

# COMMUNITY DEVELOPMENT DEPARTMENT

(925) 779-7035

## Procedures for Condominium Conversions

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### **PURPOSE**

The state has authorized local government agencies to regulate and control the conversion of rental apartments to condominiums. The State Subdivision Map Act and State Planning and Zoning Law provide general regulations and procedures that local governments must follow in the regulation of condominium conversion. The City also requires a Use Permit which insures meeting of City policies and evaluates rental vacancy conditions.

The condominium conversion procedure is designed to insure that items such as density, parking, structural conditions, fire prevention, sound transmission, energy efficiency, drainage, street improvements, utility metering, storage space, laundry facilities, and appliances conform to City regulations and policies and are arranged in the best possible manner to serve the public. The procedures also provide for tenant notification and rights with regard to vacation of units, rent increases and special hardship cases.

### **PROCESS**

#### **Step 1 - Project Consideration**

The applicant should review the City of Antioch's Condominium Conversion Ordinance, General Plan, and zoning requirements for the proposed project site with City staff. The applicant must prepare a Notice of Intent to Convert sixty (60) days prior to filing an application for tentative map or use permit and present the notice to each tenant and to City Staff.

#### **Step 2 – Pre-application Conference**

It is recommended, that the applicant contact the staff of the planning, building and engineering departments prior to the submission of a formal application. Building staff will provide a walk-through inspection and report as part of the use permit procedure.

#### **Step 3 - Filing of Application**

Following the Pre-application conference, the applicant should submit the completed application, drawings, and other materials to the Department of Community Development for the use permit and tentative map. A planner will review the materials to make sure they are complete. When all information is complete a notice of complete submittal will be furnished to the applicant. Processing begins on the date of this notice.

#### Step 4 - Environmental Review

All use permit requests must include an environmental assessment and are required to comply with the provisions of the California Environmental Quality Act (CEQA). The project may be determined to be categorically exempt or a Negative Declaration may be prepared if the project will not cause significant environmental effects. An Environmental Impact Report (EIR) is required when major will have a significant impact on the environment. An Initial Study is prepared to determine whether a Negative Declaration or EIR is the appropriate CEQA document.

The following fees are required by the State Department of Fish and Game when filing a Notice of Determination for a certified CEQA document. The appropriate fee is required at time of application.

- Negative Declaration or Mitigated Negative Declaration - \$1,876.76
- Environmental Impact Report - \$2,606.75
- Exempt for CEQA – no fee required

Planning staff will assist you in determining the appropriate fee for your project. This fee shall be made in a check payable to the City of Antioch. The fee will be paid to the County Clerk or State Clearinghouse when a Notice of Determination is filed as described in the attached memo.

#### Step 5 - Inspections

Following submittal of the application and prior to a subdivision conference, the applicant shall initiate inspections by the building Department, Fire District, and Police Department and shall pay fees established for special inspections.

#### Step 6 – Subdivision Conference

Following submittal of the use permit and tentative map information, the map will be distributed to all affected agencies, utilities, school districts and other departments for their comments and inspections will be conducted to check the structures involved. The staff shall hold a subdivision conference with the sub-divider and invite all affected agencies to review comments, suggested changes, and conditions of approval.

#### Step 7 - Staff Review for Planning Commission

Following the subdivision conference and receipt of any comments from other agencies, the Planning Staff and Engineering staff will study the application with attention to the structural and site features of the proposal, the surrounding area and the required findings necessary for approval. At this time, a tentative hearing date will also be set. A written staff report will be prepared and mailed to you approximately three (3) days prior to the hearing.

### Step 8 – Planning Commission Review

The Planning Commission will hold a hearing with notice to the applicant (sub-divider), tenants and press to review the use permit and tentative map. The Planning Commission must review and take action on the tentative map and report its decision to the City Council and sub-divider within fifty days after the tentative map has been accepted for filing. The use permit will be processed concurrently with the tentative map.

### Step 9 - City Council Review

The City Council will review the use permit and tentative map approximately three (3) weeks following the Planning Commission recommendation. The City council is not required to hold a public hearing. However, finding specified in the ordinance must be made.

