



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

IMPORTANT NOTICE:

Please contact the Planning Services Division at (714) 741-5312 to inquire about the zoning requirements that will apply to your project, and the discretionary review process. Please be advised that the project may also be subject to the requirements of other City Departments. The Planning Services Division highly encourages, prior to filling out and completing any entitlement application, that all applicants submit a **Preliminary Review Application** for all projects to verify zoning compliance and compliance with the requirements of other City Departments. Possible consequences for not performing a preliminary review may include delays to the project, redesigning of the project, and unexpected financial costs incurred by the applicant.



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LAND USE PERMIT GENERAL INFORMATION

I. Land Use Permit

A Land Use Permit is required when a request is made that requires a discretionary approval, such requests include constructing new multi-family residences, commercial, and industrial developments; to rezone or to change the land use designation of a property; to subdivide a property; to deviate from the development standards; or to amend 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 Division to discuss the proposed project and the application process before detailed plans are prepared. The initial contact should take place prior to any substantial investment (i.e., leasing of property, or construction plans) in the preparation of the proposed application.

II. Preliminary Review

The preliminary review process is the first step in the Land Use Permit process that allows the appropriate City Departments to review the project for code compliance. Depending on the complexity of the project, the initial preliminary review period is approximately two (2) to three (3) weeks. During this time, a Planner will be assigned to the project to work with the applicant through the entire process. The preliminary review process provides a one-on-one opportunity for the Planner to outline specific zoning issues and procedures associated with the project.

The Planner will review the preliminary plans, and route the plans to the appropriate City Departments 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 in order to comply with the code. The Planner may schedule a meeting with the applicant to discuss the project, and the Planner can also facilitate meetings between the other City Departments.

The Planner will continue to work with the applicant through the subsequent plan revisions, if necessary, until the project complies with all applicable codes and can be submitted officially for Land Use Permit processing. The preliminary review process does not guarantee approval of the Land Use Permit, nor can a Planner assure approval.

III. Official Submittal

The applicant is required to schedule an appointment with the Planner to formally submit an application. Please contact the Planner at (714) 741-5312 to schedule an appointment. The Planner will meet with the applicant to review the plans, collect fees, and ensure that all items on the Land Use Permit Review Submittal

LAND USE PERMIT SUBMITTAL CHECKLIST

Checklist have been submitted. All items on the checklist must be submitted before an application will be accepted by the Planner. The Planner does not have the authority to "hold" an incomplete application. The acceptance of an application as being complete does not guarantee its approval. The acceptance only indicates that there is adequate information to evaluate the project.

IV. Application Processing

After a project is submitted, the Planner will review the application thoroughly to determine that it is complete and acceptable for processing. As a permit granting Agency, the City is allowed 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 and may be returned. If an application is determined to be complete, the project will be processed and scheduled for a Public Hearing within a typical time frame of eight (8) to ten (10) weeks, but note that the processing time may be longer due to certain circumstances. The applicant may contact the Planner three (3) weeks after submittal to verify the status of the application, and the tentative Public Hearing date.

During this time, the Planner will route the project plans to the appropriate City Departments for review and comments. Environment review and legal notices are also prepared as required by state law. The legal notices are published and mailed to the applicant and to all property owners located within 500 feet of the project site. The legal notice will specify the date, time, and location of the Public Hearing, and provide a brief description of the project.

The Planner will prepare the staff report for the project. A copy of the staff report will be mailed 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.

V. 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. The decision of the Hearing Body may be appealed with the timeframes identified in Section 9.32.110.C of the Garden Grove Municipal Code.

VI. After the Public Hearing

There is a 21-day appeal period after the Public Hearing. 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 are 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 Services Division, and obtaining a business license.

LAND USE PERMIT SUBMITTAL CHECKLIST

The following are the submittal requirements for a Land Use Review application. In order for the project application to be deemed complete, the Planner will review the plans against the checklist. Incomplete submittal packages will not be accepted. Please contact the Planning Services Division for any questions regarding the submittal requirements or the information needed.

1. Application Fees
2. Completed Land Use Permit Application
3. Signed and notarized Letter of Authorization
4. Preliminary Title Report, less than 180 days old
5. Environmental Information Form
6. Colored Exhibits (**not** to be folded or mounted on boards)
 - a. Site Plan
 - b. Elevations
7. Materials and Color Board
8. List of property owners located within 500 feet of the project site for any properties outside of the City limits
9. Approved Preliminary Water Quality Management Plan (WQMP)
10. Other supporting documents as required by the City
11. **Twenty-five (25)** complete and fully dimensioned sets of plans. Each set of plans must be stapled together in the following order, from top to bottom, and include the following:
 - a. Area Map
 - b. Existing Facilities Plan
 - c. Site Plan
 - d. Tentative Subdivision Map (if applicable)
 - e. Floor Plan
 - f. Elevations
 - g. Roof Plan
 - h. Landscape Plan
 - i. Sign Plans and Program
 - j. Preliminary Grading Plan
 - k. Lighting Plan

