



# CITY OF MANTECA

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## DEVELOPMENT SERVICES DEPARTMENT

### **SITE PLAN AND DESIGN REVIEW PERMIT APPLICATION CHECKLIST AND PROCEDURES MMC Chapter 17.10.060 Project Prefix: SPR (Major), SPM (Minor)**

#### **BACKGROUND:**

The purpose of the Site Plan and Design Review is to provide a process to promote excellence in site planning and design, to encourage the harmonious appearance of buildings and sites, to ensure that new and modified uses and development will be compatible with the existing and potential development of the surrounding area, and to produce an environment of stable, desirable character.

There are two categories of Site Plan and Design Review, depending on the type of project as follows:

The **Minor Site Plan and Design Review** (SPM) entitlement is required for changes in use or modifications to existing multifamily and nonresidential uses and structures that are exempt from state environmental review requirements as outlined in the California Environmental Quality Act (CEQA). The designated Approving Authority for a Minor Site Plan and Design Review is the Development Services Director. No public hearing is required.

The **Major Site Plan and Design Review** (SPR) entitlement is required for new multi-family and nonresidential uses and structures. Additionally, Major Site Plan and Design Review is required for changes in use or modifications to existing multi-family and nonresidential uses and structures that are not exempt from state environmental review requirements as outlined in the California Environmental Quality Act (CEQA). The Approving Authority for a Major Site Plan and Design Review is the Planning Commission.

In conducting a Site Plan and Design Review, the designated Approving Authority shall consider the following:

1. Site layout, the orientation and location of building, signs, other structures, open spaces, landscaping, and other development features in relation to the physical characteristics, zoning, and land use of the site and surrounding properties;
2. Traffic, safety, and traffic congestion, including the effect of the development plan on traffic conditions on abutting streets, the layout of the site with respect to locations and dimensions of vehicular and pedestrian entrances, exits, driveways, and walkways, the adequacy of off-street parking facilities to prevent traffic congestion, and the circulation patterns within the boundaries of the development;
3. Availability of City services, including, but not limited to, water, sewer, drainage, police and fire, and whether such services are adequate based on City standards.

The designated Approving Authority shall make all of the following findings to approve or conditionally approve a Site Plan and Design Review application:

1. The proposed project is consistent with the objectives of the General Plan, complies with applicable zoning regulations, Planned Development, Master Plan or Specific Plan provisions, Improvement Standards, and other applicable standards and regulations adopted by the City;
2. The proposed project will not create conflicts with vehicular, bicycle, or pedestrian transportation modes of circulation;
3. The site layout (orientation and placement of buildings and parking areas), as well as the landscaping, lighting, and other development features, is compatible with and complements the existing surrounding environment and ultimate character of the area under the General Plan; and
4. The proposed architecture, including the character, scale, and quality of the design, relationship with the site and other buildings, building materials, colors, screening of exterior appurtenances, exterior lighting and signing, and similar elements, establishes a clear design concept and is compatible with the character of buildings on adjoining and nearby properties.

The Approving Authority may modify plans, in whole or in part, apply conditions of approval, or require guarantees to ensure compliance with applicable provisions of this Title and to prevent adverse or detrimental impact to the surrounding neighborhood. Specifically, the Approving Authority may require that the plans address issues related to ingress, egress, internal traffic, circulation, lighting, signage, landscaping and screening, architectural design, and other factors to ensure that the project is compatible with the surrounding neighborhood if a potential conflict exists, or to otherwise comply with relevant design guidelines.

Site Plan and Design Review approvals shall expire 24 months from the date of approval. A one- year extension may be granted pursuant to Section 17.08.120 (Time Limits and Extensions). This provision shall not apply to applications approved in conjunction with another discretionary permit. In such cases, the expiration period shall coincide with that of the associated permit.

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 (SPR only; not required for SPM projects)
- 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.
- Parking or Circulation Plan, showing existing and proposed parking, loading areas, fire lanes, prohibited parking areas, and dimensions. Show paths of circulation, to include turning template information for the maximum design vehicle. Include shared parking and cross access information if applicable.
- Landscape and Irrigation Plans (if applicable); MWELo Checklist.
- Technical Studies (if immediately applicable; may include Traffic Impact Study, Noise Study, etc.)
- Geotechnical Report
- Phase 1 Environmental Site Assessment (ESA) Report
- Grading and Drainage Plans (if applicable)
- Project Stormwater Plan (per Appendix D of the City's Post-Construction Stormwater Standards Manual, <https://www.manteca.gov/home/showpublisheddocument/470/637909768788670000>)
- 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 Major Site Plan Review 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 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 Major Site Plan Review Permit and its supporting environmental documents and/or environmental determination.
8. The Minor Site Plan Review Permit is approved by the Development Services Director and does not require a public hearing.

**revised 3/2026**