

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 <u>ggcity.org/planning/contact</u>. 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 <u>ggcity.org/planning/contact</u>.

REVIEW FEES:

Preliminary Application Fee-\$700

Neighborhood Meeting Fee-\$450 (If applicable)

OCFA Preliminary Review Fee-\$558 (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:

Name:

Mailing	Address:
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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	
🗌 Floor Plan	the interior and exterior of the business	
Copy of Menu (for food establishments)		

PRELIMINARY USE REVIEW APPLICATION

PROVIDE A DETAILED BUSINESS DESCRIPTION THAT INCLUDES, BUT NOT LIMITED TO, THE FOLLOWING INFORMATION:		
 Proposed business activity/activities Proposed hours and days of operation 	Number of employees	
FOR ABC LICENSE REQUESTS (check one) :		
 Type "41" (On-Sale, Beer and Wine) Type "47" (On-Sale, General) Other. Please specify: 	☐ Type "20" (Off-Sale, Beer and Wine) ☐ Type "21" (Off-Sale, General)	
Signature of Applicant:	Date:	
OFFICE USE ONLY		
Zone: General Plan: Lot Size:		
Review Dates/Comments:		

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

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

ORANGE COUNTY FIRE AUTHORITY (OCFA)

Where applicable, all projects must be designed to comply with the OCFA <u>Fire Master</u> <u>Plans for Commercial and Residential Department guidelines</u>, along with any other applicable OCFA requirements. A copy of the Fire Master Plan guidelines can be accessed from the OCFA website at <u>https://www.ocfa.org/</u>

At the time of preliminary review submittal, and as determined by the Planning Services Division in consultation with OCFA, the applicant may be 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.