Plans must be folded to a notebook size or 11 inches by 14 inches, and a manner to expose the title block. **Plans which are not folded will not be accepted.**

12. One (1) set of reduced plans printed on 8-1/2" by 11" sheet of paper (Note: An electronic copy of the plans may also be required)

LAND USE PERMIT SUBMITTAL CHECKLIST

APPENDIX A REQUIREMENTS FOR AREA MAP, SITE PLAN, FLOOR PLAN, AND ELEVATIONS

AREA MAP

Quantity Required-25 copies at 8-1/2" X 11"

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:

1. North Arrow, Scale, and Title Block (name of project, applicant, and date prepared).
2. Show all properties located within 500 feet of the project site, with the subject site clearly designated.
3. Show the Assessors, Book, Block, and Parcel Number(s) for the development site and all properties within 500 feet.
4. Show all streets and their names.
5. Show all Municipal and County boundaries.

EXISTING FACILITIES PLAN

Quantity Required-25 copies with a maximum size of 30 inches by 42 inches

The Existing Facilities Plan must be drawn at the same scale as the Plot Plan and at a scale large enough to clearly indicate all of the following:

1. North Arrow, Scale, and Title Block.
2. Show all property lines of the subject site and dimensions of each.
3. Show all existing building and structure locations, dimensioned to show size, setbacks, distance between buildings, etc.
4. 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.
5. Show all existing signs including location, size, height, and type.
6. Show and label all existing utilities, including water, sewer, electric, gas, cable, etc., serving the project site.
7. Show and label all existing easements affecting the project site.
8. Show all existing landscaping on the site. Indicate type (Latin and common name), and where appropriate approximate, size (caliper and height).
9. Show all existing perimeter fences and walls labeling each as to material, type, height, and condition.
10. 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.

LAND USE PERMIT SUBMITTAL CHECKLIST

SITE PLAN

Quantity Required-25 copies with a maximum size of 30 inches by 42 inches

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

1. North arrow, scale, and title block, including the name and telephone number of the person preparing the plan.
2. Show property lines of the subject property and dimensions of each.
3. Show proposed building locations, dimensions to show building sizes, setbacks, distance between buildings, etc.
4. Show and label proposed streets and drives, including any necessary dedications, and dimension to show widths and distance from street centerlines.
5. Show all proposed parking spaces and aisles, including dimensions.
6. Show all proposed signs including location and dimensions, with reference to the sign program.
7. Indicate proposed utility meter locations and electrical transformers.
8. Show all structures on contiguous properties within 30 feet of the subject property.
9. Show all proposed walls and fences, and label each as to type of dimensions on the subject property.
10. Show all landscaped areas and dimensions of each.
11. Show the following in tabular form:
 - a. Net size of parcel(s)
 - b. Total square feet of parking areas, including areas used for ingress or egress, drives, aisles, stalls, and maneuvering
 - c. Total area of landscaping within parking area
 - d. Total landscaping area within parking area as a percent of the parking area
 - e. Building area, coverage, and height
 - f. Total number of parking spaces on the site and number of compact and handicap spaces, and percentages of each
 - g. Total square feet of landscaped area excluding setbacks.
12. For residential projects, show the following information in tabular form:
 - a. Number of units
 - b. Total building coverage in square feet and as a percent of the site area
 - c. Total number of covered and guest parking spaces, both compact and regular-sized and percentages of each
 - d. Total square feet of all common recreation areas and average common area per unit
 - e. Show all common recreation areas and private patio areas and dimensions of each.
 - f. Density as square feet per unit
 - g. Density as number of units per acre
 - h. Numbers of one, two, and three bedroom units, including the number of bathrooms, and square footage of each type of unit
 - i. Building height

LAND USE PERMIT SUBMITTAL CHECKLIST

- j. Total landscape area within parking area in square feet and a percent of the parking area
 - k. Total square feet of landscaped area, including setbacks and parking area, but excluding common and private recreation area.
13. 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.

