



## SUBMITTAL INSTRUCTIONS FOR PRELIMINARY PLAN REVIEW

Preliminary Plan Review is an optional process designed for conceptual development proposals to be analyzed by City staff to provide feedback on potential concerns and suggestions for possible improvements before a formal application is submitted. This preliminary review **is not** considered a Preliminary Application for purposes of Senate Bill 330.

Preliminary Plan Review applications shall be submitted directly to the Planning Division through electronic email. Please see instructions below for the electronic project application submission.

### SUBMITTAL INSTRUCTIONS:

By email: Applications shall be submitted to [planner@cityofbrea.net](mailto:planner@cityofbrea.net). To confirm your application has been received, contact a Planner at 714-990-7674.

*Please see page 4 for submittal requirements.*

NOTE: No application will be considered submitted for Preliminary Plan Review until the following is satisfied:

1. The required application deposit has been paid, as outlined in the Development Processing Fees. Credit card (Visa or Mastercard) is accepted over the phone at 714-990-7674. Checks can be dropped off at the 3<sup>rd</sup> floor front counter of 1 Civic Center Circle, Brea, CA, 92821 or mailed. If a check is mailed, please address to ATTN: Planning Division.
2. Completed Application, pages 1-3.
3. Accompanying plans and documents outlined on page 4.

### **Application Completeness:**

Once the Preliminary Plan Review application materials (Listed 1-3 above) have been submitted, no later than thirty (30) days as determined in the [application processing schedule](#), the applicant will receive a comprehensive 30-day Comment Letter. The letter entails comments related to the materials provided to City staff and documents required for formal development submittal. Application forms for full entitlement submittals are found at [Planning Applications & Forms](#); direction on development projects not requiring planning entitlements can be found at [Building & Safety Division](#) webpage.

### **IMPORTANT UPDATE:**

Since August 1, 2022, all planning development applications have been accepted and reviewed based on the established application processing schedule, which includes a weekly submittal deadline. View the latest processing schedule on this page: [Planning Application Processing Schedule](#)

**SHOULD YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE  
PLANNING DIVISION AT 714-990-7674 OR  
[PLANNER@CITYOFBREA.NET](mailto:PLANNER@CITYOFBREA.NET)**



Last updated: 9/2023

**GENERAL INFORMATION REQUIRED:** *(Print or Type)*

Name of Proposed Project:

Location of Project *(Address Required)*:

Legal Description of Project Location *(Assessor's Parcel No.)*:

**APPLICANT INFORMATION:**

Applicant's Name:

Phone:

Email:

Address:

City:

Zip Code:

**TRUST ACCOUNT OWNER:** *(see page 3 before completing)*

Name of Individual or Corporation Financially Responsible for the Project:

Address:

City:

Zip Code:

Email:

Phone:

**PROJECT CONTACT PERSON:**

Contact Person:

Phone:

Email:

**STAFF USE ONLY**

Accela Record Number:

**Project Manager:**

**Entitlement File Number(s):**

**Related Files:**

**SUBMITTAL INFO:**

Date Time Received:

Received by:

Deposit Received:

**PROJECT INFORMATION:** *(Print or Type)*

Zoning Designation:

General Plan Designation:

Existing Use:

Proposed Use:

Type of Development:

Residential

Commercial

Industrial

Mixed-Use

Lot Size (*square feet*):

Lot Width:

Lot Depth:

Existing Floor Area (*square feet*):

Existing FAR:

Existing Lot Coverage:

Proposed No. of Stories:

Proposed Building Height:

Existing Parking Stalls:

Proposed Parking Stalls:

**Project Description:** Provide a separate, detailed project description of any potential demolition, on-side improvements, proposed use & operations, building summary information, etc.

Check if project description is attached.

**INDEMNIFICATION AGREEMENT:**

I, the undersigned, certify that I am the applicant in the foregoing application, that I have read the foregoing application and know the content thereof, and state that the same is true and correct to the best of my knowledge and belief.

