



# PLANNING & DEVELOPMENT DEPARTMENT

## Deletion or Reduced Listing of Historic Resources

No application to delete or reduce the listing of a historic resource that is also listed on the California Register or National Register shall be accepted.

### 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. **\$3,896.00** – Staff Review Fee.
  - b. **\$158.00** – Public Notice Fee.
  - c. **\$67.00** – Scanning Fee.
  - d. **\$85.00** – Legal Publication Fee if set for City Council hearing.
  - e. **\$51.14** – County Recordation Fee.
- ☐ 3. Letter from the applicant identifying in sufficient detail how the landmark, historic district or heritage property proposed for deletion or reduction meets the criteria set forth in Section 17.63.110(E):

Section 17.63.110(E)

*The listing of a landmark or historic district on the Corona Register, or the listing of a heritage property on the Corona Heritage Inventory, may be deleted or reduced only if one of the following findings is made:*

- (1) The landmark or heritage property has been destroyed or demolished by natural means, or has been determined to be an unsafe structure by the Building Official;*
  - (2) New information or analysis demonstrates the landmark, historic district or heritage property no longer conforms to any of the applicable eligibility criteria set forth in Chapter 17.63 (Historic Resources) of the CMC;*
  - (3) There is clear and convincing evidence that the historic significance or value of the landmark, historic district or heritage property has significantly diminished.*
- ☐ 4. If the landmark, historic district, or heritage property that is proposed for deletion or reduction is comprised of multiple properties, submit the following items:
    - a. APNs and legal descriptions of all properties.
    - b. List containing names and addresses of all property owners.
  - ☐ 5. If the application is to delete a landmark, then submit written and signed consent from all owners of the landmark property, as shown on the latest assessment roll.



- ☐ 6. A full description of the landmark, historic district, or heritage property proposed for deletion or reduction.
- ☐ 7. Photographs of the landmark, historic district, or heritage property proposed for deletion or reduction.
- ☐ 8. Any other information deemed necessary by the Planning and Development Director.
- ☐ 9. Notice package which includes:
  - a. Separate lists of property owners' names, addresses and assessors parcel numbers within 500 feet of the project site, prepared and certified by a licensed Title Company or mapping company, prepared from the latest tax roll.
  - b. List of property occupants' addresses (when owner mailing address is different than the property address) and assessors parcel numbers for properties contiguous to the project site.
  - c. Assessor's maps (reduced to 8.5"x11") showing the project site and indicating the properties listed in the 500-foot radius.
  - d. Two sets of gummed mailing labels for 500-foot property owner list and property occupants addresses list (when owner-mailing address is different than property address).
- ☐ 10. Proof of ownership (i.e. grant deed or title report)
- ☐ 11. Letter of authorization from the property owner(s) if different than applicant.
- ☐ 12. Submit (1) USB flash drive containing the items required for filing this application in PDF format.

## **C. Notice to Applicants:**

1. Upon receipt of the application, the Planning & Development Department shall have 30 days to determine if the application is complete or incomplete. No permit, entitlement or other approval that would alter, relocate, demolish or otherwise negatively impact a proposed deletion of a landmark, historic district, or heritage property will be issued while the application is pending.
2. An application requesting to delete or reduce the listing of a landmark or historic district is subject to the Planning Commission's review and recommendation to the City Council. Ultimately, the application is subject to the City Council's approval.
3. An application requesting to delete or reduce the listing of a property on the Heritage Inventory is subject to the Planning Commission's approval.
4. **Property owner consent required.**
  - (a) If the application is for a landmark, then written and signed consent shall be

obtained from all owner(s) of property on which the proposed or expanded landmark is located, as shown on the latest assessment roll;

(b) If the application is for a historic district, then any written protest received must constitute less than 49% of the owner(s) of property located within the boundaries of the proposed or expanded historic district, as shown on the latest assessment roll. For purposes of determining a majority protest, each property is allocated one representative to register either consent or nonconsent to the inclusion of their property within the proposed or expanded historic district. Multiple owners of a property are collectively entitled one representative. Multiple adjacent parcels under common ownership are considered one property.



(c) The applicant is responsible for all costs associated with the notification to the respective property owners of the opportunity to register their concurrence or protest of the proposed district.

5. It is recommended that the applicant, representative, or property owner(s) should be present at all hearings.
3. All correspondence and reports will be mailed to the applicant as listed on the application form only.

**D. Attachments:**

1. [CMC Section 17.63.110](#)
2. Application Form

Revised: 1/2025



# PLANNING & DEVELOPMENT DEPARTMENT

## HISTORIC RESOURCE DELETION APPLICATION FORM

### 1. Location or Address of the landmark, district, or heritage property proposed for deletion or reduction:

Location (General) \_\_\_\_\_

Address: \_\_\_\_\_

APN(S): \_\_\_\_\_

If the request is to reduce a historic district, list the APNs for all properties within the boundaries of the district that is proposed for deletion. Include a separate sheet if necessary.

Assessor's Parcel #: \_\_\_\_\_

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Assessor's Parcel #: \_\_\_\_\_

Assessor's Parcel #: \_\_\_\_\_

Assessor's Parcel #: \_\_\_\_\_

Assessor's Parcel #: \_\_\_\_\_

### 2. Applicant Information:

Firm/Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's interest in property: ☐ Own ☐ Rent ☐ Other: \_\_\_\_\_

### 3. Owner Information (if different from above):

Owner Name: \_\_\_\_\_

Contact name: \_\_\_\_\_

Address/City/State/Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

#### FOR STAFF USE ONLY

##### Case Number:

Date Received Stamp:

Staff Initial:



## 4. 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.

## 5. 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.