

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 § 9-5.2607 Site Plan And Design Review Required](#) requires design review for new signs and sign programs.

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. 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 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. 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 City of Antioch EPL/EnerGov online 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 electronically 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.

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

Design Review applications are subject to the review of either the Planning Commission or, in some instances, the Zoning Administrator. There will be a fee of \$25, in addition to the application fee, for each Public Hearing notice that is required. You will be informed by staff as to the appropriate hearing body.

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 comment on 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 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 City of Antioch Civic Access Portal online.
- 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.	
- FEE.** Refer to the [Planning Division Fee Chart](#) for the current Sign/Sign Program Design Review Application Fee.

- **PROJECT DESCRIPTION.** Submit a detailed summary (on a separate sheet and attached to the application) describing the design intent and summarizing the proposed use. Describe the design program, the designer’s approach, and how the architecture, landscape, and other elements have been integrated.
- **TITLE REPORT.** Submit the title report prepared within the past three months.
- **PHOTOS.** Submit photos of the project site and adjacent development with the location noted.
- **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 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.
- **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.
- **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.** If landscaping is required around the base of a sign, submit a 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.
 - 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.

LINKS

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