



## Corona Register of Historic Resources Nomination Application

This is an application to list a property on the Corona Register of Historic Resources as a:

- Historic landmark,
- Historic district, or
- Structure of merit.

Note:

Corona Register of Historic Resources Nomination applications must be submitted by **May 31<sup>st</sup>** of each year.

If the applicant also wishes to participate in the city's Historic Property Preservation Program (i.e. Mills Act contract), the applicant must file a Historic Property Preservation Program application by **August 31<sup>st</sup>**. Only properties that are on the Corona Register, State or National Register of Historic Places are eligible to file a Historic Property Preservation Program application.

### 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. **\$300.00** – Staff Review Fee.
  - b. **\$64.00** – Scanning Fee.
  - c. **Current Fee** – Legal Publication Fee.
- ☐ 3. A list of the following information:
  - a. Location and/or address of the property or properties being nominated.
  - b. The assessor's parcel number(s) of the property or properties being nominated.
  - c. Legal description of the property or properties being nominated.
  - d. Name and address of the owner(s) of the property or properties being nominated.
- ☐ 4. Statement of Significance related to the property or properties being nominated.
- ☐ 5. Architectural Description related to the property or properties being nominated.
- ☐ 6. If available, historic photographs or historic documentation relating to the property or properties being nominated.
- ☐ 7. Digital photos showing current conditions of the property or properties being nominated.



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- ☐ 8. Letter from the applicant addressing how the property or properties being nominated meet the eligibility listing criteria under the following sections of the Corona Municipal Code:
  - a. For historic landmark listing criteria, see CMC Section 17.63.050.
  - b. For historic districts listing criteria, see CMC Section 17.63.060.
  - c. For structure of merit listing criteria, see CMC Section 17.63.065.
- ☐ 9. Written and signed consent from all property owners of the property or properties being nominated.
- ☐ 10. If the application is for a historic district, then any written protest received must constitute less than 49% of the owners of property (or properties) located within the boundaries of the historic district. For purposes of determining a majority protest, each property is allocated one representative to register either consent or nonconsent to the inclusion of their property within the proposed or expanded historic district. Multiple owners of a property are collectively entitled one representative. Multiple adjacent parcels under common ownership are considered one property.
- ☐ 11. Proof of ownership (i.e. grant deed or title report) for all properties being nominated.
- ☐ 12. Additional information deemed necessary by the Planning & Development Director.
- ☐ 13. 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 proposed 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 Historic Preservation Board in accordance with CMC Section 17.63.100(G). The Historic Preservation Board will make a recommendation to the City Council to approve or disapprove the application based on the eligibility listing criteria set forth in the CMC.
4. Following the Historic Preservation Board review process, the application will be scheduled for a public hearing before the City Council to consider the Historic Preservation Board's recommendation and may approve or disapprove the application based on the eligibility listing criteria set forth in the CMC.
5. It is recommended that the applicant, representative, or property owner(s) 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. This is a request to nominate a property or properties for:

☐ Historic landmark listing.

☐ Historic district listing.

☐ Structure of merit listing.

### 2. Location or Address of the property or properties being nominated:

Location (General) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address(es): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Assessor's Parcel #: \_\_\_\_\_

Assessor's Parcel #: \_\_\_\_\_

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: \_\_\_\_\_



## 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.