



LAND USE PERMIT SUBMITTAL CHECKLIST – APPENDIX “A” Plan Requirements

1. AREA MAP

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:

- a. North arrow, scale, and title block, including the name and telephone number of the person preparing the plan.
- b. Show all properties located within 300 feet of the project site, with the subject site clearly designated.
- c. Show the Assessors, Book, Block, and Parcel Number(s) for the development site and all properties within 300 feet.
- d. Show all streets and their names.
- e. Show all Municipal and County boundaries.

2. BUILDING CODE COMPLIANCE

The application plans shall include a complete code analysis and details adequate to determine compliance with applicable Building Codes. The proposed project must comply with the following Parts of the California Building Standards Code and all local amendments adopted by the City pursuant to Title 18 of the Garden Grove Code of Ordinances.

- California Code of Regulations, Title 24:
 - Part 2, 2022 California Building Code
 - 2022 CBC Chapter 11A, Private Housing Accessibility. Please indicate if public funding is being utilized for the proposed project.
 - 2022 CBC Chapter 11B, Public Housing/Public Accommodation
 - Part 3, 2022 California Electrical Code
 - Part 4, 2022 California Mechanical Code
 - Part 5, 2022 California Plumbing Code
 - Part 6, 2022 California Energy Code
 - Part 9, 2022 California Fire Code
 - Part 11, 2022 California Green Building Standards Code (CalGreen)
 - California Senate Bill (SB) 7 – Water Meter

As noted above, the proposed project shall comply with all applicable provisions of the California Building Standards Code, as well as local amendments adopted under

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Title 18 of the City of Garden Grove Code of Ordinances. This includes, without limitation, obtaining approval of a Fire Master Plan for Commercial and Residential Development pursuant to Orange County Fire Authority (OCFA) Guideline B-01. The project will not be considered in conformance with these requirements until OCFA approves the proposed Fire Master Plan. (see also #15. OCFA).

3. 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:

- a. North arrow, scale, and title block, including the name and telephone number of the person preparing the plan.
- b. Show all property lines of the subject site and dimensions of each.
- c. Show all existing building and structure locations, dimensioned to show size, setbacks, distance between buildings, etc.
- d. 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.
- e. Show all existing signs including location, size, height, and type.
- f. Show and label all existing utilities, including water, sewer, electric, gas, cable, etc., serving the project site.
- g. Show and label all existing easements affecting the project site.
- h. Show all existing landscaping on the site. Indicate type (Latin and common name), and where appropriate approximate, size (caliper and height).
- i. Show all existing perimeter fences and walls labeling each as to material, type, height, and condition.
- j. 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.
- k. Show location of existing street fire hydrants located adjacent to the project site.

4. SITE PLAN

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/>. Please see the OCFA section of this handout for more information). All projects must comply with applicable [City Engineering Standard Plans](#).

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

- a. North arrow, scale, and title block, including the name and telephone number of the person preparing the plan.
- b. Show property lines of the subject property and dimensions of each.
- c. Show proposed building locations, roof overhangs, dimensions to show building sizes, setbacks, distance between buildings, etc.
- d. Show and label proposed streets and drives, including any necessary dedications, and dimension to show widths and distance from street centerlines.
- e. Show all ADA ramps.
- f. Show all proposed parking spaces and aisles, including dimensions. Parking spaces shall be labeled as standard, compact, ADA, EV, etc.
- g. Show a minimum twenty-five-foot-by-five-foot (25'-0" x 5'-0") wide maneuvering area at the end of a dead-end parking aisle, and a ten-foot-by-nineteen-foot (10'-0" x 19'-0") wide turnaround space.
- h. Show adequate radius is provided for appropriate vehicles (fire trucks, buses, trash trucks, etc.) to navigate the project access.
- i. For any security gate that restricts vehicular access onto any development, show the following:
 - i. Proposed entrance gate shall remain open for all vehicles via automated sensor. Furthermore, such vehicular gates shall not be permitted to swing in or out.
 - ii. All vehicular security gates shall be constructed of material that is not view-obscuring.
 - iii. Pedestrian Access. A separate pedestrian walkway leading from the public sidewalk into a development shall be provided for any development with a security gate across a vehicular access driveway. Furthermore, any security gate that restricts pedestrian access to dwelling units of any multifamily residential development, an intercom or telephone system shall be provided at the gate for each dwelling unit with restricted access as a condition of approval of the security gate.
 - iv. Gate Width. Vehicular entry gates shall open a minimum twenty feet (20'-0") to completely clear the minimum driveway width. Additional width may be required by the City for access or circulation purposes.
 - v. Vehicular Turnaround. A turnaround area outside of the gate shall be required for any development.
 - vi. Trash Pickup. A means of entry, to be approved by the City-franchised trash disposal service, shall be provided which automatically opens the vehicular gate(s) for trash pickup.

