



CITY OF MANTECA

DEVELOPMENT SERVICES DEPARTMENT

CONDITIONAL USE PERMIT APPLICATION CHECKLIST AND PROCEDURES MMC Chapter 17.10.130 Project Prefix: CUP

BACKGROUND:

The purpose of the Conditional Use Permit is for the individual review of uses, typically having unusual site development features or operating characteristics, including the request to expand or modify a nonconforming use or structure. Conditional Use Permits are intended to ensure compatibility with surrounding areas and uses where such uses are deemed essential or desirable to the various elements or objectives of the General Plan.

A Conditional Use Permit is required for all uses specifically identified as requiring a Conditional Use Permit in Article II (Zoning Districts, Allowed Land Uses, and Development Standards) and Article IV (Standards for Specific Land Uses) of this Title. A Conditional Use Permit is also required for the expansion or modification of existing nonconforming structures or uses. Applicable provisions for nonconforming uses and structures can be referenced in Chapter 17.12 (Nonconforming Uses and Structures) of this Title.

The designated Approving Authority for a Conditional Use Permit is the Planning Commission. A public hearing is required for a Conditional Use Permit.

The Approving Authority shall make the following findings to approve a Conditional Use Permit application:

1. General. Conditional Use Permits shall be granted only when the Planning Commission determines that the proposed use or activity complies with all of the following findings:
 - a. The proposed use is consistent with the General Plan, any applicable Specific Plan, and all applicable provisions of this Title.
 - b. The establishment, maintenance, or operation of the use applied for will not, under the circumstances of the particular case (location, size, design, and operating characteristics), be detrimental to the health, safety, peace, morals, comfort, or general welfare of persons residing or working in the neighborhood of such use or to the general welfare of the city.
 - c. The proposed use is consistent with the purpose of the applicable district or districts.
 - d. The proposed use meets the minimum requirements of this Title applicable to the use and complies with all other applicable laws, ordinances, and regulations of the city and state.
2. Approval findings for non-conforming uses: a Conditional Use Permit shall be granted only when the designated approving authority determines that the proposed use or activity complies with all of the following findings:

- a. The proposed use is consistent with the General Plan and all applicable provisions of this Title.
- b. The establishment, maintenance, or operation of the use applied for will not, under the circumstances of the particular case (location, size, design, and operating characteristics), be detrimental to the health, safety, peace, morals, comfort, or general welfare of persons residing or working in the neighborhood of such use or to the general welfare of the city.
- c. The benefit to the public health, safety, or welfare exceeds the detriment inherent in the expansion of nonconformity.
- d. The modified or expanded nonconforming structure or uses would not be incompatible with reasonably foreseeable uses as allowed under the applicable zoning regulations.
- e. The modified or expanded nonconforming structure or use would be consistent with the General Plan.

The Approving Authority may impose conditions for the Conditional Use Permit to ensure compliance with this Section and other applicable provisions of this Title and to prevent adverse or detrimental impact to the surrounding neighborhood.

All approved Conditional Use Permits 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. 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 Planning Division’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 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>
- Technical Studies may be required as a component of the project's environmental analysis per the California Environmental Quality Act (CEQA)

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 Conditional Use Permit, 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 Conditional Use 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, approve or disapprove the Conditional Use Permit and its supporting environmental documents and/or environmental determination.
8. Per MMC 17.10.130(I), cannabis retailers are subject to obtaining a Conditional Use Permit, which must be approved by the City Council after a recommendation is made by the Planning Commission, and the Conditional Use Permit shall be subject to the additional requirements set forth in MMC 17.10.130(I).

revised 12/2025