

Variance

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

В.

Ite	ms	Required For Filing.
The	e fo	llowing items shall be included in the application package:
	1.	Completed Application Form (attached).
	2.	Processing fees of: a. \$6,389.00 + \$28 per lot – Staff Review Fee. b. \$67.00 – Scanning Fee. c. \$158.00 – Public Notice Fee. d. \$51.14 – County Recordation Fee.
	3.	 Environmental Review fees (to be determined by the Planning Division): a. Full Cost (Deposit Required) - Preparation of a Negative Declaration or Mitigated Negative Declaration. b. \$336.00 - Preparation of a Notice of Exemption (applicable to Projects that are exempt from CEQA). c. Full Cost (Deposit Required) - Preparation of an Environmental Impact Report. d. \$3,043.75 - CDFW CEQA Filing Fee for a Negative Declaration or Mitigated Negative Declaration. e. \$4,227.50 - CDFW CEQA Filing Fee for an EIR. (Notice: The CDFW CEQA filing fees are set by the California Department of Fish and Wildlife and are subject to change annually. The applicant shall pay the fee that is in effect at the time the City files this fee with the county.)
	4.	Completed Environmental Information Form (attached).
	5.	Photographs of the project site and surrounding area.
	6.	Twenty (20) copies of the site plan, drawn to scale, on 24"x36" sheets, folded to approximately 8.5"x14". Site plan shall clearly show and call out the variance request.
	7.	One (1) copy of the site plan reduced to 11"x17".
	8.	Letter from applicant addressing the scope of the project and any additional information to be considered as it pertains to special circumstances applicable to subject property specific to size, shape, topography, location, or surroundings, and how the strict application of the Zoning Ordinance would deprive the subject property of privileges enjoyed by other properties in the vicinity and under identical zone classification.



- ☐ 9. Notice package which includes:
 - a. Separate lists of property owners' names, addresses and assessors parcel numbers within 500 feet of the project site, prepared and certified by a licensed Title Company or mapping company, prepared from the latest tax roll.
 - b. List of property occupants' addresses (when owner mailing address is different than the property address) and assessors parcel numbers for properties contiguous to the project site.
 - c. Assessor's maps (reduced to 8.5"x11") showing the project site and indicating the properties listed in the 500-foot radius.
 - d. Two sets of gummed mailing labels for 500-foot property owner list and property occupants addresses list (when owner-mailing address is different than property address).
- □ 10. Proof of ownership (i.e. grant deed or title report)
- □ 11. Letter of authorization from the property owner if different than applicant.
- ☐ 12. Submit (1) USB flash drive containing the items required for filing this application in PDF format.

C. Notice to Applicants:

- Acceptance of application at the public counter <u>does not</u> represent a complete application. California Government Code Section 65943 provides for 30 days in which the City can review the application and determine its completeness. The applicant will be sent a letter during this time period stating whether the application is complete or that additional items are necessary.
- 2. It is recommended that the applicant, representative, or property owner(s) should be present at all hearings.
- 3. All correspondence and reports will be mailed to the applicant as listed on the application form only.

D. Attachments.

- 1. CMC Sections 17.96.010 and 17.96.020 (Variance)
- 2. Application Form
- 3. Environmental Information Form

Revised: 1/2026



CMC Chapter 17.96 **VARIANCE**

17.96.010 Purpose.

When in the establishment of zones certain properties are included which cannot enjoy the same possibilities for usage that other parcels in the same zone do, thus causing practical difficulties and unusual hardships because of some physical problems, such as size of lot, shape of lot, slope of terrain or condition of the soil, a variance may be issued to permit the subject properties the rights and privileges generally allowed in the zone. The variances shall be limited to modifications in property development standards such as height, yards, setbacks and coverage. A variance may not be issued to permit a use not specifically listed in any zone.

17.96.020 Criteria for granting.

- (A) Neither the Commission nor the Council may grant a variance from the terms of this title, including any requirement provided therein, unless it has first found from the evidence admitted during the hearing before the Commission or Council that because of special circumstances, applicable to the subject property, including size, shape, topography, location or surroundings, the strict application of the terms of the zoning regulations from which the variance is being sought deprives the subject property of privileges enjoyed by other properties in the vicinity and under identical zone classification.
- (B) At the time of granting any variance, the Commission or Council shall impose thereon such conditions as will assure that the adjustment authorized by the variance shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which subject property is located and further assure that the variance shall not adversely affect property and the use thereof in the vicinity of subject property and the public health, safety and general welfare.



