



PLANNING & DEVELOPMENT DEPARTMENT

Zoning Administrator

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. The Zoning Administrator shall hear applications for:

Zoning Administrator Application Type	Processing Fee	Scanning Fee
a. Alcoholic Beverage Permits per CMC 17.99.020	\$1,126	\$67
b. Ancillary Smoking Lounge Permit per CMC 17.99.055	\$532	\$67
c. Commercial Freeway Signs per CMC 17.99.075	\$1,461	\$67
d. Minor Variances per CMC 17.99.060	\$2,698	\$67
e. Parking Determination per CMC 17.99.065 or CMC 17.99.070	\$2,440	\$67
f. Minor Telecommunication Facility per CMC 17.65.050 Plus per application if "Parks" is involved (if Maintenance is involved)	\$1,404 \$137	\$67
g. Zoning Administrator Application (Others), including administrative modifications	\$1,461	\$67

C. Items Required For Filing:

- ☐ 1. Completed Application Form (attached).
- ☐ 2. Processing Fees shown above.
- ☐ 3. Two (2) copies 11" x 17" (or 24" x 36" if the 11" x 17" is not legible) site plan drawn to scale, which shall include:
 - a. Property boundaries and dimensions
 - b. Building location(s) and dimensions (if any)
 - c. Vicinity Map
 - d. Surrounding street
 - e. Surrounding uses
- ☐ 4. Proof of ownership (i.e. latest Grant Deed or title report)
- ☐ 5. Letter of authorization from the property owner if different than applicant.
- ☐ 6. Photos of the site and surroundings.



- ☐ 7. A letter signed and dated by the applicant demonstrating how the request meets all the criteria necessary to granting approval per the applicable section of the Corona Municipal Code:
 - a. [Alcoholic Beverage Permit, CMC Section 17.99.020](#)
 - b. [Smoking Lounges as an ancillary use, CMC Section 19.99.055](#)
 - c. [Commercial Freeway Signage, CMC Section 17.99.075](#)
 - d. [Minor Variance, CMC Section 17.99.060](#)
 - e. Parking Determinations:
 - a. [Approval of warehouse parking standard, CMC Section 17.99.065](#)
 - b. [Deferral of parking improvement requirements, CMC Section 17.99.070](#)
 - f. [Minor Telecommunications Facilities, CMC Section 17.65.050](#)
- ☐ 8. Submit one (1) USB flash drive containing the items required for filing this application in PDF format.
- ☐ 9. In addition, the following items shall be submitted depending on the application type:

For (a) Alcoholic Beverages Permits:

- a. Two (2) copies of interior floor plan showing seating arrangement (minimum size of 8-1/2 x 11 inches)
- b. Two (2) copies of a Police Response Plan **(If permit is associated with a Night Club or Requested by the Corona Police Department)**.
- c. Two (2) copies of the proposed menu
- d. Detailed letter describing business operations including but not limited to hours of operation, live entertainment, dancing, special promotions or events, etc.

For (b) Ancillary Smoking Lounge Permit:

- a. Two (2) copies of interior floor plan showing the percentage of the floor area occupied by the primary business and the area allocated for the smoking lounge.
- b. Detailed letter describing business operations including but not limited to hours of operation and how the use meets the supplemental development standards prescribed in CMC 17.33.160.

For (c) Commercial Freeway Signs: Location of sign, orientation, dimensions, height, and diagram showing the site provides access to the freeway view.

For (d) Minor Variances: Type of minor variance requested and illustration or diagram of the request.

For (e) Parking Determinations: Two (2) copies of a parking plan showing the location, size and number of spaces in the parking area.

For (f) Minor Telecommunications Facilities: Three (3) sets of each of the following items:

- a. Plans showing the location of antenna, dimensions, materials used, height above ground, height above roof, mounting and foundation details, contractor and screening of fencing details.



- b. Visual analysis consisting of photo simulations depicting before and after conditions and identifying the potential visual impacts of the proposed telecommunications facility, with views from both public areas and private residences.
- c. RF Propagation Maps for the proposed telecommunications facility.
- d. Radiofrequency emissions study showing compliance with the Federal Communications Commissions (FCC) limits for human exposure to radiofrequency (RF), and/or FCC checklist (Attachment 3) that determines that the facility is categorically excluded from having to do an RF study.
- e. Submit verification of compliance with the American National Standards Institute (ANSI) by providing a copy of their FCC license agreement.
- f. Tentative lease agreement indicating that no exclusive agreements have been made to prevent future carriers from locating on the same site or facility, as well as submit a design plan which does not preclude potential additional carriers.
- g. Applicant shall investigate the feasibility of co-locating additional telecommunications on the tops of buildings, existing structures, and/or clustering facilities. If co-locations or clustering is not a possible for a particular proposal, the applicant shall submit evidence of such inability at the time of application.
- h. A letter signed and dated by the applicant addressing the scope of work, co-location opportunities and telecommunications facilities in the vicinity which were considered for co-location opportunities, if applicable. The letter shall also address how the telecommunications facility complies with the City of Corona's [Telecommunications Guidelines](#).
- i. For "small cells" the applicant's letter shall address how the proposal meets the location and design criteria under CMC Section 17.65.050(2).
- j. Analysis and verification that the proposed telecommunications facility will not interfere with other adjacent or neighboring transmission or reception functions.
- k. Proof that the location, design and lighting are approved by the Federal Aviation Administration (FAA), if such approval is required.

D. Notice To Applicants:

- 1. All correspondence and reports will be mailed to the project proponent only.
- 2. All plans or maps submitted shall be folded to a maximum size of 8" x 14" with the title block visible.

E. Attachments:

- 1. For sidewalk cafes in SP98-01 per item (g), Section III.I.2 in the Downtown Revitalization Specific Plan.
- 2. Federal Communications Commissions (FCC) Appendix A Optional Checklist for Determination of Whether a Facility is Categorically Excluded

Revised 1/2025



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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 § 17.73.030	Provided # of Spaces
Open Spaces:	_____	_____
Carports:	_____	_____
Garages:	_____	_____
Parking Structure Stalls:	_____	_____
Total:	_____	_____



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.