

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.

SUBMITTAL INSTRUCTIONS:

By email: Applications shall be submitted to planner@cityofbrea.gov. 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 fee 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 3rd floor front counter of 1 Civic Center Circle, Brea, CA, 92821, or mailed. If a check is mailed, please address to ATTN: Planning Division.
*Please note that an additional credit card convenience fee applies.
2. Completed Application, pages 1-2.
3. Accompanying plans and documents outlined on page 3.

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 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.GOV**



PRELIMINARY PLAN REVIEW APPLICATION

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:

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:

Payment 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-site 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

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. PAYMENT** - The application will **NOT** be considered submitted until payment is received. Please visit our [Development Processing Fees](#) to verify the payment 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**