



CITY OF GARDEN GROVE  
PLANNING SERVICES DIVISION  
11222 ACACIA PARKWAY  
GARDEN GROVE, CA 92840  
TEL: (714) 741-5312 FAX: (714) 741-5578  
www.ci.garden-grove.ca.us

## PRELIMINARY DEVELOPMENT REVIEW APPLICATION

The Preliminary Review process allows the appropriate City Departments to review a project for code compliance. Please complete the following information, and submit the completed application and plans to the Planning Services Division. The Planning Services Division will review the proposed request for Municipal Code compliance. The normal review period is three (3) to four (4) weeks from the date of submittal.

- Pre-Application Fee-\$700  
 Neighborhood Meeting Fee-\$450

- OCFA Preliminary Review Fee-\$387  
(payable to OCFA)

### PROJECT INFORMATION:

Project Address:

### APPLICANT INFORMATION:

Name:

Mailing Address:

City, State, Zip Code:

Phone No.:

E-mail:

### PROPERTY OWNER:

Name:

Mailing Address:

City, State, Zip Code:

Phone No.:

### THE PROPOSAL IS A:

- New Building       Addition or Alteration       Lot Consolidation or Subdivision

### SUBMIT FIVE (5) SETS OF THE FOLLOWING:

(Architectural plans: scaled & dimensioned, minimum sheet size of 24 inches by 36 inches)

- Site Plan       Preliminary Water Quality Management Plan  
 Floor Plan      (WQMP) or Non-Priority Project Water  
 Elevations      Quality Plan, if applicable  
 For Subdivisions, Tentative Map

### PROVIDE A BRIEF DESCRIPTION OF THE PROJECT


### Office Use Only:

Date Submitted:

Received By:



## **PRELIMINARY DEVELOPMENT REVIEW APPLICATION**

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### **EXISTING FACILITIES PLAN**

The Existing Facilities Plan must be drawn at the same scale as the Site Plan and at a scale large enough to clearly indicate all of the following:

1. North Arrow, Scale, and Title Block.
2. Show all property lines of the subject site and dimensions of each.
3. Show all existing building and structure locations, dimensioned to show size, setbacks, distance between buildings, etc.
4. Show and label existing streets, drives, and alleys adjacent to the subject site, including any necessary dedications and medians to show widths and distance from street centerlines. Show all driveways on the opposite side of all streets, drives, and alleys from the project.
5. Show all existing signs including location, size, height, and type.
6. Show and label all existing utilities, including water, sewer, electric, gas, cable, etc., serving the project site.
7. Show and label all existing easements affecting the project site.
8. Show all existing landscaping on the site. Indicate type (Latin and common name), and where appropriate approximate, size (caliper and height).
9. Show all existing perimeter fences and walls labeling each as to material, type, height, and condition.
10. Show all structures, fences, and walls located on contiguous properties within 30 feet of the subject property. For residential projects, indicate the use of buildings on adjacent properties and identify building fronts, sides, and rear.
11. Show location of existing street fire hydrants located adjacent to the project site.

### **SITE PLAN REQUIREMENTS**

All projects must be designed to comply with the OCFA Fire Master Plans for Commercial and Residential Department guidelines, along with all other applicable OCFA requirements. A copy of the Fire Master Plan guidelines can be accessed from the OCFA website at <https://www.ocfa.org/> (see OCFA section of this handout for more information)

The Site Plan must be drawn to scale, and must include the following information:

1. Show property lines and dimensions.
2. Show proposed building locations, dimensions, setbacks, distance between buildings, etc.
3. Show and label proposed streets and drives, including any necessary dedications, and dimension to show widths and distance from street centerlines.
4. Show all proposed parking spaces and aisles, including dimensions.
5. Show all proposed signs including location and dimensions, with reference to the sign program.
6. Indicate proposed utility meter locations and electrical transformers.
7. Show all structures on contiguous properties within 30 feet of the subject property.

