



City of  
**BUENA PARK**  
Community Development Department  
6650 Beach Blvd., Buena Park, CA 90622  
714-562-3620 [www.buenapark.com](http://www.buenapark.com)

---

## PLANNING DIVISION

### DEVELOPMENT REVIEW PROCESS

*This informational document provides guidance regarding overall development review process. Additional project specific requirements may apply.*

#### For an entitlement application:

1. Contact the Planning Division by using the [On-line Inquiry Portal](#).
2. Planning Division Staff will determine the type of entitlement application required for the project and provide the associated fees. This process may take up to two (2) weeks. [Refer to Planning Division fee schedule](#).
3. A [Preliminary Application Review](#) may be required for certain development proposals.
4. Once the appropriate application type has been determined, Staff will send a weblink to the appropriate online application with directions on how to submit all the [plans and supporting documents](#).
5. If review by the Orange County Fire Authority (OCFA) is required, additional OCFA fees are required. The application materials will be sent to OCFA by the City. Upon receipt of the application materials, OCFA will send link and fee details to the applicant to collect the fee. Please note that OCFA cannot process the plans, until the OCFA fees are paid. You may review the current fees [HERE](#).
6. If more than 10,000 square feet of impervious surface is created for a new project or more than 5,000 square feet of impervious surface will be disturbed for a redevelopment project, a Preliminary Water Quality Management Plan approval is required through Public Works Department. Contact **(714) 562-3655** to see if your project needs the PWQMP or for instructions on [submittal procedure](#).
7. Staff will review the submitted application and supporting documents and, within four (4) working days, notify the Applicant if additional information is required. If all the attachments and application fields were correctly filled/uploaded, then a notice/link will be sent to the Applicant to pay the application fees. The application is not officially submitted until the fees have been paid.
8. After the fees have been paid, the application will be routed to various Departments and Divisions. The Permit Streamlining Act requires that certain development project applications be reviewed, and their completeness determined within 30 days of submission. If the application is deemed incomplete, the applicant will be notified of this along with a complete list of missing items via the application portal.

9. Applicants are able to upload updated plans and documents during the review process. Every resubmittal begins a new, 30-day completeness review period. This process continues until the application is deemed complete.
10. After the application is deemed complete, processing and making a decision on the application can take another 30-45 days for applications which do not require a public hearing; 60 days for applications that require a public hearing and do not require an environmental impact report, and up to 180 days for those which require an environmental impact report. Approximate entitlement application processing timelessness can be seen [HERE](#).
11. For those applications which require a discretionary review at a public hearing, staff will email the applicant a copy of the Staff Report and Resolution two to three days prior to the hearing. The project planner will call the Applicant to answer any questions they may have prior to the hearing.
  - a. Planning Commission meetings are held in Council Chambers at 6:30 p.m., every second and fourth Wednesday of each month (schedule may vary during the holiday season).
  - b. City Council meetings are held in Council Chambers at 5:00 p.m., every second and fourth Tuesday of each month (schedule may vary during the holiday season).
  - c. The applicant and members of the public may address the Commission at the designated time.
12. The appeal period for all discretionary applications is ten working days after the decision is made.
  - a. All decisions of the Director or the Zoning Administrator can be appealed to the Planning Commission and all decisions of the Planning Commission can be appealed to the City Council within 10 working days of the decision date. The decision of the City Council is final.
  - b. Once the appeal period has ended, and the Affidavit of Acceptance of Conditions of Approval, or Planning Commission Resolution, or City Council Ordinance (as applicable) has been signed by the property owner, the decision is effective.

**For Construction (if applicable):**

1. Plan Check Process:
  - a. Public Works Department
    - i. Submit two grading plan sets to the Public Works Engineering Division, and email a pdf copy to Deepthi Arbolu, [DArbolu@buenapark.com](mailto:DArbolu@buenapark.com). If the project requires a WQMP, email the WQMP to Vince Cruz, [Vince.Cruz@ghd.com](mailto:Vince.Cruz@ghd.com) and copy Deepthi Arbolu. Comments will be provided within 2 - 4 weeks of the submittal.

- ii. Pay applicable plan check fees. There is an initial deposit of a minimum of \$2,500 for the review of grading plans and WQMPs. The plan check fee is based on actual hours accrued for the review and, if the plan review cost exceeds the deposit amount when the review is complete, then applicant will pay the balance upon request by the City.

b. Planning Division

- i. If landscape plans are required, please contact Planning Division for application web link. Upload landscape and irrigation plans along with signed Appendix B: Certification of Landscape Design found within the [Guidelines for implementation of the Water Efficient Landscape Ordinance](#). The review process will take approximately 3 - 4 weeks and the applicant will be notified of the status. They will either be approved or have corrections. (Plans with corrections will require resubmittal).

c. Building Division: Approximately 2 - 4 week review period.<sup>1</sup>

- i. Submit three (3) sets of plans to the Building Division, including all required structural plans.
- ii. Please produce a signed copy of the Conditions of Approval, within the adopted Resolution, on the second sheet of the plans.
- iii. After the departments have reviewed the plans, the Building Division will contact you with the plan check status. They will either be approved or have corrections. (Plans with corrections will require resubmittal).

2. Issuance of Permits

a. Public Works Department

- i. Upon final approval of plans and reports, a grading permit may be issued. If the project has improvements in the public right-of-way, contractor needs to provide general liability, workers compensation, and auto insurance certificates prior to permit issuance. Please see insurance requirement form. Contractor who performs the work in the public right-of-way needs to possess a license A or as approved by the City Engineer (license B is not authorized for work in the public right-of-way).
- ii. After obtaining the grading permit, contractor needs to call **(714) 562-3670** to schedule a pre-construction meeting with the Public Works Inspector.

b. Building Division

---

<sup>1</sup> Applicants should always contact the [Building Division](#) by calling **(714) 562-3636** prior to submitting for Plan Check to ensure that all required documentation is submitted.

- i. Once the plans have been approved, signed Conditions of Approval have been received, and all fees have been paid, building permits will be issued.
- ii. Once construction commences, you must call the Building Division for periodic inspections including Planning final. The inspection hotline is **(714) 562-3641**. Once construction is complete, the Applicant, or his/her representative, must call the project planner to schedule a final inspection.

c. Planning Division

- i. Once the landscape plans have been approved, the applicant will be notified via the online portal. After the landscaping installed, the applicant must upload a signed copy of the Appendix E, of the [Guidelines for implementation of the Water Efficient Landscape Ordinance](#) to the application portal, and call the project planner for a landscaping inspection.

**For Business License (if applicable):**

1. Obtain [Business License Application](#) from the Finance Department and complete all sections.
2. If applicable, go to the Planning Division. The business license will only be approved when all conditions of approval have been met and the building permits have been issued.
3. Return to Finance Department and pay all applicable fees.