



CITY OF GARDEN GROVE  
PLANNING SERVICES DIVISION  
11222 ACACIA PARKWAY  
GARDEN GROVE, CA 92840  
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www.ci.garden-grove.ca.us

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## **CONDITIONAL USE PERMIT GENERAL INFORMATION**

### **I. Conditional Use Permit**

A Conditional Use Permit imposes specific operating conditions on certain uses to minimize adverse impacts to surroundings properties. The operating conditions may include limiting the hours of operation; addressing property maintenance, lighting, noise issues; or any other factor that the City may deem necessary to protect the adjacent properties and prevent the use from becoming a nuisance. Examples of some uses that require a Conditional Use Permit include businesses with alcohol sales, business with live entertainment, schools, and assembly uses. Title 9 of Municipal Code Land Use Matrix specifies all the uses that require a Conditional Use Permit.

Please contact the Planning Division to discuss the proposed project and the application process before detailed plans are prepared. The initial contact should take place prior to any substantial investment (i.e., leasing of property, or construction plans) in the preparation of the proposed application.

### **II. Preliminary Review**

The preliminary review process is the first step in the Conditional Use Permit process that allows the appropriate City Departments and the Orange County Fire Authority (OCFA) to review the project for code compliance. Depending on the complexity of the project, the initial preliminary review period is approximately three (3) to four (4) weeks. During this time, a Planner will be assigned to the project to work with the applicant through the entire Conditional Use Permit process. The preliminary review process provides a one-on-one opportunity for the Planner to outline specific zoning issues and procedures associated with the project.

The Planner will review the preliminary plans, and route the plans to the appropriate City Departments and OCFA for comments. The Planner will provide the applicant with comments and corrections for the proposed project, and may recommend possible alternatives and modifications to the project in order to comply with the code. The Planner may schedule a meeting with the applicant to discuss the project, and the Planner can also facilitate meetings between the other City Departments.

The Planner will continue to work with the applicant through the subsequent plan revisions, if necessary, until the project complies with all applicable codes and can be submitted officially for Conditional Use Permit processing. The preliminary review process does not guarantee approval of the Conditional Use Permit, nor can a Planner assure approval.

### **III. Official Submittal**

The applicant is required to schedule an appointment with the Planner to formally submit an application. Please contact the Planner at (714) 741-5312 to schedule an appointment. The Planner will meet with the applicant to review the plans, collect

## ***CONDITIONAL USE PERMIT SUBMITTAL CHECKLIST***

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fees, and ensure that all items on the Conditional Use Permit Review Submittal Checklist have been submitted. All items on the checklist must be submitted before an application will be accepted by the Planner and deemed complete. The Planner does not have the authority to “hold” an incomplete application. The acceptance of an application as being complete does not guarantee its approval. The acceptance only indicates that there is adequate information to evaluate the project.

### **IV. Application Processing**

After a project is submitted, the Planner will review the application thoroughly to determine that it is complete and acceptable for processing. As a permit granting Agency, the City is allowed thirty (30) days from the date of official submittal to determine if an application is complete. If an application is not complete, the applicant will be notified in writing of the status of the application. Incomplete applications will not be processed and may be returned. If an application is determined to be complete, the project will be processed and scheduled for a Public Hearing within a typical time frame of eight (8) to ten (10) weeks, but note that the processing time may be longer due to certain circumstances. The applicant may contact the Planner three (3) weeks after submittal to verify the status of the application, and the tentative Public Hearing date.

During this time, the Planner will route the project plans to the appropriate City Departments for review and comments. Environmental review and legal notices are also prepared as required by state law. The legal notices are published and mailed to the applicant and to all property owners located within 300 feet of the project site. The noticing requirement will be 500 feet for any applicable project requesting an Alcoholic Beverage Control license. The legal notice will specify the date, time, and location of the Public Hearing, and provide a brief description of the project.

The Planner will prepare the staff report for the project. A copy of the staff report will be mailed to the applicant via certified mail one week prior to the Public Hearing. The applicant is encouraged to review the staff report prior to the Public Hearing, and to contact the Planner if there are any questions about the staff report or the conditions of approval.

