



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

## PRELIMINARY USE REVIEW APPLICATION

The Preliminary Review process allows the appropriate City Departments to review a project for code compliance. Please complete the following information, and submit the completed application and all required documents to the Planning Services Division. The Planning Services Division will review the proposed request for Municipal Code compliance, and will contact you within ten (10) working days from the date of submittal.

Admin Review-No Fee       Ministerial Review-\$100       Pre-Application Fee-\$700

### PROJECT INFORMATION:

Project Address:

### APPLICANT INFORMATION:

Name:

Mailing Address:

City, State, Zip Code:

Phone No.:

### BUSINESS OWNER INFORMATION (if different from applicant):

Name:

Mailing Address:

City, State, Zip Code:

Phone No.:

### SUBMIT ONE (1) SET OF THE FOLLOWING EXHIBITS:

- |   |  |
|---|--|
| <input type="checkbox"/> Site Plan                              | <input type="checkbox"/> For existing businesses, photographs of the interior and exterior of the business |
| <input type="checkbox"/> Floor Plan                             |  |
| <input type="checkbox"/> Copy of Menu (for food establishments) |  |

### PROVIDE A DETAILED BUSINESS DESCRIPTION THAT INCLUDES, BUT NOT LIMITED TO, THE FOLLOWING INFORMATION:

- |  |   |
|--|---|
| <input type="checkbox"/> Proposed business activity/activities | <input type="checkbox"/> Number of employees            |
| <input type="checkbox"/> Proposed hours and days of operation  | <input type="checkbox"/> Square footage of tenant space |

### FOR ABC LICENSE REQUESTS (check one) :

- |   |  |
|---|--|
| <input type="checkbox"/> Type "41" (On-Sale, Beer and Wine) | <input type="checkbox"/> Type "20" (Off-Sale, Beer and Wine) |
| <input type="checkbox"/> Type "47" (On-Sale, General)       | <input type="checkbox"/> Type "21" (Off-Sale, General)       |
| <input type="checkbox"/> Other. Please specify:             |  |

Print Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only:

Date Submitted:

Received By:



# 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*