TENTATIVE SUBDIVISION MAP (IF APPLICABLE)

Quantity Required-25 copies with a maximum size of 30 inches by 42 inches

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

- 1. Tentative Tract or Tentative Parcel Map number.
- 2. Name, address, and phone number of the owner or owners whose property is proposed to be subdivided.
- 3. Name, address, and phone number of registered civil engineer or licensed surveyor, who prepared the plan.
- 4. Date of preparation.
- 5. North arrow.
- 6. Area within the boundaries of the tract or parcel map, to the nearest acre.
- 7. Scale.
- 8. Basis of bearings.
- 9. Boundary lines.
- 10. The location, width, approximate grade, and proposed names of all streets within the proposed subdivision. (If applicable).
- 11. Location and width of alleys.
- 12. Name, location, and width of adjacent streets.
- 13. Lot number, lot lines, and approximate dimensions of each lot.
- 14. 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.
- 15. Description of the exterior boundaries of the subdivision or legal description of the property comprising the subdivision.
- 16. Width and location of all existing recorded public and private easements, and proposed easements, which may be required.
- 17. Classification of lots as to intended land use: residential, commercial, industrial, or other use.
- 18. Proposed direction of flow and rate of grade of street drainage.
- 19. Approximate radii or curves.
- 20. Contours at one-foot intervals based on the City Survey Datum.

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21. 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.
22. Source of water supply.
23. Type of street improvement, which the subdividor proposes to install.
24. Proposed storm water sewer or other means of drainage (grade and size).
25. Protective covenants to be recorded.
26. Proposed method of sewage disposal.
27. Vicinity map (showing the property in relation to its setting in Garden Grove).
28. Reference documents.
29. List of all easements, its holder's name, purpose, and recordation information.
30. Adjacent subdivision maps and recordation information.

FLOOR PLAN

Quantity Required-25 copies with a maximum size of 30 inches by 42 inches

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

1. Title block.
2. Type: One of each type of unit or building proposed.
3. Each floor plan shall indicate:
 - a. Overall square footage
 - b. Each room shall be labeled as to use with dimensions, and sizes.
 - c. Doorway locations
 - d. Window types, sizes, and locations
4. Each residential floor plan shall show fully dimensioned patio and balcony area.

ELEVATION PLAN

Quantity Required-25 copies with a maximum size of 30 inches by 42 inches (For existing developments, one set of color photographs mounted on an 8-1/2 inch by 11 inch sheet of paper may be used.)

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

1. Elevations shall include all sides of each building type proposed for the site.
2. Scale: Not less than 1/8" = 1'-0"
3. All exterior building materials and colors labeled and identified.
4. All roof, window, and door heights shall be dimensioned.
5. Title block.

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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.

ROOF PLAN

Quantity Required-25 copies with a maximum size of 30 inches by 42 inches

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:

1. Ridge, valley, and hip line locations.
2. Roof slope and type.
3. Roofing material (e.g., composition shingles, concrete tile, etc.)

LANDSCAPE PLAN

Quantity Required-25 copies with a maximum size of 30 inches by 42 inches

Landscape Plans are required for all developments. The Landscape plans must be drawn at the same scale as the Plot Plan. This plan shall indicate type, common and Latin name, size and location of trees, and type and location of shrubs and groundcovers. Existing trees on-site, which are to be incorporated into the proposed project, shall also be shown. 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.

Note: Beginning January 1, 2010, new landscape projects with a landscaped area, including pools or other water features, equal to or greater than 2,500 square feet are subject to the Landscaping Water Efficiency provisions.

SIGN PROGRAM

Quantity Required-25 copies with a maximum size of 30 inches by 42 inches

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

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

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- a. Location, number, and height
 - b. Square footage of sign face plus overall dimensions
 - c. Color and style of letters, trim, and background
 - d. Elevation above natural grade, sign with materials and colors indicated
3. Wall signs
 - a. 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 building elevations required as part of the Site Plan submittal.
 4. Other Signage (as applicable)
 - a. Directional signs, logos, canopy signs, etc., may be required depending upon the type of project and location. Signage shall comply with all provisions of the Municipal Code.

PRELIMINARY GRADING PLAN AND CROSS SECTIONS

Quantity Required-25 copies with a maximum size of 30 inches by 42 inches

Grading Plans are required for all developments. The grading plans must be drawn at the same scale as the Plot Plan and shall indicate any existing or proposed grade change and its relationship to the project.

LIGHTING PLAN

Quantity Required-25 copies with a maximum size of 30 inches by 42 inches

A Lighting Plan shall be submitted in conjunction with the landscape plan indicating the following:

1. Height of lighting standards.
2. Placement.
3. Method of Shielding.
4. Dramatic lighting (building accent, security, or for special landscaping effect).
5. Minimum lighting levels in all parking and pedestrian areas.