### **V. Public Hearing**

The Public Hearing Body conducts a public hearing and approves or denies a project based upon staff’s analysis and recommendation, and public testimony received on the project. The applicant or the applicant’s representative are required to attend the hearing and may address the Hearing Body. Testimony from the public can be provided in person at the hearing or in written form. The decision of the Hearing Body may be appealed with the timeframes indentified in Section 9.32.110.C of the Garden Grove Municipal Code.

### **VI. After the Public Hearing**

There is a 21-day appeal period after the Public Hearing. During this time, the applicant or other interested party may appeal the decision of the Public Hearing Body to the next appealing body. All appeals are filed through the City Clerk’s Office, and the appropriate fees are paid pursuant to Section 9.32.130 of the Municipal Code. If no appeal is filed, the decision becomes effective, and the applicant can proceed with the project, which may include submitting construction drawings to the Building Services Division and/or obtaining a business license.

## **CONDITIONAL USE PERMIT SUBMITTAL CHECKLIST**

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The following are the submittal requirements for a Conditional Use Permit application. In order for the application to be deemed complete, the Planner will review the plans against the checklist. Incomplete submittal packages will not be accepted. Please contact the Planning Services Division should there be any questions regarding the submittal requirements.

1.  Application Fees
2.  Completed Land Use Permit Application
3.  Signed and notarized Letter of Authorization
4.  Preliminary Title Report, less than 180 days old
5.  Environmental Information Form
6.  Detailed business description of the proposal describing the following:
  - a. Proposed business activity/activities
  - b. Proposed hours and days of operation
  - c. Number of employees
7.  For food service operations, i.e., restaurants, include a copy of the menu
8.  List of property owners located within 300 feet of the project site for all properties outside of the City limits. *Note: The noticing requirement is 500 feet for any appropriate project that includes a request for an Alcoholic Beverage Control (ABC) License.*
9.  Other supporting documents as required by the City
10.  Required Number of Plans:
  - a. **Two (2)** complete and fully dimensioned sets of plans on **24" by 36"**
  - b. **Nine (9)** reduced sets on **11" by 17"**
  - c. **One (1)** reduced set on **8-1/2" by 11"**Plans must be folded to a notebook size or 11" by 14" and 8-1/2" by 11", with an exposed title block. **Plans which are not folded will not be accepted.**
6.  Digital Plans (via USB flash drive, email, or file transfer service)
  - a. **One (1)** digital copy of the complete set of plans
7.  Each set of plans must be stapled together in the following order, from top to bottom, and include the following: (see Appendix A)
  - a. Area Map
  - b. Site Plan
  - c. Floor Plan
  - d. Elevations (For existing development, **one (1)** set of color photographs)

# **CONDITIONAL USE PERMIT SUBMITTAL CHECKLIST**

## **APPENDIX A** REQUIREMENTS FOR AREA MAP, SITE PLAN, FLOOR PLAN, AND ELEVATIONS

### **AREA MAP**

Required size 8-1/2" X 11"

The Area Map must be drawn at a scale of 1" = 100 feet or 1" = 200 feet, and must include all of the following information:

1. North Arrow, Scale, and Title Block (name of project, applicant, and date prepared).
2. Show all properties located within 500 feet of the project site, with the subject site clearly designated.
3. Show the Assessors, Book, Block, and Parcel Number(s) for the development site and all properties within 500 feet.
4. Show all streets and their names.
5. Show all Municipal and County boundaries.

### **SITE PLAN**

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

1. North arrow, scale, and title block, including the name and telephone number of the person preparing the plan.
2. Show property lines of the subject property and dimensions of each.
3. Show area of proposed use, dimensions to show building sizes, setbacks, distance between buildings, etc.
4. Show and label streets, dimensioned to show widths and distance from street centerlines.
5. Show all proposed parking spaces and aisles, including dimensions.
6. Show all proposed signs including location and dimensions.
7. Show all structures on contiguous properties within 30 feet of the subject property.
8. Show all existing and 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.
10. Show the following in tabular form:
  - a. Net size of parcel(s)
  - b. Square footage of proposed use
  - c. Total area of landscaping within parking area
  - d. Building area, coverage and height
  - e. Total number of parking spaces on the site and number of compact and handicap spaces, and percentages of each
  - f. Building height(s)
  - g. Identify the existing and proposed uses and the amount of square footage for each use.

