



PLANNING & DEVELOPMENT DEPARTMENT

Certificate of Compliance

A. How To File.

Please submit the application package with payment to the Planning Division at the Planning public counter, located at:

Corona City Hall
Planning & Development Department
400 S. Vicentia Avenue, Suite 120
Corona, CA 92882

B. Items Required For Filing.

The following items shall be included in the application package:

- ☐ 1. Completed Application Form (attached).
- ☐ 2. Processing fees of:
 - a. **\$3,159.00** – Staff Review Fee.
 - b. **\$67.00** – Scanning Fee.
- ☐ 3. Letter from the applicant demonstrating how the request meets all the criteria necessary to granting approval per Corona Municipal Code Section 17.98.080.
- ☐ 4. Letter of authorization from the property owner if different than applicant.
- ☐ 5. Proof of ownership (i.e. grant deed or title report).
- ☐ 6. Deed chain back to original sale as separate parcel, or prior to April 4, 1952.
- ☐ 7. Legal description of property.
- ☐ 8. Preliminary title report.
- ☐ 9. For non-legal parcels, submit a letter addressed to the Board of Zoning Adjustment, signed and dated by the applicant, regarding California Government Code Sections 66412.6(a) and (b), and 66499.35(a) and (b).
- ☐ 10. For waived parcel maps, submit a letter addressed to the Board of Zoning Adjustment, signed and dated by the applicant, regarding California Government Code Sections 66428 and Corona Municipal Code Sections 16.20.030 through 16.20.060.
- ☐ 11. Submit (1) USB flash drive containing the items required for filing this application in PDF format.

C. Notice to Applicants.

- 1. For non-legal parcels, after approval by the Board of Zoning Adjustment, the property shall be surveyed and monumented by a registered land surveyor or civil engineer. A Record of Survey bearing a Certificate of Compliance, signed by the City Engineer, shall

PLANNING & DEVELOPMENT DEPARTMENT



be filed with the County Surveyor. Recordation of the Record of Survey is required prior to issuance of any grading and/or building permits.

2. For waived parcel maps, a Record of Survey is not required, but the Certificate of Compliance must be recorded prior to issuance of any grading and/or building permits for the site.
3. All correspondence and reports will be mailed to the applicant as listed on the application form only.

D. Attachments.

1. [Corona Municipal Code Section 17.98.080.](#)
2. [Corona Municipal Code Sections 16.20.030 through 16.20.060.](#)
3. Application Form

Revised: 1/2025



PLANNING & DEVELOPMENT DEPARTMENT

CMC 17.98.080 Certificates of compliance.

The Board of Zoning Adjustment shall hear and decide applications for certificates of compliance as defined in and regulated by Cal. Gov't Code § 66499.35 as follows:

(A) The Board of Zoning Adjustment shall grant a certificate of compliance to any person owning real property or a vendee of that person pursuant to a contract of sale if the Board determines that the real property in question complies with the provisions of the Subdivision Map Act and Title 16 of this code;

(B) If the Board of Zoning Adjustment determines that the real property does not comply with the provision of the Subdivision Map Act or Title 16 of this code, the Board may, as a condition to granting a certificate of compliance, impose those additional conditions that would have been applicable to the land division at which time the applicant acquired an interest in the property. However, if the applicant or the current owner of record of the property was the owner of record at the time the land division occurred, the Board may impose conditions applicable to a current division of the property;

(C) Fulfillment and implementation of all conditions imposed under this section shall be required prior to subsequent issuance of a permit or other grant of approval for development of the property.

CMC 16.20.020 Design standards and improvement requirements.

Parcel maps shall provide for the dedications of land, rights-of-way and easements, payment of fees and construction of all offsite and on-site improvements as are set forth in Chapters 16.08 and 16.24. The standards and improvements are reasonable requirements for parcel map subdivisions in light of the provisions of the General Plan and the city's growth management program.

CMC 16.20.030 Waiver – Board authority.

In instances when the Subdivision Map Act would otherwise require a parcel map, such parcel map may be waived by the Board of Zoning Adjustment if all the requirements of §§ 16.20.040 through 16.20.060 are met.

CMC 16.20.040 Waiver – Application.

An application for a parcel map waiver shall be filed with the Community Development Department on such form and accompanied by such information and fee as may be required, together with an acceptable description and drawing of the existing parcel and the parcel to be created.



PLANNING & DEVELOPMENT DEPARTMENT

CMC 16.20.050 Waiver – Board consideration.

The Board of Zoning Adjustment shall consider the application for parcel map waiver within 45 days after its filing. Before waiving any parcel map, the Board must first find that the proposed division of land complies with all requirements of this code as to area, improvement and design, floodwater drainage control, appropriate improved public roads, sanitary disposal facilities, water supply availability, environmental protection, survey control and with all other requirements of the Act and city ordinances enacted pursuant thereto.

CMC 16.20.060 Waiver – Granting.

