



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

Office Use Only

Received By: _____

Date Submitted: _____

PRELIMINARY USE REVIEW APPLICATION

The Preliminary Review process, a voluntary process, allows the appropriate City Departments to review a proposed project for code compliance prior to submission of a formal land use application. Please complete the following information, and submit the completed application with plans and required documentation 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.

Please submit the completed application with plans and supporting documentation to the Planning Services Division at ggcity.org/planning/contact. Once received, a Planner will review the application for completeness, and will provide further instructions, including payment delivery.

If you have any questions, please contact the Planning Services Division at (714) 741-5312 or submit your inquiry via at ggcity.org/planning/contact.

REVIEW FEES:☐ Preliminary Application Fee-\$700☐ OCFA Preliminary Review Fee-\$558☐ Neighborhood Meeting Fee-\$450 (If applicable)☐ (payable to OCFA) (If applicable)**PROJECT INFORMATION**

Project Address: _____

APPLICANT INFORMATION

Name: _____

Mailing Address: _____

Phone No.: _____

E-mail: _____

BUSINESS OWNER INFORMATION (if different from applicant)

Name: _____

Mailing Address: _____

Phone No.: _____

E-mail: _____

PROPERTY OWNER INFORMATION (if different from applicant or business owner):

Name: _____

Mailing Address: _____

Phone No.: _____

E-mail: _____

**REQUIRED PLANS: ONE (1) DIGITAL COPY OF PLANS
(USB REQUIRED FOR OCFA REVIEW, IF APPLICABLE)**

(Plans must be fully scaled & dimensioned)

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

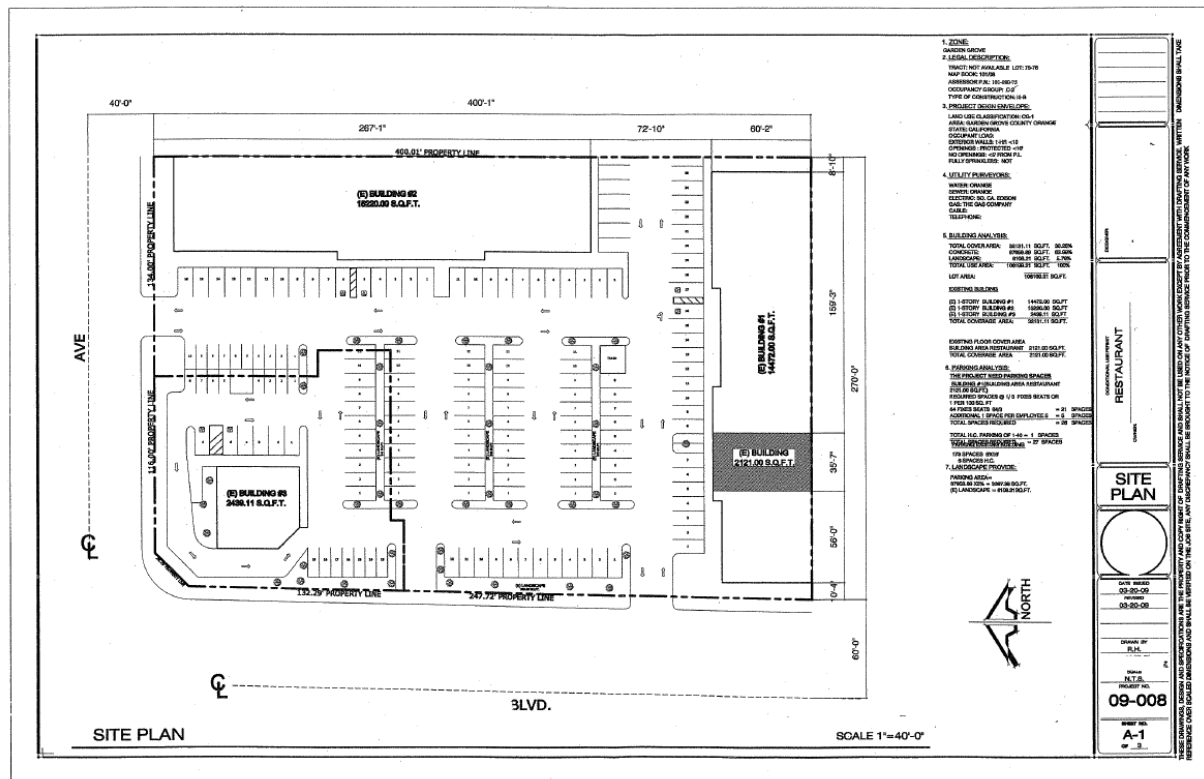
PRELIMINARY USE REVIEW APPLICATION

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



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.