



PLANNING & DEVELOPMENT DEPARTMENT

Development Plan Review

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. Industrial / All Others	\$5,177.00
b. Extension of Time	\$779.00
c. Precise Plan for single family residential subdivisions with 5 or more lots	\$6,566.00 plus \$20/unit
d. Precise Plan for multiple family residential projects with 4 or more units	\$6,566.00 plus \$20/unit
e. Specific Plan	\$17,626.00
f. Specific Plan Amendment (Major)	\$8,106.00
g. Specific Plan Amendment (Minor)	\$3,852.00
h. Parcel Map	\$5,493.00
i. Tentative Tract Map	\$7,397.00 plus \$70/lot
j. Urban Lot Split (SB 9)	\$3,567.00

☐ 3. Twelve (12) full size plans (24"x36" folded to 8.5"x14") copies of each of the following items, drawn to scale and placed in sets of 12:

- Site Plan.
- Parcel Map or Tentative Tract Map.
- Preliminary grading plan and cross sections.
- Utility Plan (existing and proposed wet and dry utilities).
- Building elevations with exterior materials clearly depicted and called out.
- Floor plans.
- Preliminary landscape plan.
- Sign program (if applicable).
- Fence plans showing location, materials and height (if applicable)
- Page(s) from the specific plan document showing the code section(s) with the amendments (for the specific plan amendment).

☐ 4. A letter signed and dated by the applicant addressing the scope of the project.

☐ 5. Proof of ownership (i.e. grant deed or title report)

☐ 6. Letter of authorization from the property owner if different than applicant.



- ☐ 7. Submit (1) USB flash drive containing the items required for filing a this application in PDF format.

C. Notice To Applicants:

THE FOLLOWING PROPOSALS REQUIRE DEVELOPMENT PLAN REVIEW PER CMC SECTION 17.102.020:

1. Conceptual development plans.
2. Municipal reorganizations and annexations.
3. Specific Plans and Specific Plan Amendments.
4. Tentative Tract Maps.
5. Parcel Maps.
6. All attached and multi-family housing
7. Precise Plans or Architectural Review.
8. Conditional Use Permit applications where new buildings or substantial alterations are proposed.
9. Conversion of residential structures to commercial or industrial uses consistent with the zoning for the property.
10. New commercial and industrial buildings at or exceeding six hundred and fifty (650) square feet in floor area.
11. Building additions at or exceeding (2,000) square feet in floor area associated with an existing industrial or commercial use.
12. Site plans and architecture for residential units in all subdivisions of five (5) lots or greater.
13. Establishment of a use on a vacant or undeveloped property, which does not include a building pursuant to section 17.102.020 (I). Examples of such uses would include, but are not limited to: parking lots, storage yards, recreational facilities, and other permanent or temporary uses as determined by the Planning & Development Director.

D. Items to Include:

ALL PLANS SHALL BE DRAWN AT AN EASILY READABLE SCALE. ALL PLANS SUBMITTED SHOULD BE FOLDED TO A MAXIMUM OF 8" X 14" WITH THE TITLE BLOCK VISIBLE. ALL SITE PLANS SHALL INCLUDE:

1. Name, address and telephone number of owner and developer of subject property.
2. Name, address and telephone number of person preparing plan.
3. North arrow.
4. Scale.
5. Vicinity map showing site location.
6. Property lines of entire legal parcel(s).
7. Names of adjacent streets and intersections.
8. Width of adjacent streets and alleys and distance to centerline.
9. Legal description of subject property.
10. Street address of subject property (if assigned).
11. Zoning designation of subject property and surrounding properties.
12. Existing land uses of surrounding properties.
13. Area of subject property.
14. Topographic contour lines on grading plan.
15. Building setback lines for front, sides and rear of each lot per the zoning of the site.
16. Archaeological survey (if prepared and/or applicable).
17. Biological survey (if prepared and/or applicable).
18. Traffic Study (if prepared and/or applicable).
19. Drainage study (if prepared and/or applicable).



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20. Noise study (if prepared and/or applicable).
21. Soils report (if prepared and/or applicable).
22. Geotechnical report (if prepared and/or applicable).
23. Photos of site and surrounding areas.
24. Proposed plotting of buildings.
25. Street or alley dedications, if applicable.
26. All existing and proposed public improvements within adjacent streets and alley right-of-way (curb, gutter, streetlights, sidewalks, parkways, power poles, fire hydrants, water and sewer lines, etc.). Show existing curb, gutter and sidewalk with dashed lines and label. Show new curb, gutter and sidewalk with solid lines.
27. Existing or proposed public rights-of-way within subject property.
28. Street centerline radii.
29. Existing or proposed easements within or immediately outside subject property (public and private).
30. Location of on-site and off-site drainage facilities.
31. Lot Width, Depth and Area of each parcel (gross and net) in a table a format.
32. Pad elevations.
33. Physical features on property lines and immediately adjacent to property lines (fences, walls, power poles, buildings, slopes, etc.)
34. Location of all buildings (main and accessory), fences and walls, paved areas and landscaped areas labeled existing or proposed.
35. Percentage of area covered by buildings on each parcel.
36. Location of existing and proposed on-site waterlines, sewer lines or septic tanks and fire hydrants.
37. Type of construction per California Building Code.
38. Height of all buildings and structures.
39. Dimension from building(s) to property line and to other buildings on subject property.
40. Uses of all buildings (existing and proposed) on subject property.
41. Off-street parking including dimensions of individual parking spaces, internal circulation pattern for pedestrian and vehicular traffic, wheel stops, and type of surfacing proposed.
42. Driveway widths.
43. Computation of total covered and uncovered parking spaces required by Corona Municipal Code for each parcel and the number proposed to meet the requirements.
44. Computation of square footage of landscape areas.
45. Location of landscaping including existing and proposed trees (including existing street trees), shrub masses and ground cover area.
46. Loading spaces, including dimensions.
47. Estimated quantities of earth to be moved.
48. Direction of drainage flow with slope in percentage.
49. Signs, including area, location, height, illumination and mechanical movement.
50. On-site lighting.
51. Trash enclosures.
52. Outdoor storage areas.
53. All entrances.
54. Mechanical equipment and proposed screening.
55. Proposed swimming pools or patios.

The Planning & Development Director may waive any information described above upon determination that it is not relevant to the review, or the Planning & Development Director may require additional information as needed.



FOR ALL DPR, TTM OR PM SUBMITTALS

Show linear footage of each street on the map or on a separate sheet. Include both sides of the street for street tree calculations:

For example:

Rimpau Avenue	110 L.F.	
Street "A" (new unnamed streets)	200 L.F.	
Street "B"		<u>315 L.F.</u>
GRAND TOTAL	625 L.F.	

E. Attachments:

1. Application Form

Revised: 1/2025



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



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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:_____



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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



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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.