



COMMUNITY DEVELOPMENT DEPARTMENT

(925) 779-7035

www.antiochplanning.com

Procedures for a Master Development Plan and Planned Development Rezone

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 Master Development Plan and Rezone to Planned Development District?

A Master Development Plan (MDP) and Rezoning to the Planned Development District (PD) is required for all development projects within the Sand Creek Focus Area as shown in the General Plan.

The Rezone to Planned Development District is intended to set the development standards for the project area, including the maximum density and maximum number of units, minimum lot size, landscape requirements, open space requirements, architectural guidelines, and maximum building heights and lot coverage. The Master Development Plan is intended to be more conceptual in nature than a Final Development Plan or Tentative Map, and will provide the framework for future entitlement applications.

It is important to note that a Final Development Plan and/or Tentative Map may not be processed concurrently with the Master Development Plan and Planned Development Rezone. Attached is a flow chart (see Attachment A), which outlines the overall entitlement process for a project within the Sand Creek Focus Area.

PROCESS

How do I Apply?

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 application at this time. Please carefully consider time and cost as discussed in this brochure when making your decision to move forward with this application. An additional cost variable is preparation of the plans required to complete this application. Hiring a design professional such as an architect, engineer, or surveyor is highly recommended.

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 conference can be scheduled by calling 925.779.7035 and asking for the Planning Secretary.

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

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.

What Happens to My Application Now?

- ✓ 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.
- ✓ 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, known as CEQA. Given the size and scope of projects contemplated for the Sand Creek Focus Area, it is likely that the majority of the Master Development Plan and Planned Development Rezone applications will require an Environmental Impact Report. The applicant must provide sufficient environmental documentation, which may be requested after the application has been deemed complete, necessary to complete the CEQA review as required by State law.

As stipulated in the General Plan (Section 4.4.6.7, Policy Direction w.), in order to mitigate the impacts of habitat loss within the Sand Creek Focus Policy Area, a Resource Management Plan (RMP) shall be prepared, which is subject to the review and approval of the City Council upon a recommendation by the Planning Commission. This RMP need not be submitted with the Master Development Plan and Rezoning applications, but must be completed and submitted to the City prior to any action on the Master Development Plan and Rezoning. The RMP shall follow the Framework Resource Management Plan prepared for the Sand Creek Focus Area, which is appended to the General Plan. The RMP must be acted on by City Council prior to or concurrently with any action on the Master Development Plan and PD Rezoning.

Staff will hire consulting staff to prepare the environmental documents. All costs associated with preparing the documents based on a consultant proposal, plus 35% City administration/review fee, must be paid by the applicant in full prior starting work on the environmental documents. For additional information on CEQA please visit: <http://ceres.ca.gov/ceqa/>

- ✓ 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).

How Long Does All This Take?

The estimated time of processing a Master Development Plan and Planned Development Rezone application will vary depending on the complexity and magnitude of the proposal, staff workload at the time, and the complexity of the issues to be addressed in the EIR. Typically, an EIR takes nine months to a year to prepare and process. Timelines start from the time an **application is deemed to be complete**.

How Much Does it Cost?

The deposit/fee schedule can be found at:

<http://www.ci.antioch.ca.us/CityGov/CommDev/PlanningDivision/docs/deposit-fee-schedule.pdf> , or can be provided by staff. Staff charges time and materials to your project account monthly. You will receive a bill for services based on an hourly rate as identified in the master fee schedule, which can be found at:

(http://www.ci.antioch.ca.us/CityGov/CommDev/PlanningDivision/docs/masterfee_community_development.pdf). 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.

Costs to prepare environmental documents or necessary studies are required to be paid by the applicant along with a 35% administration fee.

Money saving tips can be found at:

<http://www.ci.antioch.ca.us/CityGov/CommDev/PlanningDivision/docs/money-savings.pdf>

Preparing for Public Hearings

Master Development Plan / Planned Development Rezone applications are subject to review by the Planning Commission which will make a recommendation to the City Council. The Planning Commission must also make a recommendation regarding the certification of the EIR or other appropriate CEQA document. This is usually done at the same time as the application is heard. The City Council will make the final determination regarding your project. The Planning Commission meets on the first and third Wednesdays of the month at 6:30 p.m. in the City Council Chambers. The City Council meets on the second and fourth Tuesdays of the month at 7:00 p.m. in the City Council Chambers.

