

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 PREZONING AND REZONING?**

The Antioch Municipal code classifies all property in districts which control both land use and construction standards. California State law requires zoning to be consistent with the City’s General Plan. There are General Plan designations that allow more than one zoning district since General Plan designations are often more broadly defined than zoning. Unincorporated land must be prezoned and the zoning then becomes effective upon annexation.

The Zoning Ordinance, like the General Plan represents one of the most important policy statements of the City. Applications for rezoning should only be made when there are compelling reasons for change. In reviewing a proposed change in zoning, the request is evaluated for its consistency with the General Plan, its compatibility with surrounding land uses(s), the public need for the change in zone, the property suitability, and other relevant factors. A zoning change will be evaluated based on its community-wide benefit and its contribution to orderly growth, and not whether it increases property value.

**PROCESS**

**Step 1 - Project Consideration**

A prospective applicant should review the Municipal Code requirements for the proposed project with Planning Division staff. You will typically be given a copy of the application at this time.

**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. 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.

*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 to submit your application (contact information provided at pre-application conference). 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). Your assigned staff member gave you preliminary information about what type of CEQA document is expected to be required for your project if not exempt.

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).

Timing of a Prezoning / Rezoning application is variable, largely depending on the type of CEQA document required. A project requiring a Negative Declaration or Mitigated Negative Declaration could take four to six months. A project requiring an Environmental Impact Report could take as long as a year. Timelines start from the time an **application is deemed to be complete**.

#### **Step 6 – Public Hearings**

Prezone and 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. Prezone and 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.

**CITY OF ANTIOCH  
PREZONING / REZONING APPLICATION**

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.

**APPLICATION SUBMITTAL CHECKLIST**

- SIGNATURES.** Application forms submitted and signed, including:
  - Development Application (attached); and,
  - Statement of Understanding
- DEPOSIT.** The deposit is \$2,000.00. 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 up front by the applicant. City of Antioch deposit and appropriate State Department of Fish and Game fee, if applicable (refer to the separate deposit / fee schedule for exact amount).

- 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.

- **DEVELOPMENT PLANS.** (If the application is filed in conjunction with other applications, such as a General Plan Amendment or a Use Permit, the submittal requirements from all applicable checklists shall be incorporated into one set of plans.)

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 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
  - 10 sets full size 24" x 36"
  - 15 sets reduced to 11" x 17"
- **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:
    - Table with the following information:
    - General Plan and Zoning designations.
    - Size of property including gross & net lot area (square feet and acres).
  - **VICINITY MAP** showing north arrow, the location and boundary of the project, major cross streets, and the existing street pattern in the vicinity.

#### **ATTACHMENT**

- A. Development Application Form

**CITY OF ANTIOCH  
DEVELOPMENT APPLICATION**



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

<b>PROPERTY OWNER OF RECORD</b>	
<b>Name</b>	
<b>Company Name</b>	
<b>Address</b>	
<b>Phone #</b>	
<b>Email</b>	
<b>Signature</b>	

<b>APPLICANT</b>	
<b>Name</b>	
<b>Company Name</b>	
<b>Address</b>	
<b>Phone #</b>	
<b>Email</b>	
<b>Signature</b>	

**CITY OF ANTIOCH  
DEVELOPMENT APPLICATION**



<b>AGENT/DESIGNER</b>	
<b>Name</b>	
<b>Company Name</b>	
<b>Address</b>	
<b>Phone #</b>	
<b>Email</b>	
<b>Signature</b>	

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

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

**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: \_\_\_\_\_