



# CITY OF MANTECA

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## DEVELOPMENT SERVICES DEPARTMENT

### **SPECIFIC PLAN APPLICATION CHECKLIST AND PROCEDURES MMC Chapter 17.10.160 Project Prefix: SPP**

#### **BACKGROUND:**

The purpose of a Specific Plan is to provide a vehicle for implementing the City's General Plan on an area-specific basis. The Specific Plan is intended to serve as a regulatory document, consistent with the General Plan. In the event there is an inconsistency or conflict between an adopted Specific Plan and comparable provisions of this Title, the Specific Plan shall prevail. This Section is consistent with California Government Code Section 65450 et seq. This Section describes the process for adopting, amending, and subsequent development under a Specific Plan. Chapter 17.28 (Special Purpose Zoning Districts) describes the individual Specific Plan Districts and adopts them by reference.

The City's General Plan encourages preparation of Specific Plans. A Specific Plan may be initiated in the following manner:

1. By the City through resolution of intention adopted by the City Council with recommendation from the Planning Commission; or
2. By a property owner through an application filed requesting to be included in a Specific Plan.

If initiated by a property owner, a pre-submittal application and conference with the Director are required prior to the filing of a formal Specific Plan application.

The designated Approving Authority for Specific Plans is the City Council.

In addition to the minimum content requirements of California Government Code Section 65451, the following items outline the City's content requirements for an application.

1. Statement of the relationship of the Specific Plan to the General Plan.
2. Policies for development and standards for regulating development within the plan area.
3. The proposed land uses for all areas covered by the Specific Plan.
4. The types and configurations of buildings to be included in all developments within the plan area.
5. The location of and types of streets.
6. Public facilities and infrastructure required to serve developments within the Specific Plan area.
7. A parking and circulation plan for off-street parking areas showing the location of parking lots, the approximate number of spaces, and the approximate location of

entrances and exits.

8. Proposed conservation, open space, and/or recreation areas, if any.
9. Any other programs, guidelines, or standards appropriate for the area covered by the plan.

It is anticipated, under the California Environmental Quality Act Section 15812 and Guidelines, that most Specific Plans will require preparation of an environmental impact report (EIR). Once certified, the EIR for a Specific Plan may be relied upon for further entitlements sought subsequent to adoption of the Specific Plan. Unless otherwise exempt, an initial study shall be prepared for all subsequent applications to determine whether a supplement to the EIR must be prepared. If a supplement to the EIR is determined not to be necessary, a negative declaration or mitigated negative declaration shall be prepared.

Specific Plans and any amendment thereto shall be approved/adopted only when the City Council makes the following findings:

1. The proposed Specific Plan is consistent with the General Plan goals, policies, and implementation programs.
2. The land use and development regulations within the Specific Plan are comparable in breadth and depth to similar zoning regulations contained in this Title.
3. The administration and permit processes within the Specific Plan are consistent with the administration and permit processes of the Zoning Ordinance.

Adoption of the Specific Plan by ordinance of the City Council shall constitute final action and approval of the Specific Plan. Authorization for construction in accordance with the Specific Plan may only be granted after the effective date of the adoption.

On the Zoning Map, a Specific Plan Zoning District shall be delineated in a manner similar to that of any other Zoning District, except that each SP-zoned area shall also bear a number, text, or other symbol which distinguishes it from other Specific Plan areas. See Chapter 17.28 (Special Purpose Zoning Districts). Where specific conditions of the Specific Plan are more restrictive than the Zoning Ordinance development standards, the conditions of the Specific Plan shall apply. Where a standard is not addressed in the Specific Plan, the Zoning Ordinance shall apply.

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
- 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); MWELC 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 Specific Plan, 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 Permit 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 Specific Plan and its supporting environmental documents and/or environmental determination.
8. After being presented to the Planning Commission in a Public Hearing meeting, the Specific Plan 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 the adoption of a Specific Plan creates a zoning overlay district.

**revised 12/2025**