## **PRELIMINARY DEVELOPMENT REVIEW APPLICATION**

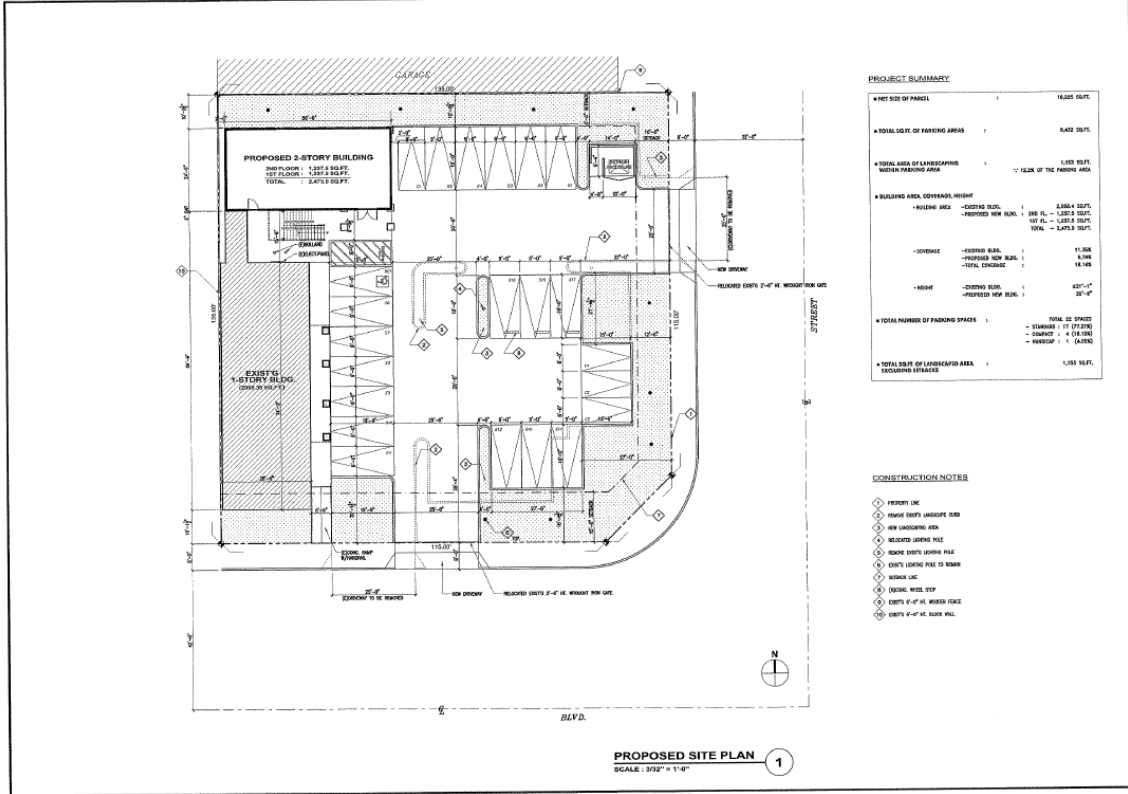
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8. Show all proposed walls and fences, and label each as to type of dimensions on the subject property.
9. Show all landscaped areas and dimensions of each area.
10. Show existing street fire hydrants located adjacent to the project site, and show location of new on-site fire hydrants.
11. Show the following in tabular form:
  - a. Net size of parcel(s)
  - b. Total square feet of parking areas, including areas used for ingress or egress, drives, aisles, stalls, and maneuvering
  - c. Total area of landscaping within parking area
  - d. Total landscaping area within parking area as a percent of the parking area
  - e. Building area, coverage, and height
  - f. Total number of parking spaces on the site and number of compact and handicap spaces, and percentages of each
  - g. Total square feet of landscaped area excluding setbacks
12. For residential projects, show the following information in tabular form:
  - a. Number of units
  - b. Total building coverage in square feet and as a percent of the site area
  - c. Total number of covered and guest parking spaces, both compact and regular-sized and percentages of each
  - d. Total square feet of all common recreation areas and average common area per unit
  - e. Show all common recreation areas and private patio areas and dimensions of each
  - f. Density as square feet per unit
  - g. Density as number of units per acre
  - h. Numbers of one, two, and three bedroom units, including the number of bathrooms, and square footage of each type of units
  - i. Building height
  - j. Total landscape area within parking area in square feet and a percent of the parking area
  - k. Total square feet of landscaped area, including setbacks and parking area, but excluding common and private recreation area
13. For all nonresidential projects indicate the proposed uses and the amount of square footage for each use.

