



## Planning & Development Director Review of Historic Resources

This application is for the following activities:

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

### 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:

- ☐ 1. Completed Application Form (attached).
- ☐ 2. Site Plan showing the area being altered, relocated and/or demolished.
- ☐ 3. Letter from the applicant or property owner describing the proposed plans to alter the historic resource.
- ☐ 4. Colored photographs of the existing conditions of the structure(s) and/or site.
- ☐ 5. Colored rendering or colored elevations of the proposed alteration.
- ☐ 6. Material pallet or example of proposed materials and paint swatches, if applicable.
- ☐ 7. Proof of ownership (i.e., latest Grant Deed or title report).
- ☐ 8. Letter of authorization from the property owner if different than applicant.
- ☐ 9. Additional information deemed necessary by the Planning & Development Director.
- ☐ 10. Submit (1) USB flash drive containing the items required for filing this application in PDF format.

### C. Attachments:

1. Application Form

Revised: 1/2025



# PLANNING & DEVELOPMENT DEPARTMENT

## Planning Division Application Form

### 1. Type of Request:

- ☐ Minor alteration to a Historic Landmark.
- ☐ Minor alteration to a Historic District.
- ☐ Major or minor alteration to a Heritage Property.

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

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:



## 5. 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.

## 6. 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.