



CITY OF MANTECA

DEVELOPMENT SERVICES DEPARTMENT

VARIANCE APPLICATION CHECKLIST AND PROCEDURES MMC Chapter 17.10.120 Project Prefix: VAR

BACKGROUND:

A Variance approval is required to grant exception from any of the development standards and provisions otherwise required by Title 17 of the Manteca Municipal Code. In accordance with California Government Code Section 65906, variances from the development standards and provisions of this Title shall be granted only when, because of special circumstances applicable to the property, including size, shape, topography, and location of surroundings, the strict application of the Zoning Ordinance deprives such property of privileges enjoyed by other property in the vicinity and within the same Zoning District.. Any Variance granted is subject to such condition as will assure that the adjustment thereby authorized shall not constitute a grant of special privileges inconsistent with limitations upon other properties in the vicinity and zone in which the property is situated.

A Variance may not be granted to waive or modify any of the following requirements of this Zoning Ordinance:

1. Allow a land use not otherwise permitted in the zone;
2. Increase the maximum allowed residential density;
3. Waive a specific provision (e.g., prohibited sign); or
4. Waive or modify a procedural requirement.

The designated Approving Authority for a Variance is the Planning Commission. The Planning Commission may, upon its own motion or upon the verified application of any interested parties, initiate proceedings for the granting of a Variance. The Development Services Director provides a recommendation, and the Planning Commission approves, conditionally approves, denies, or denies without prejudice the Variance in accordance with the requirements of this Title. A public hearing is required for a Variance.

The Approving Authority may approve and/or modify any Variance application in whole or in part, with or without conditions, only if the applicant can demonstrate that the circumstances of their particular case can justify making all of the following findings:

1. There are special circumstances applicable to the property (e.g., location, shape, size, surroundings, topography, or other conditions), so that the strict application of this Zoning Ordinance denies the property owner privileges enjoyed by other property owners in the vicinity and within the same Zoning District.
2. Granting the Variance is necessary for the preservation and enjoyment of substantial property rights enjoyed by other property owners in the same vicinity and Zoning

District and denied to the property owner for which the Variance is sought.

3. Granting the Variance will not adversely affect the interests of the public or the interests of residents and property owners in the vicinity of the premises in question.
4. The Variance is consistent with the General Plan, any applicable Specific Plan or Development Agreement, and the intent of this Title.

In approving a Variance, the Approving Authority:

1. Shall impose conditions to ensure that the Variance does not grant special privileges inconsistent with the limitation on other properties in the vicinity and the Zoning District in which the property is located.
2. May impose any reasonable conditions (e.g., the placement, height, nature, and extent of the use, buffers, landscaping and maintenance, off-site improvements, performance guarantees, screening, surfacing, hours of operation) to ensure that the approval complies with the findings required by this Chapter.

All approved Variances are subject to the provisions set forth in Section 17.08.120 (Time Limits and Extensions).

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 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/7811/63882836737540000> or Completed Residential Operational Statement Form <https://www.manteca.gov/home/showpublisheddocument/7813/63882836789820000> (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
- 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
- Lighting Plan. Showing the location, height, size, and type of exterior lighting. A photometric layout may be required for parking or public areas.
- Floor Plan, showing exterior doors and windows, stairways, mechanical rooms and shared hallways, so that exits, access, parking, and lot coverage calculations can be made
- Building elevations, showing all structures with materials, colors, and dimensions specified, with dimensions indicated for height. Any visible mechanical equipment must be shown on the elevation drawings, as well as any associated screening proposed for the same (i.e., via fencing, walls, parapets, etc.)
- Typical building sections, showing walls, eaves, fascia, and roof-mounted mechanical equipment and penthouses
- Building perspective photosimulations or sketches
- A data table, showing lot sizes (in square feet or acres), lot coverage percentage and floor area ratio (FAR), existing and proposed Zoning and General Plan designations of all parcels, as well as parking calculations for the project.
- Landscape and Irrigation Plans (if applicable); MWELo Checklist.
- Grading and Drainage Plans (if applicable)

- Sign Program, including illustrations, dimensions, and site plan with sign locations indicated for each proposed sign (if applicable)
- 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 Variance, 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 shall by its Resolution, approve or disapprove the Variance and its supporting environmental documents and/or environmental determination.

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