

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 PRELIMINARY DEVELOPMENT PLAN?

A Preliminary Development Plan (PDP) allows an applicant to receive comments on a proposal from the Planning Commission and to appropriately modify the plan prior to its submittal as a final development plan. Preliminary Development Plan review is required for all proposed Planned Development District (PD) rezones that include a residential component and is also suggested for larger projects.

PROCESS

Step 1 - Project Consideration:

A prospective applicant should review the Municipal Code requirements for the proposed project and the Citywide Design Guidelines with Planning Division staff. You will typically be given a copy of the 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 Planning 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.

Your plans will be routed to departments and divisions within the City and to applicable outside agencies for review and comment once the application is deemed complete. 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).

Typically, it will take approximately 12 weeks from the time an **application is deemed to be complete** for a project to be scheduled for a hearing. The exact timing will depend on the complexity of the project.

Step 6 – Public Hearings:

Preliminary Development Plan applications require public hearings. Property owners within 300 feet will be notified of the hearing, and the notice will also be published in the newspaper. Preliminary Development Plan applications are subject to review by the Planning Commission. Applicants also have the option of having the application reviewed by the City Council. In considering the preliminary development plan, the Planning Commission shall determine whether or not the land uses suggested, the design, and the development plan for the project are generally acceptable.

At the hearings staff will present a summary of your project. 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 support or oppose 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 recommendations staff have proposed for your project.** These recommendations 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. The Commission will provide feedback on the project and whether it is generally acceptable and may provide recommendations to modify or change the project.

APPLICATION SUBMITTAL CHECKLIST

- SIGNATURES.** Application forms submitted and signed, including:
 - Development Application
 - Statement of Understanding

- DEPOSIT.** The application requires a \$2,000.00 deposit. 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 and as to why the request merits consideration.

- 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.

- PHOTOS.** Several photos of the project site and adjacent development with the location noted.

- DEVELOPMENT PLANS.**

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

- One set of plans shall be submitted on a CD or flash drive in pdf format
- 4 sets full size 24" x 36"
- 15 sets reduced to 11" x 17"
- 1 Site Plan full-sized rendered in color. 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.

Development plans shall include:

- TITLE SHEET.** Including project name, location, assessor's parcel numbers, any prior development approvals, and table of contents listing all the plan sheets with content, page numbers, and date prepared.

- SITE PLAN.** Drawn to an engineer's scale, large enough to show all information clearly, but not smaller than 1" = 100', with scale noted, a graphic bar scale, and north arrow. The plan shall include the following:
 - Vicinity map showing north arrow, the location and boundary of the project, major cross streets and the existing street pattern in the vicinity.
 - Names and addresses of the applicant and all property owners of record, and the civil engineer or surveyor including their registration and license number.
 - Table with the following information:
 - General Plan and Zoning designations.
 - Size of property including gross & net lot area (square feet and acres).
 - Parking requirements including tabulation of the number of parking spaces required and proposed based on building area, by type (standard, compact and accessible), and required and proposed parking ratios.
 - Existing and proposed property lines with dimensions, bearings, radii and arc lengths, easements, and net & gross lot area for existing and proposed parcels.
 - Location and dimensions of all existing and proposed structures extending 50 feet beyond the property. If adjacent to a street, show the entire width of street to the next property line, including driveways.
 - Location and purpose of all easements (i.e. water, sewer, access, etc.).
 - Location and dimensions for all adjacent streets (public and private) and proposed streets showing both sides of streets, street names, street width, striping, centerlines, centerline radii of all curves, median and landscape strips, bike lanes, pedestrian ways, trails, bridges, curb, gutters, sidewalks, driveways, and edge of right-of-way including any proposed or required right-of-way dedication.
 - Location and dimensions of existing and proposed parking spaces, back-up, loading areas, and circulation patterns.
 - If any parcel is within a FEMA defined 100-year floodplain or floodway:
 - Flood zone boundaries and floodwater surface elevation. If the property proposed to be developed is within or adjacent to the 100-year flood zone (Zone A) or the National Flood Insurance Program, Flood Insurance Rate Map, the extent of Zone A shall be clearly drawn on the site plan and the 100-year flood water surface elevation shall be shown. The map shall show the appropriate location of the Floodway Boundary as shown on the latest edition of the "Flood Boundary and Floodway Map" published by the Federal Emergency Management Agency.

- PRELIMINARY GRADING AND DRAINAGE PLAN.** Drawn to the same scale as that used for the Site Plan with the project footprint “grey lined” behind the information required below:
 - Existing topography and proposed grading at 2-foot contour intervals for slopes up to 10% and contour intervals of 5 feet for slopes over 10%, and at such intervals that the contour lines will not be spread more than 130 feet (ground distance) apart.
 - Average slope of property, and percentage of slope for all finished slopes, driveways, roadways and trails or pathways.
 - Contours shall extend 50 feet onto all adjacent properties showing existing improvements.
 - Preliminary drainage information showing direction of proposed drainage, including appropriate street grade and existing and proposed storm drain locations, location of catch basins and off-site connections with details of swales and drainage structures.

- ELEVATIONS.** Conceptual building elevations depicting the proposed architectural character and style. 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.

- LANDSCAPE PLAN.** Conceptual landscape plan depicting the proposed landscaping for common areas, front yards, street setbacks, parks, recreation areas, etc.

ATTACHMENT:

A. Application Form

**CITY OF ANTIOCH
DEVELOPMENT APPLICATION**



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:

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: _____

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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: _____