Master Development Plan / Planned Development Rezone applications require public hearings. At least ten days prior to the meeting, property owners within 300 feet of the project site will be notified by mail of the forthcoming hearing. A notice of the public hearing will also be advertised in the local newspaper.

At the hearings 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.

Relationship to Other Actions

The Master Development Plan and Planned Development Rezone is the first step in entitling projects within the Sand Creek Focus Area. Subsequent to approval of the joint application, the following is required for full project entitlement:

1. Residential Development Allocation (RDA) is required for projects proposing the approval of housing units that are subject to the RDA ordinance. This RDA application may NOT be processed concurrently with any other applications.
2. Final Development Plan
3. Tentative Map
4. Use Permit
5. Design Review

The Final Development Plan, Tentative Map, Use Permit, and Design Review applications may be processed concurrently.

The scope of additional environmental review that may be required at subsequent entitlement stages will depend in part upon the type of environmental document certified with the Master Development Plan and Planned Development Rezone application, the lapse of time since certification, any new information that may be available, and the scope of any changes to either the project or the circumstances surrounding the project.

APPLICATION SUBMITTAL CHECKLIST

- Application forms submitted and signed, including:
 - Development Application
 - Statement of Understanding
 - Environmental Assessment
 - 300' Mailing List Disclaimer (if applicable, see below)

- City of Antioch deposit and appropriate State Department of Fish and Game fee, if applicable (refer to the separate deposit / fee schedule for exact amount). A copy of the deposit/fee schedule is available at:
<http://www.ci.antioch.ca.us/CityGov/CommDev/PlanningDivision/docs/deposit-fee-schedule.pdf>.

- A detailed written summary (on a separate sheet and attached to the application) describing the characteristics of the proposal.

- Title report, prepared within the past three months.

- Two sets of addressed and stamped (not metered postage) envelopes for the list of all property owners within 300 feet of the project site. Do not put a return address on the envelopes; this will be done by staff. Staff can prepare the list of property owners and addresses and will provide them to you via email in excel format that can then be used to prepare the labels. This must be requested prior to application submittal and will require the attached signed acknowledgement form. If you elect to prepare this list on your own instructions are provided at:
<http://www.ci.antioch.ca.us/CityGov/CommDev/PlanningDivision/docs/300-ft-mailing-list-instructions.pdf>

- Development plans. See requirements on the following page.

- A Stormwater Control Plan is required if the proposed project is creating more than 10,000 square feet of impervious surface. See attached sheets for information on preparing the plan. Redevelopment sites have specific requirements. Please check with staff.

- Arborist report prepared 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. http://www.amlegal.com/antioch_ca/

REQUIREMENTS FOR ALL DEVELOPMENT PLANS

If the application is filed in conjunction with other applications, the submittal requirements from all applicable checklists shall be incorporated into one set of plans. All plans 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 submitted in collated sets and folded to 8-1/2" x 11".
- Be numbered in proper sequence.

The following numbers of plan sets are required:*

- One set of plans shall be submitted on a CD in pdf format
- 10 sets full size 24" x 36"
- 15 sets reduced to 11" x 17"
- 1 full-sized rendered in color Conceptual Land Use Plan. The rendered plans shall be rolled, not folded.

* Staff may request additional plan sets if necessary.

DEVELOPMENT PLAN SETS

The following plans shall comprise the development plan set:

- Conceptual Land Use Plan** depicting in a "bubble diagram," or other schematic format that does not depict in detail every lot and local street proposed, the areas of the site proposed to be developed. For residential uses, this conceptual land use plan would also include the maximum proposed density, the minimum proposed lot size, the overall acreages for each developed area, illustrative lotting plan for the various housing products proposed, and general description of parks and other open space areas. For commercial and other non residential uses, the conceptual land use plan would include a schematic site plan, types of uses proposed, and the projected density of development.
- Proposed Architectural Character and Style**, with conceptual building elevations. For residential projects, conceptual streetscape elevations need to be provided for each product type proposed. Additional visual analysis, such as computer visual simulations/perspectives, may be requested once the application has been submitted to the City.
- Conceptual Grading Plan** for the project, depicting the approximate amount of any proposed cuts and fills for the entire site.
- Circulation/Infrastructure Plan** showing the proposed location of arterial and collector roadways, and any pedestrian/bicycle trails. Determination of the location of local streets is not appropriate at this stage in the process, and would be shown with the Final Development Plan/Tentative Map. The general location of major infrastructure facilities (sewer, water, storm drain etc.) should be depicted.

