



CITY OF MANTECA

DEVELOPMENT SERVICES DEPARTMENT

MASTER SIGN PROGRAM APPLICATION CHECKLIST AND PROCEDURES MMC Chapter 17.10.090 Project Prefix: MSP

BACKGROUND:

The Master Sign Program provides a process for Development Services Department review and decisions related to requests for signs for multi-tenant projects. The intent is to allow the integration of a project's signs with the design of the structures, to achieve a unified architectural statement and to approve common sign regulations for multi-tenant projects, and to encourage design flexibility without circumventing the intent of the Municipal Code.

A Master Sign Program is required for all new multi-tenant shopping centers, office parks, and other multi-tenant or mixed-use developments of three or more separate tenants or uses that share either the same parcel or structure, and use common access and parking facilities.

The designated Approving Authority for the Master Sign Program entitlement is the Development Services Director. No public hearing is required.

The Approving Authority shall make the following findings to approve an Administrative Use Permit application:

1. The proposed Master Sign Program complies with the standards and requirements of Title 17. Master Sign Programs which do not clearly meet such requirements shall be referred to the Planning Commission.

The Approving Authority may impose such conditions as may be necessary to safeguard the public safety and the intent of this Title.

All approved Master Sign Program entitlements 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 may be required. The Zoning Ordinance, Title 17, is available on the Planning Division's website which lists all development standards and signage 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.).
 - 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
- 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
- Sign Program, including illustrations, dimensions, and site plan with sign locations indicated for each proposed sign
- 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, 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 Master Sign Program findings can be made, and whether the proposed project meets the requirements of the Manteca Municipal Code, 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.

revised 12/2025