

CITY OF ANTIOCH

USE PERMIT / DESIGN REVIEW APPLICATION



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 USE PERMIT?

The City has discretionary control over certain uses which have site development features or operating characteristics requiring special consideration so that they may be designed, located, and operated compatibly with surrounding uses and properties. A Use Permit application is the method used to review and regulate such uses. Other names for a Use Permit include “Conditional Use Permit”, “CUP”, or “Special Use Permit.” The Use Permit process also allows for public input during the review of your application.

Uses that require Use Permit approval are specified in the Zoning Ordinance. A Planner can help you determine if a Use Permit is required. New building construction and exterior modifications to existing buildings will also require Design Review. To submit combined Use Permit / Design Review application please follow the instructions contained in this document.

The City Council adopted Citywide Design Guidelines in 2009. The provisions of the Design Guidelines are applicable to any new buildings, additions, exterior alterations, landscaping, and any modification to an approved landscaping plan or parking lot design, with the exception of single-family residences within an existing subdivision. The Guidelines can be found at www.antiochplanning.com.

If your use will be located in an existing building and you propose no exterior changes, you have the wrong application. Please see the Minor Use Permit Application.

PROCESS

Step 1 - Project Consideration

A prospective applicant should review the zoning requirements for the proposed project site and use with the Planning Division staff. You will typically be given a copy of this application at this time. A prospective applicant should also consult the Citywide Design Guidelines, which are available at www.antiochplanning.com. All projects are required to comply with these Guidelines.

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.

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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.
- ✓ 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, known as 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.
- ✓ Your plans may be peer-reviewed by a firm selected from the City’s pre-approved list of contractors. The costs for peer review are paid by the applicant up front. 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 10-12 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 and the type of environmental review (see CEQA information above) required for the project.

Step 6 – Public Hearings

Use Permit review requires a public hearing. Property owners within 300 feet will be notified of the hearing, and the notice will also be published in the newspaper. Use Permits and Design Review are

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subject to the review of either the Planning Commission or, in some instances, the Zoning Administrator. You will be informed by staff as to the appropriate hearing body.

At the hearing 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.

Right to Appeal

The decision on your project can be appealed within five working days of the hearing. The specific deadline for appeal will be on the hearing agenda. Appeals may be filed by the project proponent or a member of the public. Appeals must be submitted in writing to the City Clerk with the applicable fee. Appeals of Planning Commission items will be heard by the City Council and appeals of Zoning Administrator items will be heard by the Planning Commission.

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APPLICATION SUBMITTAL CHECKLIST

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

- DEPOSIT.** City of Antioch deposit of \$2,000.00 and appropriate State Department of Fish and Game fee, if applicable. 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 in total up front.

- PROJECT DESCRIPTION.** A detailed written summary (on a separate sheet and attached to the application) describing the characteristics of the proposed use, hours of operation, type of business and number of employees, area coverage of structure, parking and open space, calculations of required parking. This information is critical for staff to fully understand your project and how you wish it to operate. Much of this information will be used to explain the project to the reviewing body and to develop conditions for project approval. Also describe the architecture, materials, colors used, and landscaping.

- TITLE REPORT.** Title report, prepared within the past three months.

- ENVELOPES.** Addressed and stamped (not metered postage) # 10 sized envelopes for the list of all property owners within a 300-foot radius of the project site. Do not put a return address on the envelopes; this will be done by staff. Property owner lists can be assembled using the Contra Costa County Assessor's web-based search tool <https://ccmap.cccounty.us> or by requesting a radius search from a title company.

- 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. Redevelopment sites have specific requirements. Please check with staff.

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

- COLOR AND MATERIALS BOARD.** Samples of materials and color palette representative of actual materials/colors for all buildings and structures. Identify the name of manufacturer, product, style, identification numbers and other pertinent information on the display. Displays should be no larger than 8-1/2"x14", except where actual materials samples are presented.

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- **DEVELOPMENT PLANS.** If the application is filed in conjunction with other applications, such as a tentative map or Final Development Plan, 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. Additional copies of plan sets will be required if the project is appealed.)

