

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 Tentative Minor Subdivision Map?

A Tentative Minor Subdivision Map, or Parcel Map, is required for all land divisions of four or fewer parcels. A Tentative Subdivision Map is required for all land divisions of five or more parcels. A different application is needed for a Subdivision Map.

How do I Apply?

Step 1 - Project Consideration

A prospective applicant should review the City of Antioch Municipal Code 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. Please carefully consider time and cost as discussed in this brochure when making your decision to move forward with this application. An additional cost variable is preparation of the plans required to complete this application. Hiring a design professional such as an engineer or surveyor is highly recommended.

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.

A pre-application conference can be scheduled by calling (925) 779-7035 and asking for the Planning Secretary.

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.

What Happens to My Application Now?

- ✓ 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.

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).

How Long Does All This Take?

Timing of a Tentative Minor Subdivision Map 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.**

How Much Does it Cost?

The deposit/fee schedule can be found in the City’s Master Fee Schedule which is located at: <http://www.ci.antioch.ca.us/CityGov/Finance/> or can be provided by staff. 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.

CITY OF ANTIOCH TENTATIVE MINOR SUBDIVISION MAP

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 along with a 35% administration fee.

Money saving tips can be found at:

<http://www.ci.antioch.ca.us/CityGov/CommDev/PlanningDivision/docs/money-savings.pdf>

Preparing for Public Hearings

Tentative Minor Subdivision Maps are subject to the review of the Planning Commission. The Planning Commission meets on the first and third Wednesdays of the month at 6:30 p.m. in the City Council Chambers.

Tentative Minor Subdivision Maps require a public hearing. Property owners within 300 feet will be notified of the hearing, and the notice will also be published in the newspaper.

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.

APPLICATION SUBMITTAL CHECKLIST

- Application forms submitted and signed, including:
 - Development Application
 - Statement of Understanding
 - Environmental Assessment
 - How to Compile Property Owner Mailing List

- 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). A copy of the deposit/fee schedule is available at:
<http://www.ci.antioch.ca.us/CityGov/Finance/>.

- A detailed written summary (on a separate sheet and attached to the application) describing the characteristics of the proposal.

- Title report, prepared within the past three months.

- Addressed and stamped (not metered postage) envelopes for the list of all property owners within 300 feet of the project site. Do not put a return address on the envelopes; this will be done by staff. See attached for instructions on how to prepare the property owners' list.

- Tentative Minor Subdivision Map. See requirements on the following page.

REQUIREMENTS FOR ALL TENTATIVE MINOR SUBDIVISION MAPS.

If the application is filed in conjunction with other applications, 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 and folded to 8-1/2" x 11".
- ___ Be numbered in proper sequence.

The following numbers of plan sets are required*:

- ___ One set of plans shall be submitted on a CD in pdf format
- ___ 4 sets full size 24" x 36"
- ___ 4 sets reduced to 11" x 17"
- ___ 1 each, full-sized rendered in color, Site Plan, Elevations, Cross-Sections, and Landscape Plan. The rendered plans shall be rolled, not folded.

* Staff may request additional plan sets if necessary. Additional copies of plan sets will be required if the project is appealed.

TENTATIVE MINOR SUBDIVISION MAP. The following plans shall be included on the Tentative Minor Subdivision Map:

- 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.
- TENTATIVE MINOR SUBDIVISION MAP.**
 - Map shall be drawn to a standard engineer's scale (1" = 20', 1" = 40', etc.) with scale shown.
 - Boundary of all parcels are described by bearing and distance.
 - Vicinity map shows location of project relative to surrounding area.
 - Assessor's parcel number noted on map.
 - All existing buildings and other structures shown.
 - Location of other improvements approximately shown.
 - Intersecting property lines shown.
 - Existing and proposed property lines.
 - Abutting public and private roads shown and identified.
 - All easements of record are shown and identified.
 - Adjacent parcels are identified by names of property owners.
 - Proposed layout of streets and lots, lot numbers, and area of each lot.
 - Name, address, and telephone number of the applicant, owner, and engineer/surveyor.
 - Proposed method of sewage disposal and source of water supply.
 - Proposed grading plan or a statement of grading.

CITY OF ANTIOCH
TENTATIVE MINOR SUBDIVISION MAP

- All items for which a variance is requested are noted on the map and a variance application form is submitted (if applicable).

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

Attachments:

- Application Form
- Statement of Understanding
- Environmental Assessment
- How to Compile Property Owner Mailing List

**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	

**CITY OF ANTIOCH
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 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: _____

Name of Project: _____

SIGNATURE: _____

ENVIRONMENTAL ASSESSMENT

(To be completed by Applicant)

To Accompany Application for:

APPLICANT INFORMATION

Name: _____

Contact Name: _____

Address: _____

Parcel No. _____

Telephone No. _____

File No. _____

Completeness and accuracy of the information provided by this form will help assure that your application can proceed without unnecessary delay. Attach additional sheets if necessary.

