



PLANNING & DEVELOPMENT DEPARTMENT

Non-Conforming Building Uses

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. Processing fees of:
 - a. **\$1,547.00** – Staff review fee.
 - b. **\$64.00** – Scanning fee.
- ☐ 2. Five (5) copies of folded site plan drawn to scale which shall include vicinity map, the existing non-conforming building and proposed addition or alteration to building.
- ☐ 3. Photographs of the non-conforming building and/or use.
- ☐ 4. A letter signed and dated by the applicant demonstrating how the request meets the following criteria, of CMC 17.90.150.A., necessary for granting approval.
- ☐ 5. 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 subdivision maps, 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.

17.90.150 Extension of use--Determination of Eligibility.

- A. Before a permit may be granted for the continuation of the non-conforming state in question, the commission or council, upon appeal to it, shall make findings from the evidence, as submitted, that the subject non-conforming building, use, storage area or performance standard (referred to in this section as "subject") is a non-conforming group B building, use, storage area or performance standard, as described in the pertinent sections of Chapter 17.90; the continuation of the non-conforming status in question is reasonably compatible with the area immediately surrounding the location of said subject, is not detrimental or undesirable to the public convenience or general welfare of persons residing or working in the neighborhood thereof and is not injurious to properties immediately surrounding said subject.

C. Notice to Applicants.

1. This application is acted on by the Board of Zoning Adjustment per Corona Municipal Code Chapter 17.98.



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2. It is recommended that the applicant, representative or property owner should be present at all hearings.
3. All correspondence and reports will be mailed to the project proponent only.
4. If you have any questions regarding the above, please call the Planning & Development Department at (951) 736-2262.
5. All plans or maps submitted shall be folded to a maximum size of 8 x 14" with the title block visible.

D. Attachments

1. CMC Sections 17.98.020 and 17.90.140 and 150.

Revised: 10/2026