**\*Note: All portions of the site plan shall be plainly visible, unobstructed by conceptual landscaping items (trees, shrubs, etc.) or other opaque features. Landscaping plans shall be submitted on separate plans. Landscaping, signs or other architectural features added or an artist's rendering of the proposed project may be submitted as supplemental information.**

# PRELIMINARY DEVELOPMENT REVIEW APPLICATION

## Example of Site Plan



**G R O U P**  
**A R C H**  
 ARCHITECTS  
 1000 15TH AVENUE, SUITE 1000  
 DENVER, CO 80202  
 TEL: 303.733.1111  
 FAX: 303.733.1112



DATE: \_\_\_\_\_  
 SITE PLAN

DATE: \_\_\_\_\_  
 DESIGNER: \_\_\_\_\_

DATE: \_\_\_\_\_  
 APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_  
 SCALE: \_\_\_\_\_

**A-1.1**  
 OF SHEETS

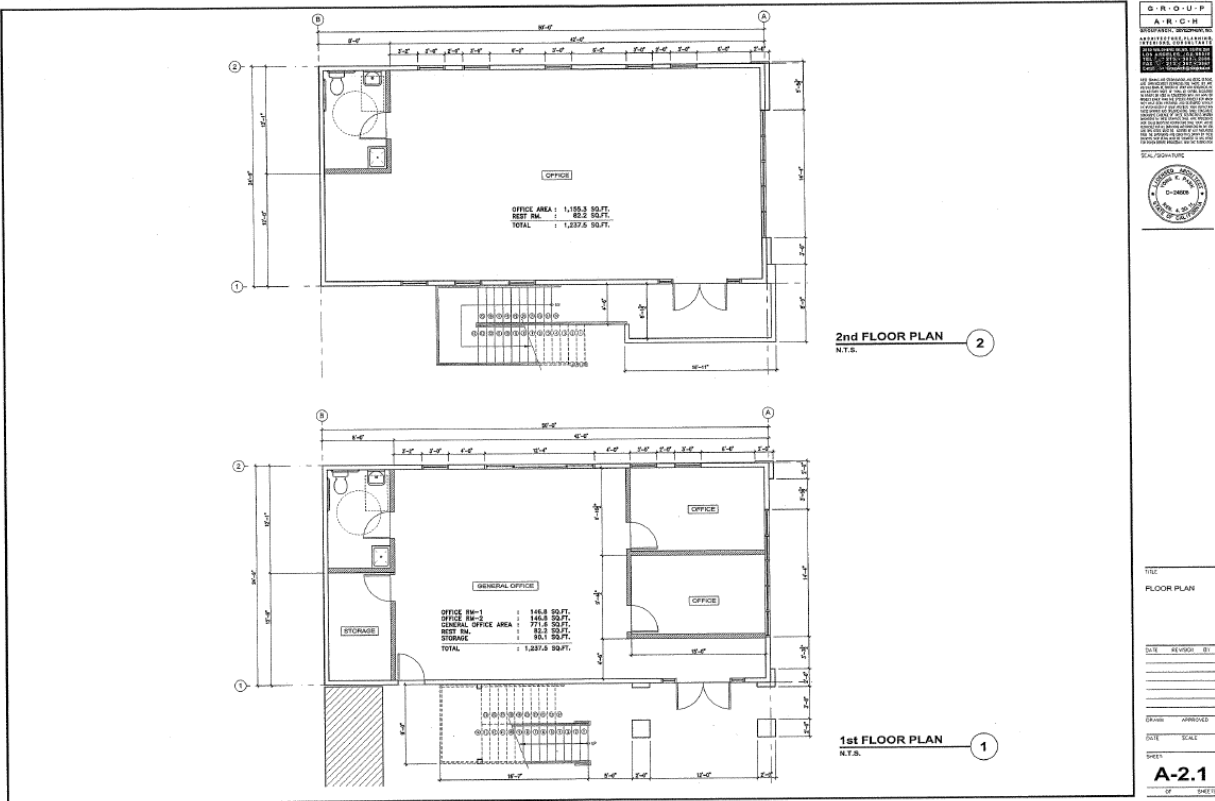
# PRELIMINARY DEVELOPMENT REVIEW APPLICATION

## FLOOR PLAN REQUIREMENTS

The Floor Plans must be fully dimensioned and drawn to a scale and must include the following information:

1. Title block.
2. Type: One of each type of unit or building proposed.
3. Each floor plan shall indicate:
  - a. Overall square footage
  - b. Each room shall be labeled as to the use with dimensions, and sizes.
  - c. Doorway locations
  - d. Window types, sizes, and locations
4. Each residential floor plan shall show the fully dimensioned patio and balcony area.

