

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 DESIGN REVIEW?

The purpose of the Design Review process is to encourage and promote the highest quality of design and site planning within the City of Antioch. [Antioch Municipal Code § 9-5.2608 Minor Design Review](#) allows Minor Design Review applications to be approved administratively by the Zoning Administrator with appeal to the Planning Commission. As determined by the Community Development Director, Minor Design Review applications may include:

- Signage.
- Landscape and ancillary features such as fountains, walls, etc.
- Projects that comply with the Citywide Design Guidelines, have been peer reviewed, and do not require other entitlements or involve the preparation of an initial study under the California Environmental Quality Act.
- The Community Development Director may determine that the totality of circumstances require a Design Review application to be considered by the Planning Commission.

The Citywide Design Guidelines supplement the City's Zoning Code and seek to enhance the design of streetscapes and commercial and residential projects. 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. These guidelines do not affect existing buildings that are not proposed for new construction, exterior alterations, landscaping, or changes in the parking lot layout. The guidelines can be found at www.antiochplanning.com.

HOW DO I APPLY?

Step 1 - Project Consideration

A prospective applicant should review the zoning requirements, the Citywide Design Guidelines, and any specific guidelines which may be applicable for the proposed location with Planning Division staff. You will typically be given a copy of the application and the website to apply online 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, which may include 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.

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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 meeting can be scheduled by completing the [Pre-Application Meeting Request Form](#) on the Planning Division website at www.antiochplanning.com. A pre-application meeting cannot be scheduled until the Planning Division receives preliminary plans.

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

Submit your application online through the EnerGov/EPL City of Antioch Civic Access Portal at <https://antiochca-energovweb.tylerhost.net/apps/selfservice#/home>. By using the online portal, you will be able to search records by APN or by address, Apply for various Building, Planning and Encroachment Permits, Schedule inspections and pay invoices. 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. Through the online portal, 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. Your assigned staff member will contact you with a summary of the comments that are received.

If applicable, your plans will be peer-reviewed by a firm selected from the City’s pre-approved list of contractors. The costs for peer review are billed to the applicant. Your assigned staff member will contact you with a summary of the comments that are received.

Right to Appeal

The decision on your project can be appealed within ten working days of the Zoning Administrator decision. 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 Zoning Administrator items will be heard by the Planning Commission.

ONLINE APPLICATION SUBMITTAL CHECKLIST

- ❑ **PROPERTY OWNER AUTHORIZATION FORM.** The property owner must complete and upload the form to the EnerGov/EPL Civic Access Portal.
- ❑ **COPYRIGHT FORM.** Provide the copyright form or basic project plans pursuant to [SB-1214](#) . If not providing the copyright form, please provide:
 - Massing diagram: a rendering that displays the three-dimensional form of a building and describes the general profile, bulk, setbacks, and size of the building, but does not contain specific architectural detail.
 - Basic Site Plan: a document for a project that is drawn to scale and displays the following:
 - (A) Property lines.
 - (B) Setback lines.
 - (C) Topographic lines.
 - (D) Easements.
 - (E) Drainage.
 - (F) Utilities.
 - (G) Lighting.
 - (H) Driveways.
 - (I) Surrounding streets and traffic flow.
 - (J) Parking lots and parking spaces.
 - (K) Landscaped areas.
 - (L) Setback distance between buildings and property lines.
 - (M) Outline of existing and proposed buildings and structures.
 - (N) Distance between buildings.
 - (O) Ground sign location.
- ❑ **FEE.** Refer to the [Planning Division Fee Chart](#) for the current application fee.
- ❑ **PROJECT DESCRIPTION.** Submit a detailed summary describing the design intent and summarizing the proposed project as a separate attachment to the online application. Describe the design program, the designer’s approach, and how the architecture, landscape, and other elements have been integrated.
- ❑ **PHOTOS.** Several photos of the building and/or project site and adjacent development should be uploaded with the location as the title of the attachment/photo.
- ❑ **COLOR AND MATERIALS BOARD.** Cut sheets of materials and color palette representative of actual materials/colors for all signs and structures related to the signs. Identify the name of manufacturer, product, style, identification numbers and other pertinent information on the display.

- **DEVELOPMENT PLANS.** All plan sets should be in digital format, uploaded to the online portal on the attachments page and 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 numbered in proper sequence.

Staff may request hard copies of the plans, if necessary.

The following plans, as applicable, shall comprise the development plan set:

- **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.
- **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 a dimensioned site plan drawn to scale. A colored rendering of the sign shall be provided.
- **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.
- **LANDSCAPE PLAN.** Landscape plan drawn at $1'' = 20'$ or larger scale. 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.

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- Landscape grading 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.
 - Statement indicating that a fully automatic irrigation system will be provided.
- Other information, such as floor plans, colored elevations, or rendered perspectives may be required to fully analyze the proposal. City staff will inform the applicant during the review process if such additional information is required.

LINKS TO REQUIRED FORMS

- A. [Property Owner Authorization](#)
- B. [Copyright Form](#)
- C. [Objective Design Standards](#)