

PURPOSE

An Administrative Use Permit and Administrative Design Review is required prior to operating a small collection facility that collects recyclables or personal property. Staff will review the impacts associated with the circulation, parking, and to the surrounding property owners. Staff will also review the design of the facility to ensure the facility coordinates and integrates into the existing surroundings. Staff will not approve shipping containers or trailers that are placed temporarily in a parking lot. The facility must be located on an improved surface. A permanent structure that coordinates in design and color to the surrounding structures or shopping center is required for these facilities, as required by the Citywide Design Guidelines, which are available at: www.antiochplanning.com. Please also review the [ANTIOCH MUNICIPAL CODE § 9-5.3812 SMALL COLLECTION FACILITIES](#) for requirements related to the location and hours of operation for small collection facilities.

PROCESS:

Processing of a complete Administrative Use Permit application takes approximately 3 weeks. A decision by the Zoning Administrator will be issued. Zoning Administrator decisions may be appealed to the Planning Commission.

Please be aware that planning applications will be automatically withdrawn if an applicant receives an incomplete letter and does not resubmit a substantive response within 120 calendar days.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 layout of the site and facility, including any donation bins, parking spaces being used, etc.
- A .pdf of dimensioned, colored elevations of all four sides of the proposed facility with proposed signage.
- Written description of the facility to include hours of operation, number of employees, plan to remove after-hours dumping, etc.
- Refer to the [Planning Division Fee Chart 2023-2024](#) for the current application fee.

ANTIOCH MUNICIPAL CODE § 9-5.3812 SMALL COLLECTION FACILITIES

Small collection facilities:

- (A) Shall be no larger than 500 square feet in total area and occupy no required parking space. If the Zoning Administrator determines that required parking spaces must be used, then not more than five such spaces may be occupied and must be at the farthest distance possible from the host use;
- (B) Shall be set back at least 20 feet from any street line and shall not obstruct pedestrian or vehicular circulation nor create any sight distance problem;
- (C) Shall accept only glass, metals, plastic containers, papers, or personal property;
- (D) Shall use no power-driven processing equipment, except for reverse vending machines;
- (E) Shall use containers which are constructed and maintained with durable waterproof and rustproof materials, covered when the site is not attended, secured from unauthorized entry or removal of materials, and of sufficient capacity to accommodate materials collected on the collection schedule;
- (F) Shall store all collected materials in containers or in the mobile unit vehicle and shall not leave materials outside of containers when an attendant is not present;
- (G) Shall be maintained free of litter. Mobile facilities at which the truck or containers are removed at the end of each collection shall be swept daily;
- (H) Shall (if attended facilities) operate only during the hours between 9:00 a.m. and 7:00 p.m. if located within 100 feet of a residential zone or use;
- (I) Shall locate containers for the 24-hour donation of materials at least 300 feet from any property zoned for occupancy by a residential use;
- (J) Shall feature clearly marked containers which identify the type of materials which may be deposited; and the facility shall be clearly marked to identify the name and telephone number of the operator and the hours of operation and display a notice stating that no material shall be left outside of the recycling enclosure or containers;
- (K) Shall feature identification signs not larger than 16 square feet, not counting the informational signs required by this section. Directional signs, bearing no advertising, may be installed with the approval of the Zoning Administrator if necessary to facilitate traffic circulation or if the facility is not visible from the public right-of-way;
- (L) Shall not impair the landscaping of the host use; and

**CITY OF ANTIOCH
MINOR ADMINISTRATIVE USE PERMIT AND DESIGN REVIEW
SMALL COLLECTION FACILITIES**



(M) Shall not reduce parking spaces below the minimum number required for the primary use unless the facility is located in a convenience zone or potential convenience zone as designated by the State Department of Conservation. A reduction in available parking spaces may then be allowed as follows:

Number of Available Spaces	Maximum Reduction
0-25	0
26-35	2
36-49	3
50-99	4
100+	5