### **FLOOR PLAN**

## **CONDITIONAL USE PERMIT SUBMITTAL CHECKLIST**

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

1. Title block.
2. Each floor plan shall indicate:
  - a. Overall square footage of building and/or tenant space
  - b. Each room shall be labeled as to use and be dimensioned
  - c. Show doorway and window locations
  - d. Show placement of all furniture, i.e., tables, chairs, desks, service counters, kitchen layout and equipment, and restrooms

### **ELEVATION PLAN**

(For existing developments, one set of color photographs mounted on an 8-1/2" by 11" sheet of paper may be used.)

Elevations are required for all developments. 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 labeled and identified.
4. All roof, window, and door heights shall be dimensioned.
5. Title block.

**\*Note: All portions of the site plan and 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.**

### **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.

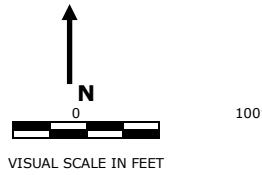
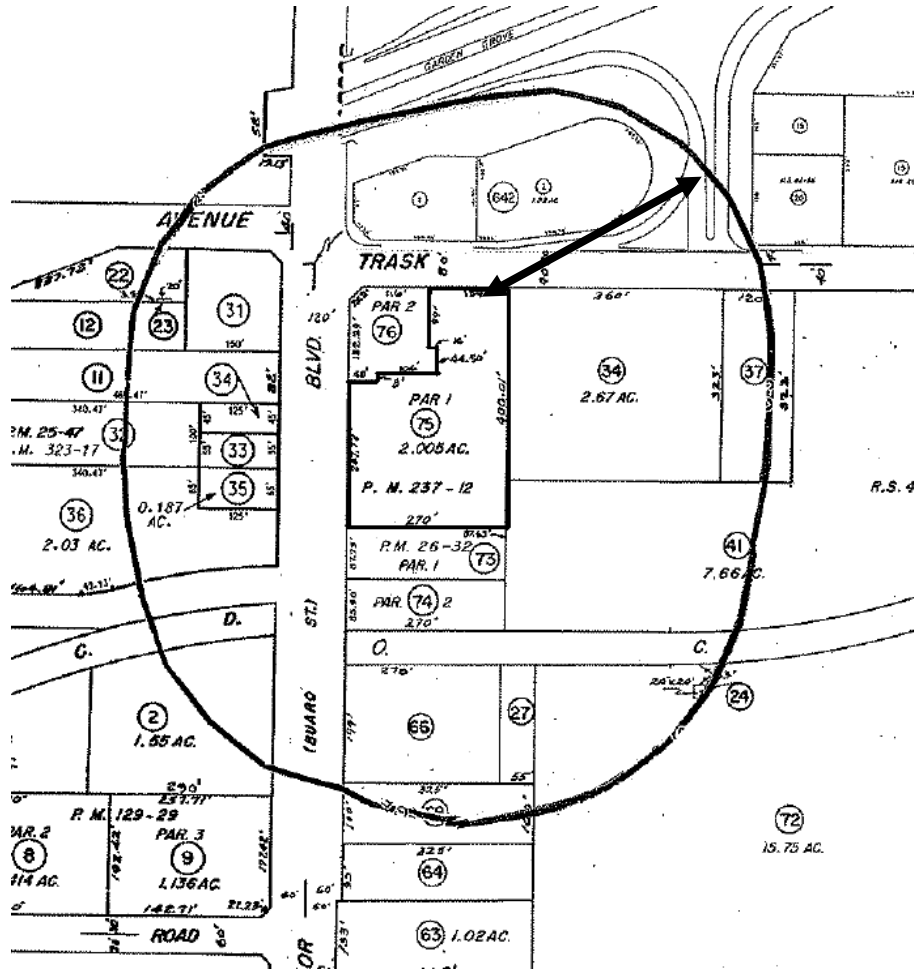
OCFA is located at 1 Fire Authority Road, Irvine, CA 92602