Furthermore, \_\_\_\_\_, on behalf of \_\_\_\_\_ hereby agrees to defend, indemnify, and hold free and harmless the City of Brea, its elected officials, officers, employees, and agents, with respect to any and all liabilities, claims, suits, actions, losses, expenses or costs of any kind, whether actual, alleged or threatened, including the payment of actual attorney’s fees, court costs, and any and all other costs of defense.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

**TRUST ACCOUNT OWNER INFORMATION**

All project applications require the specified minimum deposit to a Trust Account. All unused funds will be reimbursed following the completion of review or a full entitlement submittal. Staff or consultant time devoted to your project will be billed according to our [Development Processing Fees](#). The necessary staff time will vary according to the complexity of the project including, but not limited to:

- Reviewing plans / submittal packages.
- Routing plans to, and communicating with other city staff and outside agencies.
- Researching documents relative to site history and site visits/inspections.
- Consulting with applicant and other interested parties (e.g. neighbors, adjacent property or business owners) in person or by phone.
- Review of tentative maps and improvement plans by City staff.
- Consultant services
- Follow-up / post review meetings with select city staff.

**STATEMENT OF UNDERSTANDING AND AGREEMENT**

I understand that my initial deposit is a retainer and not a fee. This deposit will be used to set up an account, against which fees shall be charged based on the hourly rate listed in the City fee schedule in effect at the time the work is performed. I understand that should the costs exceed the deposit, I will be billed monthly for any additional deposit amount intended to cover future charges. If I fail to pay the fees when due, I understand approximately that the City will stop working on the application. If the final costs are less, the unused portion of the deposit will be returned to me or used alternatively towards a full entitlement submittal.

As the trust account owner, I assume full financial responsibility for all costs incurred by the City in processing this application(s).

**BY SIGNING BELOW, I HEREBY CONSENT THAT I UNDERSTAND THE MATTERS AS DESCRIBED ABOVE AND AGREE TO THE TERMS. I HEREBY FURTHER REPRESENT THAT I HAVE AUTHORITY TO BIND MY BUSINESS BY SIGNING ON ITS BEHALF.**

\_\_\_\_\_  
Trust Account Owner’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Trust Account Owner Printed Name

*Staff Use Only*

ACCELA RECORD NUMBER:

TRUST ACCOUNT NUMBER:

## **SUBMITTAL CHECKLIST**

If you obtained this application through our website, please contact a Planner at 714-990-7674 to confirm applicability of the submittal items. The items listed below are considered *minimum*. Additional information may be necessary for clarification during the review process.

### **MINIMUM SUBMITTAL REQUIREMENTS:**

- 1. COMPLETED PROJECT APPLICATION**
- 2. LETTER OF REQUEST** - Describe the project/proposal and reason for the request. For businesses, include operations, number of employees, hours of operation, property tenant list, alcohol requests and any other pertinent information. For residential projects, include number of units, density, open space, and any other pertinent information.
- 3. SITE PLAN** – Include address, dimensioned property lines, adjacent uses, driveway locations, parkway landscape and sidewalks, building footprints, setbacks, landscape planters, parking lots, outdoor storage, proposed land uses, etc.
- 4. DEPOSIT** - The application will **NOT** be considered submitted until payment is received. Please visit our [Development Processing Fees](#) to verify the deposit amount
- 5. ELECTRONIC PLAN COPIES** - PDF format digital copies of all submitted plans, photographs and photographs of the colors and materials board in minimum 300 D.P.I. (dots per square inch) format for visual purposes. If you are submitting in person, all submitted material shall be saved in a USB Drive.

### **ADDITIONAL PLANS OR DOCUMENTS (NOT REQUIRED):**

- 6. ELEVATIONS**
- 7. SECTION PLANS**
- 8. PRELIMINARY GRADING PLANS**
- 9. ROOF PLAN**
- 10. CONCEPTUAL LANDSCAPE PLAN**
- 11. COLOR & MATERIAL BOARD**
- 12. SIGN PLANS**