



CITY OF MANTECA

DEVELOPMENT SERVICES DEPARTMENT

MASTER PLAN APPLICATION CHECKLIST AND PROCEDURES MMC Chapter 17.10.170 Project Prefix: MAP

BACKGROUND:

The purpose of a Master Plan is to provide a procedure for the consideration and regulation of areas suitable for proposed comprehensive development with detailed development plans. The Master 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 Master Plan and comparable provisions of this Title, the Master Plan shall prevail. Chapter 17.28 (Special Purpose Zoning Districts) describes the individual Master Plan Districts and adopts them by reference.

A Master Plan may be initiated either:

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 Master 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 Master Plan application.

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

In addition to the minimum general content requirements, the following items outline the City's content requirements for an application.

1. A completed City application form indicating, among other things, the applicant's name, address, and telephone number.
2. The address of the property for which the request is being made.
3. Detailed project description indicating the request for the zone change to Master Plan.
4. The following data is required:
 - a. Topographic map showing natural features of the site and adjacent property and location of proposed facilities and roads;
 - b. Description of existing site, including vegetation, wildlife, natural features, and present services, access, and land use;
 - c. Description of proposed uses and structures, landscaping, fencing, services, streets, utilities, and other facilities;

- d. Other information as required by the development Services Director or Planning Commission, including, but not limited to, detailed construction, improvement, utility, and drainage plans and other data as is deemed necessary to adequately consider the proposed development; and
- e. Such other relevant information as may be requested by the Community Development Director in order to provide the Approving Authority with adequate information on which to base a decision.

It is anticipated, under the California Environmental Quality Act Guidelines, that most Master Plans will require preparation of an environmental impact report (EIR). Once certified, the EIR for a Master Plan may be relied upon for further entitlements sought subsequent to adoption of the Master 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.

Required contents of a Master Plan:

1. A list of permitted, conditionally permitted, and prohibited uses.
2. Performance and development requirements related to yards, lot area, and intensity of development on each lot, parking, landscaping area, and signage.
3. Other design standards appropriate for the specific site and development.
4. A legal description of the property to be covered by the Master Plan.

Additional contents may be required, as determined by the Development Services Director, including, but not limited to the following:

1. Regulations relating to nonconforming lots, uses, structures, and signs.
2. Time, phasing, and sequence of development projects.
3. Infrastructure plan.
4. Circulation plan.

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

1. The proposed Master Plan is consistent with the General Plan goals, policies, and implementation programs.
2. The land use and development regulations within the Master Plan are comparable in breadth and depth to similar zoning regulations contained in this Title.
3. The administration and permit processes within the Master Plan are consistent with the administration and permit processes of the Zoning Ordinance.
4. Adequate services are available for the proposed uses, including, but not limited to, water supply, sewage disposal, roads, and utilities.

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

On the Zoning Map, a Master Plan Zoning District shall be delineated in a manner similar to that of any other Zoning District, except that each MP-zoned area shall also bear a number, text, or other symbol which distinguishes it from other Master Plan areas. See Chapter 17.28 (Special Purpose Zoning Districts). Where specific conditions of the Master Plan are more restrictive than the Zoning Ordinance development standards, the conditions of the Master Plan shall apply. Where a standard is not addressed in the Master 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 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); 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 Master 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 Master Plan and its supporting environmental documents and/or environmental determination.
8. After being presented to the Planning Commission in a Public Hearing meeting, the Master 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 Master Plan constitutes a zoning amendment.

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