

Thank you for choosing the City of Antioch for your project. This application brochure contains important information regarding the process, required plans, and application/consent forms.

What is a Master Development Plan and Rezone to Planned Development District?

A Master Development Plan (MDP) and rezoning to the Planned Development District (PD) is required for all development projects within the Sand Creek Focus Area as shown in the General Plan.

The Rezone to Planned Development District is intended to set the development standards for the project area, including the maximum density and maximum number of units, minimum lot size, landscape requirements, open space requirements, architectural guidelines, and maximum building heights and lot coverage. The Master Development Plan is intended to be more conceptual in nature than a Final Development Plan or Tentative Map, and will provide the framework for future entitlement applications.

It is important to note that a Final Development Plan and/or Tentative Map may not be processed concurrently with the Master Development Plan and Planned Development Rezone. Attached is a flow chart (see Attachment A), which outlines the overall entitlement process for a project within the Sand Creek Focus Area.

PROCESS

Step 1 - Project Consideration:

A prospective applicant should review the Municipal Code requirements for the proposed project with the Planning Division staff. You will typically be given a copy of this application at this time. Please carefully consider time and cost as discussed in this brochure when making your decision to move forward with this application. An additional cost variable is preparation of the plans required to complete this application. Hiring a design professional such as an architect, engineer, or surveyor is highly recommended.

Step 2 – Pre-application Conference:

A pre-application conference is required. Prior to this meeting, the team of staff members that will be assigned to your project will be chosen including representatives of the Planning, Engineering, and Building Divisions. These staff members will be with you throughout the life of your project and are a valuable resource as questions arise. The pre-application conference is your opportunity to receive comprehensive information from each Division regarding City requirements. You will also be given information on which outside agencies to consult prior to submitting your application such as the Fire Department or Environmental Health for example. It is strongly recommended that your design professional attend this meeting with you and that you bring any draft drawings that may have been prepared. The time for the pre-application conference is not charged to the applicant.

A pre-application conference can be scheduled by contacting the Planning Division at 925.779.7035.

Step 3 – Preliminary Review of Plans:

This is an optional step. Your assigned staff member can informally review a draft copy of your plans. Note that because all Divisions will not be reviewing the draft plans, this is not a comprehensive review and comments may be made later in the process.

Step 4 – Submit your Application:

Please make an appointment with your assigned staff member (contact information provided at pre-application conference) to submit your application. Necessary forms and material checklists are provided in this brochure.

Step 5 – Processing the Application:

Staff will check your application for completeness against the requirements contained in the following pages. You will receive either a complete or incomplete letter from staff. **Please note the “complete” letter marks the point your application is deemed to be complete for processing timelines.** An “incomplete” letter will provide documentation of items that must be submitted/resubmitted prior to your project being deemed complete.

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.

Environmental review will start once the application is complete. State Law requires that all applications processed by the City be in compliance with the California Environmental Quality Act (CEQA). Given the size and scope of projects contemplated for the Sand Creek Focus Area, it is likely that the majority of the Master Development Plan and Planned Development Rezone applications will require an Environmental Impact Report. The applicant must provide sufficient environmental documentation, which may be requested after the application has been deemed complete, necessary to complete the CEQA review as required by State law.

As stipulated in the General Plan (Section 4.4.6.7, Policy Direction w.), in order to mitigate the impacts of habitat loss within the Sand Creek Focus Policy Area, a Resource Management Plan (RMP) shall be prepared, which is subject to the review and approval of the City Council upon a recommendation by the Planning Commission. This RMP need not be submitted with the Master Development Plan and Rezoning applications but must be completed and submitted to the City prior to any action on the Master Development Plan and Rezoning. The RMP shall follow the Framework Resource Management Plan prepared for the Sand Creek Focus Area, which is appended to the General Plan. The RMP must be acted on by City Council prior to or concurrently with any action on the Master Development Plan and PD Rezoning.

