



# PLANNING & DEVELOPMENT DEPARTMENT

## Planning Director Review of Modifications To Subdivision (TTM or PM) Conditions of Approval

*Project applicants may request approval of nonsubstantive modifications to the conditions of approval of an approved tentative tract map or parcel map, provided that the request is submitted prior to approval of the final map (CMC 16.12.070).*

### 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. **\$1,380.00** – Staff Review Fee.
  - b. **\$67.00** – Scanning Fee.
- ☐ 3. Letter addressed to the Planning and Development Director requesting modification(s) which shall include the following:
  - a. Date and applicant's signature, address and phone number.
  - b. Tentative tract or parcel map number.
  - c. Original approval date.
  - d. Expiration date.
  - e. Description of proposed modification(s) to the condition(s) of approval.
  - f. Reason for modification(s) to the condition(s) of approval and why it is nonsubstantive in nature.
- ☐ 4. Five (5) full size (24"x36" folded to 8.5"x14") copies of the approved map drawn to scale.
- ☐ 5. One (1) copy of the map reduced to 11"x17".
- ☐ 6. Five (5) copies of the original approved Conditions of Approval.
- ☐ 7. Five (5) copies of proposed revised Condition(s) of Approval.
- ☐ 8. Submit (1) USB flash drive containing the items required for filing this application in PDF format.



## **C. Notice To Applicants:**

1. Planning Director Modifications of Subdivision Conditions of Approval requests shall be submitted prior to the approval of the final map.
2. All plans or maps submitted shall be folded to a maximum size of 8 x 14" with the title block visible.

## **CI. Attachments:**

1. Application Form
2. [Section 16.12.070 of the Corona Municipal Code](#)

Revised: 1/2025

## **CMC Section 16.12.070**

### **Change in map conditions before final map.**

After the tentative map is approved according to state law and this title, no change to the wording or impact of any tentative map condition shall be made except by means of a resubmitted tentative map or a planning director letter modification.

(B) Planning Director letter modification. When a nonsubstantive change in a map condition is sought by the subdivider, the Planning Director, following consultation with other affected city departments, may exercise reasonable discretion and approve such change without need for notice or hearing. A fee shall be charged to cover the costs of such letter modification. For purposes of this section, "nonsubstantive" shall mean minor in scope and impact, and not a change which upon reasonable and careful examination by the planning director is likely to lead to a meaningful change in environmental effects or an increase in density.

(C) Appeal of Planning Director decisions. Any decision made by the Planning Director under this section can be appealed by the subdivider or by any interested party to the Planning Commission for final determination. A fee shall be charged to cover the costs of such an appeal.



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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:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| Counter Planner Initials:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Case Number:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <input type="checkbox"/> Agricultural Preserve Cancellation<br><input type="checkbox"/> Alcohol Beverage Permit<br><input type="checkbox"/> Amended Final Map<br><input type="checkbox"/> Ancillary Smoking Lounge Permit<br><input type="checkbox"/> Annexation<br><input type="checkbox"/> Architectural Review<br><input type="checkbox"/> Building Relocation<br><input type="checkbox"/> Certificate of Compliance<br><input type="checkbox"/> Change of Zone<br><input type="checkbox"/> Community Facilities Plan<br><input type="checkbox"/> Amendment<br><input type="checkbox"/> Conditional Use Permit: (select one)<br><input type="checkbox"/> Major CUP<br><input type="checkbox"/> Minor CUP<br><input type="checkbox"/> Major Modification to CUP<br><input type="checkbox"/> Minor Modification to CUP<br><input type="checkbox"/> Extension of Time for CUP<br>Existing CUP Number: _____<br><input type="checkbox"/> Cul-de-sac Waiver<br><input type="checkbox"/> Density Bonus Agreement<br><input type="checkbox"/> Development Agreement<br><input type="checkbox"/> General Plan Amendment<br><input type="checkbox"/> Low Barrier Navigation Center<br><input type="checkbox"/> Medical Office in a Residential Zone<br><input type="checkbox"/> Model Home Permit<br><input type="checkbox"/> Noise Variance | <input type="checkbox"/> Non-Conforming Building Uses<br><input type="checkbox"/> Parcel Map: (Select one)<br><input type="checkbox"/> New – PM<br><input type="checkbox"/> Resubmitted – PM<br><input type="checkbox"/> Waiver<br><input type="checkbox"/> Extension of Time – PM<br>Existing Parcel Map Number: _____<br><input type="checkbox"/> Parking Determination<br><input type="checkbox"/> Precise Plan Review: (Select one)<br><input type="checkbox"/> New<br><input type="checkbox"/> Major Modification to PP<br><input type="checkbox"/> Minor Modification to PP<br><input type="checkbox"/> Extension of Time for PP<br>Existing Precise Plan Number: _____<br><input type="checkbox"/> Similar Use Finding<br><input type="checkbox"/> Specific Plan: (select one)<br><input type="checkbox"/> New<br><input type="checkbox"/> Major Amendment<br><input type="checkbox"/> Minor Amendment<br><input type="checkbox"/> Sphere of Influence Amendment<br><input type="checkbox"/> Substantial Conformance<br><input type="checkbox"/> Surface Mine: (Select one)<br><input type="checkbox"/> Permit<br><input type="checkbox"/> Annual Inspection | <input type="checkbox"/> Telecommunications Facility: (select one)<br><input type="checkbox"/> Major Telecomm. Facility<br><input type="checkbox"/> Minor Telecomm. Facility<br><input type="checkbox"/> Zoning Administrator Facility<br><input type="checkbox"/> Small Cell Facility<br><input type="checkbox"/> Modification to existing Facility<br><input type="checkbox"/> Tentative Tract Map: (select one)<br><input type="checkbox"/> New – TTM<br><input type="checkbox"/> Rephasing – TTM<br><input type="checkbox"/> Resubmitted – TTM<br><input type="checkbox"/> Extension of Time – TTM<br>Existing TTM Number: _____<br><input type="checkbox"/> Variance: (Select one from below)<br><input type="checkbox"/> Major<br><input type="checkbox"/> Minor<br><input type="checkbox"/> Waiver or Modification of Subdivision Standards<br><input type="checkbox"/> Zoning Administrator Review<br><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<br>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.