



# PLANNING & DEVELOPMENT DEPARTMENT

## Low Barrier Navigation Center

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### 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 fee of **\$561.00**.
- ☐ 3. Four (4) full size (24"x36") copies of each item listed under Item #3, drawn to scale (placed in sets and folded approximately 8.5"x14").
  - a. Site Plan
  - b. Floor Plan
- ☐ 4. Four (4) 11"x17" copies of each item listed under Item #3, (placed in sets and folded approximately 8-1/2"x11").
- ☐ 5.A letter signed and dated by the applicant and addressed to the Planning & Development Director addressing how the low barrier navigation center meets the following requirements under CMC Section 17.67.040:
  - a. The low barrier navigation center offers services to connect people to permanent housing through a services plan that identifies services staffing.
  - b. The low barrier navigation center is linked to a coordinated entry system.
  - c. The low barrier navigation center complies with Chapter 6.5 (commencing with Section 8255) of Division 8 of the Welfare and Institutional Code.
  - d. The low barrier navigation center has a homeless management information system.
  - e. The low barrier navigation center complies with building code occupancy classification requirements as set forth in Chapter 15.04.
- ☐ 6. Proof of ownership (i.e.: latest Grant Deed).
- ☐ 7. Letter of authorization from the property owner if different than applicant.
- ☐ 8. Submit (1) USB flash drive containing the items required for filing this application in PDF format.



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

1. This application is acted on by the Planning & Development Director per the permit requirements in Corona Municipal Code Chapter 17.67.
  - a. Upon receipt of an application for a Low Barrier Navigation Center Permit, the Planning Division shall have 30 days to review and notify an applicant whether the application is complete.
  - b. The Planning & Development Director shall decide on a Low Barrier Navigation Center Permit within 60 days of receipt of a completed application.
2. A Low Barrier Navigation Center involving the construction of a new building shall submit a Development Plan Review (DPR) application according to the requirements in Chapter 17.102 of the Corona Municipal Code.
3. All correspondence and reports will be mailed to the applicant as listed on the application form only.
4. If you have any questions regarding the above, please call the Planning & Development Department at (951) 736-2434.

## **CI. Attachments:**

1. [CMC Chapter 17.67, Low Barrier Navigation Center](#)
2. Application Form

Revised: 1/2025



## CMC Chapter 17.67 LOW BARRIER NAVIGATION CENTER

Sections:

- 17.67.010 Purpose.
- 17.67.020 Definitions.
- 17.67.030 Allowed zones.
- 17.67.040 Requirements.
- 17.67.050 Permit requirement.

### **17.67.010 Purpose.**

The purpose of this chapter is to implement the provisions of Government Code Section 65660 et seq. relating to low barrier navigation centers.

### **17.67.020 Definitions.**

For the purposes of this chapter, the following definitions shall apply:

- A. "Coordinated entry system" means a centralized or coordinated assessment system developed pursuant to the applicable provisions of the Code of Federal Regulations as specified in Government Code Section 65662, and any related requirements, designed to coordinate program participant intake, assessment, and referrals.
- B. "Homeless management information system" means a system for entering information regarding client stays, client demographics, client income, and exit destination through the local Homeless Management Information System pursuant to the applicable provisions of the Code of Federal Regulations as specified in Government Code Section 65662.
- C. "Low-Barrier Navigation Center" means a housing-first, low-barrier, service-enriched shelter focused on moving people into permanent housing that provides temporary living facilities while case managers connect individuals experiencing homelessness to income, public benefits, health services, shelter, and housing. Low barrier includes best practices to reduce barriers to entry, and may include, but is not limited to, the following:
  - 1. The presence of partners if it is not a population-specific site, such as for survivors of domestic violence or sexual assault, women, or youth.
  - 2. Pets.
  - 3. The storage of possessions.
  - 4. Privacy, such as partitions around beds in a dormitory setting or in larger rooms containing more than two beds, or private rooms. It offers services to connect people to permanent housing through a services plan that identifies services staffing.

### **17.67.030 Allowed zones.**

A low barrier navigation center shall be an allowed use by right pursuant to Government Code Section 65583.2(i) in any mixed-use zone and commercial zone in the city that allows multiple family residential, including Specific Plans with the same zoning, provided the low barrier navigation center meets the requirements of Section 17.67.040.



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## **17.67.040 Requirements.**

A low barrier navigation center shall meet the following requirements.

- A. It offers services to connect people to permanent housing through a services plan that identifies services staffing.
- B. It is linked to a coordinated entry system.
- C. It complies with Chapter 6.5 (commencing with Section 8255) of Division 8 of the Welfare and Institutions Code.
- D. It has a homeless management information system.
- E. It complies with building code occupancy classification requirements as set forth in Chapter 15.04.

## **17.67.050 Permit Requirement.**

- A. An application for a low barrier navigation center permit shall be submitted to the Planning Division of the Planning and Development Department.
- B. The Planning Division shall, within 30 days of receipt of an application, notify an applicant whether the application is complete.
- C. The Planning and Development Director shall decide on a low barrier navigation center permit within 60 days of receipt of a completed application.
- D. A low barrier navigation center involving the construction of a new building shall submit a Development Plan Review application according to the requirements in Chapter 17.102.



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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:		
<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 <input type="checkbox"/> 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 _____



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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:		
<b>Total:</b>		



## 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.