### Step 10 – Other Required Actions

The applicant (sub-divider) must complete and receive approval for the final map and related improvement plans within the time period prior to expiration of the tentative map. Use permit conditions must be met within one year unless otherwise specified.

### Step 11 – Use Permit Hearing/Planning Commission Review

The Planning Commission will hold a hearing with notice to the applicant (sub-divider), tenants and press to review the use permit and tentative map. The use permit will be processed concurrently with the tentative map. This review requires a public hearing. Property owners within 300 feet, as well as all tenants of the proposed conversion, will be notified of the hearing, and the notice will also be published in the newspaper. At the hearing a decision will be made to do one of the following.

1. Approve or conditionally approve the project as submitted.
2. Postpone action pending receipt of additional information or amended plans.
3. Deny the application.

A copy of the findings and decision will be provided to the applicant following the hearing.

### Step 12 - Design Review Board Hearing

Design Review approval is required. The Design Review Board shall . The Design Review Board meets on the second and fourth Wednesdays of the month at 7:30 p.m. in the City Council Chambers. The Design Review Board focuses on the design and aesthetics of the project.

**APPEAL** of the Planning Commission or Design Review Board decision must be submitted to the City Clerk with a \$50.00 fee, within five (5) working days of the date of the hearing.

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## **CONDOMINIUM CONVERSION/USE PERMIT/TENTATIVE MAP SUBMITTAL CHECKLIST**

- Application forms submitted and signed, including environmental assessment and preliminary map.
- City of Antioch deposit and appropriate State Department of Fish and Game fee (refer to the deposit/fee schedule for exact amount).
- Copies of circulation of Notice of Intent to convert to tenants, use permit, tentative map
- 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. List is to be sorted by APN. (See attached sheets for information on preparing list.)
- A total of 30 copies of the Tentative Map
- 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.)
- Stamped** (not metered postage), addressed envelopes with the parcel number, names and addresses of all property owners within 300 feet (the City will put on the return address). Envelopes are to be in the same order as the list submitted. (Sorted by APN). Stamped addressed envelopes must also be provided for all tenants of the proposed conversion.
- Tentative Tract or Parcel Map-General.** Following environmental determination an application shall be submitted for a tentative subdivision map prepared under the direction of a registered Civil Engineer. The tentative map shall be clearly and legibly drawn on one sheet and shall contain the following:
  1. The title shall contain the subdivision number, subdivision name, and the words "Condominium Conversion";
  2. Name, address, and telephone number of legal owner, sub-divider, and civil engineer or licensed surveyor preparing the map (including registration number);
  3. Sufficient legal description to define the boundary of the proposed subdivision;
  4. Date, north arrow and scale. Contours interval and drawn to standard engineering scale (1" = 20', 1" = 40", etc.) with scale shown;
  5. Assessor's parcel number;
  6. A vicinity map showing roads, adjoining subdivisions, watercourse, railroads, and other data sufficient to locate the proposed subdivision and show its relation to the community;
  7. For any new street sections, the edges of the pavement of existing paved roads and driveways and the edges of the traveled way along unpaved roads;
  8. The approximate existing property lines and boundaries of existing easements within the subdivision, with the names of owners of record of easements, exclusions, and the properties abutting the subdivision;
  9. The proposed lot and street layout with scaled dimensions of each unit and of each building site;
  10. The location of all proposed easements for utilities, drainage, and access;
  11. Provision of conceptual land use plan and indication of all trees over six (6") inches in diameter;
  12. The street names, widths of streets, widths of right-of-ways, and approximate grades and radii of curves along the property lines of each street;

