



# CITY OF MANTECA

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## DEVELOPMENT SERVICES DEPARTMENT

### GENERAL PLAN AMENDMENT (TEXT AND MAP) APPLICATION CHECKLIST AND PROCEDURES MMC Chapter 17.10.200 Project Prefix: GPA

#### **BACKGROUND:**

The purpose of a General Plan Amendment (Text and Map) is to allow modification to the General Plan text (e.g., goals, policies, or implementation programs) or to change the General Plan land use designation on any parcel(s), in accordance with California Government Code Section 65358.

The designated Approving Authority for General Plan Amendments is the City Council. The Development Services Director and Planning Commission provide recommendations, and the City Council may approve, conditionally approve, deny, or deny without prejudice the General Plan Amendment in accordance with the requirements of this Title.

Pursuant to Government Code Section 65358, no mandatory element of the General Plan may be amended more frequently than four times during any calendar year. Subject to that limitation, an amendment may be made at any time and may include more than one change to the General Plan.

A General Plan Amendment may be initiated by motion of the Planning Commission or City Council, by application by property owner(s) of parcel(s) to be affected by the General Plan Amendment, or by recommendation of the Development Services Director to clarify text, address changes mandated by state law, maintain General Plan consistency, address boundary adjustments affecting land use designation(s), or for any other reason beneficial to the city.

In the event that a General Plan Amendment is requested by a property owner, the applicant shall demonstrate to the City Council that there is a substantial benefit to be derived from such amendment. Additionally, the City Council must find that the proposed amendment meets the letter and intent of the General Plan goals and policies.

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

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](mailto: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
- 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
- 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 General Plan Amendment, its environmental analysis and environmental documents, and (if applicable) its Conditions of Approval will be presented to the Planning Commission at a Public Hearing meeting. The Planning Commission will consider whether the required 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 General Plan Amendment and its supporting environmental documents and/or environmental determination.
8. After being presented to the Planning Commission in a Public Hearing meeting, the General Plan Amendment and its supporting environmental documentation will be presented to the City Council in a Public Hearing meeting for final approval and adoption.