



CITY OF MANTECA

DEVELOPMENT SERVICES DEPARTMENT

ANNEXATION APPLICATION CHECKLIST AND PROCEDURES Project Prefix: ANX

BACKGROUND:

The incorporation of areas outside of the existing City Limits from the jurisdiction of San Joaquin County into the jurisdiction of the City of Manteca is accomplished via a process called annexation. The area in question must be located within the mapped Sphere of Influence of Manteca, as seen in the adopted General Plan, and in an area that can adequately be supplied with public utilities within the time horizon required, per the most recent Municipal Services Review. The area to be annexed detaches from the original jurisdiction (County), and attaches to the City. The process, after preliminary approval by the City's Planning Commission and City Council, is ultimately processed and approved by the San Joaquin County Local Agency Foundation Commission, also known as LAFCo, and in accordance with the Cortese-Knox-Hertzberg Act. However, the process begins at the City's Planning Division.

Generally, the City of Manteca must perform a Rezoning of the parcels involved in the Annexation, to transition them from the County's zoning designations to the City's. The rezoning must be compatible to that indicated in the current General Plan's Sphere of Influence, and often, a General Plan Amendment is required to bring the proposed zoning and General Plan land use designations in concert, along with the residential or commercial project which triggered the annexation in the first place.

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/7813/638828367898200000>

(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
- Annexation Map, illustrating the land area proposed for annexation, its existing parcels, roadways, and the existing City Limit lines. The acreage for each affected parcel should be indicated on the map as well.
- Metes and Bounds description of the land to be annexed. This must be prepared by a licensed Land Surveyor or licensed Civil Engineer within six months of the application filing.
- Copies of any Williamson Act contracts for the land involved in the annexation
- A Proposed Development Plan, depicting the development planned for the subject land area. This will consist of either a Tentative Subdivision Map submittal, or a Site Plan and

Design Review submittal.

- A Written Statement, explaining how the project fulfills all of the following:
 - Is contiguous to the City Boundaries and provides for a logical expansion of the City
 - Creates clear and reasonable boundaries
 - Reflects a long-term fiscal balance to the City and its residents, when reviewed cumulatively with other annexations
 - Creates clear and reasonable boundaries
 - Is consistent with the Manteca General Plan
 - Is consistent with state law and San Joaquin County LAFCo standards (<https://www.co.san-joaquin.ca.us/lafco/>)
- A City Services Plan, providing a detailed narrative and plan for the provision of services to the project, which should include the following information:
 - An enumeration and description of the services to be extended to the affected territory
 - The level and range of the services
 - An indication of when the services can feasibly be extended to the affected territory
 - An indication of any improvements or upgrading of structures, roads, sewer or water facilities, or other services that will occur per the jurisdictional change
 - Information with respect to how the services will be financed
- Phase 1 Environmental Site Assessment (ESA) Report
- Fiscal Analysis
- San Joaquin County LAFCo Application (from <https://www.co.san-joaquin.ca.us/lafco/>)
- 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 Annexation, 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 Annexation and its supporting environmental documentation will be presented to the City Council in a Public Hearing meeting for its approval and recommendation to proceed. If approved to proceed, City Council adopts a Resolution authorizing staff to make the Annexation application for the project to San Joaquin County LAFCo.
9. The Notice of Determination (NOD) is filed (if applicable).
10. City Planning staff submits the SJCo LAFCO application for the project, along with all requisite materials.
11. San Joaquin County LAFCo picks up the processing of the annexation, holds a LAFCo hearing for the project.
12. LAFCo files their Notice of Determination on the proposed project.
13. A 30-day wait period commences after the filing of the LAFCo NOD.
14. LAFCo files their Certificate of Completion, and routes a copy back to the Manteca City Clerk. The Annexation is then finalized, and City Limits can be modified.
15. LAFCo forwards annexation maps to the State Board of Equalization.

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