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- vii. Proposed gate facility shall be located a minimum of 35-feet (local residential streets)/55-feet (secondary arterials)/85-feet (principal, major and primary arterials) from the property line.
- j. Show all proposed signs including location and dimensions, with reference to the sign program.
- k. Indicate proposed utility meter locations and electrical transformers.
- l. Show and label the location(s) of all water and sewer mains servicing the subject property.
- m. Show all structures on contiguous properties within 30 feet of the subject property.
- n. Show all proposed walls and fences, and label each as to type of dimensions on the subject property.
- o. Show storm drain lateral pipe connections to city maintained storm drains.
- p. Show existing locations of cross-gutters.
- q. Show all landscaped areas and dimensions of each area.
- r. Show existing and any proposed street fire hydrants located adjacent to the project site, and show location of new on-site fire hydrants.
- s. Show the following in tabular form:
 - i. Net size of parcel(s)
 - ii. Total square feet of parking areas, including areas used for ingress or egress, drives, aisles, stalls, and maneuvering
 - iii. Total area of landscaping within parking area
 - iv. Total landscaping area within parking area as a percent of the parking area
 - v. Building area, coverage, and height
 - vi. Total number of parking spaces on the site and number of compact, EV, and handicap spaces, and percentages of each.
 - vii. Total square feet of landscaped area excluding setbacks.
- t. For residential projects, show the following information in tabular form:
 - i. Number of units
 - ii. Total building coverage in square feet and as a percent of the site area
 - iii. Total number of covered and guest parking spaces, both compact and regular-sized and percentages of each
 - iv. Total square feet of all common recreation areas and average common area per unit
 - v. Show all common recreation areas and private patio areas and dimensions of each.

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- vi. Density as square feet per unit
- vii. Density as number of units per acre
- viii. Numbers of one, two, and three bedroom units, including the number of bathrooms, and square footage of each type of unit
- ix. Building height
- x. Total landscape area within parking area in square feet and a percent of the parking area
- xi. Total square feet of landscaped area, including setbacks and parking area, but excluding common and private recreation area.
- u. 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.

5. TENTATIVE SUBDIVISION MAP (IF APPLICABLE)

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

- a. Tentative Tract or Tentative Parcel Map number, as assigned by Orange County Public Works.
- b. North arrow, scale, and title block, including the name, address, and phone number of registered civil engineer or licensed surveyor, who prepared the plan.
- c. Date of preparation.
- d. Area within the boundaries of the tract or parcel map, to the nearest acre.
- e. Basis of bearings.
- f. Boundary lines.
- g. The location, width, approximate grade, and proposed names of all streets within the proposed subdivision. (If applicable).
- h. Name, location, and width of adjacent streets/alleys.
- i. Lot number, lot lines, and approximate dimensions of each lot.
- j. 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.
- k. Description of the exterior boundaries of the subdivision or legal description of the property comprising the subdivision.

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- l. Width and location of all existing recorded public and private easements, and proposed easements, which may be required. List of all easements, its holder's name, purpose, and recordation information.
- m. Classification of lots as to intended land use: residential, commercial, industrial, or other use.
- n. Proposed direction of flow and rate of grade of street drainage.
- o. Approximate radii or curves.
- p. Contours at one-foot intervals based on the City Survey Datum.
- q. 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.
- r. Source of water supply.
- s. Type of street improvement, which the subdividor proposes to install.
- t. Proposed storm water, sewer, or other means of drainage (grade and size).
- u. Protective covenants to be recorded.
- v. Proposed method of sewage disposal.
- w. Vicinity map (showing the property in relation to its setting in Garden Grove).
- x. Reference documents.
- y. Adjacent subdivision maps and recordation information.
- z. Updated title report (at least 90 days) along with copies of the recorded instruments listed in the title report, reference map used to prepare legal description and the plat.

