

**CITY OF ANTIOCH**  
**ADMINISTRATIVE VARIANCE APPLICATION**

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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.

**PURPOSE AND REQUIREMENTS**

Variances are intended to resolve practical difficulties or physical hardships. Each zoning classification has specific development standards which projects must meet, such as setbacks or parking requirements. There are occasions, however, when the strict application of such standards may be inappropriate because of special characteristics of the property or area. The variance procedure is designed to permit minor adjustments to the zoning regulations when there are special or extraordinary circumstances that apply to a parcel of land or a building that prevent the property from being used to the extent intended by the zoning. AMC § 9-5.2703.1 Administrative Variance allows for an administrative review by the Zoning Administrator of requests to vary from the general setback requirements contained in the Municipal Code by a maximum of 25% of the required setback.

Variances can be granted when all of the four (4) following findings can be made:

1. There are exceptional or extraordinary circumstances or conditions applicable to the property involved, or to the intended use of the property, that do not apply generally to the property or class of use in the same zone or vicinity.
2. The granting of such variance will not be materially detrimental to public health or welfare or injurious to the property or improvements in such zone or vicinity.
3. Because of special circumstances applicable to the subject property, including size, shape, topography, location or surroundings, the strict application of the zoning provisions is found to deprive the subject property of privileges enjoyed by other properties in the vicinity under the identical zone classifications.
4. The granting of such variance will not adversely affect the comprehensive General Plan.

A Planner can help you determine if an administrative Variance is required. To submit a Variance application, please follow the instructions contained in this document.

**PROCESS**

**Step 1 - Project Consideration**

A prospective applicant should review the zoning requirements for the proposed project site and use with Planning Division staff. You will typically be given a copy of the application at this time.

**Step 2 – 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.

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**Step 3 – 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.

**Step 4 – 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 takes 8-10 weeks from the time an **application is deemed to be complete** to process your application.

**Right to Appeal**

The decision on your project can be appealed within ten working days of the Zoning Administrator decision. 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 Zoning Administrator items will be heard by the Planning Commission.

**APPLICATION SUBMITTAL CHECKLIST**

- SIGNATURES.** Application forms submitted and signed, including:
  - Development Application
- FEE.** The fee is \$779.00
- PROJECT DESCRIPTION.** A detailed written summary (on a separate sheet and attached to the application) explaining why the Variance is needed and how the project is able to meet the four findings necessary (above) for the Variance to be granted. Much of this information will be used to explain the project to the reviewing body and to develop conditions for project approval.

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- PHOTOS.** Several photos of the project site and adjacent development with the location noted.
- Other information, such as site plans or elevations, may be required to fully analyze the proposal. City staff will inform the applicant during the review process if additional information is required.

**ATTACHMENTS:**

- A. Application Form

**CITY OF ANTIOCH  
DEVELOPMENT APPLICATION**



<b>Site Location</b>	
<b>Assessor's Parcel No. (s)</b>	
<b>Total Acreage</b>	
<b>Brief Description of Request:</b>	

<b>PROPERTY OWNER OF RECORD</b>	
<b>Name</b>	
<b>Company Name</b>	
<b>Address</b>	
<b>Phone #</b>	
<b>Email</b>	
<b>Signature</b>	

<b>APPLICANT</b>	
<b>Name</b>	
<b>Company Name</b>	
<b>Address</b>	
<b>Phone #</b>	
<b>Email</b>	
<b>Signature</b>	

**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: