



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 USE 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 all required documents 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:

### BUSINESS OWNER INFORMATION (if different from applicant):

Name:

Mailing Address:

City, State, Zip Code:

Phone No.:

### SUBMIT TWO (2) SETS OF PLANS AND ONE (1) DIGITAL COPY OF:

- Site Plan  
 Floor Plan  
 Copy of Menu (for food establishments)
- For existing businesses, photographs of the interior and exterior of the business

### PROVIDE A DETAILED BUSINESS DESCRIPTION THAT INCLUDES, BUT NOT LIMITED TO, THE FOLLOWING INFORMATION:

- Proposed business activity/activities  
 Proposed hours and days of operation
- Number of employees  
 Square footage of tenant space

### FOR ABC LICENSE REQUESTS (check one) :

- Type "41" (On-Sale, Beer and Wine)  
 Type "47" (On-Sale, General)  
 Other. Please specify:
- Type "20" (Off-Sale, Beer and Wine)  
 Type "21" (Off-Sale, General)

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only:

Date Submitted:

Received By:



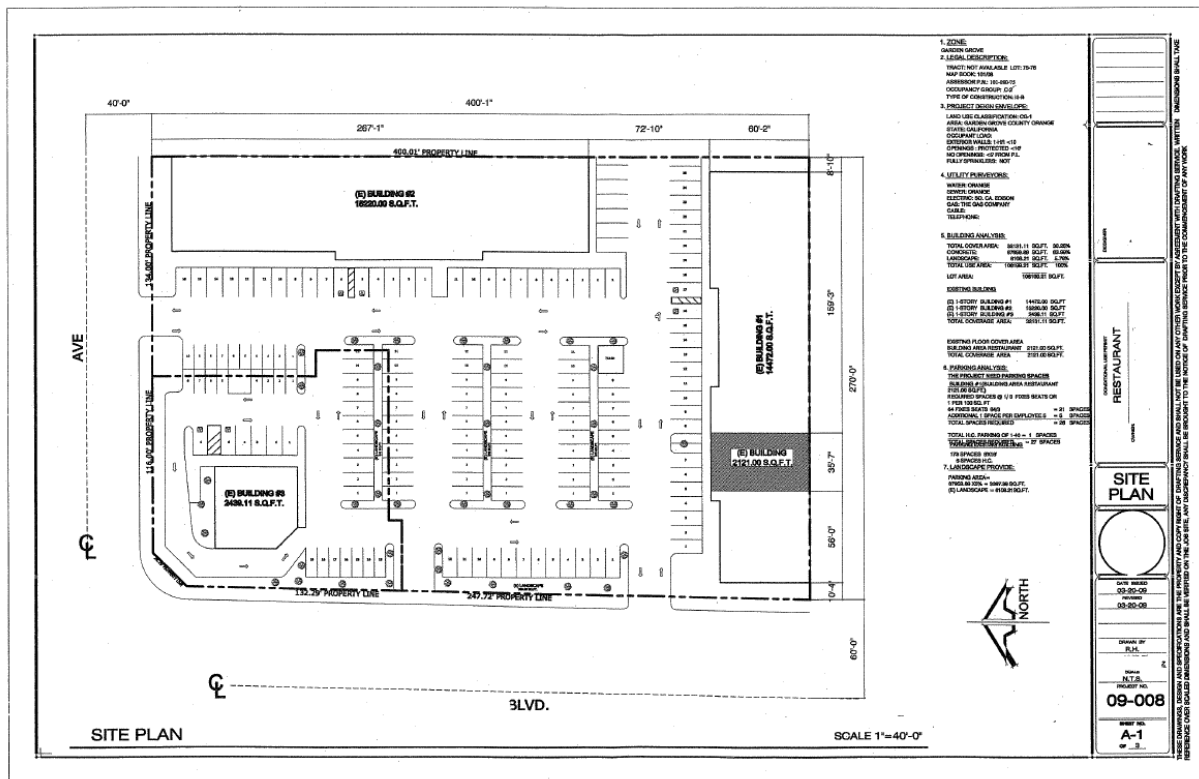
# PRELIMINARY USE REVIEW APPLICATION

## SITE PLAN REQUIREMENTS

The Site Plan must be drawn to scale, minimum sheet size 24 inches by 36 inches, and must include the following information:

