

**CITY OF ANTIOCH
USE PERMIT / DESIGN REVIEW
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. New building construction and exterior modifications to existing buildings will also require Design Review. To submit combined Use Permit / Design Review applications please follow the instructions contained in this document.

The City Council adopted Citywide Design Guidelines in August of 2023. 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. The guidelines can be found at <https://www.antiochca.gov/321/Design-Review>.

If your use will be located in an existing building and you propose no exterior changes, please use the Minor Use Permit Application.

PROCESS

Step 1 - Project Consideration

A prospective applicant should review the zoning requirements for the proposed project site and use with the Planning Division staff. You will typically be given a copy of the application at this time. A prospective applicant should also consult the Citywide Design Guidelines. All projects are required to comply with these guidelines.

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. 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.

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A pre-application meeting can be scheduled by submitting your request through our [Enterprise Permitting & Licensing](#). 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 review the 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.

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 (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 electronically to departments and divisions within the City and to applicable outside agencies for review and comments. Your assigned staff member will contact you with a summary of the comments that are received.

Your plans may be peer-reviewed by a firm selected from the City’s pre-approved list of contractors. The costs for peer review are paid by the applicant up front. Your assigned staff member will contact you with a summary of the comments that are received.

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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 and the type of environmental review (see CEQA information above) required for the project.

Step 6 – Public Hearings

Use Permit review requires a public hearing. Property owners within 300 feet will be notified of the hearing, and the notice will also be published in the newspaper. Use Permits and Design Review are subject to the review of either the Planning Commission or, in some instances, the Zoning Administrator. 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.

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 support or oppose 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 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.

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- ☐ **PROJECT BILLING STATEMENT OF UNDERSTANDING.** The property owner (and applicant, if applicable) 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 the following:
 - **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.	(J) Parking lots and parking spaces.
(B) Setback lines.	(K) Landscaped areas.
(C) Topographic lines.	(L) Setback distance between buildings and property lines.
(D) Easements.	(M) Outline of existing and proposed buildings and structures.
(E) Drainage.	(N) Distance between buildings.
(F) Utilities.	(O) Ground sign location.
(G) Lighting.	
(H) Driveways.	
(I) Surrounding streets and traffic flow.	
- ☐ **DEPOSIT.** Refer to the [Planning Fee Chart](#) for the current application fee. 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. 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. If it is determined that the peer review process is required, the applicant shall be responsible for the costs of such peer review.
- ☐ **PROJECT DESCRIPTION.** Submit a detailed summary as a separate attachment to the online application describing the characteristics of the proposed use, hours of operation, type of business and number of employees, area coverage of structure, parking and open space, 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. Also describe the architecture, materials, colors used, and landscaping.
- ☐ **TITLE REPORT.** Title report prepared within the past three months.
- ☐ **PHASE I ENVIRONMENTAL SITE ASSESSMENT (ESA).** Submit a Phase I ESA prepared within the last 12 months by a qualified environmental assessment professional for the site. If any Recognized Environmental Conditions or other concerns are identified, then a Phase II ESA shall be prepared and submitted. This requirement does not apply to residential additions and remodels.

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- ☐ **SOILS REPORT.** A preliminary soils report, prepared by a soils engineer or engineering geologist registered in this state, and based upon adequate test borings.
- ☐ **ARBORIST REPORT.** Arborist report prepared within the last 12 months by an ISA Certified Arborist for the removal or disturbance of any protected tree on the site or adjacent property, which could be impacted by the proposed development. Please refer to the Municipal Code or inquire with staff regarding information on protected trees.
- ☐ **PHOTOS.** Upload photos of the project site and adjacent development with the location noted.
- ☐ **STORMWATER CONTROL PLAN REPORT.** Stormwater Control Plan and Report to address C.3 requirements, including all applicable text and worksheets. Please visit the Contra Costa Clean Water Program's website ([here](#)) for further information.
- ☐ **OTHER INFORMATION AND REPORTS.** Other information or reports which the Community Development Director and/or City Engineer deem necessary, including but not limited to water, sewer and stormwater system capacity studies. Applicants will be given direction on required information at a pre-application conference.
- ☐ **OBJECTIVE DESIGN STANDARDS CHECKLIST.** For residential projects, submit a completed objective design standards checklist.
- ☐ **OTHER APPLICABLE CHECKLISTS.** Submit any other applicable checklists, such as a Density Bonus application or SB 35 checklist. All checklists are available on the [Planning website](#).
- ☐ **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.

The following plans shall comprise the development plan set:

- **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.
- **SITE PLAN.** Drawn to an engineer's scale, large enough to show all information clearly, but not smaller than 1" = 100', with scale noted, a graphic bar scale, and north arrow. The plan shall include the following:
 - Vicinity map showing north arrow, the location and boundary of the project, major cross streets, and the existing street pattern in the vicinity.

