



CITY OF GARDEN GROVE  
PLANNING SERVICES DIVISION  
11222 ACACIA PARKWAY  
GARDEN GROVE, CA 92840  
TEL: (714) 741-5312  
[GGCity.org](http://GGCity.org)

<b>Office Use Only</b>
Received By: _____
Date Submitted: _____

## PRELIMINARY USE REVIEW APPLICATION

The Preliminary Review process allows the appropriate City Departments to review a project for code compliance. Please complete the following application and provide the associated plans/documentation to the Planning Services Division. A typical review period is three (3) to four (4) weeks from the date of submittal.

Please submit the completed application and associated plans/documentation to the Planning Services Division at [ggcity.org/planning/contact](http://ggcity.org/planning/contact). Once received, a Planner will review the application for completeness, and will provide further instructions, including fee payment. If you have any questions, please contact the Planning Services Division at (714) 741 5312, or at [ggcity.org/planning/contact](http://ggcity.org/planning/contact).

### REVIEW FEES:

- |   |  |
|---|--|
| <input type="checkbox"/> Pre-Application Fee-\$700      | <input type="checkbox"/> OCFA Preliminary Review Fee-\$558 |
| <input type="checkbox"/> Neighborhood Meeting Fee-\$450 | (Payable to OCFA) (If applicable)                          |

### PROJECT INFORMATION

Project Address:

### APPLICANT INFORMATION

Name:

Mailing Address:

Phone No.:

E-mail:

### APPLICANT'S REPRESENTATIVE CONTACT INFORMATION (IF APPLICABLE)

Name:

Mailing Address:

Phone No.:

E-mail:

### PROPERTY OWNER CONTACT INFORMATION

Name:

Mailing Address:

Phone No.:

E-mail:

### REQUIRED PLANS: DIGITAL PLAN SET (USB REQUIRED FOR OCFA REVIEW)

(Plans must be fully scaled & dimensioned)

- |   |  |
|---|--|
| <input type="checkbox"/> Site Plan                              | <input type="checkbox"/> For existing businesses, photographs of the interior and exterior of the business |
| <input type="checkbox"/> Floor Plan                             |  |
| <input type="checkbox"/> Copy of Menu (for food establishments) |  |

**PRELIMINARY USE REVIEW APPLICATION**

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**CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)**

[Environmental Information Form](#)

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

- |  |   |
|--|---|
| <input type="checkbox"/> Proposed business activity/activities | <input type="checkbox"/> Number of employees            |
| <input type="checkbox"/> Proposed hours and days of operation  | <input type="checkbox"/> Square footage of tenant space |

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

- |   |  |
|---|--|
| <input type="checkbox"/> Type "41" (On-Sale, Beer and Wine) | <input type="checkbox"/> Type "20" (Off-Sale, Beer and Wine) |
| <input type="checkbox"/> Type "47" (On-Sale, General)       | <input type="checkbox"/> Type "21" (Off-Sale, General)       |
| <input type="checkbox"/> Other. Please specify:             |  |

Print Name of Applicant: \_\_\_\_\_

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

-----OFFICE USE ONLY-----

**Zone:** \_\_\_\_\_ **General Plan:** \_\_\_\_\_ **Lot Size:** \_\_\_\_\_

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**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.

**CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)**

As a part of the Preliminary Development Review, City Staff will confirm what type of CEQA compliance (e.g., exemption, IS/MND, etc.) would be required for the project, if any. The [Environmental Information Form](#) provides initial information to assist in the City's determination on what additional documentation/studies may be applicable. Changes to the project's scope of work may require additional CEQA clearance.

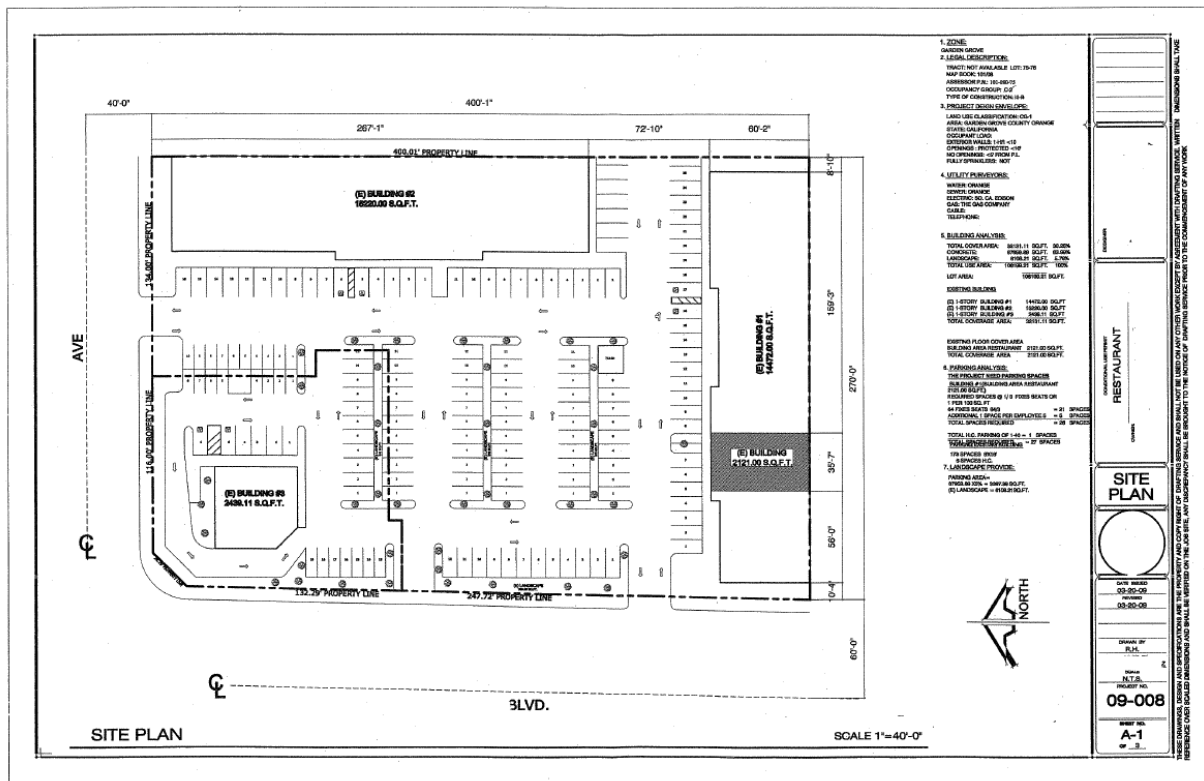
# PRELIMINARY USE REVIEW APPLICATION

## 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*