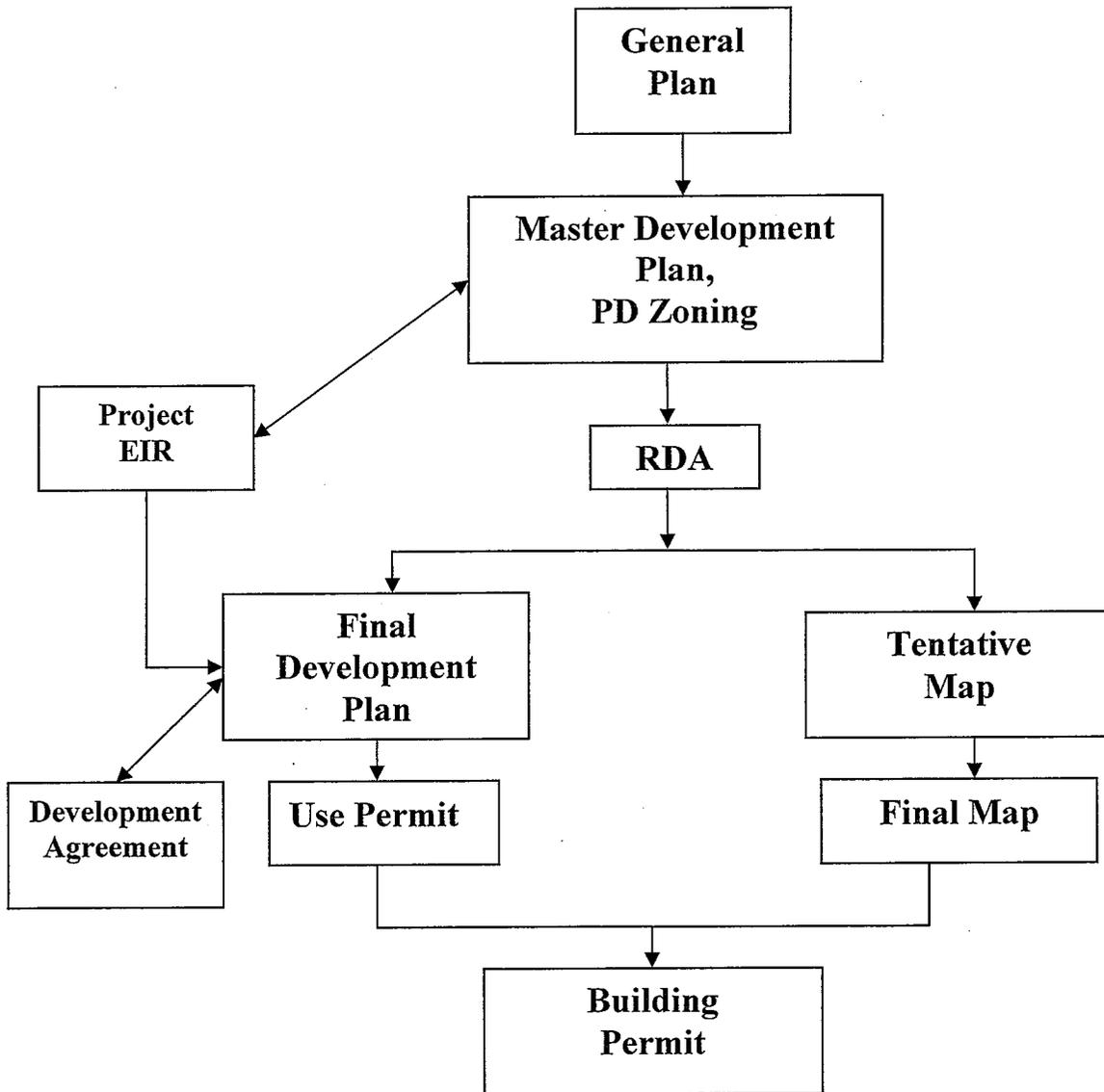
- **Open Space Plan** showing the location and general layout of key open space features including parks, habitat areas, recreation facilities such as golf courses, and any other open space/recreation amenities proposed within the project.