1. Show property lines and dimensions.
2. Show building locations, building dimensions, and setbacks.
3. Show streets, drive approaches, drive aisles, and parking spaces.
4. Provide the following information in tabular form:
  - a. Net size of parcel
  - b. Total building area and tenant space square footage
  - c. Total number of parking spaces

*Example of Site Plan*



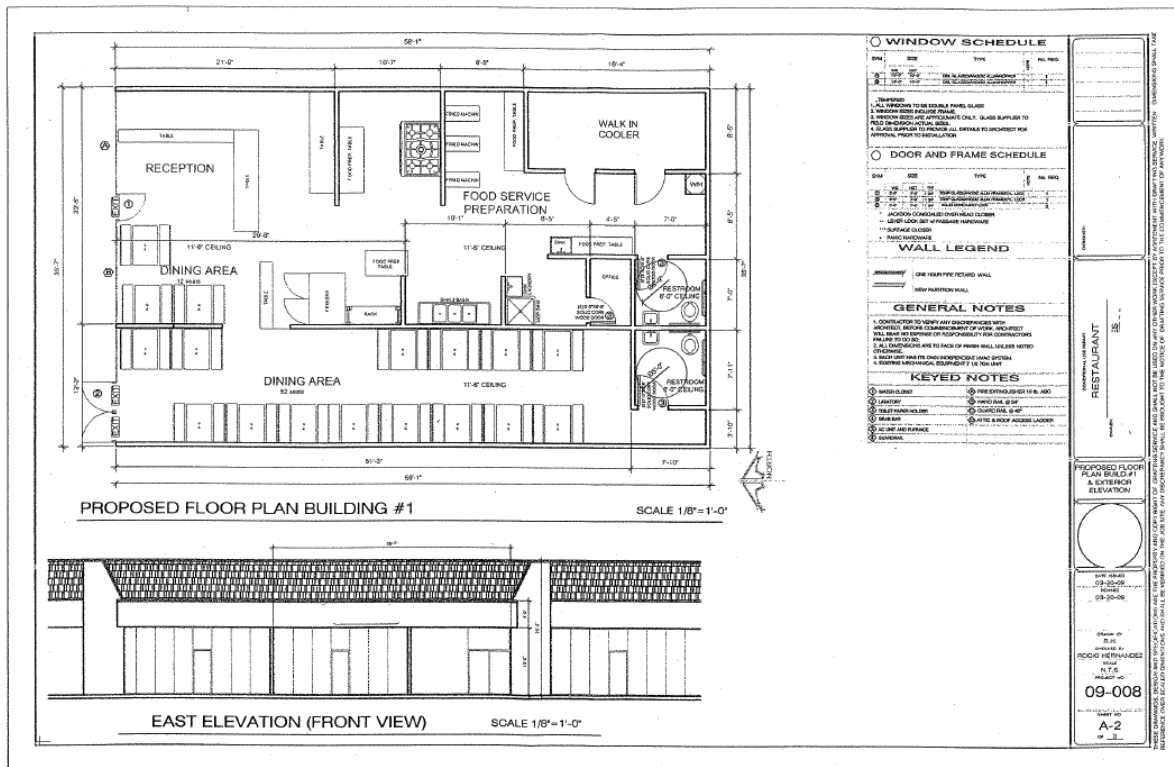
# PRELIMINARY USE REVIEW APPLICATION

## FLOOR PLAN REQUIREMENTS

The Floor Plans must be fully dimensioned and drawn to a scale, minimum size 24 inches by 36 inches, and must include the following information:

1. Overall square footage of building and/or tenant space.
2. All spaces and rooms must be properly labeled as to the use.
3. Show location of all windows and doors.
4. Show placement of all furniture, i.e., tables, chairs, desks, service counters, kitchen layout and equipment, restrooms, offices, etc., accordingly based on proposed use.

Example of Floor Plan



## ORANGE COUNTY FIRE AUTHORITY (OCFA)

Where applicable, 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.