# 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.  You may refer to the Antioch Municipal Code Article 16: Fences, Walls, Hedges And Screen Plantings for reference.

## PROCESS
Processing of an Administrative Use Permit application takes approximately 3 weeks from the time staff receives all 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Please be aware that planning applications will be automatically withdrawn if an applicant receives an incomplete letter and does not resubmit a substantive response within 120 calendar days.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.

**Application should be submitted online through the**

**City of Antioch Civic Access Portal online at the link below:**

**https://antiochca-energovweb.tylerhost.net/apps/selfservice#/home**

*Any questions regarding the application process should be emailed to:*
*planning@antiochca.gov*

## ONLINE SUBMITTAL REQUIREMENTS*

☐   A .pdf 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.

☐   Refer to the Planning Fee's 2023-2024 chart for current application fee.

*\*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 |