7811/638828367375400000> or Completed Residential Operational Statement Form <https://www.manteca.gov/home/showpublisheddocument/7813/638828367898200000> (whichever is appropriate for the scope of the project)
- Photographs of the existing site
- Current Condition of Title report for all affected parcels
- Climate Action Plan (CAP) Consistency Review Checklist (if project is CEQA non-exempt)
- Electronic copy (PDF) of a Site Plan exhibit illustrating all parcels involved and adjacent parcels. The exhibit shall be drawn to scale and should show the following, or other information sufficient to properly evaluate the proposed project:
  - The owner(s) name(s), address(es), and Assessor Parcel Numbers of the lots or parcels involved.
  - The Site Plan exhibit shall clearly show the parcels':
    - Boundary Lines
    - Assessors Parcel Numbers
    - Existing Easements, Rights-of-Way (including off-site easements and rights-of-way), with dimensions
    - The surveyed location of all existing improvements within 100' of the proposed parcel line(s) and their distance from the proposed parcel line(s) (i.e.: Buildings, wells, septic systems, leach lines, utility poles and lines, roads, utilities, etc.).
    - Utilities and any applicable utility system information

- Public areas within the site, including parks, trails, schools, public or quasi-public buildings or other uses
  - Existing or proposed buildings, including setbacks to existing or proposed lot lines or other buildings as well as building dimensions and areas (in square feet). Identify any buildings proposed to be demolished or relocated.
  - Existing trees, including species and common names, size (DBH), location, and drip line area. Identify trees to be protected/saved and trees to be removed.
  - Existing walls, fences, steps, terraces, planter structures, or other physical features
  - Phasing (if applicable)
- Vicinity Map, showing general location of parcels involved
- Application Fee: Refer to current fee schedule at <https://www.manteca.gov/departments/development-services/planning/planning-fee-schedule>

#### **PROCESSING PROCEDURES:**

1. Application is made via the City's permitting portal website, Accela: <https://aca-prod.accela.com/MANTECA/Default.aspx>
2. Upload completed Application Form, Site Plan Exhibit and other exhibits, Condition of Title Reports, Operational Statement Form, and other documents to Accela.
3. Planning staff will conduct a preliminary review of the the application and uploaded documents, verify and invoice fees, and contact the applicant.
4. Pay application fee.
5. Applicant will be informed by Development Services in writing within thirty calendar days of receipt of the application whether the application is complete or if additional information is needed.
6. Upon determination that the application is complete, the Development Services Division staff will process the project application, routing it for review to various City and external agencies for review, comment, and conditions, and will commence the environmental review process. This may require additional technical studies to inform project impacts and mitigations. The Planning Division staff will work with the Applicant's environmental consultant and subconsultants during the environmental study phase. The review phase may inform project revisions to the design, to address concerns or minimize project impacts.
7. The Rezone/Prezone, its environmental analysis and environmental documents, and its Conditions of Approval will be presented to the Planning Commission at a Public Hearing meeting. The Planning Commission will consider whether the required findings can be made, and whether the proposed project meets the requirements of the Manteca Municipal Code, the Manteca General Plan, and any other Specific Plan applicable to it, and shall by its Resolution, make a recommendation to approve or disapprove the Rezone/Prezone and its supporting environmental documents and/or environmental determination.

8. After being presented to the Planning Commission in a Public Hearing meeting, the Zoning Text Amendment entitlement and its supporting environmental documentation will be presented to the City Council in a Public Hearing meeting. If initially approved by the City Council, the action shall be subject to a second reading of the proposed zoning change (establishment) in a subsequent City Council meeting, as is required by law.

**revised 12/2025**