ATTACHMENTS

- A. Sand Creek Focus Area Entitlement Process
- B. Application Form
- C. Statement of Understanding
- D. Environmental Assessment
- E. Stormwater Control Plan/Report Checklist
- F. Mailing List Preparation Disclaimer

ATTACHMENT A

**Sand Creek Focus Area
Entitlement Process**





DEVELOPMENT APPLICATION

Community Development Department

P.O. Box 5007

Third & "H" Streets

Antioch, CA 94531-5007

Phone: (925) 779-7035 Fax: (925) 779-7034

SITE LOCATION:

ASSESSORS PARCEL NO. (S): _____ TOTAL ACREAGE: _____

BRIEF DESCRIPTION OF

REQUEST: _____

PROPERTY OWNER OF RECORD

Name: _____

Company Name: _____

Address: _____

Telephone No. _____

Fax No. _____

Email: _____

Signature: _____

APPLICANT

Name: _____

Company Name: _____

Address: _____

Telephone No. _____

Fax No. _____

Email: _____

Signature: _____

ANY OTHER PERSON THAT YOU WOULD LIKE THE CITY OF ANTIOCH TO NOTIFY OF THE PUBLIC HEARING

Name: _____

Company Name: _____

Address: _____

Telephone No. _____

Fax No. _____

Email: _____

AGENT/DESIGNER

Name: _____

Company Name: _____

Address: _____

Telephone No. _____

Fax No. _____

Email: _____

For Office Use Only

Date Received: _____

File No: _____

Title: _____

Planner: _____

Account No. _____

Type of Application:

- | | | | |
|--|---|---------------------------------------|---|
| <input type="checkbox"/> Design Review | <input type="checkbox"/> Amend General Plan | <input type="checkbox"/> Minor Subd | <input type="checkbox"/> 2 ND Unit AUP |
| <input type="checkbox"/> Use Permit | <input type="checkbox"/> Amend Spec Plan | <input type="checkbox"/> Lot Line Adj | <input type="checkbox"/> Rezone/Final |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Amend Zoning Map | <input type="checkbox"/> Subdivision | <input type="checkbox"/> Dev. Plan |
| <input type="checkbox"/> Signage | <input type="checkbox"/> Prelim PD | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Annexation |

Return comments no later than _____

- | | | |
|---|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Engineering/PW | <input type="checkbox"/> Building | <input type="checkbox"/> Police |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Fire | _____ |
| <input type="checkbox"/> Engineering/CD | <input type="checkbox"/> PHBS | _____ |
| <input type="checkbox"/> Maintenance | <input type="checkbox"/> DDSD | _____ |

STATEMENT OF UNDERSTANDING

PLEASE SIGN AND RETURN WITH YOUR APPLICATION

In signing this Statement of Understanding in conjunction with the attached application to the City of Antioch, Department of Community Development for the Project titled _____.

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. Failure to pay invoices on a monthly basis may also result in the placement of a lien on the subject property.

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: _____

.....
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: _____

ENVIRONMENTAL ASSESSMENT

(To be completed by Applicant)

To Accompany Application for:

APPLICANT INFORMATION	
Name:	_____
Contact Name:	_____
Address:	_____ _____
Parcel No.	_____
Telephone No.	_____
File No.	_____

Completeness and accuracy of the information provided by this form will help assure that your application can proceed without unnecessary delay. Attach additional sheets if necessary.

GENERAL INFORMATION

1. List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:

2. Existing zoning and general plan districts: _____
3. Proposed use of site (project for which this form is filed):

PROJECT DESCRIPTION

4. Site size: _____
5. Building square footage: _____
6. Number of floors of construction: _____
7. Amount of off-street parking provided: _____
8. Percentage of landscaping: _____
9. Projects associated with this project:

10. Schedule of construction: _____
11. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents and type of household size expected:

12. If commercial, indicate the types of tenants, and whether neighborhood, city or regionally oriented:

13. If industrial, indicate the type of tenants, hours of operation and estimated employment per shift:

14. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, and community benefits to be derived from the project:

15. If the project involves a variance, conditional use permit or rezoning application, state this and indicate clearly why the application is required:

Are the following items applicable to the project or its effects?