PLANNING DIVISION MASTER APPLICATION FORM

1. General Project Description:		
Project Location (General)		
Project Address or APN:		
General Description of Proposed F	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 Receive	ed:
Counter Planner Initials:		
Case Number:		
Agricultural Preserve Cancellation Alcohol Beverage Permit Amended Final Map Ancillary Smoking Lounge Permit Annexation Architectural Review Building Relocation Certificate of Compliance Change of Zone Community Facilities Plan Amendment Conditional Use Permit: (select one) Major CUP Minor CUP Minor Modification to CUP Extension of Time for CUP Existing CUP Number: Cul-de-sac Waiver Density Bonus Agreement Development Agreement General Plan Amendment Low Barrier Navigation Center Medical Office in a Residential Zone	Non-Conforming Building Uses Parcel Map: (Select one) New – PM Resubmitted – PM Waiver Extension of Time – PM Existing Parcel Map Number: Parking Determination Precise Plan Review: (Select one) New Major Modification to PP Extension of Time for PP Existing Precise Plan Number: Similar Use Finding Specific Plan: (select one) New Major Amendment Minor Amendment Substantial Conformance Surface Mine: (Select one)	□ Telecommunications Facility: (select one) □ Major Telecomm. Facility □ Minor Telecomm. Facility □ Zoning Administrator Facility □ Small Cell Facility □ Modification to existing □ Facility □ Tentative Tract Map: (select one) □ New – TIM □ Rephasing – TIM □ Resubmitted – TIM □ Extension of Time – TIM Existing TIM Number: □ Variance: (Select one from below) □ Major □ Minor □ Waiver or Modification of Subdivision Standards □ Zoning Administrator Review □ Other



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): Annex into CFD or LMD? Yes No WQMP Required? Yes No Current Land Use:_____Proposed Land Use:_____ Grading Requirements (CYD's): Cut:______Fill:_____Overex:____



7. Prop	osed Proj	ect								
Type of u	use propo	osed: 🗌 I	Residenti	al 🗌 C	Commerc	cial 🗌	Industria	I 🗌 Ot	her:	
8. Non-	residenti	al Project	Summai	У						
Gross flo	or area:_	Pro	posed:		_ Existing	:	Bu	ilding Hei	ight:	
Type of o	constructi	on per C	alifornia	Building (Code:					
Occupa	ncy:									
Bldg	Bldg 1	Bldg 2	Bldg 3	Bldg 4	Bldg 5	Bldg 6	Bldg 7	Bldg 8	Bldg 9	Bldg 10
GFA										10
FA										
GFA = Gr	oss Floor A	rea F.	A = Foot	orint Area						
# studer	nts/childre	en (if app	licable):		_Seating	capacity	y (if appli	cable):_		
# Fueling	g Stations	(if applic	:able):							
Landsca	pe Cove	raae (% c	of Lot):		Buildina	Coverac	ae (% of L	.ot):	F.A.R.:	
	dential Pro				5		<i>y</i> = (<i>y</i> = -	7		
	f Project:_									
	dwelling u									
<u>Dwelling</u> 1 Bedroo		· · · · · ·	<u>oosed</u>	<u>Existing</u>	-					
2 Bedroo										
3 Bedroo					_ ,	Average	lot size:_			
4 or more Total	e Bedrooi									
10101					_ '	bollallig (or or ago	70 01 20	· · · · · · · · · · · · · · · · · · ·	-
Open Sp	ace Desc	cription:								
☐ Privat	e:		Commo	n:		[Other:			
Total squ	are footo	age of:								
Common Open Space Private Open Space										
00111110	0000	<u> </u>			i iii die e	poopa				
A ffordab	la Hausin	a Inconti	ivos Wai	vors Con	scossions	and Parl	kina Podi	ıctions –	Will than	roject
	Affordable Housing Incentives, Waivers, Concessions and Parking Reductions – Will the project proponent seek Density Bonus incentives, waivers, concessions, or parking reductions pursuant to									
	a Govern			on 65915			•	O	, -	
			Ĺ	Yes		□N	0			



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)	

Open Spaces:	# of Spaces Required By CMC § 17.76.030	Provided # of 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

form is not signed by the property owner.