13. Typical geometric sections for streets showing the pavement widths, curbs, sidewalks, grading in marginal strips, slopes of cuts and fills, and other construction proposed or applicable;
  14. The location, approximate grade, direction of flow and type of facility for drainage channels and storm drains;
  15. Proposed recreation sites, trails, easements and parks for private or public use;
  16. Proposed additions, include elevations and finished grades;
  17. Proposed common areas and areas to be dedicated to public open space;
  18. All other improvements shall be drawn or noted on the map;
  19. Existing topography of the proposed site and at least 100 feet beyond its boundary;
  20. The approximate location and outline of existing structures identified by type, including number of stories, height, and units. Buildings to be removed shall be so marked;
  21. The approximate location of all areas subject to inundation or storm water overflow and the locations, width and direction of flow of each watercourse, and outline of existing slides, slips and sump areas;
  22. The location of on-site and off-street parking, number of stalls, size of stalls and assignment of stalls (covered and uncovered);
  23. all lettering size must be 1/8 inch minimum;
  24. The City Engineer may waive any of the foregoing tentative map requirements whenever he finds that the type of subdivision is such as not to necessitate compliance with these requirements or that other circumstance justify such waiver.
  25. A total of 30 copies of the tentative map will be required and on 11" X 17" paper folded to 8 ½" X 11" size.
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- A complete legal description of the property
  - A site development plan
  - Tenant information
  - An affidavit attesting to the accuracy of all submitted material
  - Document adequate to describe and assess the prior two year history of tenancy
  - Physical Elements Report – A report on the physical elements of all structures and facilities shall be submitted with the use permit application for the conversion to condominiums. The report shall include, but not be limited to:
    1. Property Report written and certified by a State licensed contractor in the appropriate field describing the structural condition of all elements of the property and estimating the remaining useful life of each of the following elements for each structure situated in the conversion project:
      - Roofs
      - Foundations
      - Exterior paint
      - All paved surfaces
      - Mechanical systems
      - Electrical systems
      - Plumbing systems
      - Sewage and drainage systems
      - Sprinkler systems for landscaping
      - Central or community air-conditioning and heating
      - Structural elements
      - Balconies

The report shall identify any defective or unsafe elements and set forth the proposed corrective measures to be employed;

2. Sound Transmission Report – The report shall state the Sound Transmission Class and Sound Impact Class of the existing floor-to-ceiling and wall-to-wall assemblies of sample units. The report shall be prepared by an acoustical engineer and shall include a detailed description, including cost estimates of the measures necessary, if any, to improve sound attenuation between units;
  3. a pest report by a state licensed structural pest control inspector approved by the City, on each structure, including all accessory structures, and each unit within the structure;
  4. Building history report stating the date of the construction of all elements of the project; when said element was replaced; the approximate date upon which said element will require replacement; the cost of replacing said element; and any variation of the physical condition of said element from the current zoning and city of Antioch building code in effect on the date that the last building permit was issued for the subject structure;
  5. A report on any known soil and geological conditions regarding soil deposits, rock formations, faults, ground-water and landslides in the vicinity of the project and a statement regarding any known evidence of soils problems relating to the structures. Reference shall be made to any previous soils reports for the site and a copy submitted with said report
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- A Rental History Report shall contain the rents charged for each type of unit in the project of the three years preceding the application and the average vacancy rate in the project for the three years prior to the application for the project.
  - Rental Availability Report stating the vacancy rate for similar rental units or developments within the City at the time of the application. The need for such a report may be waived by the Community Development Director if the City has completed or received a similar rental availability report within the six month preceding the application. The firm producing the report shall be approved in advance by the Community Development Department, and said firm shall include such vacancy reports as within the scope of their normally offered services. The report shall include the source and date of all provided information. Vacancy rate shall be determined by dividing the sum of comparable vacant units by the sum total of all similar vacant units. The City shall commission the report and all costs associated with producing the report shall be borne by the applicant.
  - Affordable Housing Analysis: The applicant shall provide an analysis documenting the level of affordability of the existing rental units, and the proposed affordability level of the proposed individual ownership units.
  - An Improvement Report listing all of the proposed interior and exterior structure, landscaping, structural, security and other improvements to the complex to correct deficiencies identified in the submitted reports and to refurbish, restore or upgrade the project to achieve a high degree of appearance and safety. The detailed description of any additional amenities shall be included in this report. The firm producing the improvement report shall be approved in advance by the Community Development Department, and said firm shall include such reports as within the scope of their normally offered services. The report shall include a construction-phasing plan addressing pedestrian access, lighting and site conditions for occupied buildings during construction or repair; work schedule indicating hours of construction, type of equipment and proposed noise control and list of units uninhabitable during and due to the proposed construction. The phasing plan shall provide detailed information on methods the applicant shall employ to minimize the adverse impacts of construction to the existing tenants,

particularly in terms of noise and tenant safety, to the satisfaction of the Community Development Director and Chief Building Inspector.