*Example of Floor Plan*



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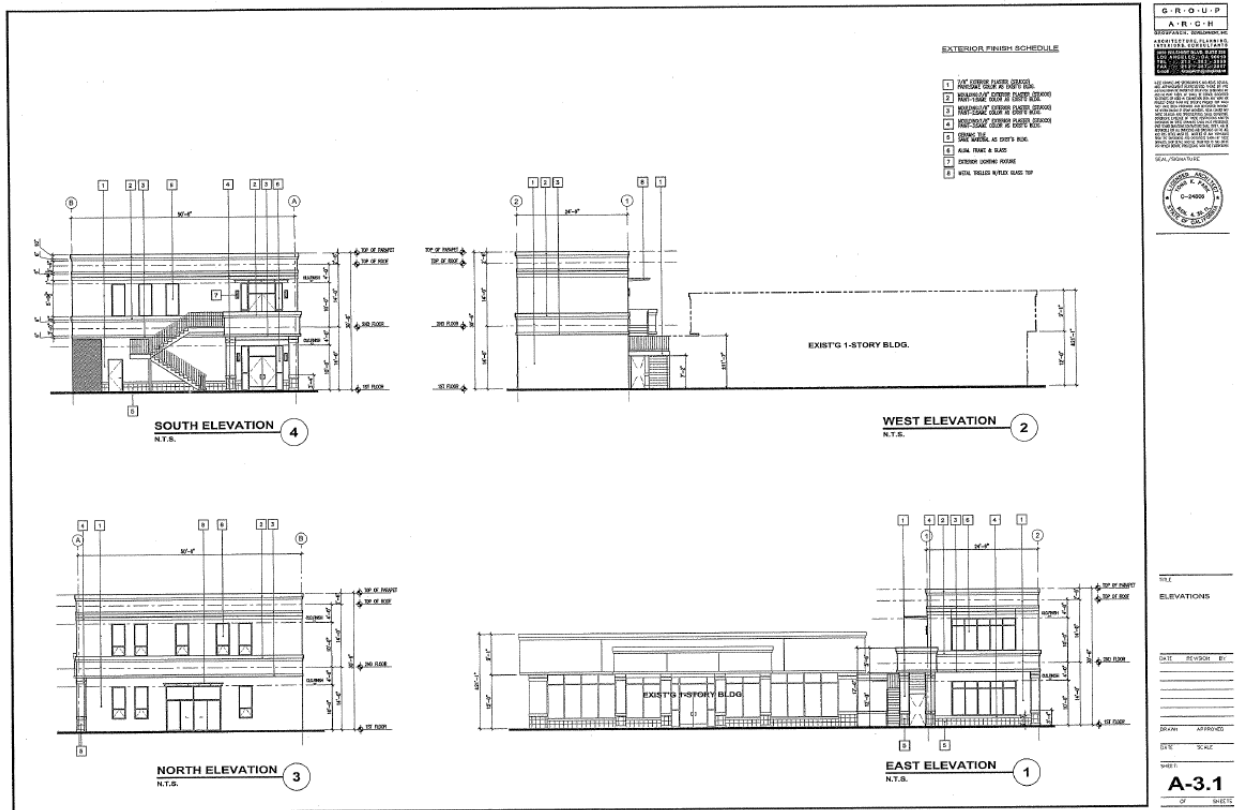
## ELEVATION PLAN REQUIREMENTS

The Elevation Plan must be fully dimensioned and drawn to a scale, and include the following information:

1. Elevations shall include all sides of each building type proposed for the site.
2. Scale: Not less than 1/8" = 1'-0"
3. All exterior building materials and colors shall be labeled and identified.
4. All building, roof, window, and door heights shall be dimensioned.
5. Title block.

**\*Note: All portions of the elevations shall be plainly visible, unobstructed by conceptual landscaping items (trees, shrubs, etc.) or other opaque features. However, supplemental plans may be submitted showing building elevations with landscaping, signs or other architectural features added or an artist's rendering of the proposed project.**

*Example of Elevations*



## ***PRELIMINARY DEVELOPMENT REVIEW APPLICATION***

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### **TENTATIVE SUBDIVISION MAP (IF APPLICABLE)**

Quantity Required-25 copies with a maximum size of 30 inches by 42 inches

All Tentative Subdivision Maps shall be submitted in conjunction with a proposed development. The Tentative Subdivision Map shall contain the following information:

