



PLANNING & DEVELOPMENT DEPARTMENT

Major Alterations, Relocation or Demolition of Historic Districts and Landmarks, Including Demotion of Heritage Properties

This is an application for the following activities:

- Conduct *major* alterations to a historic district, landmark or structure of merit listed on the Corona Register of Historic Resources.
- Relocate or demolish a historic district, landmark or structure of merit listed on the Corona Register of Historic Resources.
- Relocate or demolish a heritage property listed on the Corona Heritage Inventory.

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. **\$4,305.00** – Staff Review Fee.
 - b. **\$36.00** – Public Notice Sign Processing Fee.
 - c. **\$64.00** – Scanning Fee.
 - d. **Current Fee** – Legal Publication Fee.
 - e. **\$51.14** – County Recordation Fee.
- ☐ 3. Environmental Review fees (to be determined by the Planning Division):
 - a. **Full Cost (Deposit Required)** – Peer Review of a Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report, including peer review of related technical studies as part of the Initial Study process. (Notice: The deposit amount will be determined by the Planning Division staff. Certain technical studies require a separate review deposit.)
 - b. **\$228.00** – Preparation of a Notice of Exemption (applicable to Projects that are exempt from CEQA).
 - c. **\$3,043.75** – CDFW CEQA Filing Fee for a Negative Declaration or Mitigated Negative Declaration.
 - d. **\$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. Letter from the application providing a full description of the historic resource proposed for alteration, relocation or demolition and a detailed scope of work.
- ☐ 5. Photographs of the historic resource proposed for alteration, relocation or demolition.



- ☐ 6. For major alterations to a historic landmark or district, submit twenty (20) copies of the following items. Plans shall be folded to approximately 8.5"x14".
 - Site Plan, showing the proposed alterations.
 - Elevations, showing the proposed alterations including any changes to exterior materials, finishes, windows, doors, roof design, etc.
 - Floor Plan, showing any room additions, expansions, demolitions, etc.
- ☐ 7. For the relocation of a historic landmark or district, submit twenty (20) copies of the relocation plan. Plans shall be folded to approximately 8.5"x14"
- ☐ 8. For the demolition of a historic landmark or district, submit twenty (20) copies of the demolition plan. Plans shall be folded to approximately 8.5"x14"
- ☐ 9. For the relocation or demolition of a historic district, landmark or structure of merit listed on the Corona Register, the applicant shall submit a letter explaining how the request meets at least one of the findings of approval set forth in Section [17.63.120\(D\)\(6\)](#) of the Corona Municipal Code.
- ☐ 10. 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).
- ☐ 11. Proof of ownership (i.e. grant deed or title report)
- ☐ 12. Letter of authorization from the property owner(s) if different than applicant.
- ☐ 13. Additional information deemed necessary by the Planning & Development Director.
- ☐ 14. Submit (1) USB flash drive containing the items required for filing this application in PDF format.

B. Notice To Applicants:

1. Upon receipt of the application, the Planning & Development Department shall have 30 days to determine if the application is complete or incomplete.
2. After submittal of all of the requested information, the Planning Division staff will distribute the application for a 30-day public review to the property owners of the historic resource, Heritage Library, Corona Historic Preservation Society, and Corona History Association in accordance with [CMC Section 17.63.100\(F\)](#).
3. At the end of the 30-day review period, the Planning Division staff will schedule the application for a public hearing before the Planning Commission in accordance with [CMC Section 17.63.100\(G\)](#).



4. It is recommended that the applicant, representative, or property owner(s) should be present at all hearings.
5. All correspondence and reports will be mailed to the applicant as listed on the application form only.

C. Attachments:

1. Application Form

Revised: 10/2026



PLANNING & DEVELOPMENT DEPARTMENT

Planning Division Application Form

1. Type of Request:

- ☐ Major alterations to a Historic District, Landmark or Structure of Merit.
- ☐ Relocate a Historic District, Landmark or Structure of Merit.
- ☐ Demolish a Historic District, Landmark or Structure of Merit.
- ☐ Relocate or demolish a Heritage Property.

2. Location or Address of the landmark, district, structure of merit or heritage property proposed for alteration, relocation or demolition:

Location (General) _____

Address: _____

Assessor's Parcel #: _____ Assessor's Parcel #: _____

Assessor's Parcel #: _____ Assessor's Parcel #: _____

3. Applicant Information:

Firm/Company Name: _____

Contact Name: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____ Email: _____

Applicant's interest in property: ☐ Own ☐ Rent ☐ Other: _____

4. Owner Information (if different from above):

Owner Name: _____

Contact name: _____

Address/City/State/Zip Code: _____

Phone Number: _____ Email: _____

FOR STAFF USE ONLY

Case Number:

Date Received Stamp:

Staff Initial:



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5. Is this property listed on the California Register or National Register?

☐ California Register

☐ National Register

☐ No.

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.