- Improvement plans and details for all exterior site and building improvements that satisfy the Design Review Board application requirements to the satisfaction of the Community Development Director. The plans submitted for the proposed improvements to the site and/or building shall be produced, sealed, and signed by a licensed professional in the respective field (i.e. Architect, Landscape Architect, Civil Engineer, etc.) as deemed acceptable by the Director of Community Development.
- Covenants, Codes & Restrictions (CC&R's): The developer shall submit prior to filing the final subdivision map or parcel map, to the Directors of community Development and Public Works, the City Engineer and the City Attorney a Declaration of Covenants, Conditions, and Restrictions relating to the management of the common areas and facilities. The developer shall submit a statement signed by the attorney who prepared the CC&R's and bylaws for the Homeowners' Association stating the final map shall not be filed until City approval has been obtained.
- Maintenance Program: The developer shall submit to the City a copy of the maintenance program to be performed by a homeowner's association or other enforceable means to assure the maintenance of common areas, landscaping, private streets, parking areas, and recreational facilities. An estimate of annual operating and maintenance costs for all common facilities, together with a recommendation for reasonable reserves for the replacement of major elements shall be included. The Program shall be prepared by an independent management firm subject to the approval in advance of the Community Development Department. Once the final maintenance program is approved by the City, it shall be incorporated into the CC&R's and implemented by the Homeowner's Association.
- The Community Development Director may request such other information or reports which in the opinion of the Director are necessary or convenient in order to make recommendations to the Commission and Council and to make the findings that the project meets the intent of this article and is consistent with the Condominium Conversion Ordinance and the General Plan.
- In addition to the property owner list, maps and envelopes required for Use Permit noticing, the Applicant shall provide a list of current tenants of the complex and stamped envelopes bearing the names and addresses of the tenants of each unit. At least 15 days prior to the date of the public hearings the developer shall provide the City with an update to the tenant list and provide the city with additional envelopes as needed to notify tenants who have moved in after the application was filed.
- Documentation of Tenant Notification: at the time of the use permit and tentative map application, the applicant shall provide documentation to the satisfaction of the Community Development Director of conformance with the noticing, form, and timing of:
  - The tenant notice and advisement of tenant rights as set forth by chapter 2, Article 1, Section 66427.1 of the California Subdivision Map Act.
  - The tenant notices for both prospective and existing tenants of intent to convert and tentative map filing as set forth in Chapter 3, Article 2, Sections 66452.8 and 66452.9 of the California Map Act.
  - The statutory references in this section shall also apply to successor legislation of the same or differing section numbers.

## **DEPOSIT / FEE SCHEDULE**

*The City of Antioch requires a deposit, as listed in the master fee schedule. If a Design Review application is submitted concurrently with a Use Permit request, the Use Permit deposit will cover all applications. Applicants will be charged on a time and materials basis monthly. The deposit will remain on file and will not be charged against, unless monthly invoices are not paid.*

**Fees are required by the State Department of Fish and Game. Planning staff will assist the applicant in determining the appropriate fee.**

**Both the deposit and Fish and Game fee shall be paid concurrently at time of application to the City of Antioch.**

## **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 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.



# 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:** \_\_\_\_\_

**ASSESORS 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 <sup>ND</sup> 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/E. Franzen | <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 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: \_\_\_\_\_

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 tot the best of my knowledge and belief.

Date: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

# **WATER EFFICIENT LANDSCAPE GUIDELINES**

## FOR COMPLIANCE WITH AB 325, WATER CONSERVATION IN LANDSCAPING ACT

Adopted by Antioch City Council, Ordinance #857-C-S  
November 24, 1992

### **I. APPLICABILITY**

The following guidelines are applicable to all landscaping for new construction, and major renovations, requiring use permit and/or design review approval such as:

- Multi-family
- Single-family (if installed by developer as part of subdivision)
- Model Homes
- Commercial
- Industrial
- Public Authorities

To further encourage water efficient landscaping, these guidelines should be used when applicable for the landscaping and irrigation of individual single family residences.