GENERAL INFORMATION

1. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:

2. Existing zoning and general plan districts: _____
3. Proposed use of site (project for which this form is filed):

PROJECT DESCRIPTION

4. Site size: _____
5. Building square footage: _____
6. Number of floors of construction: _____
7. Amount of off-street parking provided: _____
8. Percentage of landscaping: _____
9. Projects associated with this project:

10. Schedule of construction:

11. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents and type of household size expected:

-
-
12. If commercial, indicate the types of tenants, and whether neighborhood, city or regionally oriented:
-
-
13. If industrial, indicate the type of tenants, hours of operation and estimated employment per shift:
-
-
14. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, and community benefits to be derived from the project:
-
-
15. If the project involves a variance, conditional use permit or rezoning application, state this and indicate clearly why the application is required:
-
-

Are the following items applicable to the project or its effects?

		YES	NO
16.	Change in existing features of any wetlands, tidelands, beaches, or hills, or substantial alteration of ground contours		
17.	Change in scenic views or vistas from existing residential areas or public lands or roads		
18.	Change in pattern, scale or character of general area of project		
19.	Create significant amounts of solid waste or litter		
20.	Change in dust, ash, smoke, fumes or odors in vicinity		
21.	Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns		
22.	Create substantial change in existing noise or vibration levels in the vicinity		
23.	Site on filled land or on slope of 10% or more		
24.	Use or disposal of potentially hazardous materials, such as toxic substances, flammables or explosives		
25.	Create a substantial change in demand for municipal services (police, fire, water, sewage etc.)		
26.	Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.)		
27.	Project related to a larger project or series of projects		

Discuss below all items checked "YES" (attach additional sheets as necessary)

ENVIRONMENTAL SETTING

28. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Polaroid photos or digital photos will be accepted.

29. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, setback, rear yard, etc.). Attach photographs of the vicinity. Polaroid photos or digital photos will be accepted.

CERTIFICATION

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date: _____

Name of Agency: _____

Name: _____

Signature: _____

Phone: _____

HOW TO COMPILE THE PROPERTY OWNERS' MAP AND LISTING

PURPOSE

Most applications to the City of Antioch Department of Development Services require notification of surrounding property owners. This is a requirement of State law which gives an opportunity for property owners on surrounding lands to comment on the application at a public hearing. Applicants are required to provide the names of the property owners and addressed, pre-stamped envelopes. Postal Service and City policy makes the use of predated and undated **METERED POSTAGE UNACCEPTABLE**. Please use current U.S. postage stamps. Envelopes with ***metered postage will be returned to the applicant.***

ASSESSOR ROLL METHOD

Contra Costa County Assessor's office prepares both a set of tax maps and a tax roll. A person's property can be identified by an assessor's parcel number which resembles a Social Security Number. An example of an assessor's parcel number is 068-102-15. In this example the first set of numbers (068) is the book, the second set of numbers (102) is the block/page and the third set of number (15) is the parcel. The full number represents the assessor's parcel number or APN.

- Step 1 - Identify the assessor's parcel number and locate a series of assessor map books available at Contra Costa County Offices. Locate the parcel in the map book.
- Step 2 - Assemble a map showing a 300 foot radius around the subject site. Multiple assessor pages may be necessary. Identify parcels which fall wholly or partially within 300 feet of the subject parcel. Include this map with the application.
- Step 3 - List all the parcels **IN NUMERIC ORDER** by book, page and parcel on the attached sheet.
- Step 4 - Using the parcel numbers identified in Step 3, use the assessment roll to find the names and addresses of the owners of the properties and write these in the spaces provided on the attached sheet along with the site address.
- Step 5 - Submit this list to the Department of Development Services as part of the application. Sheets that are not legible will be returned. It is the applicant's responsibility to make sure these sheets are correct. Incorrect noticing could cause a delay to the processing of the project.

TITLE COMPANIES

Most title companies have this information on computer and charge a nominal fee for this service. An applicant may wish to use a title company instead of following the above process; however, we will still require that the "PROPERTY OWNERS' NOTIFICATION LISTING" be accurately filled out and included with each application.