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 author	prization from property owner shall be submitted if this

CITY OF CORONA



ENVIRONMENTAL INFORMATION FORM (TO BE COMPLETED BY APPLICANT)

GENERAL INFORMATION				
	1.	a.	Case number and type of application	

Date Filed:

1.	 a. Case number and type of application submitted for: 	
	b. Address of project:	
	c. Assessor's Number:	
2.	Name and address of	Name:
	developer or project sponsor:	Address:
		Telephone:
3.	Name, address, and telephone number of	Name:
	person to be contacted	Address:
	concerning the environmental aspects of this project:	Telephone:
4.	Proposed use of site:	
5.	Is this project a portion or phase of a larger project. If so, project name?	
6.	List and describe any other related permits and other public approvals required for this project, including those required by city, regional, state and federal agencies:	
7.	Is the project location listed by the California Environmental Protection Agency (CAL-EPA) as a hazardous waste or other specified site? If so, state which list and extent of involvement.	



pro pre rev con typ de the pre con	pperty for which a evious Environmental iew has been mpleted? If so, state the ee of environmental termination, the name of e project for which it was epared and attach a py of the Department of	
Qu ca the not	estion 8, may this project use significant effects on environment that were texamined in the prior	
a. b.	Existing zone, site: Existing zone, surrounding: North: East: South: West:	
a.	Existing General Plan, site:	
b.	Existing General Plan, surrounding: North: East: South: West:	
	propression preserved type de the type de the preserved type de the preserved type de the type de the preserved type de the type de type d	b. Existing zone, surrounding: North: East: South: West: a. Existing General Plan, site: b. Existing General Plan, surrounding: North: East: South:

Project Description

Please answer all that may be applicable to your project. Use an attached sheet if necessary.

12.	Site acreage:	
13.	Square footage of proposed buildings:	
14.	Square footage of existing buildings:	
15.	Number of floors of construction:	



16.	Amount of off-street parking provided:		
17.	Amount of off-street parking required:		
18.	Maximum height and grade of manufactured slopes:		
19.	Percentage range of natural slopes:		
20.	Average natural slope:		
21.	Associated project(s):		
22.	Proposed construction scheduling:		
23.	Anticipated phasing of development:		
24.	Estimated cubic yards of grading involved:		
25.	a. If residential:	Number of units:	
		Range of unit sizes:	
		Range of sale prices or rents:	
	b. If commercial:	Indicate the type:	
		Neighborhood, city or regionally oriented:	
		Square footage of sales area:	
		Loading facilities:	
		Anticipated number of employees:	
		Estimated number of vehicle trips generated per day:	
	c. If industrial:	Indicate the type:	
		Estimated employees per shift and total:	
		Loading facilities:	



	Are any hazardous or toxic wastes used or produced in the process: If yes, type and amount: Estimated number of	
	vehicle trips generated per day:	
d. If institutional:	Indicate the major function:	
	Estimated employees per shift and total:	
	Estimated occupancy:	
	Loading facilities:	
	Community benefits to be derived from the project:	
	Estimated number of vehicle trips generated per day:	
26. If the project involves a variance, conditional use or rezoning application, state this and indicate clearly why the application is required:		



ENVIRONMENTAL SETTING

Please answer Nos. 27 & 28 on a separate attachment.

27.	Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. Describe any existing structures on the site, and the current use of the structures.
28.	Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (one family, apartment houses, shops, department stores, etc.), and scale of development (height, frontage, setback, rear yard, etc.).
29.	Attach photographs of the site and vicinity (either aerial or photo in each direction) labeled for location.
30.	Attach any report of studies that may help in the environmental evaluation of your project.

CERTIFICATION

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date:	
	Signature:
	For:
Check attach	ments included:
	Geologic/Soils Report
	Seismic Report
	Traffic Report
	Hydrology/Drainage Study
	Noise Analysis
	Biological Study
	Preliminary Grading Plans
	Cultural Resource Report
	Department of Fish and Game Receipt
	Signed statement on CAL-EPA lists



