



## Major Alterations, Relocation or Demolition of Historic Districts and Landmarks, Including Demotion of Heritage Properties

This is an application for the following activities:

- Conduct *major* alterations to a historic landmark or district listed on the Corona Register of Historic Resources.
- Relocate a historic landmark or district listed on the Corona Register of Historic Resources.
- Demolish a historic landmark or district listed on the Corona Register of Historic Resources.
- Relocate or demolish a heritage property listed on the Corona Heritage Inventory.

**Prohibition.** No person shall alter, relocate or demolish any historic resource, and no permit, entitlement or approval therefore shall be issued, without first submitting a plan for review and obtaining approval as set forth in Section 17.63.110.

**Environmental review.** Any plan that may cause a potentially adverse change to an historic resource listed on the Corona Register shall be subject to the California Environmental Quality Act (CEQA). Alterations, repairs, restoration and reconstruction consistent with the Secretary of Interior's Standards for Rehabilitation are categorically exempt from CEQA pursuant to the state CEQA guidelines.

**General guidelines.** Any plan involving the alteration of an historic resource shall be reviewed and approved, to the extent practical, in accordance with the city's design guidelines for historic structures, or in the absence of such guidelines, the Secretary of the Interior's Standards for Rehabilitation. The following principles shall be adhered to in the review and approval of such plans:

- (1) The distinguishing original qualities or character of the historic resource shall not be compromised. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible;
- (2) The colors, textures, materials, fenestration, decorative features and details, height, scale, massing and methods of construction proposed shall be consistent with the historic period and character-defining elements of the historic resource and compatible with adjacent structures.

### **Landmarks, historic districts and other historic resources listed on the Corona Register.**

(1) Any plan involving a *major* alteration to an historic resource listed on the Corona Register shall require review and approval by the Planning Commission.

(2) Any plan involving a *minor* alteration to an historic resource listed on the Corona Register shall require review and approval by the Planning Director. *For minor alterations, do not use this form. Instead, you must file a Planning & Development Director Review Of Historic Resource application.*

(3) Any plan involving a major alteration to a commercial, industrial, quasi-public, mixed use or multi-family development within the Downtown Revitalization Specific Plan that is listed on the Corona Register, shall require preliminary review by the Historic Preservation Board and shall require Precise Plan review and approval by the Planning Commission, pursuant to the provisions of the Downtown Revitalization Specific Plan.

(4) Any plan involving the relocation or demolition of a landmark, or an historic resource listed on both the Corona Register and the California Register or National Register, shall require public hearing, review and recommendation by the Historic Preservation Board to the City Council in accordance with the procedures set forth in Section 17.63.100(H), except that any decision shall be based on the criteria set for in Section 17.63.110.



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(5) Any plan involving the relocation or demolition of an historic resource listed on the Corona Register other than those set forth in the preceding subsection shall require public hearing, review and approval by the Planning Commission.

## **Relocation or demotion of a heritage property.**

Any plan involving the relocation or demolition of a heritage property shall require review and approval by the Historic Preservation Board. The applicant shall provide information justifying the request for relocating or demolishing the heritage property. The request shall not be approved unless one of the findings can be made under Section 17.63.120(E)(4).

## **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. **\$4,172.00** – 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. Environmental Review fees (to be determined by the Planning Division):
  - a. **\$9,036.00** – Preparation of a Negative Declaration or Mitigated Negative Declaration.
  - b. **\$336.00** – Preparation of a Notice of Exemption (applicable to Projects that are exempt from CEQA).
  - c. **Full Cost (Deposit Required)** – Preparation of an Environmental Impact Report.
  - d. **\$2,968.75** – CDFW CEQA Filing Fee for a Negative Declaration or Mitigated Negative Declaration.
  - e. **\$4,123.50** – CDFW CEQA Filing Fee for an EIR.  
(Notice: The CDFW CEQA filing fees are set by the California Department of Fish and Wildlife and are subject to change annually. The applicant shall pay the fee that is in effect at the time the City files this fee with the county.)
- ☐ 4. Letter from the application providing a full description of the historic resource proposed for alteration, relocation or demolition and a detailed scope of work.
- ☐ 5. Photographs of the historic resource proposed for alteration, relocation or demolition.



