



CITY OF MANTECA

DEVELOPMENT SERVICES DEPARTMENT

TENTATIVE SUBDIVISION MAP APPLICATION CHECKLIST AND PROCEDURES MMC Chapter 16.09 Project Prefix: TSM

BACKGROUND:

The designated Approving Authority for a Tentative Subdivision Map 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 Tentative Subdivision Map in accordance with the requirements of Title 16, Subdivision Ordinance.

On residential projects, a Tentative Parcel Map is appropriate for the creation of four or fewer lots. A Tentative Subdivision Map is the appropriate entitlement to create five or greater lots. Under certain circumstances, commercial or industrial projects creating greater than four lots may also use the Tentative Parcel Map process instead of the Tentative Subdivision Map process; please confer with City Planning staff to discuss the project particulars in this case.

In addition to the requirements governing approval of the tentative map set forth in the Subdivision Map Act, the following considerations and findings must be made:

- A. Subject to the provisions of the California Environmental Quality Act of 1970, the State CEQA Guidelines, the city council shall review and consider any applicable environmental documents.
- B. In reaching a decision upon the Tentative Subdivision Map, the city council shall consider the effect of that decision on the housing needs of the region and balance these needs against the public service needs of its residences and available fiscal and environmental resources.
- C. In reaching a decision upon the Tentative Subdivision Map, the city council shall consider the design of the subdivision as it provides for future passive and natural heating or cooling opportunities in the subdivision, as required by [Government Code Section 66473.1](#).
- D. The Tentative Subdivision Map may be approved or conditionally approved by the city council if it finds that the proposed land division, together with the provisions for its design and improvement, is consistent with the general plan, any applicable specific plan, and all applicable provisions of this code. (Ord. 936 § 1, Ex. A (part), 1992)

In approving the Tentative Subdivision Map, the City Council may impose Conditions of Approval pertaining to any specific or general requirements necessary to fulfill prior to the filing of the project's final map. The legal subdivision of the land (i.e., the creation of the new lots) does not legally occur until the Conditions of Approval have been satisfactorily

completed and signed off by the City departments having jurisdiction over the development aspects in question.

SUBMITTAL REQUIREMENTS CHECKLIST:

- Completed and signed Development Services Entitlement Application Form, Letter of Authorization, and Hazardous Materials Affidavit
- Electronic copy (PDF) of a Tentative Subdivision Map illustrating all parcels involved and adjacent parcels. The Tentative Subdivision Map shall be prepared by a Land Surveyor or registered Civil Engineer licensed by the State of California and should show the following:
 - The owner(s) name(s), address(es), and Assessor Parcel Numbers of the lots or parcels proposed to be adjusted.
 - Name of preparer, signed and sealed.
 - Date prepared. If revised, date of revision.
 - Title Block to read: Tentative Subdivision Map, and the legal description of the lots or parcels to be adjusted.
 - The Tentative Subdivision Map shall clearly show the existing parcels':
 - Designation (i.e., Parcel A, Lot 235, etc.)
 - Boundary Lines
 - Size
 - Assessors Parcel Numbers
 - Existing Easements, Rights-of-Way (including off-site easements and rights-of-way)
 - 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.).
 - The Tentative Subdivision Map shall also clearly show the proposed parcels':
 - Designation, if applicable (i.e., Parcel A-1, Lot 235-A, etc.)
 - Boundary lines, with bearings and distances, including distances to improvements
 - Parcel size
 - Proposed new easements and/or easements to be abandoned
 - Proposed street access and improvements, including curb, gutter, sidewalks, driveways, rights-of-way (with widths indicated), dedications, driveway locations and relocations, etc.
 - Proposed parking areas, loading or unloading areas, transit or bus stop locations, circulation patterns, 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)
 - Lighting Plan. Showing the location, height, size, and type of exterior lighting. A photometric layout may be required for parking or public areas.
- 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 or lots being adjusted.
 - Scale of the map (must be a standard Engineer's scale, i.e., 1" = 10', 1' = 20', etc.).
 - 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, easements, etc.).
 - Vicinity Map showing general location of parcels adjusted.
- Legal descriptions of existing and proposed parcels
 - Current Condition of Title report for all affected parcels
 - Climate Action Plan (CAP) Consistency Review Checklist
 - Completed Residential Operational Statement form:
<https://www.manteca.gov/home/showpublisheddocument/7813/638828367898200000>
 - Completed San Joaquin County Multi-Species Habitat Conservation and Open Space Plan (SJM CSP) Form E
 - Photographs of the existing site
 - Technical Studies (if immediately applicable; may include Traffic Impact Study, Noise Study, etc.)
 - Geotechnical Report
 - Phase 1 Environmental Site Assessment (ESA) Report
 - 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, Tentative Subdivision Map, Legal Descriptions, 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 Tentative Parcel Map, 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 Tentative Subdivision Map is consistent with the provisions of the Subdivision Map Act, the Manteca Municipal Code, the Manteca General Plan, and any other Specific Plan applicable to it, and shall by its Resolution, forward a recommendation to the Manteca City Council to approve or disapprove the Tentative Subdivision Map and its supporting environmental documents and/or environmental determination.
8. The Tentative Parcel Map, its environmental analysis and environmental documents, and its Conditions of Approval will then be presented to the City Council a Public Hearing meeting. The City Council shall consider the recommendation of the Planning Commission, and shall approve, conditionally approve, or deny the Tentative Subdivision Map, making findings in accordance with the provisions of the Subdivision Map Act and Manteca Municipal Code.

revised 12/2025