

## *Planning Division – How to save time and money*

- Consult with city staff early about developing your property.
- Retain the services of a competent, professional design team.
- Define who will be responsible for the overall coordination of your project and serve as the contact person with City staff.
- If the project is publicly sensitive (i.e., infill project or higher density than surrounding area, new use to the area) meet with neighbors early to receive their input.
- Carefully review all applicable City codes, ordinances, policies, guidelines, and submittal requirements prior to preparing any proposal. They are available on line at [www.ci.antioch.ca.us](http://www.ci.antioch.ca.us) or purchased at City Hall, 3<sup>rd</sup> and H Streets.
- Expect the City to seek high standards of design and a very detailed package of development plans. Checklists are available from the Planning Department.
- Follow-up conditions of approval. The conditions may require completion of certain items prior to final map recordation, grading permits, or building permits.
- Carefully review with City staff all fees that will apply to your project.
- Call ahead for appointments to meet with City staff, indicate purpose of meeting and how many people you'll bring.
- Expect missing public improvements or right-of-way dedications to be placed as conditions of approval on your project.
- Plan your construction schedule carefully – all work must be completed prior to occupancy release.