



CITY OF MANTECA

DEVELOPMENT SERVICES DEPARTMENT

MINOR USE PERMIT APPLICATION CHECKLIST AND PROCEDURES MMC Chapter 17.10.070 Project Prefix: MUP

BACKGROUND:

Minor Use Permits provide a mechanism for administrative review. Minor Use Permits are for those uses that are exempt from CEQA review and that are expected to have minimal impacts and effects on surrounding uses.

A Minor Use Permit is required for all uses specifically identified as requiring a Minor Use Permit in Article II (Zoning Districts, Allowed Land Uses, and Development Standards) and Article IV (Standards for Specific Land Uses) of this Title, and specifically for those land uses shown with an "M" in Table 17.22.010-1 (Allowed Uses and Required Entitlements for Manteca's Base Zoning Districts).

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

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

1. The proposed use is consistent with the General Plan, any applicable Specific Plan, and all applicable provisions of this Title.
2. The proposed use is consistent with the purpose of the applicable district or districts.
3. The proposed use will not be materially detrimental to the health, safety, and welfare of the public or to property and residents in the vicinity.
4. The proposed project is consistent with the objectives of the General Plan, complies with applicable zoning regulations, Planned Development, Master Plan or Specific Plan provision, Improvement Standards, and other applicable standards and regulations adopted by the City.

The Approving Authority may impose conditions for the Minor 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.

All approved Minor Use Permits are subject to the provisions set forth in Section 17.08.120 (Time Limits and Extensions).

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 (i.e special studies or

addressing project issues) 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> 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
- 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>
 - Technical Studies may be required as a component of the project's environmental analysis per the California Environmental Quality Act (CEQA)

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, 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 design, to address concerns or minimize project impacts.
7. When the Director has considered whether the Minor Use 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, 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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