



## **CITY OF ANTIOCH RESIDENTIAL DEVELOPMENT ALLOCATION (RDA) 2007 APPLICATION**

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### **PROCESS**

The Residential Development Allocation Ordinance adopted by the City Council in May 2002 requires that allocations for residential units be obtained prior to receiving residential development entitlements and building permits. The attached Procedure Guide provides a complete guideline of this program.

The following summarizes the submittal process:

1. All applications must be received within the specified filing period. The filing periods for 2007 are:
  - **Period 1: February 28 – March 30**
  - **Period 2: July 2 – August 24**
2. Fill out the application form and submit all required plans. All plans shall be of sufficient detail to provide a complete representation of the project.
3. Provide a mailing list of all property owners within 300 feet of the project boundaries and stamped addressed legal-size envelopes. Refer to attached handout on preparing the list and mailing envelopes.
4. After Planning Staff has deemed the application complete and the filing period has closed, the project will be reviewed by the Residential Development Allocation Committee (RDAC).
5. The RDAC reviews projects in the time allotted and makes a recommendation to the Planning Commission. The RDAC will score projects based upon the criteria established in the Allocation Evaluation Rating Form (attached).

6. Staff will prepare a report to the Planning Commission based upon the recommendation of the RDAC. The Planning Commission will review the project at a public hearing and make a recommendation to the City Council.
  
7. The Council will then hold a public hearing and determine which project, if any, will receive allocations.

**SUBMITTALS SHOULD BE MADE TO:**

City of Antioch  
Community Development Department  
P.O. Box 5007  
Third & "H" Streets  
Antioch, CA 94531-5007  
(925) 779-7035

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<p><b><u>APPLICATION (For City Use Only)</u></b></p> <p>RDA Application Number</p> <hr/>
<p>Received By</p> <hr/>
<p>Date Filed</p> <hr/>

## **APPLICANT INFORMATION**

➤ **Applicant:** \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone (Day) \_\_\_\_\_ Fax \_\_\_\_\_  
Cellular \_\_\_\_\_ E-Mail \_\_\_\_\_  
**Signature** \_\_\_\_\_

➤ **Property Owner:** \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone (Day) \_\_\_\_\_ Fax \_\_\_\_\_  
Cellular \_\_\_\_\_ E-Mail \_\_\_\_\_  
**Signature** \_\_\_\_\_

➤ **Architect:** \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone (Day) \_\_\_\_\_ Fax \_\_\_\_\_  
Cellular \_\_\_\_\_ E-Mail \_\_\_\_\_  
Contact Person \_\_\_\_\_

➤ **Engineer:** \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone (Day) \_\_\_\_\_ Fax \_\_\_\_\_  
Cellular \_\_\_\_\_ E-Mail \_\_\_\_\_  
Contact Person \_\_\_\_\_

➤ **Responsible Billing Party:** \_\_\_\_\_  
Street Address \_\_\_\_\_  
City of Antioch \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone (Day) \_\_\_\_\_ Fax \_\_\_\_\_  
Contact Person \_\_\_\_\_

**PARCEL INFORMATION (To be filled out by Applicant.)**

Address or Nearest Cross Streets

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Assessor's Parcel Number

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Parcel Size

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## **APPLICANT SUBMITTAL REQUIREMENTS**

- Complete Application Form
- Filing Fee - \$3,000 deposit
- Written synopsis of the project<sup>1</sup> - 30 copies
- List of all property owners within 300 feet of the site and a copy of the 300-foot radius map used to compile the list. (See attached sheets for information on preparing the list)
- Two sets of **STAMPED** (not metered), addressed envelopes with the names and addresses of all property owners within 300 feet (the City will label envelopes with a return address)
- Site Plans<sup>2</sup> - 30 Full size copies
- Grading Plan<sup>3</sup> - 30 Full size copies
- Landscape Plans<sup>4</sup> - 30 Full Size Copies
- Elevations<sup>5</sup> - 30 Full size copies
- Phasing Plan<sup>6</sup> - 30 Full size copies
- Location Map - 1 copy (8 ½" X 11")
- 8 ½" X 11" Reductions of all plans (1 set)
- 8 ½" X 11" Aerial - 10 color copies
- Supporting Data or Exhibits

### **1. Written Synopsis:**

In accordance with the Residential Development Allocation Program, the Council annually adopts objectives that will be used in the comparative review of residential development projects. These objectives outline the City's expectations and desires in defining the positive contributions that residential development will make to the community. The attached Allocation Evaluation Rating Form will be used by the RDA Committee to rate projects. The written synopsis should provide a thorough overview of the project, including:

- The number of allotments requested in terms of residential units, including the number of units requested on a per year basis (if applicable) ;
- A development schedule showing the elapsed times projected for each phase of the development process;
- A description of the contributions to the community provided by the proposed development, including a brief explanation of how the application meets or exceeds the criteria in the rating form.

