



CITY OF MANTECA

DEVELOPMENT SERVICES DEPARTMENT

PLANNED DEVELOPMENT APPLICATION CHECKLIST AND PROCEDURES MMC Chapter 17.10.140 Project Prefix: PD

BACKGROUND:

The purpose of a Planned Development is to provide a process to allow diversity in the relationship between buildings and open spaces to create interesting physical environments and to maximize the development potential of underutilized or problematic land areas. This land use entitlement is intended to demonstrate that the development plan with any proposed deviations is consistent with the General Plan and will result in a quality project that is compatible with surroundings, preserves site resources, minimizes hazards, and provides a public benefit. The details and requirements of the Planned Development are made applicable to the parcels or properties located within its mapped footprint, by the establishment of a zoning overlay district, memorializing the same. Chapter 17.28 (Special Purpose Zoning Districts) describes the individual Planned Development Overlay Zoning Districts and adopts them by reference.

The designated Approving Authority for a Planned Development is the City Council.

A Planned Development and any amendment or modification thereto shall be approved/adopted only when the City Council makes the following findings:

1. The proposed project does not exceed the total density allowed under the base Zoning District or the General Plan land use designation.
2. The proposed project is superior to development that could occur under the development standards of the base district in at least two of the following ways:
 - a. Greater open space and common areas than required;
 - b. Greater landscaping than required that enhances the public street appearance (including street trees, benches, lights, special paving, water fountains, etc.) or increases landscape buffers with adjacent properties;
 - c. Superior site design. Utilization of the applicable commercial/industrial design standards as provided in the Manteca Community Design Handbooks to achieve a superior site design;
 - d. Superior subdivision design. Utilization of the applicable residential design standards to achieve a superior subdivision design;
 - e. Greater connectivity to surrounding public streets, bike paths, pedestrian walkways, and public open spaces than required by zoning or subdivision regulations;
 - f. Enhanced environmental preservation by clustering development to preserve sensitive plant or wildlife habitat, biological resources, or contiguous open space;

- g. Reduced impacts on surrounding properties, in terms of privacy, access to sunlight, shadow, views, building bulk, noise, or other types of negative impacts, beyond what would be achieved under existing requirements.
- 3. The proposed project incorporates best site planning practices for quality design and compatibility with surroundings.
- 4. The proposed project incorporates high quality architectural design and durable materials.
- 5. The proposed project shall not be substantially detrimental to adjacent property and will not materially impair the purposes of this Title or the public interest.

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

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

- 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 Planned Development, 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 Planning Policy applicable to it, and shall by its Resolution, make a recommendation to approve or disapprove the Planned Development and its supporting environmental documents and/or environmental determination.
8. After being presented to the Planning Commission in a Public Hearing meeting, the Planned Development 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 Planned Development creates a (or modifies an existing) zoning overlay district.

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