If a waiver is granted, a certificate of compliance shall be provided the applicant in form suitable for recordation describing the real property involved, naming its owners as shown on the waiver application, stating that a parcel map waiver has been granted by the Board of Zoning Adjustment and setting forth the date of the waiver.



PLANNING & DEVELOPMENT DEPARTMENT

PLANNING DIVISION MASTER APPLICATION FORM

1. General Project Description:

Project Location (General) _____

Project Address or APN: _____

General Description of Proposed Project: _____

2. Applicant Information:

Firm/Company Name: _____

Contact Name: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____ Email: _____

Applicant's interest in property: ☐ Own ☐ Rent ☐ Other: _____

Staff Use Only	Date Stamp Received:	
Counter Planner Initials:		
Case Number:		
<input type="checkbox"/> Agricultural Preserve Cancellation <input type="checkbox"/> Alcohol Beverage Permit <input type="checkbox"/> Amended Final Map <input type="checkbox"/> Ancillary Smoking Lounge Permit <input type="checkbox"/> Annexation <input type="checkbox"/> Architectural Review <input type="checkbox"/> Building Relocation <input type="checkbox"/> Certificate of Compliance <input type="checkbox"/> Change of Zone <input type="checkbox"/> Community Facilities Plan Amendment <input type="checkbox"/> Conditional Use Permit: (select one) <input type="checkbox"/> Major CUP <input type="checkbox"/> Minor CUP <input type="checkbox"/> Major Modification to CUP <input type="checkbox"/> Minor Modification to CUP <input type="checkbox"/> Extension of Time for CUP Existing CUP Number: _____ <input type="checkbox"/> Cul-de-sac Waiver <input type="checkbox"/> Density Bonus Agreement <input type="checkbox"/> Development Agreement <input type="checkbox"/> General Plan Amendment <input type="checkbox"/> Low Barrier Navigation Center <input type="checkbox"/> Medical Office in a Residential Zone <input type="checkbox"/> Model Home Permit <input type="checkbox"/> Noise Variance	<input type="checkbox"/> Non-Conforming Building Uses <input type="checkbox"/> Parcel Map: (Select one) <input type="checkbox"/> New – PM <input type="checkbox"/> Resubmitted – PM <input type="checkbox"/> Waiver <input type="checkbox"/> Extension of Time – PM Existing Parcel Map Number: _____ <input type="checkbox"/> Parking Determination <input type="checkbox"/> Precise Plan Review: (Select one) <input type="checkbox"/> New <input type="checkbox"/> Major Modification to PP <input type="checkbox"/> Minor Modification to PP <input type="checkbox"/> Extension of Time for PP Existing Precise Plan Number: _____ <input type="checkbox"/> Similar Use Finding <input type="checkbox"/> Specific Plan: (select one) <input type="checkbox"/> New <input type="checkbox"/> Major Amendment <input type="checkbox"/> Minor Amendment <input type="checkbox"/> Sphere of Influence Amendment <input type="checkbox"/> Substantial Conformance <input type="checkbox"/> Surface Mine: (Select one) <input type="checkbox"/> Permit <input type="checkbox"/> Annual Inspection	<input type="checkbox"/> Telecommunications Facility: (select one) <input type="checkbox"/> Major Telecomm. Facility <input type="checkbox"/> Minor Telecomm. Facility <input type="checkbox"/> Zoning Administrator Facility <input type="checkbox"/> Small Cell Facility <input type="checkbox"/> Modification to existing Facility <input type="checkbox"/> Tentative Tract Map: (select one) <input type="checkbox"/> New – TTM <input type="checkbox"/> Rephasing – TTM <input type="checkbox"/> Resubmitted – TTM <input type="checkbox"/> Extension of Time – TTM Existing TTM Number: _____ <input type="checkbox"/> Variance: (Select one from below) <input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> Waiver or Modification of Subdivision Standards <input type="checkbox"/> Zoning Administrator Review <input type="checkbox"/> Other _____



PLANNING & DEVELOPMENT DEPARTMENT

3. Owner Information (if different from above):

Owner Name:_____

Contact name:_____

Address/City/State/Zip Code:_____

Phone Number:_____ Email:_____

4. Architect Information:

Architecture Firm:_____

Contact Name:_____

Address/City/State/Zip Code:_____

Phone Number:_____ Email:_____

5. Engineer Information:

Engineering Firm:_____

Contact Name:_____

Address/City/State/Zip Code:_____

Phone Number:_____ Email:_____

6. Subject Property Information (all types):

Assessor's Parcel #:_____ Total Acreage:_____

Assessor's Parcel #:_____ Total Acreage:_____

Assessor's Parcel #:_____ Total Acreage:_____

Assessor's Parcel #:_____ Total Acreage:_____

General Plan Designation:_____ Zone Designation:_____

Specific Plan Designation (if applicable):_____

Master Planned Community/Development Agreement (if applicable):