Staff will hire consulting staff to prepare the environmental documents. Costs to prepare environmental documents or necessary studies are required to be paid by the applicant up front.

Your plans will be routed to departments and divisions within the City and to applicable outside agencies for review and comment. Your assigned staff member will contact you with a summary of the comments that are received. At this point, depending on the comments, your project will either require adjustments or responses to comments or will be ready to be scheduled for a hearing(s).

The estimated time of processing a Master Development Plan and Planned Development Rezone application will vary depending on the complexity and magnitude of the proposal, staff workload at the time, and the complexity of the issues to be addressed in the EIR. Typically, an EIR takes nine months to a year to prepare and process. Timelines start from the time an **application is deemed to be complete**.

Step 6 –Public Hearings

Master Development Plan / Planned Development Rezone applications are subject to review by the Planning Commission which will make a recommendation to the City Council. The Planning Commission must also make a recommendation regarding the certification of the EIR or other appropriate CEQA document. This is usually done at the same time as the application is heard. The City Council will make the final determination regarding your project.

Master Development Plan / Planned Development Rezone applications require public hearings. At least ten days prior to the meeting, property owners within 300 feet of the project site will be notified by mail of the forthcoming hearing. A notice of the public hearing will also be advertised in the local newspaper.

At the hearings, staff will present a summary of your project and the recommendation. Staff will take clarification questions from the hearing body. The selected project spokesperson will then have 10 minutes to speak. This can be the property/business owner, design professional, or any other person best suited to explain your proposal and answer questions. All other persons wishing to speak regarding your item will then have an opportunity to speak. This includes members of the public who may be for or against your project. Once all speakers are heard, the project representative will have an opportunity for a five-minute rebuttal. **Prior to your hearing, you are strongly encouraged to read and understand all conditions staff has proposed for your project.** These conditions may have significant impacts on project cost and timeliness.

After the public has spoken on the item the public hearing will be closed and the hearing body will discuss the item. A decision will be made to do one of the following:

1. Approve or conditionally approve the project.
2. Postpone action pending receipt of additional information or amended plans.
3. Deny the application.

RELATIONSHIP TO OTHER ACTIONS

The Master Development Plan / Planned Development Rezone is the first step in entitling projects within the Sand Creek Focus Area. Subsequent to approval of the joint application, the following is required for full project entitlement:

1. Final Development Plan
2. Tentative Map
3. Use Permit
4. Design Review

The Final Development Plan, Tentative Map, Use Permit, and Design Review applications may be processed concurrently.

The scope of additional environmental review that may be required at subsequent entitlement stages will depend in part upon the type of environmental document certified with the Master Development Plan / Planned Development Rezone application, the lapse of time since certification, any new information that may be available, and the scope of any changes to either the project or the circumstances surrounding the project.

APPLICATION SUBMITTAL CHECKLIST

- SIGNATURES.** Application forms submitted and signed, including:
 - Development Application
 - Statement of Understanding
- DEPOSIT.** City of Antioch deposit of \$10,000.00 and appropriate State Department of Fish and Game fee, if applicable. Staff charges time and materials to your project account monthly. You will receive a bill for services based on an hourly rate as identified in the master fee schedule. The initial deposit is not a fee and monthly charges will not be drawn from this deposit. Actual charges may be in excess of the deposit. The deposit will be returned at the conclusion of the process after all invoices have been paid. If invoices are not paid on a monthly basis, processing will be terminated until all past due amounts have been paid. Costs to prepare environmental documents or necessary studies are required to be paid by the applicant up front.
- PROJECT DESCRIPTION.** A detailed written summary (on a separate sheet and attached to the application) describing the characteristics of the proposal.
- TITLE REPORT.** Title report prepared within the past three months.
- ENVELOPES.** Stamped (not metered postage) # 10 sized envelopes for all property owners within a 300-foot radius of the project site. Do not address the envelopes; this will be done by staff. Prior

to application submittal contact Planning staff (925-779-7035) to confirm the number of envelopes you will need to submit.

