



## **LAND USE PERMIT SUBMITTAL CHECKLIST**

### **I. Land Use Permit**

A Land Use Permit is required for all projects requiring discretionary action. Such projects include new multiple-family residences, commercial, and industrial developments; rezoning or changing the land use designation of a property; subdividing property; deviating from development standards; or amending the permitted uses of a zone. Title 9 of the Municipal Code Section 9.32.030 explains various types of land use entitlements, required findings, and procedures.

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

### **II. Preliminary Review**

The preliminary review process is the suggested first step in the Land Use Permit process. It 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. The preliminary review process provides a one-on-one opportunity for the assigned planner to outline specific zoning issues and procedures associated with the project.

The planner will review 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. The planner may schedule a meeting with the applicant to discuss the project, and can also facilitate meetings between the other City Departments.

During this Preliminary Review, a preliminary Water Quality Management Plan (WQMP) or a Non-Priority Water Quality Plan (WQP) may also be submitted to the Engineering Division for review and approval. All projects submitting for a Land Use Permit are also subject to California Environmental Quality Act (CEQA) review, and require evaluation to determine the most appropriate level of environmental review. During the Preliminary Review, the planner will advise the applicant of the appropriate environmental analysis necessary for the City to determine CEQA compliance, which may require the applicant to prepare an Initial Study and/or technical studies.

The planner will continue to work with the applicant through the subsequent plan revisions and environmental review, if necessary, until the project complies with all applicable codes, and is recommended to submit the Land Use Permit. The preliminary review process does not guarantee approval of the Land Use Permit, nor can a Planner assure approval.

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### **III. Ministerial Housing Applications**

Housing projects subject to ministerial approval processes pursuant to specified state laws shall also be subject to the following checklist and associated Appendix A, unless clearly not applicable. Furthermore, any specific requirements of the applicable state law shall also be met. Housing applications invoking certain state laws shall be subject to the review and/approval timelines therein.

### **IV. Official Submittal**

The applicant will complete the land use application and gather all required documents listed on the Land Use Permit Submittal Checklist to proceed with the official submittal. The applicant is encouraged to schedule an appointment with a planner to formally submit an application. Please contact the Planning Services Division at (714) 741-5312 to schedule an appointment. A planner will meet with the applicant to review the plans, collect fees, and ensure that all items on the Land Use Permit Review Submittal Checklist have been submitted. An application will be accepted only if the fees are paid. The planner does not have the authority to "hold" an incomplete application. The acceptance of an application does not guarantee its approval.

### **V. Application Processing**

After a project is submitted, the planner will review the application to determine that it is complete and acceptable for processing. As a permit-granting agency, the City is allotted 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 further. If an application is determined to be complete, and no further evaluation is required pursuant to CEQA, the project will be processed and scheduled for a public hearing within a typical time frame of eight (8) to ten (10) weeks. Processing time and scheduling may be subject to change. The planner will contact the applicant to verify the status of the application, and the tentative public hearing date.

Also during this time, the assigned 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.

All projects submitting for a Land Use Permit are also subject to California Environmental Quality Act (CEQA) review, and require evaluation to determine the most appropriate level of environmental review. Within thirty (30) of the submittal date, the planner will advise the applicant of the appropriate environmental analysis necessary for CEQA compliance, which may include the preparation of an Initial Study and/or technical studies.

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 assigned planner will prepare the staff report for the project. A copy of the staff report will be emailed to the applicant 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 report and/or conditions of approval.

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### **VI. 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.

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

The decision of the hearing body may be appealed within the timeframes identified in Section 9.32.120 of the Garden Grove Municipal Code. 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 shall be 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 and Safety Division, and obtaining a business license.

## **SUBMITTAL CHECKLIST**

In order to deem an application complete, the following shall be submitted alongside a Land Use Permit application. Please contact the Planning Services Division for any questions about the submittal requirements. **Applicants are encouraged to contact the Planning Services Division to schedule an appointment to submit your application.**

### **APPLICATION FORMS**

1.  [Application Fees](#)
2.  [Completed Land Use Permit Application](#), and signed and notarized City Letter of Authorization (Required if the Applicant is not the Property Owner)
3.  [Density Bonus Application](#) (if applicable)
4.  [SB 330 Replacement Unit Determination Form](#) (if applicable)
5.  [SB 330 Replacement Housing Tenant Information Packet](#) (if applicable)
6.  [Wireless Facilities Application](#) (if applicable)
7.  [Environmental Information Form](#)
8.  [Lot Line Adjustment Application](#) (if applicable)

### **SUPPORT DOCUMENTS (via USB flash drive, email, or file transfer)**

9.  Letter of Request and/or Proposed Business Description
10.  Preliminary Title Report, less than 180 days old, and must reflect the current property owner of record.
11.  Preliminary Water Quality Management Plan (WQMP) or Non-Priority Water Quality Plan (WQP)
12.  CEQA Initial Study and/or environmental technical studies (if applicable)
13.  Parking study (if applicable)

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- 14.  Traffic study (if applicable)
- 15.  Parking Management Plan (if applicable)
- 16.  Trip Generation Memo (if applicable)
- 17.  Phase I Geotechnical Report (if applicable)
- 18.  Hydrology Flow Study (if applicable)
- 19.  Water Quality Management Plan (if applicable)
- 20.  List of property owners located within 300 feet of the project site for any properties located 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.*
- 21.  OCFA PR Form (if applicable)
- 22.  [Sewer Capacity Review](#) (if applicable)
- 23.  [Landscape Water Efficiency Application](#) (if applicable)

### **DIGITAL PLANS (via USB flash drive, email, or file transfer)**

*Refer to Appendix A for plan submittal requirements*

- 24.  Area Map
- 25.  Existing Facilities Plan
- 26.  Site Plan
- 27.  Tentative Subdivision Map or Lot Line Adjustment (if applicable)
- 28.  Floor Plan
- 29.  Elevations
- 30.  Roof Plan (if applicable)
- 31.  Landscape Plan (if applicable)
- 32.  Sign Plans and/or Sign Program (if applicable)
- 33.  Preliminary Grading Plan (if applicable)
- 34.  Lighting Plan (if applicable)
- 35.  Colored rendering of elevations (if applicable)
- 36.  Building material and color samples (if applicable)
- 37.  Street Improvement Plans (if applicable)

**\* Refer to Appendix A for plan submittal requirements.**

**\* All digital documents and plans must be formatted for PDF/A compatibility.**

### **CONTACT US**

If you have any questions about the land use permit process, please call the Planning Services Division at (714) 741-5312 or <https://ggcity.org/planning/contact>.