WQMP Required? ☐ Yes ☐ No Annex into CFD or LMD? ☐ Yes ☐ No

Current Land Use:_____ Proposed Land Use:_____

Grading Requirements (CYD's): Cut:_____ Fill:_____ Overex:_____



PLANNING & DEVELOPMENT DEPARTMENT

7. Proposed Project

Type of use proposed: ☐ Residential ☐ Commercial ☐ Industrial ☐ Other: _____

8. Non-residential Project Summary

Gross floor area: _____ Proposed: _____ Existing: _____ Building Height: _____

Type of construction per California Building Code: _____

Occupancy: _____

Bldg	Bldg 1	Bldg 2	Bldg 3	Bldg 4	Bldg 5	Bldg 6	Bldg 7	Bldg 8	Bldg 9	Bldg 10
GFA										
FA										

GFA = Gross Floor Area FA = Footprint Area

students/children (if applicable): _____ Seating capacity (if applicable): _____

Fueling Stations (if applicable): _____

Landscape Coverage (% of Lot): _____ Building Coverage (% of Lot): _____ F.A.R.: _____

9. Residential Project

Name of Project: _____

Type of dwelling unit (SFR, MFR, etc): _____

Dwelling Units:	Proposed	Existing	Density (DU/acre):
1 Bedroom	_____	_____	Maximum building height: _____
2 Bedroom	_____	_____	Minimum lot size: _____
3 Bedroom	_____	_____	Average lot size: _____
4 or more Bedroom	_____	_____	Landscape Coverage (% of Lot): _____
Total	_____	_____	Building Coverage (% of Lot): _____

Open Space Description:

☐ Private: _____ ☐ Common: _____ ☐ Other: _____

Total square footage of:

Common Open Space _____ Private Open Space _____

Affordable Housing Incentives, Waivers, Concessions and Parking Reductions – Will the project proponent seek Density Bonus incentives, waivers, concessions, or parking reductions pursuant to California Government Code Section 65915?

☐ Yes

☐ No



PLANNING & DEVELOPMENT DEPARTMENT

Residential Dwelling Unit Count: Please indicate the number of dwelling units proposed, including a breakdown of levels by affordability, set by each income category.

	Number of Units
Market Rate	
Managers Unit(s) – Market Rate	
Extremely Low Income	
Very Low Income	
Low Income	
Moderate Income	
Total No. of Units	
Total No. of Affordable Units	
Total No. of Density Bonus Units	

Existing Site Conditions – Provide the number of existing residential units on the project site that will be demolished and whether each existing unit is occupied or unoccupied. Provide attachment, if needed.

	Occupied Residential Units	Unoccupied Residential Units	Total Residential Units
Existing			
To Be Demolished			

10. Parking (all projects)

	# of Spaces Required By CMC § 17.76.030	Provided # of Spaces
Open Spaces:	_____	_____
Carports:	_____	_____
Garages:	_____	_____
Parking Structure Stalls:	_____	_____
Total:	_____	_____



11. Notice of Complete/Incomplete Applications

The approval of a development proposal requires the review of plans and technical documents. By signing below the applicant is acknowledging that a development application will be deemed incomplete if it does not include all required plans and technical documents, or includes plans and technical documents that are inaccurate or insufficient. By signing below the applicant also acknowledges that incomplete development applications will not be scheduled for public hearing until which time City staff has received and reviewed all required documents.

12. Authorization & Indemnification

To the fullest extent permitted by law, the applicant shall defend, indemnify and hold the City of Corona and its directors, officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, proceedings, costs, expenses, liabilities, losses, damages or injuries of any kind, in law or equity, in any manner arising out of, pertaining to, or incident to any attack against or attempt to challenge, set aside, void or annul any approval, decision or other action of the City of Corona, whether such approval, decision or other action was by its City Council, Planning and Housing Commission or other board, director, official, officer, employee, volunteer or agent. To the extent that Government Code Section 66474.9 applies, the City will promptly notify the applicant of any claim, action or proceeding made known to the City to which Government Code Section 66474.9 applies and the City will fully cooperate in the defense. The Applicant's obligations hereunder shall include, without limitation, the payment of any and all damages, consultant and expert fees, and attorney's fees and other related costs and expenses. The City shall have the right to retain such legal counsel as the City deems necessary and appropriate. Nothing herein shall be construed to require City to defend any attack against or attempt to challenge, set aside, void or annul any such City approval, decision or other action. If at any time Applicant chooses not to defend (or continue to defend) any attack against or attempt to challenge, set aside, void or annul any such City approval, decision or other action, the City may choose, in its sole discretion, to defend or not defend any such action. In the event that the City decides not to defend or continue the defense, Applicant shall be obligated to reimburse City for any and all costs, fees, penalties or damages associated with dismissing the action or proceeding. If at any time both the Applicant and the City choose not to defend (or continue to defend) any action noted herein, all subject City approvals, decisions or other actions shall be null and void. The Applicant shall be required to enter into any reimbursement agreement deemed necessary by the City to effectuate the terms of this condition.

Print Applicant name: _____

Applicant Signature: _____ Date: _____

Print Property Owner name: _____

Property Owner Signature: _____ Date: _____

Notice to all applicants: Separate written authorization from property owner shall be submitted if this form is not signed by the property owner.