

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

The City's General Plan provides direction on how the City intends to develop and represents the long-term vision for land uses. In order to modify components of the General Plan, particularly those relating to land use, an amendment to the General Plan is required. For rezoning requests, a General Plan amendment must be heard prior to a public hearing. By State law, the City is allowed to change a required element of the General Plan a maximum of four (4) times per year.

PROCESS

Step 1 - Project Consideration:

A prospective applicant should review the General Plan and zoning requirements for the proposed project with Planning Division staff. You will typically be given a copy of the application and the website to apply online at this time.

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.

A pre-application meeting can be scheduled by completing the [Pre-Application Meeting Request Form](#) on the Planning Division website at www.antiochplanning.com. A pre-application meeting cannot be scheduled until the Planning Division receives preliminary plans.

Step 3 – Submit your Application:

Submit your application online through the EnerGov/EPL City of Antioch Civic Access Portal at <https://antiochca-energovweb.tylerhost.net/apps/selfservice#/home>. By using the online portal, you will be able to search records by APN or by address, Apply for various Building, Planning and Encroachment Permits, Schedule inspections and pay invoices. Necessary forms and material checklists are provided in this brochure.

Step 4 – Processing the Application:

Staff will check your application for completeness against the requirements contained in the following pages. Through the online portal, you will receive either a complete or incomplete letter from staff. **Please note that the “complete” letter marks the point your application is deemed to be complete for processing timelines.** An “incomplete” letter will provide documentation of items that must be submitted/resubmitted prior to your project being deemed complete.

Please be aware that planning applications will be automatically withdrawn if an applicant receives an incomplete letter and does not resubmit a substantive response within 120 calendar days. The Zoning Administrator may grant a written extension for up to an additional 90 calendar days when the applicant shows good cause for an extension. Delays due to circumstances outside the applicant's reasonable control will be considered good cause to grant the extension.

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.

Your plans will be routed electronically to departments and divisions within the City and to applicable outside agencies for review and comments. 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).

Timing of a General Plan amendment application is variable, largely depending on the type of CEQA document required. A project requiring a Negative Declaration or Mitigated Negative Declaration could take six months. A project requiring an Environmental Impact Report could take as long as one year. Timelines start from the time an **application is deemed to be complete**.

Step 5 -- Public Hearings:

General Plan amendment applications require public hearings. There will be a fee of \$25 for each Public Hearing, in addition to the application fee. Property owners within 300 feet will be notified of the hearing, and the notice will also be published in the newspaper. General Plan amendment applications are subject to review by the Planning Commission which will make a recommendation to the City Council. The City Council will make the final determination regarding your project.

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 support or oppose 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 have 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.

CITY OF ANTIOCH
GENERAL PLAN AMENDMENT APPLICATION



2. Postpone action pending receipt of additional information or amended plans.
3. Deny the application.

APPLICATION SUBMITTAL CHECKLIST If the General Plan amendment request is combined with requests for other actions on the project, such as a Rezone, Use Permit and/or Design Review, please also refer to the submittal requirements for those applications. They can be found at www.antiochplanning.com.

- PROPERTY OWNER AUTHORIZATION FORM.** The property owner must complete and upload the form to the EnerGov/EPL Civic Access Portal.
- PROJECT BILLING STATEMENT OF UNDERSTANDING.** The property owner (and applicant, if applicable) must complete and upload the form to the EnerGov/EPL Civic Access Portal.
- DEPOSIT.** Refer to the [Planning Division Fee Chart](#) for the current application fee.. A fee for State Department of Fish and Game will apply, if applicable. 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. 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 up front.
- PROJECT DESCRIPTION.** A detailed summary describing the characteristics of the proposal and the necessity of a General Plan amendment is needed when you start the application online. The description should also include a specific discussion as to why the request merits consideration.
- TITLE REPORT.** Title report prepared within the past three months, that includes a legal description of the parcel(s) involved in the amendment request. The legal description must be complete and correct, as it will be used in legal notices.
- VICINITY MAP.** A digital file of the vicinity map must be uploaded to the EnerGov/EPL Civic Access Portal.
- PHOTOS.** Several photos of the project site and adjacent development should be uploaded with the location as the title of the attachment/photo.

LINKS

- A. [Property Owner Authorization](#)
- B. [Statement of Understanding for Project Billing](#)