

CITY OF ANTIOCH
MINOR USE PERMIT APPLICATION REQUIREMENTS



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. This Minor Use Permit application is intended to streamline application submittal and processing for certain uses that require a Use Permit but are relatively small projects, and/or will be occupying existing buildings, are proposing minor, if any, changes to the building or project site, and do not require the preparation of an initial study under the California Environmental Quality Act.

PROCESS

Step 1 - Project Consideration

A prospective applicant should review the Municipal Code requirements for the proposed project with the Planning Division staff. You will typically be given a copy of this handout and the information needed 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, 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 meeting can be scheduled by submitting your request through our [Enterprise Permitting & Licensing](#) online portal. A pre-application meeting cannot be scheduled until the Planning Division receives preliminary plans.

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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. 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. 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.

Step 6 – Public Hearings

Use Permit applications require public hearings. Property owners within 300 feet will be notified of the hearing, and the notice will also be published in the newspaper. Minor Use Permits are typically subject to the review of the Zoning Administrator or, in some instances, the Planning Commission. You will be informed by staff as to the appropriate hearing body. A separate fee is required for each public hearing; please refer to the [Planning Fee Chart](#) for the current amount.

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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.

A copy of the findings and decision will be provided to the applicant following the hearing.

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.

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.

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- 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 Fee Chart](#) for the current Minor Use Permit Application Fee.
- **PROJECT DESCRIPTION.** Submit a detailed summary as a separate attachment to the application describing the characteristics of the proposal use including but not limited to hours of operation, type of business and number of employees, 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.
- **PHOTOS.** Building and site photographs: Upload photographs of all sides of the exterior of the existing building and photographs of the surrounding property. Site photos must include photos of the parking area.
- **FLOOR PLANS.** Submit floor plans that show the total floor area of project. The floor plan must be a scaled drawing.
- **SITE PLANS.** Submit a scaled site plan showing all property boundaries, buildings, parking spaces, driveway aisles, landscaped areas, undeveloped areas, trees, and any other physical feature of the property.
- Other information, such as colored elevations or rendered perspectives, may be required to fully represent the proposal at a public hearing. City staff will inform the applicant during the review process if such additional information is required.

ATTACHMENTS

- A. [Property Owner Authorization](#)
- B. [Copyright Form](#)