



CITY OF MANTECA

DEVELOPMENT SERVICES DEPARTMENT

MINOR PERMIT (PLAN) MODIFICATION APPLICATION CHECKLIST AND PROCEDURES MMC Chapter 17.10.110 Project Prefix: MPM

BACKGROUND:

The Minor Permit (or Plan) Modification provides for minor modifications to previously approved plans or permits where the change is in substantial conformity with the approved plan or permit.

The designated Approving Authority for a Minor Permit Modification is the Development Services Director. In processing the Minor Permit Modification application, the City shall provide notice of a hearing in compliance with Section 17.08.050 of the Manteca Municipal Code, stating that the Director will decide whether to approve or disapprove the Minor Permit Modification application on a date specified in the notice, and that a public hearing will only be held if requested in writing by any interested party prior to the specified date for the decision. When a hearing is requested, notice of the hearing shall be provided in compliance with Section 17.08.050 of the Manteca Municipal Code, and the Development Services Director shall conduct the Public Hearing prior to a decision on the application.

The Approving Authority shall make all of the following findings to approve the Minor Permit Modification application, with or without conditions:

1. The modification is in substantial conformance with the previously approved plan or permit.
2. The modification is in compliance with all applicable provisions of this Title.
3. The modification will not create impacts substantially different from those of the project as previously approved.
4. The granting of the modification will not, under the circumstances of the particular case, be detrimental to the health, safety, or general welfare of persons residing in the neighborhood or injurious to property and improvements in the neighborhood or to the general welfare of the city.

In approving a Minor Permit Modification, the Approving Authority may impose conditions deemed reasonable and necessary to ensure that the approval would be in compliance with the required findings.

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

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); 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. It will culminate in a notice of hearing announcing that the Development Services Director will decide whether to approve or disapprove the Minor Permit Modification application on a date specified in the notice and that a public hearing will be held only if requested in writing by any interested party prior to the specified date for the decision. When a hearing is requested, notice of the hearing shall be provided in compliance with Section 17.08.050, and the Development Services Director shall conduct the public hearing prior to a decision on the application.
7. The decision of the Approving Authority shall be mailed to the applicant within five working days after the date of the decision.

revised 12/2025