- **STORMWATER CONTROL PLAN.** A Stormwater Control Plan is required if the proposed project is creating more than 10,000 square feet of impervious surface. See attached sheets for information on preparing the plan.
- **ARBORIST REPORT.** An arborist report prepared by an ISA Certified Arborist for the removal or disturbance of any protected tree on the site or adjacent property, which could be impacted by the proposed development. Please refer to the Municipal Code or inquire with staff regarding information on protected trees.
- **DEVELOPMENT PLANS.** (If the application is filed in conjunction with other applications, the submittal requirements from all applicable checklists shall be incorporated into one set of plans.)

The following numbers of plan sets are required: (Staff may request additional plan sets if necessary)

- One set of plans shall be submitted on a CD or flash drive in pdf format
- 10 sets full size 24" x 36"
- 15 sets reduced to 11" x 17"
- 1 full-sized rendered in color Conceptual Land Use Plan. The rendered plans shall be rolled, not folded.

All plans shall:

- Include the date of preparation and dates of each revision.
- Be fully dimensioned and drawn to scale on the same size sheets, with a consistent scale (as noted) throughout all plan sheets.
- Be submitted in collated sets, stapled and folded to 8-1/2" x 11".
- Be numbered in proper sequence.

The following plans shall comprise the development plan set:

- **Conceptual Land Use Plan** depicting in a "bubble diagram," or other schematic format that does not depict in detail every lot and local street proposed, the areas of the site proposed to be developed. For residential uses, this conceptual land use plan would also include the maximum proposed density, the minimum proposed lot size, the overall acreages for each developed area, illustrative plotting plan for the various housing products proposed, and general description of parks and other open space areas. For commercial and other nonresidential uses, the conceptual land use plan would include a schematic site plan, types of uses proposed, and the projected density of development.