MAILING

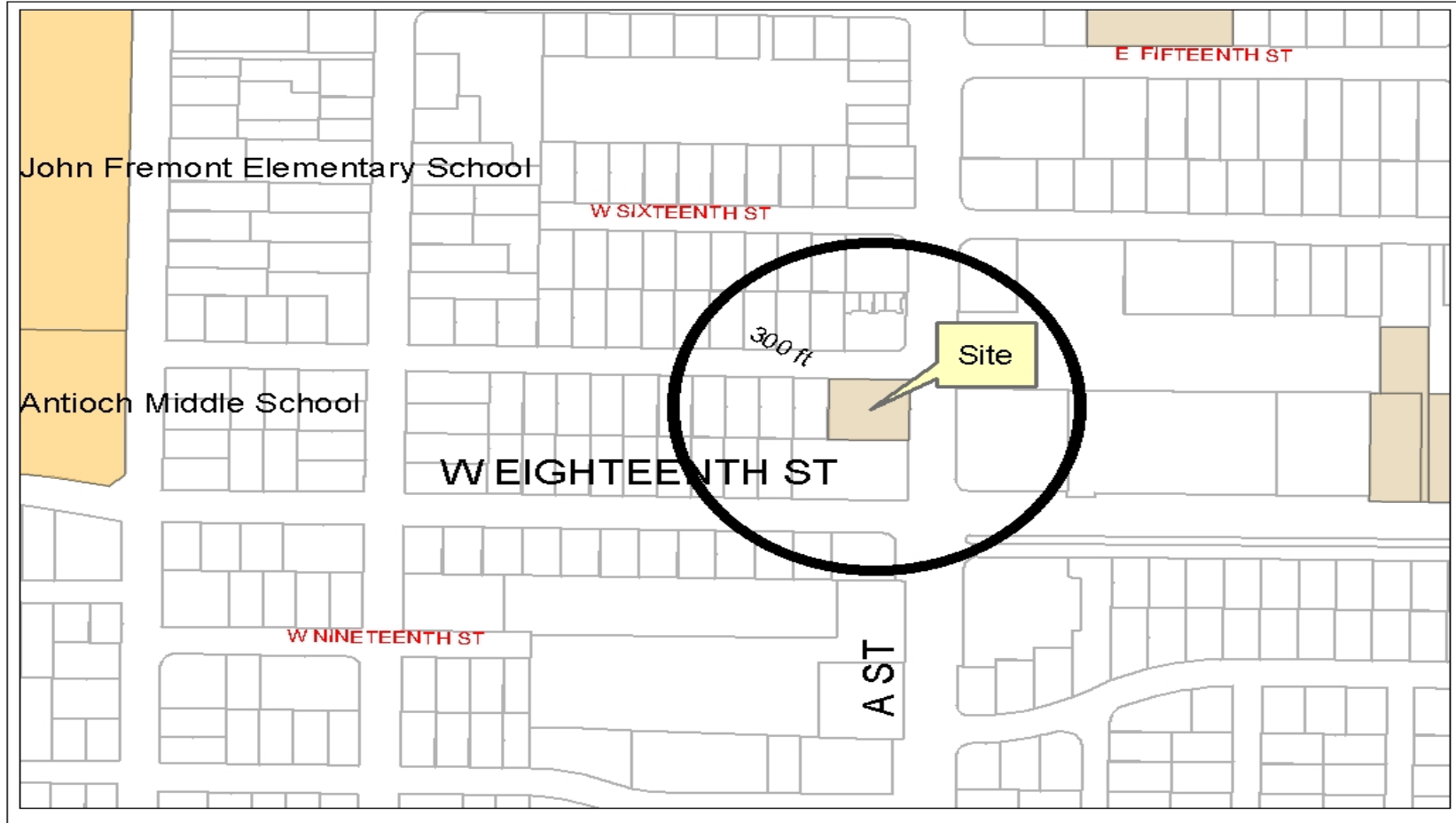
As part of the application, applicants will be required to supply a set of envelopes to be used by the City to mail the required notices:

- The envelopes shall be letter size (#10), addressed, pre-stamped **(METERED POSTAGE CANNOT BE ACCEPTED)** envelopes.
- Bundle the envelopes in the same order as they appear on the Property Owners' Listing. ***Envelopes that are out of order will be returned to the applicant.***
- Property owners with multiple properties need only one envelope. Properties owned by the City of Antioch do not require envelopes.
- The upper left-hand corner of the envelope must be left blank so the City's return address may be placed on the envelope. In the event the Post Office is unable to deliver the notice of public hearing, it will be returned to the City for the file.
- If you are making an application for a planned development, zoning, general plan or specific plan change, you should submit two (2) sets of envelopes.
- If an appeal is filed on an otherwise final decision, you will need to submit an additional set of envelopes for the required noticing.

See the examples in the following pages. Staff will be happy to answer any questions.

Example of Map

Parcels that are within the 300 foot radius are to be
Notified of the public hearing



Site = Applicants Property
Parcels in radius are parcels affected by the 300' radius that need to be notified

EXAMPLE OF PROPERTY OWNERS' NOTIFICATION LISTING

Within 300 feet of property located at:

Page 1 of 1

Project Address: 123 A St.

Project Assessor Parcel No: 000-100-123

099-134-181-0	Smith Construction Company	SITE: 10134 A St., Antioch, CA 94509 MAIL: P.O. Box 134, Antioch, CA 94587
099-134-182-0	Buyer, Bill and Betty Jo	SITE: 10138 A St., Antioch, CA 94509 MAIL: (SAME)
099-134-183-9	Developer, Joe	SITE: 10142 A St., Antioch, CA 94509 MAIL: (SAME)
099-135-001-0	DevCo Commercial	SITE: Deer Valley Road MAIL: 123 El Camino Real, Los Altos, CA 94022

EXAMPLE

I certify that the above is from the most recent Contra Costa County tax assessment rolls.

I. M. Broker
Applicant (Print Name)

I.M. Broker
(Signature)

January 1, 2003
Date