- Table with the following information:
 - General Plan and Zoning designations.
 - Size of property including gross & net lot area (square feet and acres).
 - For residential development, include the floor area for each unit type, the number of bedrooms, the number of units by type, the number of units per building, the total number of units, and net density.
 - For commercial development, total floor area in each building (including basements, mezzanines, interior balconies, and upper stories or levels in a multistory building) and total building area and FAR (Floor Area Ratio = total floor area divided by total net land area).
 - Percent lot coverage, percent of net lot area covered by buildings (total ground floor area of all buildings divided by net lot area).
 - The percentage of net lot area devoted to landscaping, common open space, and private useable open space.
 - Parking requirements including tabulation of the number of parking spaces required and proposed based on building area, by type (standard, compact and accessible), and required and proposed parking ratios.
- Existing and proposed property lines with dimensions, bearings, radii and arc lengths, easements, and net & gross lot area for existing and proposed parcels.
- Location and dimensions of all existing and proposed structures extending 50 feet beyond the property. If adjacent to a street, show the entire width of street to the next property line, including driveways. Clearly identify all existing and proposed structures such as fencing, walls, all building features including decks and porches, all accessory structures including garages and sheds, mailboxes, and trash enclosures. Label all existing structures and indicate the structures to remain and the structures to be removed.
- Dimensions of setbacks from property lines and between structures.
- The property lines of abutting properties; the lot, subdivision numbers, and owner information of existing abutting lots; and any existing improvements or conditions which may affect or be significantly affected by the proposed development.
- Location, dimension, and purpose (i.e., water, sewer, access, etc.) of all easements including sufficient recording data to identify the conveyance (book and page of official records).
- Location and dimensions for all adjacent streets (public and private) and proposed streets showing both sides of streets, street names, street width, striping, centerlines, centerline radii of all curves, median and landscape strips, bike lanes, pedestrian ways, trails, bridges, curb, gutters, sidewalks, driveways, and edge of right-of-way including any proposed or required right-of-way dedication. Show all existing and proposed improvements including traffic signal poles and traffic signs.
- Show line of sight for all intersections and driveways based on current City of Antioch standards.

- Location and dimensions of existing and proposed parking spaces, back-up, loading areas, and circulation patterns.
 - Location and height of existing and proposed fencing, retaining walls, and soundwalls.
 - Location and dimensions of all trash enclosures.
 - Survey of all existing trees on the site and adjacent to the site with a trunk diameter of 4" or greater, indicating species, size (circumference or diameter noted) measured at 4-1/2" above grade, base elevation, and accurate trunk locations and drip lines. Identify all Heritage trees (trees over 72 in. in circumference measured 4-1/2 feet above natural grade, multi-stemmed trees with one stem of at least 24 inches in circumference).
 - If any parcel is within a FEMA defined 100-year floodplain or floodway:
 - Identify the floodplain or floodway on all plan sheets depicting the existing and proposed site, with the base flood elevation (BFE) and flood zone type clearly labeled. In addition, show the existing site topography and finish floor elevations for all existing and proposed structures. If FEMA has not defined a BFE, a site-specific hydraulic analysis will be required to determine the BFE prior to deeming the application complete (CME Sec. 34-32.b2).
 - Flood zone boundaries and floodwater surface elevation. If the property proposed to be developed is within or adjacent to the 100-year flood zone (Zone A) or the National Flood Insurance Program, Flood Insurance Rate Map, the extent of Zone A shall be clearly drawn on the tentative map and the 100-year flood water surface elevation shall be shown. The map shall show the appropriate location of the Floodway Boundary as shown on the latest edition of the "Flood Boundary and Floodway Map" published by the Federal Emergency Management Agency.
- **ENGINEERED CROSS-SECTIONS.** A minimum of two intersecting cross-sections drawn with an exaggerated vertical scale, with scale noted, through critical portions of the site extending beyond the property line to the opposite curb line of adjacent streets, or to a minimum of 50 feet onto adjacent properties. Sections shall include existing topography, final grades, existing and proposed structures, fences, walls, property lines, dedications, curb, gutter, and sidewalks. Section locations shall be identified on the Site Plan.
- Additional cross-sections at property lines shall be provided.
- **TRUE CROSS-SECTIONS.** A minimum of two intersecting cross-sections (more as needed to showing varying site conditions) drawn at 1:1 scale (same scale used for both vertical and horizontal axis), 1"=20' minimum scale, with scale noted, and a graphic bar scale, through critical portions of the site extending 50 feet beyond the property line onto adjacent properties or to the property lines on the opposite side of adjacent streets. Sections shall include existing topography, final grades, location and height of existing and proposed structures, fences, walls, roadways, parking areas, landscaping trees, and property lines. Section location shall be identified on the Site Plan.