- ☐ 6. For major alterations to a historic landmark or district, submit twenty (20) copies of the following items. Plans shall be folded to approximately 8.5"x14".
  - Site Plan, showing the proposed alterations.
  - Elevations, showing the proposed alterations including any changes to exterior materials, finishes, windows, doors, roof design, etc.
  - Floor Plan, showing any room additions, expansions, demolitions, etc.
- ☐ 7. For the relocation of a historic landmark or district, submit twenty (20) copies of the relocation plan. Plans shall be folded to approximately 8.5"x14"
- ☐ 8. For the demolition of a historic landmark or district, submit twenty (20) copies of the demolition plan. Plans shall be folded to approximately 8.5"x14"
- ☐ 9. For the relocation or demolition of a historic landmark or district listed on the Corona Register or on both the Corona Register and California Register or National Register, the applicant shall submit a letter explaining how the request meets the criteria set forth in 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.*
- ☐ 10. For the relocation of a landmark or a landmark or historic district listed on the Corona Register, the applicant shall submit a letter explaining how the request meets at least one of the findings of approval set forth in Section 17.63.120(D)(6):
    - (a) The criteria required to delete the historic resource from the Corona Register set forth in § [17.63.110\(E\)](#) are satisfied;*
    - (b) The historic resource has deteriorated or been modified to the extent that it is no longer representative as an historic resource to be preserved;*
    - (c) Denial of the requested relocation or demolition of the historic resource will deprive the owner of all economically viable use of the site;*
    - (d) Relocation or demolition of the historic resource will not have a significant effect on the achievement of the purposes of this chapter and appropriate mitigation measures will be undertaken to substantially reduce or eliminate the loss or diminishment of the historic resource;*
    - (e) The historic resource is determined to be unsafe or dangerous by the Building Official and reasonable efforts to correct the situation are economically or physically infeasible.*



- ☐ 11. For the relocation or demolition of a heritage property, the applicant shall submit a letter explaining how the request meets at least one of the findings of approval set forth in Section 17.63.120(E)(4)
  - (a) The heritage property is not a good example of an historic period or architectural style;*
  - (b) The heritage property has deteriorated or been modified to the extent that it is no longer representative as an historic resource to be preserved;*
  - (c) Denial of the requested relocation or demolition of the heritage property will deprive the owner of all economically viable use of the site;*
  - (d) Relocation or demolition or removal will not have a significant effect on the achievement of the purposes of this chapter;*
  - (e) The heritage property is determined to be unsafe or dangerous by the Building Official and reasonable efforts to correct the situation are infeasible;*
  - (f) The heritage property is inconsistent with the zoning designation for the site and adaptive re-use of the heritage property to achieve consistency is not economically viable.*
- ☐ 12. 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).
- ☐ 13. Proof of ownership (i.e. grant deed or title report)
- ☐ 14. Letter of authorization from the property owner(s) if different than applicant.
- ☐ 15. Additional information deemed necessary by the Planning & Development Director.
- ☐ 16. 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.
2. After submittal of all of the requested information, the Planning Division staff will distribute the application for a 30-day public review to the property owners of the historic resource, Heritage Library, Corona Historic Preservation Society, and Corona History Association in accordance with CMC Section 17.63.100(F).
3. At the end of the 30-day review period, the Planning Division staff will schedule the application for a public hearing before the Planning Commission in accordance with CMC Section 17.63.100(G).

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

**D. Attachments:**

1. Application Form

Revised: 1/2025



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## Planning Division Application Form

### 1. Type of Request:

- ☐ Major alterations for a Historic Landmark or District.
- ☐ Relocate a Historic Landmark or District.
- ☐ Demolish a Historic Landmark or District.
- ☐ Relocate or demolish a Heritage Property.

### 2. Location or Address of the landmark, district, or heritage property proposed for alteration, relocation or demolition:

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

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

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

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

### 3. Applicant Information:

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

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

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

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

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

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

### 4. 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:



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### 5. Is this property listed on the California Register or National Register?

☐ California Register

☐ National Register

☐ No.

### 6. 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.

### 7. 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.