These irrigation guidelines do not apply to that portion of a site used for irrigating edible crops or using reclaimed water.

### **II. PLANT AND TURF SELECTION AND LIMITATIONS**

1. At least 90 percent of the plants selected in non-turf areas shall be well-suited to the climate of the region and require minimal water once established. Up to ten percent of the plants may be of a non-drought tolerant variety as long as they are grouped together and can be irrigated separately.

2. For commercial, industrial and institutional uses, the turf shall be limited to 25 percent of landscaped areas. For residential uses, the use of turf may be increased to 50 percent. Turf limitation excluded for public parks, golf courses, cemeteries, school and recreational uses.

3. No turf shall be allowed:

- a. In areas less than eight (8') feet wide;
- b. On slopes greater than 4:1

4. Turf shall be a drought tolerant fescue type.

5. For model homes it is recommended that at least one model home in a new development be planted with low water-using plants and a maximum of twenty-five percent turf area. Outdoor water conservation information shall be made available.

### **III. WATER FEATURES**

1. Water area of pools, ponds, and fountains shall be limited to 25 percent of landscape area.
2. All ornamental uses of water in the common areas of a development project, such as ponds, lakes, and fountains shall be supplied, operated, and maintained with recycled and/or alternative sources of water if they are available.

### **IV. SOIL CONDITIONING AND MULCHING**

1. For projects to be dedicated to the City for maintenance (such as parks, median strips, etc.), soil analysis shall be submitted with landscape plans, showing soil type, composition and ph. Soil will be amended according to report recommendations. Such studies are recommended for all other projects.
2. A minimum of two inches of mulch shall be added in non-turf areas to the soil surface after planting. Non-porous material shall not be placed under the mulch.

### **V. IRRIGATION**

1. Sprinklers and sprays shall not be used in areas less than eight (8') feet wide. Drip and bubblers shall be used that do not exceed 1.5 gallons per minute per device.
2. Sprinkler heads with a precipitation rate of .85" per hour or less shall be used on slopes exceeding 15 percent to minimize runoff, or exceeding ten percent within ten feet of hardscape.
  - a. Valves and circuits shall be separated based on water use.
  - b. Bubbler irrigation systems are required for all trees planted in parkways, medians, and open space areas. Such systems shall be independent from any spray and/or drip system used for shrubs and/or ground cover.
  - c. Sprinkler heads must have matched precipitation rates within each control valve circuit.

- d. Serviceable check valves are required where elevation differential may cause low head drainage.
- e. Sprinkler head spacing shall be designed for head-to-head coverage. The system should be designed for minimum runoff and overspray onto non-irrigated areas.
- f. All irrigation systems shall be equipped with an automatic controller capable of dual or multiple programming. Controllers must have multiple cycle start capacity and a flexible calendar program.
- g. Pop-up sprinklers in lawn areas shall have at least a four inch pop-up height.
- h. All irrigation systems for commercial and multi-family use shall be equipped with automatic rain shut-off devices.
- i. All irrigation systems for City maintenance shall have:
  - 1. Flow sensors and master valves;
  - 2. Compatibility with proposed central irrigation system computer that will be used to monitor all new water systems. Developers installing new landscaping may be required to contribute to the system cost as determined by the City Engineer.

## **VI. LANDSCAPE PLAN SUBMITTAL REQUIREMENTS**

A complete set of working drawings shall be submitted for all commercial and multi-family projects at time of building permit application. Such plans shall include:

- 1. Irrigation information, showing turf (spray) and non-turf (drip and bubbler) areas in square feet. An estimate of total annual water use (in gallons) shall be provided.
- 2. Planting information, showing all plant quantities and species, and turf specifications if applicable. The East Bay Municipal Utility District has published a book on appropriate water-conserving plans and landscapes, entitled "Water Conserving Plans and Landscapes for the Bay Area". It is highly encouraged that this document and others like it be used in designing low water-using landscapes.

