



Developer Guide

Here is an outline of techniques suggested to help developers and developer representatives develop successful projects in the city. The list is based on practical experience working with large experienced developers and property owners.

Fundamentals

- Designate a single project manager with authority to make decisions, including financial
- Communicate regularly between your project manager and the city project manager
- Contact Utilities early in the process, including: Central Contra Costa Sanitary District (CCCSD), Contra Costa County Fire Protection District (CCFPD) and Pacific Gas & Electric (PG&E)
- Initiate briefings with residents as soon as possible if project will be developed adjacent to or near existing residential neighborhoods
- Keep city staff informed of project plans (e.g. project delays, project on hold, meeting with residents)
- Respond quickly and thoroughly to staff questions and requests for information
- Submit complete applications and plans

Developer Professional Team

- Retain experienced professionals (i.e. architects, engineers, etc.) who have preferably worked in Martinez or the nearby area in the past three years
- Avoid, if possible, changing professionals mid-stream in the project
- Check both with your professionals and city staff to determine the project status
- Consult with staff first to work out contentious issues
- Document meetings with city staff by creating written meeting notes, confirm in writing action items; send summaries to city staff
- Identify at the project onset special considerations requested, (i.e., timing, variances, etc.) and other potentially contentious issues

Planning Commission (PC)

- Attend at least one PC meeting for a project similar to the one proposed to gauge project design criteria, development quality and standards
- Designate a project architect to make PC design presentation
- Incorporate two PC meetings in the development schedule
- When presenting to the PC, focus on items under their purview (e.g., design use, compatibility, etc.)

Research

- Educate yourself on resources and assistance available from the City Manager's Office
- Obtain development fee estimates up-front
- Request, if necessary, a written log of when your plans were submitted, and comments sent by the City to your professionals to verify accuracy of project status
- Secure information on recently approved similar development projects
- Log on to the City's website for information | www.cityofmartinez.org