CHARACTERISTICS OF THE NATURAL ENVIRONMENT

			YES	NO	MAYBE		
1.	LA	ND USE: Will the proposal result in:					
	a.	A change in the land use as designated on the General Plan?					
	b.	Relocation of residents?					
	c.	Increase in density over existing General Plan and Zoning?					
	d.	Development within 1 mile of the Corona Municipal Airport or within the flight pattern?					
	e.	Development within "Ag Preserve" (Williamson Act) land?					
	f.	Development within a wildland fire hazard area?					
	g.	Development located within 1/4 mile of a school site?					
	h.	Development located within a mineral resource area?					
	i.	Disturbance of any known or potential historical structures or archaeological sites?					
	j.	Does the project require a permit from any other county, state or federal agency?					
2.	GI	GEOLOGY:					
	a.	Does the project site involve a unique landform or biological area, such as floodplains, riparian areas, prominent rock out croppings or ridgelines?					
	b.	Will the project involve development or grading on natural slopes of 10% or greater?					
	c.	Will the project substantially alter the natural contours?					
	d.	Is the project to be located in an area of soil instability (subsidence, landslide or severe erosion)?					
	e.	Will the project involve grading of more than 100 cubic yards or create fill over 1 foot in depth?					
	f.	Is the project site located on, or adjacent to a known earthquake fault or within an Alquist/Priolo Study Area or within an area subject to liquification?					
	g.	Alteration of any scenic views or vistas from existing residential areas or public lands or roads?					



			YES	NO	MAYBE
	h.	Will the project involve removal of natural resources for commercial purposes as rock, sand, gravel, oil, etc.?			
3.	<u>W</u>	ATER:			
	a.	Is the project located within an identified flood plain or area of shallow flooding?			
	b.	Does the project involve modification to any existing channels, creeks or streams?			
	c.	Does the project or flood basins encompass any drainage channels, debris basins or retention basis or agricultural reservoir?			
	d.	Will the project change the ground water quality or quantity or discharge into surface water?			
4.	GI	REENHOUSE GASES:			
	a.	Generate greenhouse gas emissions, either directly or indirectly, that may have a significant impact on the environment?			
	b.	Conflict with an applicable plan, policy or regulation adopted for the purpose of reducing the emission of greenhouse gases?			
5.	<u>AI</u>	R QUALITY:			
	a.	Will the project emit any hazardous air pollutants?			
	b.	Will the project create any objectionable odors, fumes or dust?			
	c.	Will the project contribute potentially significant mobile or stationary emissions?			
6.	TR.	AFFIC/CIRCULATION: Will the project result in:			
	a.	An increase in traffic that is greater than the land use designated on the General Plan?			
	b.	Alteration of present patterns of circulation or transit?			
	c.	A disjointed pattern of roadway improvements?			
	d.	An affect on any existing streets and/or intersections?			
	e.	Affect access to adjoining properties?			
7.	BIC	DLOGICAL RESOURCES: Could the proposal result in:			



				YES	NO	MAYBE	
	a.	endange including	in the number of any unique, rare or ered species of plants or their habitat stands of trees (includes Oak woodlands, areas and wetland habitants)?				
	b.		in the number of any unique, rare or ered animals or their habitat?				
	c.	The pote	ntial to impact any fish, animal or plant life?				
	d.	Develop plant life	ment within an area known to have intrusive ?				
8.	EN in:	ERGY/MIN	IERAL RESOURCES: Would the proposal result				
	a.	Conflict	with energy conservation plans?				
	b.	mineral r	in or result in loss of availability of a known esource area as designated by the State or eral Plan?				
9.	<u>NC</u>	NOISE:					
	a.	•	project result in an increase of existing noise ground vibration?				
	b.		oroject expose people to noise levels ng 65 CNEL outside and 45 CNEL inside a				
10.	SE	RVICES/PU	BLIC UTILITIES:				
	a.	Will the proposal impact the following beyond the capability to provide adequate levels of service or require the construction of new facilities for:					
		1.	Sewer?				
		2.	Water?				
		3.	Parks?				
		4.	Police Protection?				
		5.	Fire Protection?				
		6.	Schools?				
	b.	Will the p	project entail use of septic systems?				



			YES	NO	MAYBE
	c.	Will the project result in substantial change of demand for municipal services or require service from an agency or utility that is operating at or near capacity?			
	d.	Will the project result in a disjointed pattern of utility extensions?			
11.	<u>H</u> A	XZARDS:			
	a.	Will the project involve the use, storage or disposal of potentially hazardous materials as toxic substances, pesticides, herbicides, flammables or explosives?			
	b.	May the project involve construction on possible contaminated soil from fuels, pesticides or petroleum products.			