## **VII. CERTIFICATION OF COMPLIANCE**

Prior to the issuance of a Certificate of Occupancy and/or acceptance of landscaping for City maintenance, City staff shall conduct a final field observation to assure all design standards as outlined above are met.

# 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, 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 068-102-15. 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.

- 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.

## **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**

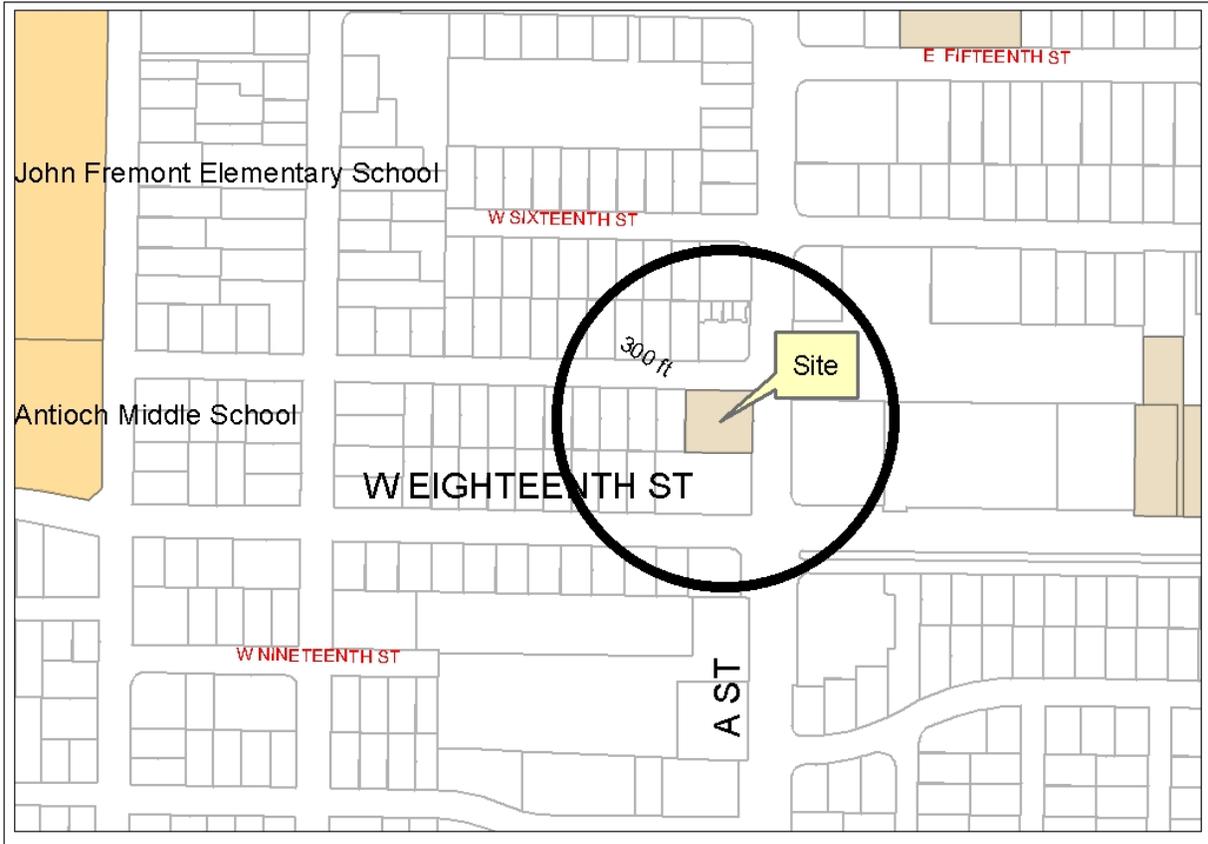
As part of the application, applicants will be required to supply a set of envelopes to be used by the City to mail the required notices:

- 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. ***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 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 samples in the following pages. Staff will be happy to answer any questions.

# Sample 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

### SAMPLE 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
<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