PRELIMINARY WATER QUALITY MANAGEMENT PLAN (WQMP) OR NON-PRIORITY PROJECT WATER QUALITY PLAN (WQP)

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

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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:

<http://www.ci.garden-grove.ca.us/?q=pw/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):

Environmental

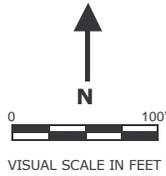
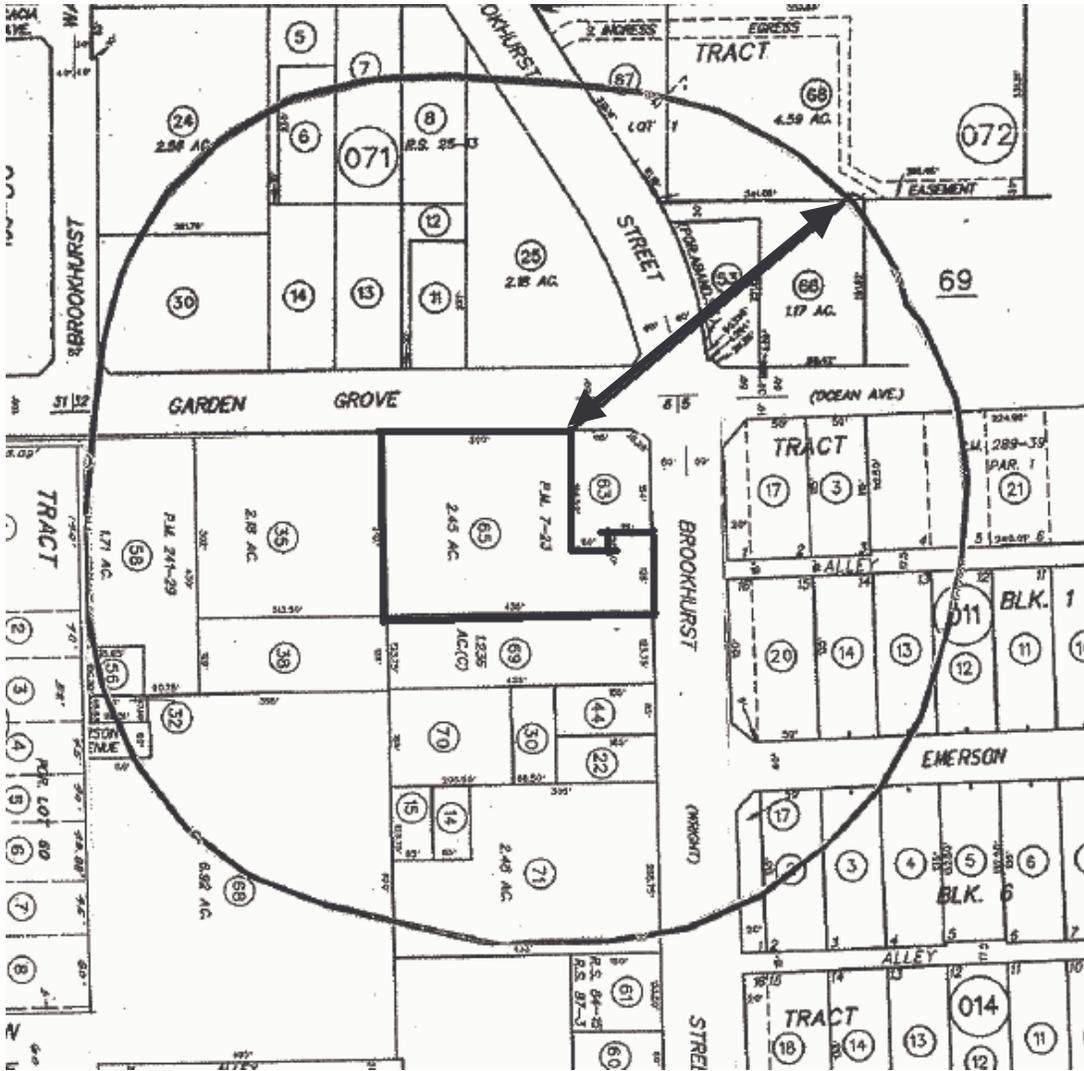
- [Model SWPPP](#)
- [OC Model WQMP information here](#)
- [GG PRELIMINARY WQMP Guidance \(doc\)](#)
- [GG Non-Priority WQP Template \(doc\)](#)
- [GG WQMP Template \(doc\)](#)
- [WQMP Worksheets from OC TGD \(doc\)](#)
- [Green Bldg Code Infiltration/ SWPPP Stds.](#)

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

LAND USE PERMIT SUBMITTAL CHECKLIST

AREA MAP

500 FT RADIUS



| Area Map | |
|---------------------------|--|
| ASSESSOR'S BOOK AND BLOCK | |
| PROPERTY PARCEL NUMBER(S) | |
| MAP PREPARED BY: | |
| ADDRESS: | |
| SCALE: | |
| DATE: | |

LAND USE PERMIT SUBMITTAL CHECKLIST