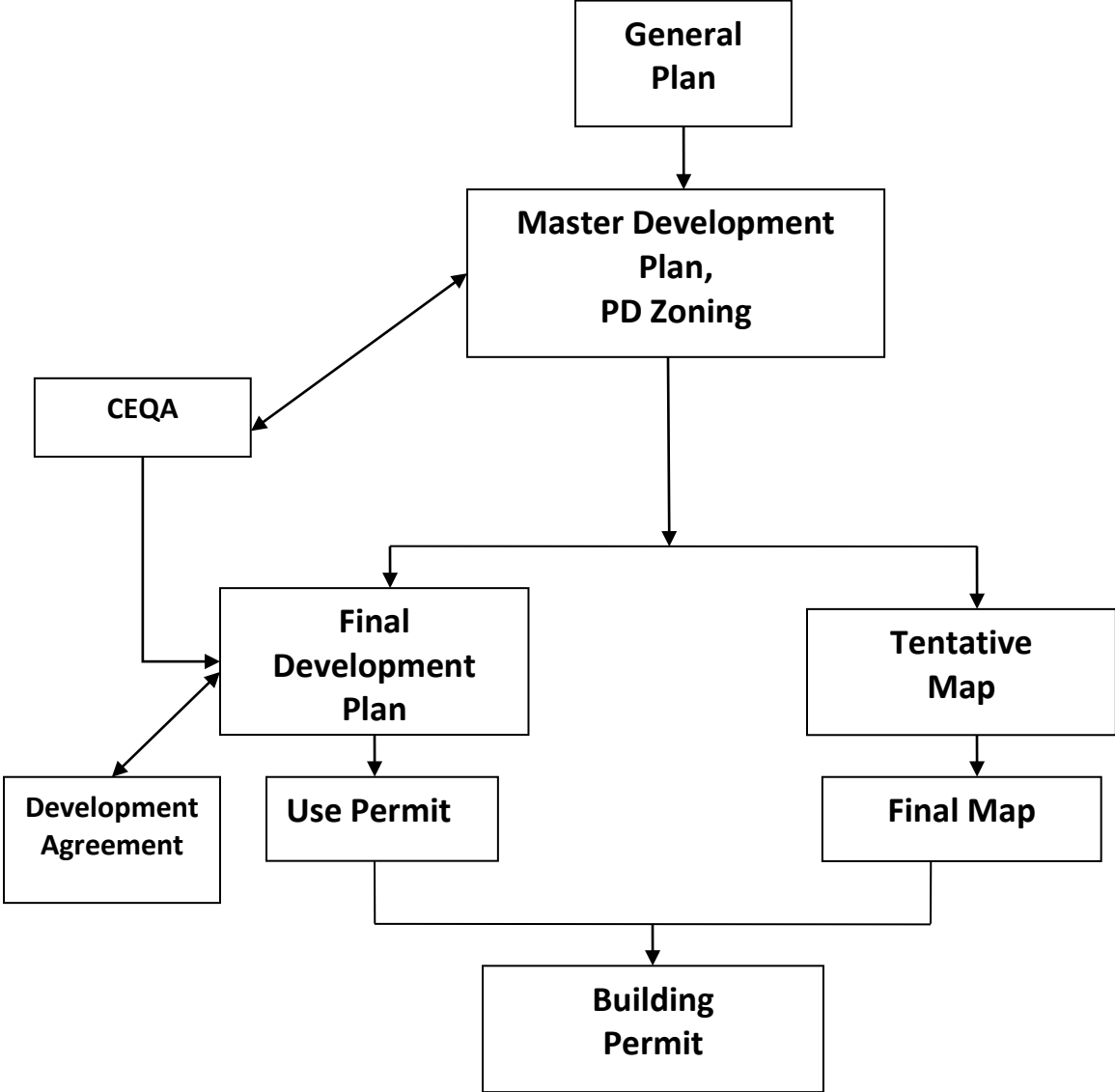
- **Proposed Architectural Character and Style**, with conceptual building elevations. For residential projects, conceptual streetscape elevations need to be provided for each product type proposed. Additional visual analysis, such as computer visual simulations/perspectives, may be requested once the application has been submitted to the City.
- **Conceptual Grading Plan** for the project, depicting the approximate amount of any proposed cuts and fills for the entire site.
- **Circulation/Infrastructure Plan** showing the proposed location of arterial and collector roadways, and any pedestrian/bicycle trails. Determination of the location of local streets is not appropriate at this stage in the process and would be shown with the Final Development Plan/Tentative Map. The general location of major infrastructure facilities (sewer, water, storm drain etc.) should be depicted.
- **Open Space Plan** showing the location and general layout of key open space features including parks, habitat areas, recreation facilities such as golf courses, and any other open space/recreation amenities proposed within the project.

ATTACHMENTS

- A. Sand Creek Focus Area Entitlement Process
- B. Application Form
- C. Statement of Understanding
- D. Stormwater Control Plan/Report Checklist

ATTACHMENT A

**Sand Creek Focus Area
Entitlement Process**
(City Council Resolution 2005/41)



**CITY OF ANTIOCH
DEVELOPMENT APPLICATION**



Site Location	
Assessor's Parcel No. (s)	
Total Acreage	
Brief Description of Request:	

PROPERTY OWNER OF RECORD	
Name	
Company Name	
Address	
Phone #	
Email	
Signature	

APPLICANT	
Name	
Company Name	
Address	
Phone #	
Email	
Signature	

**CITY OF ANTIOCH
DEVELOPMENT APPLICATION**



AGENT/DESIGNER	
Name	
Company Name	
Address	
Phone #	
Email	
Signature	

ANY OTHER PERSON THAT YOU WOULD LIKE THE CITY TO NOTIFY OF THE PUBLIC HEARING	
Name	
Company Name	
Address	
Phone #	
Email	
Signature	

FOR OFFICE USE ONLY	
Date Received:	File No.:
Title:	Account No.:
Type of Application:	Notes:

PLEASE SIGN AND RETURN WITH YOUR APPLICATION

STATEMENT OF UNDERSTANDING

In signing this Statement of Understanding in conjunction with the attached application to the City of Antioch, Department of Community Development for Project:

