



COMMUNITY DEVELOPMENT DEPARTMENT

(925) 779-7035

Procedure for a Variance

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

Variations 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. Variations 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 the 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 a Variance is required. To submit a Variance application, please follow the instructions contained in this document. For more information on Variations please visit: <http://ceres.ca.gov/planning/var/variance.htm>

How do I Apply?

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 this application at this time. Please carefully consider time and cost as discussed in this brochure when making your decision to move forward with a Variance 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 and possible alternatives that may eliminate the need for a variance or improve the chance of the variance being approved. 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. 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. 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?

Typically, it will take 8-12 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.

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 (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

Variances are subject to the review of the Planning Commission or, in some instances, the Zoning Administrator. You will be informed by staff as to the appropriate hearing body. The Planning Commission meets on the first and third Wednesdays of the month at 6:30 p.m. in the City Council Chambers. The Zoning Administrator meets on the second and fourth Thursdays of the month at 3 p.m. in the City Council Chambers.

Variances require a public hearing. Property owners within 300 feet will be notified of the hearing, and the notice will also be published in the newspaper.

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 be for or against your project. Once all speakers are heard, the project representative will have an opportunity for a five minute rebuttal. In approving a variance, the Planning Commission or Zoning Administrator may impose such conditions as deemed necessary to protect the best interests of the surrounding area or neighborhood. **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.

APPLICATION SUBMITTAL CHECKLIST

- Application forms submitted and signed, including:
 - Development Application
 - Statement of Understanding
 - Environmental Assessment
 - How to Compile Property Owner Mailing List

- 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) explaining why the variance is needed and how the project is able to meet the four findings necessary 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.

- 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. See attached for instructions on how to prepare the property owners' list.

- Development plans. See requirements on the following page.

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
- ___ 4 sets full size 24" x 36"
- ___ 10 sets reduced to 11" x 17"
- ___ 1 each, full-sized rendered in color, Site Plan, Elevations, Cross-Sections, and Landscape Plan. The rendered plans shall be rolled, not folded.

* Staff may request additional plan sets if necessary. Additional copies of plan sets will be required if the project is appealed.

DEVELOPMENT PLAN SETS. 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:

General Information

- Vicinity map showing north arrow, the location and boundary of the project, major cross streets and the existing street pattern in the vicinity.
- Provide exterior boundary lines of property indicating easements, dimensions, and lot size.
- 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.

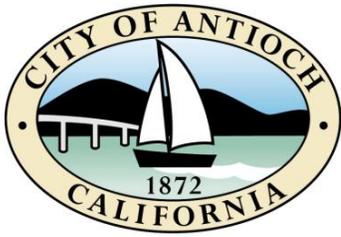
- Indicate location, size, height, dimensions, and proposed use of all buildings and structures existing or proposed for the property.
- Location and dimensions of all existing and proposed structures extending 50 feet beyond the property. If adjacent to a street, show the entire width of street to the 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.
- Identify materials used and provide structure elevations where appropriate.
- Identify any existing significant natural features such as rock outcroppings or water courses.
- Dimensions of setbacks from property lines and between structures.

Specific Information

- Indicate the proposed feature(s) needing a variance.
 - Indicate the reason for the variance.
 - Identify and indicate any loss in landscape or parking or any other changes in the use of the property due to the variance.
 - Indicate any amenities or benefits to the area if the variance is granted.
-
- PHOTOS.** Several photos of the project site and adjacent development with the location noted.

Attachments:

- Application Form
- Statement of Understanding
- Environmental Assessment
- Stormwater Control Plan/Report Checklist
- Water Efficient Landscape Guidelines
- How to Compile Property Owner Mailing List



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 Dev. Plan |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Amend Zoning Map | <input type="checkbox"/> Subdivision | <input type="checkbox"/> Annexation |
| <input type="checkbox"/> Signage | <input type="checkbox"/> Prelim PD | <input type="checkbox"/> Other _____ | |

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"/> _____ |
| <input type="checkbox"/> Engineering/CD | <input type="checkbox"/> PHBS | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Maintenance | <input type="checkbox"/> DDSD | |

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 the Project:

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 Form

Name of Project: _____

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:

Environmental Assessment Form

Name of Project: _____

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 Assessment Form

Name of Project: _____

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. 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. 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 to the best of my knowledge and belief.

