



PARCEL MAP WAIVER SUBMITTAL REQUIREMENTS

A. ITEMS REQUIRED FOR FILING:

- ☐ 1. Completed Application Form.
- ☐ 2. Completed application for Certificate of Compliance with all attachments and fees. (If required)
- ☐ 3. Processing fee of \$3,817.00
- ☐ 4. Scanning Fee of \$67.00
- ☐ 5. Completed Environmental Information Form:
 - a. Photographs of site and surrounding area (a minimum of 4 site and 4 surrounding) labeled north, east, south, west and mounted on 8.5"x11" paper.
- ☐ 6. Ten (10) full size (24"x36" folded to 8.5"x14") copies of the map drawn to scale showing the existing parcel and parcel to be created.
- ☐ 7. Letter from applicant per Corona Municipal Code Section 16.20.050 stating the request for the proposed division of land complies with all requirements of this Code as to area, improvement and design, flood water drainage control, appropriate improved public roads, sanitary disposal facilities, water supply availability, environmental protection survey control, and with all other requirements of the California Subdivision Map Act and City ordinances enacted pursuant thereto.
- ☐ 8. Proof of ownership (i.e., latest Grant Deed).
- ☐ 9. Letter of authorization from the property owner if different than applicant.
- ☐ 10. Submit one (1) USB flash drive containing the following information organized in the following folders:
 - a. Application Materials: Including but not limited to a completed application, environmental application, grant deeds, noticing package, letter of authorization, title reports, etc.
 - b. Technical/Environmental Studies if applicable.
 - c. Plans: Including but not limited to a subdivision map, site plans, grading plans, utility plans, architectural elevation plans and renderings, floor plans, conceptual landscape plans, sign program, etc. as applicable to the respective application type.

B. NOTICE TO APPLICANTS:

- 1. Parcel Map Waivers are processed in accordance with Corona Municipal Code Section 16.20.030-16.20.060.
- 2. 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 notified during this time period stating the application is complete or that additional items are necessary.
- 3. It is recommended that applicant, representative or property owner should be present at all hearings.
- 4. All correspondence and reports will be mailed to the project proponent only.
- 5. If you have any questions regarding the above, please call the Planning & Development Department at (951) 736-2262.
- 6. All plans or maps submitted shall be folded to a maximum size of 8 x 14" with the title block visible.
- 7. A Record of Survey is not requested, but a Certificate of Compliance must be recorded prior to issuance of any grading and/or building permits for the site.

C. ATTACHMENTS:

- 1. Items required on Parcel Maps and Tentative Tract Maps.
- 2. [CMC Section 16.20.030, 16.20.040, 16.20.050, 16.20.060.](#)

Items to show on Tentative Tract Maps & Parcel Map Submittals

1. North arrow and scale.
2. Lot lines and dimensions.
3. Vicinity map.
4. Existing and proposed street locations, width, approximate grade, on cul-de-sac bulbs, show both a curb line and a property line dimension for each lot (show all proposed streets by letter until proper name is determined).
5. Typical street cross-sections showing curb, gutter, sidewalk, parkway, dimension to centerline.
6. Approximate site grades (existing and proposed).
7. Legal description.
8. Site and surrounding zoning and land uses.
9. Owner, developer and engineer's name, address and phone numbers.
10. List of utilities and the serving agency.
11. Number of subdivision (Tentative Tract Map or Parcel Map Number).
12. DPR or other related project file numbers on the margin.
13. Phasing and number of final maps. If one phase and one final map is planned, please indicate on map.
14. Existing buildings.
15. All easements, existing and proposed and their width.
16. Building setback lines.
17. List of all lot areas, widths and depths as measured by Corona Municipal Code Sections 17.04.390 and 17.04.357. (May be on separate sheet).
18. Street centerline radii.
19. Total site net acreage.
20. Site zoning and general plan.
21. Existing land use.
22. Proposed land use.
23. Pad elevations.
24. Fire hydrant locations.
25. Storm drains.
26. Sewer lines.
27. Water lines.
28. Location of all existing on-site trees and existing street trees.
29. Date of preparation and revisions.
30. Total linear footage of each street.

Revised 1/2025