I understand that charges for materials and staff time spent processing this application will be billed monthly and is based on an hourly rate as identified in the current fiscal year fee schedule. Application processing includes but is not limited to plan checking and processing, meetings, phone calls, research, email, and staff report preparation. Further, I understand that my initial deposit is not a fee and actual charges may be in excess of the deposit. The deposit will be returned to me at the conclusion of the process after all invoices have been paid. If invoices are not paid on a monthly basis, processing will be terminated until all past due amounts have been paid. Failure to pay invoices on a monthly basis may also result in an application being deemed incomplete; postponement of hearings or meetings; and/or inability to obtain a building permit.

I assume full responsibility for all costs incurred by the City in processing this application.

Further, I understand that approval of my project is NOT guaranteed and may be denied. In the case of a denial, I understand that I am still responsible for all costs incurred by the City in processing this application.

I hereby authorize employees, officials and agents of the City of Antioch to enter upon the subject property, as necessary, to inspect the premises and process this application.

DATE: _____

NAME: _____

SIGNATURE: _____

.....

Property owner signature for authorization to enter property and process the application. This is required only if the applicant is not the property owner.

DATE: _____

NAME: _____

SIGNATURE: _____

STORMWATER CONTROL PLAN CHECKLIST

The following checklist is adapted from the Stormwater C.3 Guidebook which contains a detailed description and instructions for preparing a stormwater control plan. The Guidebook is available online at <http://cccleanwater.org/construction/nd.php> or it may be purchased from the City of Antioch.

CONTENTS OF PLAN:

Show on scaled (1"= 20', 40', 50' or 100') drawings:

- Existing natural hydrologic features (depressions, watercourses, relatively undisturbed areas) and significant natural resources.
- Soil types and depth to groundwater (if infiltration is proposed).
- Existing and proposed site drainage network and connections to drainage offsite.
- Proposed design features and surface treatments used to minimize imperviousness.
- Separate drainage areas, depending on complexity of drainage network.
- Existing condition of each drainage area, including pervious and impervious areas.
- For each drainage area, types of impervious area (roof, plaza/sidewalk, and streets/parking) and area of each.
- Proposed locations and approximate sizes of infiltration, treatment, or hydrograph modification BMPs.
- Pollutant source areas, including loading docks, food service areas, refuse areas, outdoor processes and storage, vehicle cleaning, repair or maintenance, fuel dispensing, equipment washing, etc., and corresponding required source controls from Appendix E of Stormwater C.3 Guidebook.

CONTENTS OF REPORT:

A report accompanying the drawings should include:

- Narrative analysis or description of site features and conditions that constrain, or provide opportunities for, stormwater control.
- Narrative description of site design characteristics that protect natural resources.

- Narrative description and/or tabulation of site design characteristics, building features, and pavement selections that reduce imperviousness of the site.
- Tabulation of pervious and impervious area, showing self-retaining areas and areas tributary to each infiltration, treatment, or hydrograph modification BMP.
- Preliminary designs, including calculations, for each treatment or hydrograph modification management BMP. Elevations should show sufficient hydraulic head for each.
- A table of identified pollutant source areas and for each, the source control measure(s) used to reduce pollutants to the maximum extent practicable. See worksheet in Appendix E, Stormwater C.3 Guidebook.
- Identification of any conflicts with codes or requirements or other anticipated obstacles to implementing the Stormwater Control Plan.
- Construction and annual maintenance cost estimates for proposed BMP.
- General description of maintenance needs for treatment/hydrograph modification BMPs.
- Brief summary of other BMP methods *not chosen* for the project (including basic cost and C-3 efficiency estimates).
- Means by which BMP maintenance will be financed and implemented in perpetuity.
- Statement accepting responsibility for interim operation & maintenance of treatment BMPs.
- Construction Plan C.3 Checklist.
- Certification by a licensed civil engineer, architect, and landscape architect.