

**CITY OF ANTIOCH
MINOR ADMINISTRATIVE USE PERMIT APPLICATION
EIGHT FOOT FENCES**



PURPOSE

An Administrative Use Permit (AUP) is required for fences over six feet in height for commercial and industrial districts. The maximum height in these districts is eight feet. A copy of Municipal Code Section 9-5.1601-1603: *Fences, Walls, Hedges and Screen Plantings* is attached for your reference.

PROCESS

Processing of an Administrative Use Permit application takes approximately 3 weeks from the time staff receives all of the required materials. Please submit your application and all requirements (listed below) to the Community Development Department.

Please be aware that planning applications will be automatically withdrawn if an applicant receives an incomplete letter and does not resubmit a substantive response within 120 calendar days. The Zoning Administrator may grant a written extension for up to an additional 90 calendar days when the applicant shows good cause for an extension. Delays due to circumstances outside the applicant's reasonable control will be considered good cause to grant the extension.

SUBMITTAL should be made to:

City of Antioch
Community Development Department
P.O. Box 5007
200 "H" Street
Antioch, CA 94531-5007

SUBMITTAL REQUIREMENTS*

- One copy of a site plan showing the location of the fence.
- Written description of the adjacent and surrounding neighborhood, why the additional height is being requested, and indicate the fence materials.
- Written property owner approval.
- Photographs and specifications of the proposed fence.
- \$539.00 processing fee (non-profit organizations pay 50% of fee).
- Completed and signed development application (attached).

**You may also need to apply for a separate permit from other agencies depending on the type of project. Please contact them directly for their requirements.*

City of Antioch Building Division (925) 779-7065
Contra Costa County Fire Department (925) 941-3300
Contra Costa County Environmental Health (925) 692-2500

DESCRIPTION OF REQUEST (you may attach a written description if necessary):	
ADDRESS:	ASSESSORS PARCEL NO. (S):
PROPERTY OWNER OF RECORD	APPLICANT (if different than property owner)
NAME:	NAME:
COMPANY NAME:	COMPANY NAME:
ADDRESS:	ADDRESS:
TELEPHONE #:	TELEPHONE #:
FAX #:	FAX #:
EMAIL:	EMAIL:
SIGNATURE:	SIGNATURE:

FOR OFFICE USE ONLY	
DATE RECEIVED:	FILE NO:
TYPE OF APPLICATION:	TITLE: