



Special 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. GENERAL APPLICATION INFORMATION:

1. Applications for a Special Use Permit or renewal of a Special Use Permit shall be submitted a minimum of **14 business days** prior to the event.
2. Applications for a Special Use Permit or renewal of a Special Use Permit involving the following activities shall be submitted **21 days business days** prior to the event.
 - **The presence of Police or Fire personnel at the applicant's request or as determined by the Police or Fire Departments.**
 - **Circuses and Carnivals (Fire Department Stand-by is mandatory and deposit is required)**
 - **Road Closures (see attached road closure forms).**
 - **Events involving the assembly of more than 500 people.**
 - **Events involving the service of alcohol.**

Failure to submit the application in advance as described above may result in significant changes to your event or your event being delayed in order to allow for sufficient processing time by all city departments and outside regulatory agencies, i.e. Alcohol Beverage Control.

C. ITEMS REQUIRED FOR FILING A SPECIAL USE PERMIT RENEWAL:

- ☐ 1. Processing fee of **\$578.00**.
- ☐ 2. One copy of the approved site plan.
- ☐ 3. One copy of approved special use permit and conditions of approval.
- ☐ 4. Letter from applicant describing the event, date and time and acknowledgement that there are no changes from the originally approved permit.
- ☐ 5. Letter of authorization from property owner.

D. ITEMS REQUIRED FOR FILING A NEW SPECIAL USE PERMIT:

- ☐ 1. Completed Application Form (attached).
- ☐ 2. Processing fees of:
 - a. **\$1,457.00** – Staff review fee. Separate permit fees from other city departments may be applicable. The applicant will be notified of this prior to the hearing.



All fees are payable prior to the BZA hearing. *(Non-profit organizations are exempt from fees upon submission of satisfactory evidence to the City's Finance Department for non-profit status).*

- b. **\$336.00** – Preparation of a Notice of Exemption form from CEQA.
- c. **\$51.14** – County recordation fee for filing CEQA documents.
- ☐ 3. Eight (8) copies of folded site plan drawn to scale (and folded to a maximum size of 8-1/2x14") showing layout of proposed activity. The site plan must include the following information (see attached sample).
 - a. A vicinity map
 - b. A full plot plan of the site including all property lines
 - c. All permanent structures existing on the site
 - d. Number and location of vacant lease spaces if in a commercial center
 - e. Number of parking spaces on site and, if applicable, number to be occupied by this event
 - f. All temporary structures including tents, proposed for the event, their dimensions, and distance to property lines
 - g. A clear outline or indication of the area of the event and distance from existing structures
 - h. All temporary, plumbing, electrical or sewer hook-ups
 - i. Access into the site (location and width of each driveway)
 - j. All locations of signs, banners, balloons, flags and other such devices for this event
 - k. Location of any lights for the project
 - l. Location of any facilities to be located in public walks, parkways or streets
- ☐ 4. Proof of ownership (i.e. latest Grant Deed).
- ☐ 5. Letter of authorization from the property owner if different than applicant.
- ☐ 6. Written consent of all occupants at this site, and all property owners, lessees or occupants abutting the subject property if this application includes the use of temporary structures or trailers per CMC Section 17.98.030(A.2c).
- ☐ 7. Copy of valid Business License.
- ☐ 8. A letter signed and dated by the applicant explaining how the request meets all four (4) of the following conditions necessary to granting a Special Use Permit per Section 17.98.030 of the City's Code:
 - a. That the use applied for at the location set forth in the application is properly one for which a special use permit is authorized by this title;
 - b. That the use is necessary or desirable for the development of the community, is in harmony with the various elements or objectives of the general plan, and is not detrimental to existing uses specifically permitted in the zone in which the proposed use is to be located;
 - c. That the site for the intended use is adequate in size and shape to accommodate said use and all of the yards, setbacks and walls or fences, landscaping and other features required in order to adjust said use to those existing or permitted future uses on land in the neighborhood; and
 - d. That the site for the proposed use relates properly to streets and highways which are designed and improved to carry the type and quantity of traffic



generated or to be generated by the proposed use.

- 9. If the event is to take place in the public right-of-way or on City owned property, a liability policy endorsement in an amount acceptable to the City of Corona listing the City of Corona as additional insured must accompany application materials. If the event is to take place on private property, evidence of liability insurance in an amount acceptable to the City of Corona must be submitted with application materials.

D. NOTICE TO APPLICANTS:

1. This application is acted on by the Board of Zoning Adjustment per Corona Municipal Code Chapter 17.98.
2. It is recommended that applicant, representative or property owner should be present at all hearings.
3. **PLEASE SUBMIT THE APPLICATION PACKAGE TO THE PLANNING & DEVELOPMENT DEPARTMENT NO LESS THAN FOURTEEN (14) DAYS PRIOR TO THE EVENT (21) DAYS IF EVENT REQUIRES ADDITIONAL REVIEW AS DESCRIBED IN SECTION A OF THIS APPLICATION.**
4. Minutes of the meeting will be mailed to the property applicant only.
5. If you have any questions regarding the above, please call the Planning & Development Department at (951) 736-2262.

E. ATTACHMENTS:

1. Application Form
2. CMC Section 17.98.030 (Special Use Permits)
2. Fire Department requirements.

Note: The preparation of food requires approval by the County Health Department through a process completely unrelated to this City process. That agency may have requirements that the City is not able to inform the applicant.

Revised 1/2025



CMC Section 17.98.030

Special use permits.

The Board of Zoning Adjustment shall hear and decide applications for special use permits as follows:

(A) Uses requiring a special use permit in any zone in the city:

(1) An event requires a special use permit if all of the following criteria apply:

(a) The event is temporary in nature and does not exceed 180 days in a calendar year; and

(b) The event is open to any sector of the general public, including, but not limited to, events that charge an entrance or admittance fee; and

(c) The event is located outdoors or in a temporary structure, including tents and canopies, but excluding permanent facilities normally accommodating such events, such as a stadium; and

(d) The event is held on private property; and

(e) Temporary structures or trailers, including temporary storage containers in the commercial and industrial zones, for a maximum of 180 days in a calendar year.

(2) Special events which require a special use permit include, but are not limited to, the following, unless specifically excepted under division (B) below:

(a) Carnivals, fairs, circuses and rodeos;

(b) Christmas tree sales lots, pumpkin patches, certified farmers markets and other seasonal outdoor sales;

(c) Car, truck or other vehicle shows;

(d) In the A zone only, temporary sales stands for the sale of agricultural produce by the owner of the land on which the produce is grown. The produce may be sold either on the land where grown or on another site within the A zone owned by the same owner and may only be sold while the produce is in-season locally, not to exceed 365 consecutive days;

(e) Temporary structures or trailers, including temporary storage containers in the commercial and industrial zones, for a maximum of 90 days in a calendar year;

(f) Outdoor music, dance or rock festivals, subject to a festival permit pursuant to Chapter 5.30 of the Corona Municipal Code;

(g) Outdoor display and sale merchandise within the parking lot of a property within a commercial land use district or an M-1, M-2, or M-4 Zones, provided the sale and display of merchandise is limited to products commonly sold by the commercial business or associated with the light industrial or business park use operating on the property;

(h) Uses that meet the criteria set forth in this division (A) or are similar in nature and purpose, as determined by the Planning Director.



FIRE DEPARTMENT REQUIREMENTS SPECIAL USE PERMIT APPLICATION

1. Obtain Fire Department Permit as required by the California Fire Code, Section 105, for any proposed activities in conjunction with Special Use Permit, that involve use of the following:

Place of Assembly inclusive of carnivals, fairs and circus events: The gathering together of fifty (50) or more persons for such purposes as deliberation, education instruction, worship, entertainment, amusement, in drinking or dining establishments, or awaiting transportation. See California Fire Code, Chapter 8, 10 and 24 or and other Chapters as applicable.

Tent: To erect or operate a tent of air supported structure covering an area in excess of two hundred (200) square feet, unless such structures are used exclusively for camping. See California Fire Code, Chapter 25.

Fireworks: Any combustible or explosive composition, or any substance or combination of substances, or device prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation. See California Fire Code, Chapter 33.

2. Permits required for the activities listed above are to be obtained from the Fire Prevention Division at the Fire Department Administrative Office, prior to engaging in those activities, practices or functions.
3. To obtain the required permit, the following must be completed:
 - a. Submit a completed permit application form available at the Fire Department counter.
 - b. Submit a clearly dimensioned or scaled site plan showing proposed layout of area to be used for the Special Use Permit. Also indicate on the site plan all adjoining streets, drives, fire lanes, fire hydrants, buildings, temporary structures, booths, tents, rides, games, or other similar features. Show all permanent or temporary fences, walls, gates or barricades.
 - c. After the site plan is approved, proceed with the placement of features covered by the permit on the site.
 - d. Contact the Fire Prevention Division at 736-2220 a minimum of twenty-four (24) hours prior to start of use of any activity covered by the permit for inspection of site and permit issuance. Inspections should be scheduled early enough to provide adequate time to allow for any corrections that may be necessary.
4. Approval as a result of an inspection or permit issuance shall not be construed to be an approval of a violation of the California Fire Code or of any other Ordinance of the City of Corona.
5. Additional fire prevention and fire safety requirements may apply to activities that involve the use of open flame devices, cooking and heating, flammable or combustible liquids, flammable decorative materials or ground covers, or similar uses.

For further assistance or questions regarding proposed activities, please contact the Corona Fire Department at (951) 736-2220, Monday through Friday, 8:00 a.m. to 5:00 p.m. or visit our Administrative Office at 400 South Vicentia Avenue, Corona, California.



PLANNING & DEVELOPMENT DEPARTMENT

SPECIAL USE PERMIT (SUP) 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: _____

3. Owner Information (if different from above):

Owner Name: _____

Contact name: _____

Address/City/State/Zip Code: _____

Phone Number: _____ Email: _____

4. 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, if applicable: _____

Staff Use Only	Date Stamp Received:
Counter Planner Initials:	
Case Number:	



PLANNING & DEVELOPMENT DEPARTMENT

5. Event Information:

Type of Event:

- ☐ Carnival or Circus ☐ Car, Truck or Motorcycle Shows
- ☐ Christmas Tree/Pumpkin Lots ☐ Parking Lot Sale or Event
- ☐ Trailers or Storage Containers in Commercial and Industrial zones
- ☐ Outdoor music, dance or rock festivals
- ☐ Outdoor display and sale of merchandise within the parking lot in a Commercial zone or in the M-1, M-2, or M-4 zones
- ☐ Other Events: _____

Event Details: Check all that apply

- Non-Profit: ☐ Yes ☐ No Sale of Alcohol: ☐ Yes ☐ No Generators: ☐ Yes ☐ No
- Road Closures: ☐ Yes ☐ No Live Music or D.J.: ☐ Yes ☐ No Other Amplified Noise.: ☐ Yes ☐ No
- Food Trucks: ☐ Yes ☐ No Temporary Fencing/Barriers: ☐ Yes ☐ No
- Preparation of Food: ☐ Yes ☐ No Balloons, Banners, or similar: ☐ Yes ☐ No

Tents: ☐ Yes ☐ No

If tents will be used, list the number of tents and size of tents.

Number of Tents: _____ Size of Tents: _____

Number of Tents: _____ Size of Tents: _____

Number of Tents: _____ Size of Tents: _____

Number of Employees: _____ Estimated Number of Patrons: _____

Proposed Date (s) and Time(s) of Event (180 maximum days within the calendar year:

Date (s)							
Start Time							
End Time							

Additional dates shall be submitted on a separate sheet.



6. 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.

7. 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.