6. FLOOR PLAN

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

- a. North arrow, scale, and title block, including the name and telephone number of the person preparing the plan.
- b. Type: One of each type of unit or building proposed.
- c. Each floor plan shall indicate:
 - i. Overall square footage
 - ii. Each room shall be labeled as to use with dimensions, and sizes.
 - iii. Doorway locations
 - iv. Window types, sizes, and locations
- d. For residential projects, the floor plan shall also show fully dimensioned patio and balcony areas.

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7. ELEVATION PLAN

Elevations are required for all developments. The Elevation Plan must be fully dimensioned and drawn to a scale, and include the following information:

- a. Scale, and title block, including the name and telephone number of the person preparing the plan. Scale shall be no less than 1/8" = 1'-0"
- b. Elevations shall include all sides of each building type proposed for the site.
- c. All exterior building materials and colors labeled and identified.
- d. All building, roof, window, and door heights shall be dimensioned. Heights shall be measured from finished grade, to plate height(s), top of ridge, top of parapet, top of penthouse, etc., as applicable
- e. For multi-story residential developments adjacent to existing residential developments, the elevations shall provide one or more view-obscuring treatments, as listed in the Municipal Code. A line-of-sight drawing shall be provided for any side of the proposed building adjacent to an existing residential development.

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.

8. ROOF PLAN

Roof Plans are required for all developments. The Roof Plans must be fully dimensioned and drawn to a scale large enough to clearly indicate all features and shall include the following:

- a. North arrow, scale, and title block, including the name and telephone number of the person preparing the plan.
- b. Ridge, valley, and hip line locations.
- c. Roof slope and type.
- d. Roofing material (e.g., composition shingles, concrete tile, etc.)

9. LANDSCAPE PLAN

Landscape Plans are required for all developments. This plan shall indicate the following:

- a. North arrow, scale, and title block, including the name and telephone number of the person preparing the plan. The scale shall be the same as the provided site plan

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- b. A data table that includes the following: symbol legend, common and Latin name, size (e.g. 24" box, 15-gallon, etc.), and quantity of all proposed trees, shrubs, and groundcovers.
- c. All proposed plants, in accordance with the data table (#2 above), shall be shown on plan. Any existing trees on-site, which are to be incorporated into the proposed project, shall also be shown.
- d. Utility meters, transformer boxes, any other ground-mounted equipment, storage areas, and trash enclosures shall be shown on the landscape plans. Landscaping shall be provided to screen said site design features from view the public right-of-way
- e. All perimeter block walls or fences shall be shown on the landscape plans. Street-facing perimeter block walls, whether new or existing, shall include trailing vines, hedges planted along the base of the exterior face, or other landscaping treatments that deter graffiti.
- f. For any multi-story residential development that proposes screening/canopy trees as a privacy provision, the trees shall be shown on the landscape plan, including notes on the height of the proposed trees, in accordance with the line-of-sight drawings. Based on the proposed species and height of tree required, the trees shall be spaced accordingly.
- g. Any irrigation system needs to show connection to the existing water system on site, or to new dedicated irrigation meter. The irrigation system will require to have an approved device for backflow protection.

The landscaping plan shall take into account any grade differences as shown on the preliminary grading plan. Please consult the Garden Grove Municipal Code for specific design requirements for landscape plans including percentages, location, type, and size of landscape materials. New landscape projects with a landscaped area equal to or greater than 2,500 square feet are subject to the Landscaping Water Efficiency provisions.

10. SIGN PROGRAM

Sign Plans and a Sign Program are required for all commercial developments. The Sign Plans must be drawn to a scale large enough to clearly indicate all details, including the following:

- a. Pylon Signs (Five-acre minimum development site)
 - i. Location, number, and height (above natural grade)
 - ii. Square footage of sign face(s) plus overall dimensions
 - iii. Color and style of letters, trim, and background clearly designated.
 - iv. Elevation above natural grad, sign with materials and colors indicated
- b. Monument Signs (if applicable)
 - i. Location, number, and height

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- ii. Square footage of sign face plus overall dimensions
- iii. Color and style of letters, trim, and background
- iv. Elevation above natural grade, sign with materials and colors indicated
- c. Wall signs (if applicable)
 - i. Applicant shall submit building elevations incorporating typical wall signage for each proposed tenant or use, including a detail indicating size, height, materials, and colors. These elevations shall be separate from the required building elevations.
- d. Other Signage (if applicable)
 - i. Directional signs, menu boards, canopy signs, etc., may be required depending upon the type of project and location. Signage shall comply with all provisions of the Municipal Code.