- One set of plans shall be submitted on a CD or flash drive in pdf format
- 4 sets full size 24" x 36"
- 10 sets reduced to 11" x 17"
- 1 each, full-sized rendered in color, Site Plan, Elevations, , and Landscape 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:

- **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.
 - Table with the following information:
 - General Plan and Zoning designations.
 - Size of property including gross & net lot area (square feet and acres).
 - For residential development, include the floor area for each unit type, the number of bedrooms, the number of units by type, the number of units per building, the total number of units, and net density.
 - For commercial development, total floor area in each building (including basements, mezzanines, interior balconies, and upper stories or levels in a multistory building) and total building area and FAR (Floor Area Ratio = total floor area divided by total net land area).
 - Percent lot coverage, percent of net lot area covered by buildings (total ground floor area of all buildings divided by net lot area).

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- Percentage of net lot area devoted to landscaping, common open space and private useable open space.
- 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. Clearly identify all existing and proposed structures such as fencing, walls, all building features including decks and porches, all accessory structures including garages and sheds, mailboxes, and trash enclosures. Label all existing structures and indicate the structures to remain and the structures to be removed.
- Dimensions of setbacks from property lines and between structures.
- Location, dimension and purpose (i.e. water, sewer, access, etc.) of all easements including sufficient recording data to identify the conveyance (book and page of official records).
- 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. Show all existing and proposed improvements including traffic signal poles and traffic signs. Show line of sight for all intersections and driveways based on current City of Antioch standards.
- Location and dimensions of existing and proposed parking spaces, back-up, loading areas, and circulation patterns.
- Survey of all existing trees on the site and adjacent to the site with a trunk diameter of 4" or greater, indicating species, size (circumference or diameter noted) measured at 4-1/2" above grade, base elevation, and accurate trunk locations and drip lines. Identify all Heritage trees (trees over 72 in. in circumference measured 4-1/2 feet above natural grade, multi-stemmed trees with one stem of at least 24 inches in circumference).
- If any parcel is within a FEMA defined 100-year floodplain or floodway:
 - Identify the floodplain or floodway on all plan sheets depicting the existing and proposed site, with the base flood elevation (BFE) and flood zone type clearly labeled. In addition, show the existing site topography and finish floor elevations for all existing and proposed structures. If FEMA has not defined a BFE, a site specific hydraulic analysis will be required to determine the BFE prior to deeming the application complete (CME Sec. 34-32.b2).
 - 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

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A) or the National Flood Insurance Program, Flood Insurance Rate Map, the extent of Zone A shall be clearly drawn on the tentative map 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.

- **ENGINEERED CROSS-SECTIONS.** A minimum of two cross-sections drawn with an exaggerated vertical scale, with scale noted, through critical portions of the site extending beyond the property line to the opposite curb line of adjacent streets, or to a minimum of 50 feet onto adjacent properties. Sections shall include existing topography, final grades, existing and proposed structures, fences, walls, property lines, dedications, curb, gutter and sidewalks. Section locations shall be identified on the Site Plan.
- **TRUE CROSS-SECTIONS.** A minimum of two cross-sections (more as needed to showing varying site conditions) drawn at 1:1 scale (same scale used for both vertical and horizontal axis), 1"=20' minimum scale, with scale noted, and a graphic bar scale, through critical portions of the site extending 50 feet beyond the property line onto adjacent properties or to the property lines on the opposite side of adjacent streets. Sections shall include existing topography, final grades, location and height of existing and proposed structures, fences, walls, roadways, parking areas, landscaping trees, and property lines. Section location shall be identified on the Site Plan.
- **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; pad elevations and finished floor elevations; spot elevations; location and height of all retaining walls, swales and inlets indicating top of bank; top of curb (TOC), top of wall (TOW), base of wall (BOW), invert and grate elevations.
 - 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 and spot and pad elevations for the adjacent properties.
 - A calculation of amount of earth in cubic yards to be moved, imported or exported from the site, if total is greater than 50 cubic yards.
 - Preliminary drainage information showing spot elevations, pad elevations, existing catch basins, and 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.