Date: _____

Name of Agency: _____

Name: _____

Signature: _____

Phone: _____

STORMWATER CONTROL PLAN/REPORT **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/report is required for projects that are creating more than one acre 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.

WATER EFFICIENT LANDSCAPE GUIDELINES

As of January 1, 2010, the City of Antioch is following the new Model Water Efficient Landscape Ordinance adopted by the State Legislature (California Code of Regulations, Title 23, Division 2, Chapter 2.7). The new Ordinance applies to the following types of landscape projects:

1. New construction and rehabilitated landscapes for public agency projects and private development projects with a landscape area equal to or greater than 2,500 square feet requiring a building or landscape permit, plan check or design review.
2. New construction and rehabilitated landscapes which are developer-installed in single-family and multi-family projects with a landscape area equal to or greater than 2,500 square feet requiring a building or landscape permit, plan check, or design review.
3. New construction landscapes which are homeowner-provided and/or homeowner-hired in single-family and multi-family residential projects with a total project landscape area equal to or greater than 5,000 square feet requiring a building or landscape permit, plan check or design review.
4. Existing landscapes limited to Sections 493, 493.1 and 493.2.
5. Cemeteries. Recognizing the special landscape management needs of cemeteries, new and rehabilitated cemeteries are limited to Sections 492.4, 492.11 and 492.12; and existing cemeteries are limited to Sections 493, 493.1 and 493.2.

This ordinance does not apply to:

1. Registered local, state or federal historical sites.
2. Ecological restoration projects that do not require a permanent irrigation system.
3. Mined-land reclamation projects that do not require a permanent irrigation system.
4. Plant collections, as part of botanical gardens and arboretums open to the public.

The full text of the Model Ordinance can be found at:

<http://www.water.ca.gov/wateruseefficiency/docs/MWEL09-10-09.pdf>

The East Bay Municipal Utilities District (EBMUD) has prepared a fact sheet on the new Model Ordinance, which can be found at www.antiochplanning.com.

HOW TO COMPILE THE PROPERTY OWNERS' MAP AND LISTING

PURPOSE

Most applications to the City of Antioch Department of Development Services 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, pre-stamped envelopes. Postal Service and City policy makes the use of predated and undated **METERED POSTAGE UNACCEPTABLE**. Please use current U.S. postage stamps. 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 068-102-15. 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 number (15) is the parcel. The full number represents the assessor's parcel number or APN.

- Step 1 - Identify the assessor's parcel number and locate a series of assessor map books available at Contra Costa County Offices. 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 Department of Development Services 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.