### **AREA MAP**

**CONDITIONAL USE PERMIT SUBMITTAL CHECKLIST**

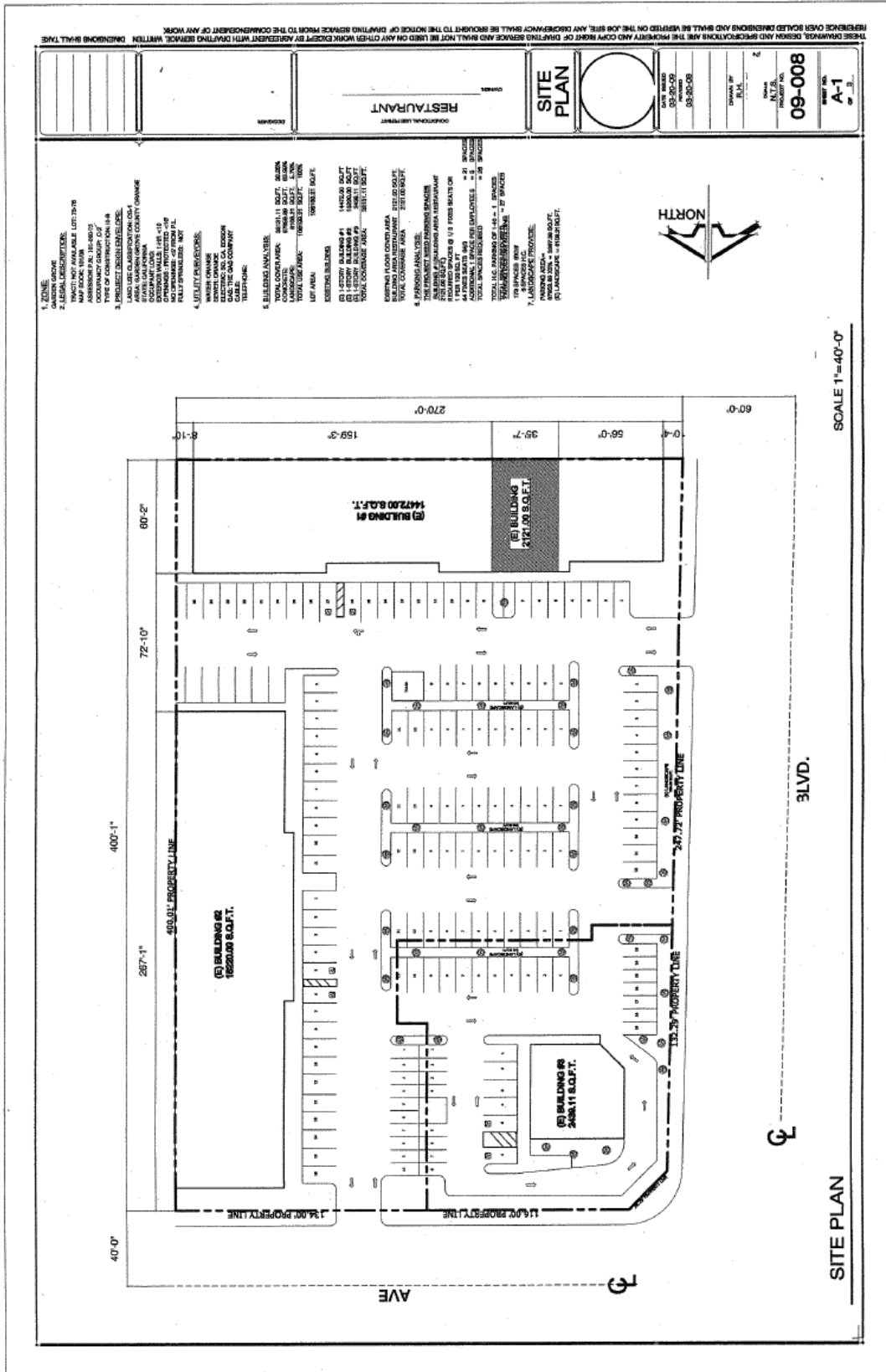
**300 FT RADIUS**

(NOTE: 500 FT RADIUS REQUIRED FOR ABC LICENSE REQUESTS)



<b>Area Map</b>	
ASSESSOR'S BOOK AND BLOCK	
PROPERTY PARCEL NUMBER(S)	
MAP PREPARED BY:	
ADDRESS:	
SCALE:	
DATE:	

# CONDITIONAL USE PERMIT SUBMITTAL CHECKLIST



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