1. Tentative Tract or Tentative Parcel Map number.
2. Name, address, and phone number of the owner or owners whose property is proposed to be subdivided.
3. Name, address, and phone number of registered civil engineer or licensed surveyor, who prepared the plan.
4. Date of preparation.
5. North arrow.
6. Area within the boundaries of the tract or parcel map, to the nearest acre.
7. Scale.
8. Basis of bearings.
9. Boundary lines.
10. The location, width, approximate grade, and proposed names of all streets within the proposed subdivision. (If applicable).
11. Location and width of alleys.
12. Name, location, and width of adjacent streets.
13. Lot number, lot lines, and approximate dimensions of each lot.
14. Approximate location and width of water course or areas subject to inundation from floods, location of structures, irrigation ditches, railroads and other permanent physical features.
15. Description of the exterior boundaries of the subdivision or legal description of the property comprising the subdivision.
16. Width and location of all existing recorded public and private easements, and proposed easements, which may be required.
17. Classification of lots as to intended land use: residential, commercial, industrial, or other use.
18. Proposed direction of flow and rate of grade of street drainage.
19. Approximate radii or curves.
20. Contours at one-foot intervals based on the City Survey Datum.
21. The location and type of all buildings within the subdivision, which are proposed to remain, and the location and type of all buildings adjacent to the subdivision.
22. Source of water supply.
23. Type of street improvement, which the subdividor proposes to install.
24. Proposed storm water sewer or other means of drainage (grade and size).
25. Protective covenants to be recorded.
26. Proposed method of sewage disposal.
27. Vicinity map (showing the property in relation to its setting in Garden Grove).
28. Reference documents.
29. List of all easements, its holder's name, purpose, and recordation information.
30. Adjacent subdivision maps and recordation information.



## **PRELIMINARY DEVELOPMENT REVIEW APPLICATION**

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### **PRELIMINARY WATER QUALITY MANAGEMENT PLAN (WQMP) OR NON-PRIORITY PROJECT WATER QUALITY PLAN (WQP)**

The City of Garden Grove requires a Preliminary WQMP for new developments and significant redevelopment projects called "Priority Projects." To determine if your project is considered a "Priority Project," please refer to page 7.11 1-5 of the 2011 Model WQMP, Table 7.11-2: Priority Projects Categories for North County Permit Area.

"Non-Priority Projects" are projects that do not fall under one of the "Priority Project" categories as defined in the 2011 Model WQMP, but meet one of the conditions listed on page 7.11 1-7 of the 2011 Model WQMP. The City of Garden Grove requires a Non-Priority Project Water Quality Plan for private new development and significant redevelopment projects that qualify as "Non-Priority Projects."

Either the Preliminary WQMP or the Non-Priority Project Water Quality Plan are required as part of the discretionary approval process. The City's Engineering Division reviews and approves the Preliminary WQMP or the Non-Priority Project Water Quality Plan **prior** to official submittal of the development plans to the Planning Services Division for Public Hearing review. The Engineering Division will review and evaluate the Preliminary WQMP or the Non-Priority Project Water Quality Plan for preliminary approval. In addition, the Engineering Division will offer guidance toward plan elements necessary for approval of the full Project WQMP or the Non-Priority Water Quality Plan.

For additional information about the Preliminary WQMP or Non-Priority Water Quality Plan, please visit the Public Works Engineering Division webpage at:

<http://www.ci.garden-grove.ca.us/?q=pw/engineering>

Refer to the Environmental Section, and select the appropriate link on the webpage as shown in the example menu below to access the appropriate document(s):

#### Environmental

- [Model SWPPP](#)
- [OC Model WQMP information here](#)
- [GG PRELIMINARY WQMP Guidance \(doc\)](#)
- [GG Non-Priority WQP Template \(doc\)](#)
- [GG WQMP Template \(doc\)](#)
- [WQMP Worksheets from OC TGD \(doc\)](#)
- [Green Bldg Code Infiltration/ SWPPP Stds.](#)

If you have additional questions about the Preliminary WQMP or the Non-Priority WQP requirements or the submittal and review process, please contact the Public Works Engineering Division at (714) 741-5181.

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### **ORANGE COUNTY FIRE AUTHORITY (OCFA)**

All projects must be designed to comply with the OCFA Fire Master Plans for Commercial and Residential Department guidelines, along with any other applicable OCFA requirements. A copy of the Fire Master Plan guidelines can be accessed from the OCFA website at <https://www.ocfa.org/>

At the time of preliminary review submittal, the applicant is required to complete the OFCA Service Request (SR) form and pay the appropriate OCFA development/preliminary review fee.

Any questions about OCFA requirements can be directed to OCFA Planning and Development Services at (714) 573-6100.

OCFA is located at 1 Fire Authority Road, Irvine, CA 92602.