11. PRELIMINARY GRADING PLAN AND CROSS SECTIONS

- a. Grading Plans are required for all developments. The grading plans must be drawn at the same scale as the Site Plan, and shall indicate any existing or proposed grade change and its relationship to the project. Grading Plans must show the location and height of all existing and proposed perimeter walls, including retaining walls, with cross sections.
- b. Grading and street improvement plans are required for all developments by a registered Civil Engineer. As required under Section 107 of the California Building Code (CBC), the grading plan shall be based on a current survey of the site, including a boundary survey, topography on adjacent properties up to 30' outside the boundary, and designed to preclude cross lot drainage. Minimum grades shall be 0.50% for concrete flow lines and 1.25% for asphalt. The grading plan shall also include water and sewer improvements. The grading plan shall include a coordinated utility plan showing all existing utility facilities, easements and proposed utility facilities. All onsite improvements shall be tied by horizontal dimensional control to the property boundary as established by survey. A minimum uninterrupted 20-foot deep throat access to the site is required from the property line for the multi residential and commercial projects and shall meet the requirements of the California Fire Code throughout the site. Vehicle maneuvering, as demonstrated by Auto Turn along private streets and access ways, shall be demonstrated on the grading plan. Street improvement plans shall conform to all format and design requirements of the City Standard Drawings & Specifications. Approved site plan from planning division shall be included as part of the grading improvements plan package.
- c. Project is located within City's flood zone the applicant shall submit the following:
 - i. Grading plans prepared by a registered Civil Engineer are required. As required by Section 107 of the California Building Code, the grading plan

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shall be based on a current survey of the site, including a boundary survey, topography on adjacent properties up to 30' outside the boundary, and designed to preclude cross lot drainage. All pad elevations and the elevations of the lowest finished floor (including basements or subgrade building structures) shall be shown on the grading plan in conformance with FEMA design criteria and Appendix G of the California Building Code (CBC). Minimum grades within 10 feet of each building foundation shall conform to Section 1804.4 of the California Building Code. Minimum grades outside 10 away from the building foundation shall be 2% for earthen swales, 0.50% for concrete flow lines and 1.25% for asphalt. The grading plan shall also include water and sewer improvements. The grading plan shall include a coordinated utility plan showing all existing utility facilities, easements and proposed utility facilities.

- ii. All grading shall be in conformance with the City of Garden Grove Municipal Code Sections 9.08.030.040, 9.08.030.050 and 9.08.030.060, as well as the City of Garden Grove Flood Area Development Requirements. Pad and finished floor certifications signed and sealed by a registered design professional as required by Appendix G103.3 of the California Building Code shall be submitted to the Engineering Department.

12. LIGHTING PLAN (IF APPLICABLE)

For any development proposing exterior site lighting, a Lighting Plan shall be submitted indicating the following:

- a. North arrow, scale, and title block, including the name and telephone number of the person preparing the plan. The scale shall be the same as the provided site plan.
- b. Height of lighting standards.
- c. Placement.
- d. Method of Shielding.
- e. Dramatic lighting (building accent, security, or for special landscaping effect).
- f. Minimum lighting levels in all parking and pedestrian areas.
- g. Photometric Plan showing lighting levels throughout the project site, and to each property line.

13. SEWER CAPACITY REVIEW

- a. All Projects must submit a Sewer Capacity Application to the Garden Grove Sanitary District for sewer capacity verification. Additional plumbing fixtures will not be permitted for projects in a sewer deficient area.

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All proposed off-site water and sewer utilities and on-site water utility within dedicated water easement must be designed to comply with the latest Public Works Standard Plans and Specifications and the State Water Resources Control Board Title 17. For specific water and sewer design questions please contact the Water Services Division at (714) 741-5346.

14. PRELIMINARY WATER QUALITY MANAGEMENT PLAN (WQMP) OR NON PRIORITY PROJECT WATER QUALITY PLAN (WQP) AND PRELIMINARY GRADING PLAN

- a. 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:

<https://ggcity.org/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):

- 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.](#)

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

15. 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/>.

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.