



# PLANNING & DEVELOPMENT DEPARTMENT

## Reversion To Acreage Submittal Requirements

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### 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. **\$7,927.00** – Staff Review Fee.
  - b. **\$64.00** – Scanning Fee.
  - c. **\$36.00** – Public Notice Sign Processing Fee.
  - d. **Current Fee** - Legal Publication Fee.
  - e. **\$51.14** - County Recordation Fee.
- ☐ 2. 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.)
- ☐ 3. Five (5) folded copies of approved final map.
- ☐ 4. Evidence of title to the real property within the subdivision to be reverted.
- ☐ 5. Letter of authorization from all property owners within the map boundaries as identified by #3 if different than applicant.
- ☐ 6. Photographs of site and surrounding area (a minimum of 4 site and 4 surrounding) labeled north, east, south, west and mounted on 8.5"x11" paper.
- ☐ 7. Noticing package which includes:
  - a. List of property owners' names, addresses and assessors parcel numbers within 500 feet of subject property, prepared and certified by a licensed Title Company, prepared from latest tax roll.
  - b. List of property occupants' addresses (when owner mailing address is different than property address) and assessor parcel numbers for properties contiguous to the site.



- c. Assessor's maps (reduced to 8.5"x11") showing the 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).
- ☐ 8. A letter from the applicant, which addresses the following, items:
- a. The reason for the request for reversion to acreage.
  - b. A description of the dedications which will not be vacated and dedications which are a condition to reversion as shown on the final map.
  - c. Reasons to support that the vacated dedications are unnecessary for present or prospective public purposes.
- ☐ 9. Documentation to support either:
- a. All property owners within the subdivision have consented to the reversion.  
or
  - b. No lots shown on the final map have been sold within 5 years from the date the map was recorded.  
or
  - c. None of the required improvements have been made within 2 years from the date of recordation or within the time allowed by agreement.
- ☐ 10. A letter from the applicant addressing any requests for the return of fees, deposits or securities associated with the recorded map to be reverted.
- ☐ 11. 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 a subdivision map, 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

## **C. Notice to Applicants.**

1. This application will not be accepted until the final map plan check is completed by the Land Development.
2. Acceptance of application at the counter does not represent a complete application. California Government Code Section 65943 provides for 30 days in which the City can review the application and determine completeness. The applicant will be sent a letter during this time period stating the application is complete or that additional items are necessary.
3. It is recommended that applicant, representative or property owner should be present at all hearings.
4. All correspondence and reports will be mailed to the project proponent only.
5. If you have any questions regarding the above, please call the Planning & Development Department at (951) 736-2262.
6. All plans or maps submitted shall be folded to a maximum size of 8 x 14" with the title block visible.

Revised: 10/2026