		YES	NO
16.	Change in existing features of any wetlands, tidelands, beaches, or hills, or substantial alteration of ground contours		
17.	Change in scenic views or vistas from existing residential areas or public lands or roads		
18.	Change in pattern, scale or character of general area of project		
19.	Create significant amounts of solid waste or litter		
20.	Change in dust, ash, smoke, fumes or odors in vicinity		
21.	Change in ocean, bay, lake, stream or ground water quality or quantity, or alteration of existing drainage patterns		
22.	Create substantial change in existing noise or vibration levels in the vicinity		
23.	Site on filled land or on slope of 10% or more		
24.	Use or disposal of potentially hazardous materials, such as toxic substances, flammables or explosives		
25.	Create a substantial change in demand for municipal services (police, fire, water, sewage etc.)		
26.	Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.)		
27.	Project related to a larger project or series of projects		

Discuss below all items checked "YES" (attach additional sheets as necessary)

ENVIRONMENTAL SETTING

28. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots, Polaroid photos or digital photos will be accepted.

29. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one-family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, setback, rear yard, etc.). Attach photographs of the vicinity. Snapshots, Polaroid photos or digital photos will be accepted.

CERTIFICATION

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct tot the best of my knowledge and belief.

Date: _____

Name of Agency: _____

Name: _____

Signature: _____

Phone: _____



STORMWATER CONTROL PLAN CHECKLIST

The following checklist is adapted from the Stormwater C.3 Guidebook which contains a detailed description and instructions for preparing a Stormwater Control Plan. The Guidebook is available online at <http://cccleanwater.org/construction/nd.php> or it may be purchased from the City of Antioch. ***A Stormwater Control Plan is required for projects that are creating more than 10,000 square feet of impervious surface.***

CONTENTS OF PLAN:

Show on scaled (1"= 20', 40', 50' or 100') drawings:

- Existing natural hydrologic features (depressions, watercourses, relatively undisturbed areas) and significant natural resources.
- Soil types and depth to groundwater (if infiltration is proposed).
- Existing and proposed site drainage network and connections to drainage off-site.
- Proposed design features and surface treatments used to minimize imperviousness.
- Separate drainage areas, depending on complexity of drainage network.
- Existing condition of each drainage area, including pervious and impervious areas.
- For each drainage area, types of impervious area (roof, plaza/sidewalk, and streets/parking) and area of each.
- Proposed locations and approximate sizes of infiltration, treatment, or hydrograph modification BMPs.
- Pollutant source areas, including loading docks, food service areas, refuse areas, outdoor processes and storage, vehicle cleaning, repair or maintenance, fuel dispensing, equipment washing, etc., and corresponding required source controls from Appendix E of Stormwater C.3 Guidebook.

CONTENTS OF REPORT:

A report accompanying the drawings should include:

- Narrative analysis or description of site features and conditions that constrain or provide opportunities for stormwater control.

- Narrative description of site design characteristics that protect natural resources.
- Narrative description and/or tabulation of site design characteristics, building features, and pavement selections that reduce imperviousness of the site.
- Tabulation of pervious and impervious area, showing self-retaining areas and areas tributary to each infiltration, treatment, or hydrograph modification BMP.
- Preliminary designs, including calculations, for each treatment or hydrograph modification management BMP. Elevations should show sufficient hydraulic head for each.
- A table of identified pollutant source areas and for each, the source control measure(s) used to reduce pollutants to the maximum extent practicable. See worksheet in Appendix E, Stormwater C.3 Guidebook.
- Identification of any conflicts with codes or requirements or other anticipated obstacles to implementing the Stormwater Control Plan.
- Construction and annual maintenance cost estimates for proposed BMP.
- General description of maintenance needs for treatment/hydrograph modification BMPs.
- Brief summary of other BMP methods **not chosen** for the project (including basic cost and C-3 efficiency estimates).
- Means by which BMP maintenance will be financed and implemented in perpetuity.
- Statement accepting responsibility for interim operation & maintenance of treatment BMPs.
- Construction Plan C.3 Checklist.
- Certification by a licensed civil engineer, architect, and landscape architect.

**PLEASE SIGN AND RETURN WITH YOUR APPLICATION IF YOU WOULD LIKE
THE CITY TO PROVIDE THE REQUIRED 300 FOOT MAILING LIST**

On behalf of _____, (*“Applicant”*) I have requested that the City of
Antioch prepare the required 300 foot mailing list for

_____ (*project name & application number*)

Applicant understands that they are required to furnish stamped and addressed envelopes using the mailing list provided by the City. By signing this document Applicant waives any right to file a claim against the City regarding any errors with the mailing list and will indemnify and defend the City for any claims based on accuracy of the mailing list.

DATE: _____

NAME: _____

SIGNATURE: _____