**2. Site Plan Requirements:**

All RDA submittals shall be drawn to scale, folded to 8 ½" X 11" and shall provide a vicinity map. Because this is a pre-entitlement process, site plans need not be as detailed as applications for entitlements.

Projects over 50 units shall provide a simplified site plan delineating proposed uses (i.e. residential, commercial, and open space), including information about topography. Lots shall not be plotted on the plan, rather an example of typical lot layout shall be provided along with information on minimum and average lot sizes.

Projects under 50 units shall provide a detailed site plan including information on: existing features; structures; the proposed use; setbacks and yards; traffic circulation; streets; lighting; trash; drainage facilities; and utilities.

**3. Grading Plan:**

Provide information on slopes, contours and other existing topographic concerns and proposed grading and padding.

**4. Landscape Plan Requirements:**

Provide information on all property lines; outline of proposed structures, parking areas and driveways; areas of landscape and open space; all existing trees and large shrubs showing sizes and botanical names; all trees to be removed; location of outdoor equipment such as benches, water fountains, trash receptacles and mailboxes. Show how this project enhances the community through the use of design and materials.

**5. Building Elevation Requirements:**

Provide renderings of all four architectural elevations of each proposed building or building prototype. Also provide information on all principal exterior walls, fences, roof projections and other structures with height dimensions; type of roof and wall material to be used; color and type of materials; all decorative features visible from surrounding properties, and landscape in relation to architecture. Provide a rendering, photo simulation or similar depiction of project for presentation to the RDAC conveying enhancements.

**6. Phasing Plan:**

Indicate the proposed method of phasing with dark lines separating the phases and label each area by phase number. Indicate which phases(s) is/are being requested for Development Allotments and discuss the proposed timing for the development of the phases.

**7. Additional Information:**

An applicant is free to submit any additional material in the form of exhibits, text or data to support and supplement the required application material. The material should respond to the criteria used for establishing the project rating standards and should reference the corresponding section which is being supplemented. Please attach any additional pages to the application when adequate space is not available.

**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:

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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, e-mail, 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: \_\_\_\_\_

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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: \_\_\_\_\_

## **HOW TO COMPLETE THE PROPERTY OWNERS' MAP AND LISTING**

### **Purpose**

Most applications to the City of Antioch Department of Community Development 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, prestamped envelopes. Postal Service and City policy makes the use of predated and undated METERED POSTAGE UNACCEPTABLE. Please use current U.S. postage stamps as 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 068-102-015. 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 numbers (015) is the parcel. The full number represents the assessor's parcel number.

- Step 1 – Identify the assessor's parcel number and locate a series of assessor map books available at Contra Costa County Offices in Martinez. 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 Planning Division 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 legal size, addressed, prestamped (METERED POSTAGE CANNOT BE ACCEPTED) envelopes.
- Bundle the envelopes in the same order as they appear on the Property Owners' Listing.
- 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 even the Post Office is unable to deliver the notice of public hearing, it will be returned to the City for 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.

**Staff will be happy to answer any questions.**

**PROPERTY OWNERS' NOTIFICATION LISTING**

Within 300 feet of property located at:

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**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
<b>SAMPLE</b>		

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

I.M. Broker  
 Applicant (Print Name)

J. M. Broker  
 (Signature)

January 1, 2003  
 Date

## EXEMPTIONS

The following housing types are exempt from the requirements of the Residential Development Allocation Program:

1. Income–restricted housing needed to meet the quantified objectives for very low and low income housing, set forth in the Housing Element, as well as density bonus dwelling units approved pursuant to the density bonus provisions of the Zoning Regulations.
2. Dwelling units intended especially for one or more Special Needs Groups, i.e. handicap, income-restricted senior housing, etc., as defined in the Housing Element. This exemption does not apply to market rate age restricted-senior housing.
3. Projects with unexpired Vesting Tentative Maps approved prior to the adoption of this Article, unless such map had a condition that the development be subject to an allocation regulation.
4. Projects with unexpired development agreements restricting the ability of the City to impose allocation systems of the type created by the Residential Development Allocation Ordinance.
5. Construction of a single dwelling unit by or for the owner of the lot of record on which the unit is to be constructed.
6. Construction of a second unit on a parcel as authorized by the second unit provisions of the Zoning Regulations.
7. Development of a project of four or fewer dwelling units.
8. Development projects within the Rivertown/Urban Waterfront Focus Area, as designated in the 2002 General Plan.