- Additional cross-sections at property lines shall be provided.
- **PRELIMINARY GRADING AND DRAINAGE PLAN.** Drawn to the same scale as that used for the Site Plan with the project footprint “grey lined” behind the information required below:
 - A Preliminary grading plan of the proposed project, showing finished floor elevations, parking lot grades, driveway and drive aisle grades, ADA ramps, high and low spots, top and toe of slopes.
 - Plans shall show retaining wall locations and heights.
 - Existing topography and proposed grading at 2 foot contour intervals for slopes up to 10% and contour intervals of 5 feet for slopes over 10%, and at such intervals that the contour lines will not be spread more than 130 feet (ground distance) apart; pad elevations and finished floor elevations; spot elevations; location and height of all retaining walls, swales and inlets indicating top of bank; top of curb (TOC), top of wall (TOW), base of wall (BOW), invert and grade elevations.
 - Average slope of property, and percentage of slope for all finished slopes, driveways, roadways and trails or pathways.
 - Contours shall extend 50 feet onto all adjacent properties showing existing improvements and spot and pad elevations for the adjacent properties.
 - A calculation of amount of earth in cubic yards to be moved, imported, or exported from the site, if total is greater than 50 cubic yards.
 - Preliminary drainage information showing spot elevations, pad elevations, existing catch basins, and direction of proposed drainage, including appropriate street grade and existing and proposed storm drain locations, location of catch basins and offsite connections with details of swales and drainage structures.
 - Typical geometric cross-sections for streets showing pavement widths, curbs, sidewalks, grading in marginal strips, slopes of cuts and fills, and other applicable improvements proposed.
- **STORMWATER CONTROL PLAN.** Stormwater Control Plan to address C.3 requirements. Please visit the Contra Costa Clean Water Program’s website ([here](#)) for further information.
- **PHASING PLAN.** If the project is to be phased, a Phasing Plan depicting and describing the proposed phasing of the project, including the separate components of the proposed.
- **PRELIMINARY UTILITY PLAN.** Drawn to the same scale as that used for the Site Plan, with scale noted, showing the location, approximate finished grades, elevations, and dimensions of existing and proposed utilities including water supply system, sanitary sewers and laterals, drainage facilities/storm drainage system, wells, septic tanks, fire sprinkler lines, underground and overhead electrical lines, utility poles, aboveground utility vaults and meters, transformers, underground irrigation and drainage lines, backflow prevention and reduced pressure devices, electroliers, lighting fixtures, street lights, traffic signal poles,

traffic signal pull boxes, signal cabinets, Phone and CATV and Internet underground lines, location of water meters, electrical meters, fire sprinkler check valves, fire department connection, fire hydrants, large dry utility boxes, and large utility boxes over 3'x 5'. The project footprint shall be "grey lined" behind the information required above.

- **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.
- **PHOTOMETRIC PLAN.** Provide a photometric plan corresponding to the LIGHTING PLAN, above. Antioch Municipal Code § 9-5.1715 states, "lighting shall not shine directly onto an adjacent street or property. Minimum illumination at ground level shall be two foot-candles but shall not exceed one-half foot-candles in a residential district." The photometric plan should meet these requirements.
- **FLOOR PLANS.** Plans shall be drawn at 1/8"=1' minimum scale.
- **ROOF PLAN.** Plan shall be drawn at 1/8"=1' or larger scale. The plan shall include outline of building footprint, ridgelines, valleys, flat roof areas, roof pitch and rooftop mechanical equipment, and screening. Plans shall show existing roof forms and roof forms to be added or changed.
- **TRAFFIC SIGNING AND STRIPING PLAN.** Drawn to the same scale as that used for the Site Plan, with scale noted, showing existing and proposed signing, and marking identified by the appropriate current City standards and MUTCD (Manual on Uniform Traffic Control Devices)/Cal Trans details. The plan shall provide dimensions for all lane widths measured to the center of the lane line.
- **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 site plan. A colored rendering of the sign shall be provided.
- **PLOTTING PLAN.** For multi-family residential projects with multiple buildings plans and elevations, a plotting plan detailing which plan and elevation is to be plotted where shall be included.
- **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.

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- 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 ½"=1' scale to clarify detailing as appropriate.
 - Clearly label proposed color and materials.
- **TRASH ENCLOSURE PLANS.** Project plans shall include elevations of any proposed trash enclosure. Trash enclosure plans shall meet the requirements found in [Antioch Municipal Code § 9-5.1401 REFUSE STORAGE AREA DESIGN GUIDELINES](#).
- **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.
- **LANDSCAPE PLAN.** Plan shall be drawn at 1"=20' or larger scale. The plan shall be consistent with the [Antioch Municipal Code § 9-5.1006 WATER EFFICIENT LANDSCAPE ORDINANCE](#). 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.
 - Landscape grading plan (may be combined with final site plan or planting plan).
 - Schedule for finish grading, soil preparation and treatment, planting mulching and landscape maintenance.
 - Plan for non-vegetative landscape improvements: paving, planters, arbors, benches, dog runs, pools, recreation areas. (may be combined with final site plan or architectural drawings).
 - Plans and details, including an elevation with materials shown for fences, walls, and retaining walls.
 - Statement indicating that a fully automatic irrigation system will be provided.

LINKS

- A. [Property Owner Authorization](#)
- B. [Statement of Understanding for Project Billing](#)
- C. [Copyright Form](#)
- D. [Objective Design Standards](#)
- E. [Application Page for other checklists, including SB 35 and Density Bonus Applications](#)