



PLANNING & DEVELOPMENT DEPARTMENT

Minor Modification To A Precise Plan or Conditional Use Permit

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. **\$1,662.00** – Staff Review Fee.
 - b. **\$67.00** – Scanning Fee.
 - c. **\$51.14** – County recordation fee for filing CEQA documents.
- ☐ 3. Environmental Review fees (to be determined by the Planning Division):
 - a. **\$336.00** – Preparation of a Notice of Exemption (applicable to Projects that are exempt from CEQA).
- ☐ 4. Five (5) full size (24"x36") copies o of the item listed under Item #3 (placed in sets and folded to approximately 8.5"x11").
 - a. Site Plan.
 - b. Preliminary Landscape Plan.
 - c. Elevations.
 - d. Floor Plans and square footage of the building and/or each unit.
 - e. Sign details, if applicable.
 - f. Recreation area details, if applicable (can be included with landscape plan).
 - g. Fencing Plan, showing location, height, and materials, if applicable.
 - h. Additional items as requested by the assigned case planner.
- ☐ 4. Five (5) copies of the items under #3 reduced to 11"x17", folded in half.
- ☐ 5. Proof of ownership (i.e.: latest Grant Deed).
- ☐ 6. Letter of authorization from the property owner if different than applicant.
- ☐ 7. A letter signed and dated by the applicant explaining the proposed modifications to the project. Letter shall include the Precise Plan or CUP case number for the approved project and the Planning Commission approval date. In addition:
 - For modifications to a Precise Plan, the letter shall explain how the modification qualifies as a minor modification pursuant to CMC Section 17.91.020(C).
 - For modifications to a CUP, the letter shall explain how the modification qualifies as a minor modification pursuant to CMC Section 17.92.150.



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

C. Notice To Applicants:

1. Acceptance of application at the counter **does not** represent a complete application. California Government Code Section 65943 provides for 30 days in which the City can review the application and determine completeness. The applicant will be sent a letter during this time period stating the application is completed or that additional items are necessary.
2. All correspondence and reports will be mailed or emailed to the applicant as listed on the application form only.

CI. Attachments:

1. [CMC Sections 17.91.020\(C\)](#) and [17.92.150.](#)
2. Application Form

Revised: 1/2025



CMC Section 17.91.020 Precise Plan Modification

(C) Minor Precise Plan modifications.

(1) The Planning Director has the authority to administratively approve, deny or approve with conditions all minor Precise Plan modifications, in accordance with the provisions of this chapter. Approval of minor Precise Plan modifications is required for all of the following, including development existing prior to the enactment of this chapter for which an initial Precise Plan was never submitted or approved, with the exception of existing single family homes:

(a) Expansion of floor area comprising less than 30% of an existing building;

(b) Expansion or modification, to a building site, not involving an expansion of building area that affects less than 30% of such building site, including such changes to parking and landscaping;

(c) Facade and other exterior modeling or minor architectural changes affecting less than 30% of the area of any building facade;

(d) The addition or modification of parcel identification signs, including monument signs and pole or pylon signs. Refacing of such signs shall not require a Precise Plan modification as long as no changes are made to the sign structure. A Precise Plan modification shall not be used for signs that have previously approved conditional use permits or would require approval of a conditional use permit;

(e) Modifications to the architecture and floor plans of residential subdivision, provided that the revisions are in substantial conformance to the original approval, and the quality of the architecture is equal to or exceeds the original approval, and such revisions are in conformance with the adopted conditions of approval.

(2) Minor Precise Plan modifications shall be reviewed administratively by the Planning Director. The Planning Director shall render a decision on minor Precise Plan modifications within 30 days of the application being deemed complete. The decision shall be in writing and shall include conditions of approval and the findings contained in § [17.91.070](#). The Planning Director shall refer applications to the Planning Commission if he or she determines that the proposal has the potential to cause special community impacts or other unique or unusual effects or is not in conformance with the original Precise Plan approval.

CMC Section 17.92.150 Revisions to Site Plan (CUP)

(A) Minor revisions to a site plan approved as part of a conditional use permit may be made after review and approval by the Planning Director pursuant to the site plan review procedure, [Chapter 17.102](#). Minor revisions are defined as revisions which in no way violate the intent or any of the standards or conditions of the permit or of the zone.

(B) Revisions other than minor revisions, as defined in division (A) of this section, made pursuant to the regular conditional use permit procedure set forth in the chapter.

(C) All copies of the approved revised site plan shall be dated and signed by the Planning Director and made a part of the record of the subject conditional use permit. One copy of the approved revised site plan shall be mailed to the applicant.



PLANNING & DEVELOPMENT DEPARTMENT

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 _____



PLANNING & DEVELOPMENT DEPARTMENT

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:_____



PLANNING & DEVELOPMENT DEPARTMENT

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

PLANNING & DEVELOPMENT DEPARTMENT



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:		



PLANNING & DEVELOPMENT DEPARTMENT

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.