



CITY OF MANTECA

DEVELOPMENT SERVICES DEPARTMENT

DEVELOPMENT AGREEMENT APPLICATION CHECKLIST AND PROCEDURES MMC Chapter 17.10.150 Project Prefix: DA

BACKGROUND:

Development Agreements, when applied for as a part of a land use entitlement in compliance with the provisions of California Government Code Sections 65864 through 65869.5, are a benefit to the public, in that:

1. Development Agreements increase the certainty in the approval of development projects, thereby preventing the waste of resources, reducing the cost of development to the consumer, and encouraging investment in and commitment to comprehensive planning, all leading to the maximum efficient utilization of resources at the least economic cost to the public;
2. Development Agreements provide assurance to the applicant for a development project that upon approval of the project, the applicant may proceed with the project in accordance with existing policies, rules, and regulations, and subject to conditions of approval, thereby strengthening the public planning process, encouraging private participation in comprehensive planning, and reducing the economic costs of development; and
3. Development Agreements enable the City to plan for and finance public facilities, including, but not limited to, streets, sewerage, transportation, drinking water, school, and utility facilities, thereby removing a serious impediment to the development of new housing.

Only a qualified applicant, a person who has legal or equitable interest in the real property which is the subject of the Development Agreement (or his or her authorized agent), may submit an application for a Development Agreement.

The designated Approving Authority for Master Plans is the City Council. Prior to City Council consideration, the Planning Commission shall hold a public hearing on the proposed Development Agreement and make a recommendation to the City Council for their action.

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

1. The proposed Development Agreement is consistent with the objectives, policies, and general land uses specified in the General Plan and any applicable Specific Plans.
2. The Development Agreement is compatible and in conformity with public convenience, general welfare, and good land use and zoning practice.
3. The Development Agreement will not be detrimental to health, safety, and general

welfare of the city.

4. The Development Agreement will not adversely affect the orderly development of property or the preservation of property values.

Amendments may be proposed to modify or cancel the Development Agreement in whole or part, the procedure for which is the same as the procedure for entering into the agreement initially. Where, however, the City initiates the proposed amendment or cancellation, the City must first notice the property owner of its intent at least 15 days in advance. Additional amendment provisions may be incorporated into individual Development Agreements by mutual consent of both parties.

Within 10 days after the City enters into the Development Agreement or any amendment thereof, the City Clerk shall cause the agreement or amendment to be recorded with the County Recorder. Additionally, the City Clerk shall be the official custodian of the Development Agreement file. Said file shall include an executed copy of the agreement and the originals of all exhibits, reports of periodic review, amendments, and/or cancellations to the Development Agreement.

The City Manager shall review the Development Agreement every 12 months from the date the Development Agreement is entered into and provide a written report to the City Council. The burden of proof is on the applicant to provide necessary information verifying compliance with the terms of the Development Agreement. The applicant shall also bear the cost of such review in accordance with the fee established by City Council resolution. If the City Manager finds that any aspect of the development project is not in strict compliance with the terms of the Development Agreement or may warrant consideration by the Approving Authority, the City Manager may schedule the matter before the appropriate Approving Authority for review.

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/7811/63882836737540000> or
Completed Residential Operational Statement Form
<https://www.manteca.gov/home/showpublisheddocument/7813/63882836789820000>
(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 the 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); 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 Development Agreement 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 development Agreement and its supporting documents and/or determination.
8. After being presented to the Planning Commission in a Public Hearing meeting, the Development Agreement and its supporting documentation will be presented to the City Council in a Public Hearing meeting. 10 days after approval by the City Council, the City

Clerk shall record the Development Agreement with the County recorder.
revised 12/2025