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- **STORMWATER CONTROL PLAN.** See Stormwater Control Plan Application Checklist. If the project creates or replaces more than 10,000 sq. ft. of impervious area, a Stormwater Control Plan and report is required. Provide the following information to determine if the project meets this threshold:
 - Site size in sq. ft.
 - Existing impervious surface area (all land covered by buildings, sheds, patios, parking lots, streets, paved walkways, driveways, etc) in sq. ft.
 - Impervious surface area created, added or replaced in sq. ft.
 - Total impervious surface area in sq. ft.
 - Percent increase/replacement of impervious surface area (new impervious surface area in sq. ft./existing impervious surface area in sq. ft. multiplied by 100).
 - Estimated area in sq. ft. of land disturbance during construction (including clearing, grading or excavating).
- **PRELIMINARY UTILITY PLAN.** Drawn to the same scale as that used for the Site Plan, with scale noted, showing the location and dimensions of existing and proposed utilities including water supply system, sanitary sewers and laterals, drainage facilities/storm drainage system, wells, septic tanks, underground and overhead electrical lines, utility poles, aboveground utility vaults and meters, transformers, underground irrigation and drainage lines, backflow prevention and reduced pressure devices, electroliers, lighting fixtures, street lights, traffic signal poles, traffic signal pull boxes, signal cabinets. The project footprint shall be “grey lined” behind the information required above.
- **LIGHTING PLAN.** Location and type of exterior lighting, both affixed to the building and freestanding, any and all lights for circulation, security, landscaping, building accent or other purpose.
- **FLOOR PLANS.** Plans shall be drawn at 1/8”=1’ minimum scale.
- **ROOF PLAN.** Plan shall be drawn at 1/8”=1’ or larger scale. The plan shall include property lines, outline of building footprint, ridgelines, valleys, flat roof areas, roof pitch and rooftop mechanical equipment, and screening. Plans shall show existing roof forms and roof forms to be added or changed.
- **TRAFFIC SIGNING AND STRIPING PLAN.** Drawn to the same scale as that used for the Site Plan, with scale noted, showing existing and proposed signing and marking identified by the appropriate current City standards and MUTCD (Manual on Uniform Traffic Control Devices)/Cal Trans details. The plan shall provide dimensions for all lane widths measured to the center of the lane line.

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- **SIGNS.** Plan shall be drawn at 1"= 20' minimum scale and shall include colors, materials, font types and sizes, dimensions, and lighting details of all signs including address, numbers, wall signs and free-standing ground signs. Show dimensioned location and mounting details of signs on building elevations and location of ground signs on site plan. A colored rendering of the sign shall be provided.
- **BUILDING ELEVATIONS.** Plans shall be drawn at 1/8" = 1' minimum scale; dimensioned vertically and horizontally with sample representations at 1/4"=1' scale for detail areas. Elevations shall not include superimposed landscaping and trees that hide the buildings. The plans shall include:
 - Detailed building sections showing depth of reveals, projections, recesses, etc.
 - Details of vents, gutters, downspouts, scuppers, external air conditioning equipment, etc.
 - Details including materials and dimensions of door and window treatments, railings, stairways, handicap ramps, trim, fascia, soffits, columns, fences, and other elements which affect the building. Provide wall sections at 1/2"=1' scale to clarify detailing as appropriate.
 - Clearly label proposed color and materials.
- **LANDSCAPE PLAN.** Plan shall be drawn at 1"=20' or larger scale. The plan shall be consistent with the Water Efficient Landscape Guidelines, attached. The plan shall include the following:
 - Planting plan and plant list indicating appropriate trees, shrubs, groundcovers, turf varieties, mulches, and other surfacing materials. Trees shall be a minimum of 15 gallon size and shrubs a minimum of 5 gallon size. Tree sizes may be required to be increased depending on project location, size, or other conditions.
 - Landscape grading plan (may be combined with final site plan or planting plan).
 - Schedule for finish grading, soil preparation and treatment, planting mulching and landscape maintenance.
 - Plan for non-vegetative landscape improvements: paving, fences, walls, retaining walls, planters, trash enclosures, arbors, etc. (may be combined with final site plan or architectural drawings).
 - Statement indicating that a fully automatic irrigation system will be provided.

ATTACHMENTS

- A. Application Form
- B. Statement of Understanding
- C. Stormwater Control Plan/Report Checklist

**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	

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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 are 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, e-mail, 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 off-site.
- 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.