



CITY OF MANTECA

DEVELOPMENT SERVICES DEPARTMENT

TEMPORARY SIGN PERMIT APPLICATION CHECKLIST AND PROCEDURES MMC Chapter 17.54.090 Project Prefix: TSP

BACKGROUND:

The Temporary Sign Permit provides a mechanism for administrative review and determinations for proposed short-term posting of signs as listed in Section 17.54.090 (Allowed Temporary On-Site Sign Standards) and to ensure that such signage is consistent with the provisions of the Zoning Code.

A Temporary Sign Permit is required for temporary promotional signs including, but not limited to, commercial signs for grand openings, special product, sale, or event advertising, and temporary subdivision signs located within the boundaries of the subdivision. Temporary signs are subject to the development standards identified in Table 17.54.090-1 (Temporary On-Site Sign Standards), including maximum time duration for the display of the sign. Temporary signs may not be illuminated, and temporary promotional signs may not encroach on or above the public right-of-way, or be attached to utility poles or regulatory signs.

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

The Approving Authority may impose conditions for the Temporary Sign 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 Sign Permits are subject to the provisions set forth in Section 17.54.090(A).

All submittal information shall be provided to the Development Services Department, including the Temporary Sign Permit 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 Temporary Sign Permit Application Form, including property owner's signature and name

- 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 sign(s), related to the subject and adjoining properties
 - Location of any existing signs on the property
 - Any parking, driveway, and loading areas
 - Location of existing and proposed sign(s) relative to "sight triangle" at street intersections (if applicable)
- Illustration(s), text(s), and photo(s) of proposed sign(s), with dimensions
- 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 Sign Permit is approved, 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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