



CITY OF MANTECA

DEVELOPMENT SERVICES DEPARTMENT

TEMPORARY USE PERMIT APPLICATION CHECKLIST AND PROCEDURES MMC Chapter 17.10.080 Project Prefix: TUP

BACKGROUND:

Minor Use Permits provide a mechanism for administrative review and determinations for proposed short-term activities as listed in Chapter 17.84 (Temporary Uses) and to ensure that entitlements are consistent with the General Plan and provisions of the Zoning Code. Temporary uses may not meet the normal development or use standards of the applicable Zoning District, but may be acceptable because of their temporary nature. The Temporary Use Permit applicant must demonstrate that the application is consistent with code requirements.

A Temporary Use Permit is required for temporary uses including, but not limited to, carnivals, circuses, religious revivals, Christmas tree lots and pumpkin farms, animal shows or displays, and food stands.

The designated Approving Authority for a Temporary Use Permit is the Development Services Director. No public hearing is required.

The Approving Authority shall make the following findings to approve a Temporary Use Permit application:

1. The proposed use is a temporary use and will be limited to a specific duration of time, as established in the Temporary Use Permit.
2. The establishment, maintenance, or operation of the use will not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the neighborhood of the proposed use.
3. The use, as described and conditionally approved, will not be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the city.
4. The use, as described and conditionally approved, will not function or be located in a manner that restricts access to any required parking spaces.
5. Approved measures for the removal of the use and site restoration have been required to ensure that no changes to the site would limit the range of possible future land uses otherwise allowed by this Zoning Code.
6. The approval includes provisions to ensure that each site occupied by a temporary use shall be cleaned of debris, litter, or any other evidence of the temporary use upon completion or removal of the use, and shall thereafter be used in compliance with the provisions of this Zoning Code. The Approving Authority may require appropriate security before initiation of the use to ensure proper cleanup after the use is terminated.

The Approving Authority may impose conditions for the Temporary Use Permit to ensure compliance with this Section and other applicable provisions of this Title and to prevent adverse or detrimental impact to the surrounding neighborhood.

Time limits for Temporary Use Permits are subject to the provisions set forth in Section 17.84 (Temporary Uses).

All submittal information shall be provided to the Development Services Department, including 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 may be required. The Zoning Ordinance, Title 17, is available on the Planning Division'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/7811/638828367375400000>
- Photographs of the existing site
- 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
 - Location of the temporary use(s), related to the subject and adjoining properties
 - Any parking, driveway, and loading areas
 - Any vehicular ingress and egress
 - Dimensioned elevations for any structure proposed
- 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, 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, and may route it for review to various City and external agencies for review, comment, and conditions, if necessary. The review phase may inform project revisions to the project, to address concerns or minimize project impacts.
7. When the Director has considered whether the Temporary Use Permit findings can be made, the decision of the Approving Authority notifying the determination shall be mailed to the applicant within five working days after the date of the decision.

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