How to Compile Property Owner Information

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

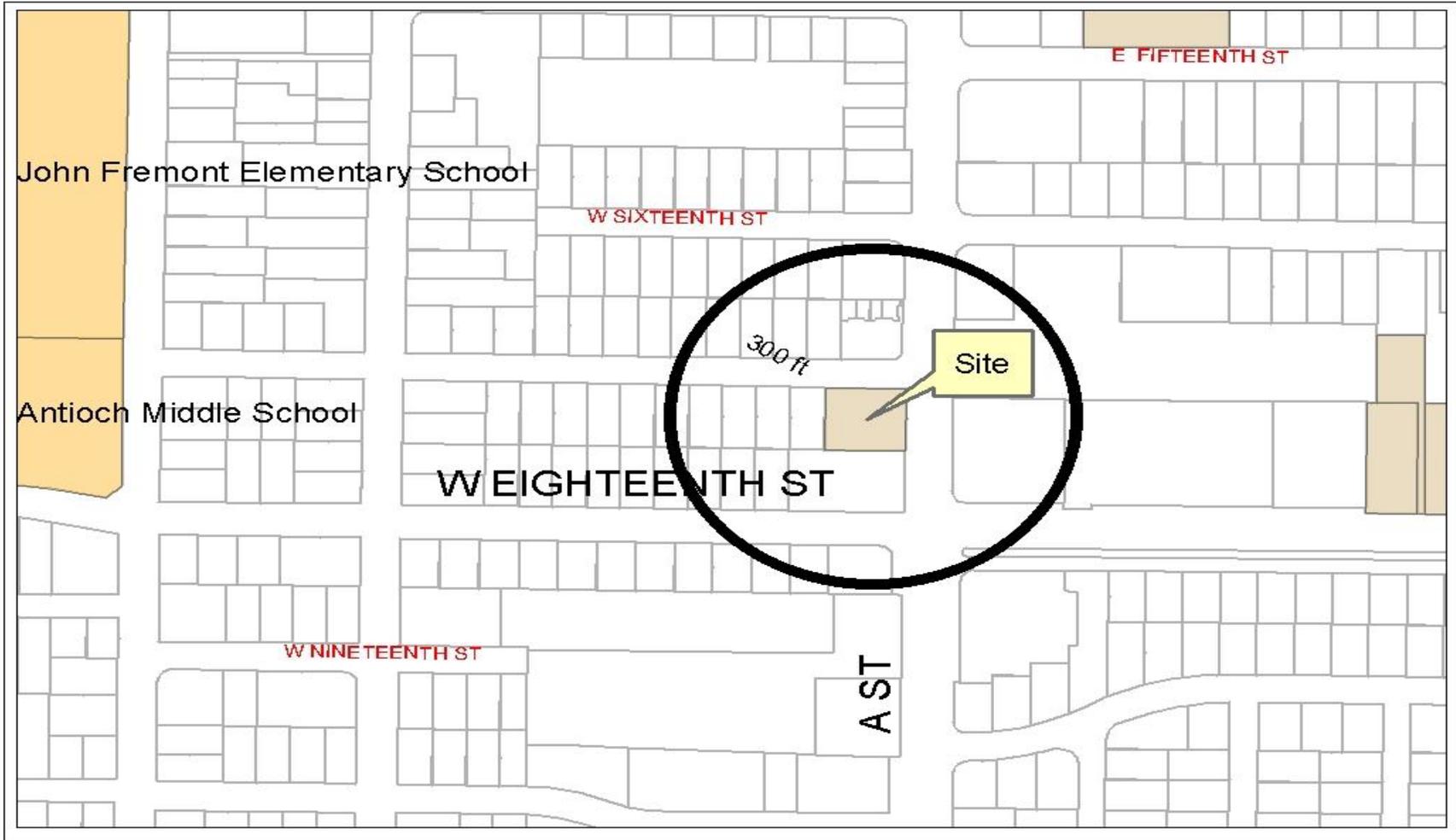
As part of the application, applicants will be required to supply a set of envelopes to be used by the City to mail the required notices:

- The envelopes shall be legal size, addressed, pre-stamped **(METERED POSTAGE CANNOT BE ACCEPTED)** envelopes.
- Bundle the envelopes in the same order as they appear on the Property Owners' Listing. ***Envelopes that are out of order will be returned to the applicant.***
- 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 event the Post Office is unable to deliver the notice of public hearing, it will be returned to the City for the 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.

See the examples in the following pages. Staff will be happy to answer any questions.

Example of Map

Parcels that are within the 300 foot radius are to be
Notified of the public hearing



Site = Applicants Property

Parcels in radius are parcels affected by the 300' radius that need to be notified

EXAMPLE OF PROPERTY OWNERS' NOTIFICATION LISTING

Within 300 feet of property located at:

Page 1 of 1

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
EXAMPLE		

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

I. M. Broker
Applicant (Print Name)

I.M. Broker
(Signature)

January 1, 2003
Date