



DEVELOPMENT PLAN REVIEW SUBMITTAL REQUIREMENTS

A. ITEMS REQUIRED FOR FILING:

- 1. Complete Application Form.
- 2. Processing fees of: **Refer to the City's Latest Fee Schedule**
 - a. Industrial/All Others
 - b. Extension of Time
 - c. Precise Plan for Single Family Residential subdivisions with 5 or more lots
 - d. Precise Plan for Multiple Family Residential projects with 4 or more units
 - e. Specific Plan
 - f. Specific Plan Amendment (Major)
 - g. Specific Plan Amendment (Minor)
 - h. Parcel Map
 - i. Tentative Tract Map
 - j. Urban Lot Split (SB 9)
- 3. Twelve (12) full size (24"x36" folded to 8.5" x 14") copies of each, drawn to scale (placed in sets with the plans described by Item #3)
 - a. Site plan
 - b. Parcel Map or Tentative Tract Map
 - c. Preliminary grading plan and cross sections
 - d. Utility Plan (existing and proposed wet and dry utilities)
 - e. Building elevations with exterior materials clearly depicted.
 - f. Floor plans.
 - g. Preliminary landscape plan.
 - h. Sign program details (if applicable).
 - i. Fence Plan showing location, materials and height (if applicable).
 - j. Page(s) from the specific plan document showing the code section(s) with the amendments (for specific plan amendments)
- 4. 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, legal descriptions, photograms, applicant letter etc.
 - b. Technical/Environmental Studies if applicable.
 - c. Plans: Including but not limited to a 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.

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B. NOTICE TO APPLICANTS:

THE FOLLOWING PROPOSALS REQUIRE DEVELOPMENT PLAN REVIEW PER CMC SECTION 17.102.020:

- a. Conceptual development plans.
- b. Municipal reorganizations and annexations.
- c. Specific Plans and Specific Plan Amendments.
- d. Tentative Tract Maps.
- e. Parcel Maps.
- f. All attached and multi-family housing
- g. Precise Plans or Architectural Review.
- h. Conditional Use Permit applications where new buildings or substantial alterations are proposed.
- i. Conversion of residential structures to commercial or industrial uses consistent with the zoning for the property.
- j. New commercial and industrial buildings at or exceeding six hundred and fifty (650) square feet in floor area.
- k. Building additions at or exceeding (2,000) square feet in floor area associated with an existing industrial or commercial use.
- l. Site plans and architecture for residential units in all subdivisions of five (5) lots or greater.
- m. Establishment of a use on a vacant or undeveloped property, which does not include a building pursuant to section 17.102.020 (l). Examples of such uses would include, but are not limited to: parking lots, storage yards, recreational facilities, and other permanent or temporary uses as determined by the Planning & Development Director.

C. ITEMS TO INCLUDE:

ALL PLANS SHALL BE DRAWN AT AN EASILY READABLE SCALE. ALL PLANS SUBMITTED SHOULD BE FOLDED TO A MAXIMUM OF 8" X 14" WITH THE TITLE BLOCK VISIBLE. ALL SITE PLANS SHALL INCLUDE:

1. Name, address and telephone number of owner and developer of subject property.
2. Name, address and telephone number of person preparing plan.
3. North arrow.
4. Scale.
5. Vicinity map showing site location.
6. Property lines of entire legal parcel(s).
7. Names of adjacent streets and intersections.
8. Width of adjacent streets and alleys and distance to centerline.
9. Legal description of subject property.
10. Street address of subject property (if assigned).
11. Zoning designation of subject property and surrounding properties.
12. Existing land uses of surrounding properties.
13. Area of subject property.
14. Topographic contour lines on grading plan.
15. Building setback lines for front, sides and rear of each lot per the zoning of the site.
16. Archaeological survey (if prepared and/or applicable).
17. Biological survey (if prepared and/or applicable).
18. Traffic Study (if prepared and/or applicable).
19. Drainage study (if prepared and/or applicable).

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20. Noise study (if prepared and/or applicable).
21. Soils report (if prepared and/or applicable).
22. Geotechnical report (if prepared and/or applicable).
23. Photos of site and surrounding areas.
24. Proposed plotting of buildings.
25. Street or alley dedications, if applicable.
26. All existing and proposed public improvements within adjacent streets and alley right-of-way (curb, gutter, streetlights, sidewalks, parkways, power poles, fire hydrants, water and sewer lines, etc.). Show existing curb, gutter and sidewalk with dashed lines and label. Show new curb, gutter and sidewalk with solid lines.
27. Existing or proposed public rights-of-way within subject property.
28. Street centerline radii.
29. Existing or proposed easements within or immediately outside subject property (public and private).
30. Location of on-site and off-site drainage facilities.
31. Lot Width, Depth and Area of each parcel (gross and net) in a table a format.
32. Pad elevations.
33. Physical features on property lines and immediately adjacent to property lines (fences, walls, power poles, buildings, slopes, etc.)
34. Location of all buildings (main and accessory), fences and walls, paved areas and landscaped areas labeled existing or proposed.
35. Percentage of area covered by buildings on each parcel.
36. Location of existing and proposed on-site waterlines, sewer lines or septic tanks and fire hydrants.
37. Type of construction per California Building Code.
38. Height of all buildings and structures.
39. Dimension from building(s) to property line and to other buildings on subject property.
40. Uses of all buildings (existing and proposed) on subject property.
41. Off-street parking including dimensions of individual parking spaces, internal circulation pattern for pedestrian and vehicular traffic, wheel stops, and type of surfacing proposed.
42. Driveway widths.
43. Computation of total covered and uncovered parking spaces required by Corona Municipal Code for each parcel and the number proposed to meet the requirements.
44. Computation of square footage of landscape areas.
45. Location of landscaping including existing and proposed trees (including existing street trees), shrub masses and ground cover area.
46. Loading spaces, including dimensions.
47. Estimated quantities of earth to be moved.
48. Direction of drainage flow with slope in percentage.
49. Signs, including area, location, height, illumination and mechanical movement.
50. On-site lighting.
51. Trash enclosures.
52. Outdoor storage areas.
53. All entrances.
54. Mechanical equipment and proposed screening.
55. Proposed swimming pools or patios.

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The Planning & Development Director may waive any information described above upon determination that it is not relevant to the review, or the Planning & Development Director may require additional information as needed.

FOR ALL DPR, TTM OR PM SUBMITTALS

Show linear footage of each street on the map or on a separate sheet. Include both sides of the street for street tree calculations:

For example:

Rimpau Avenue	110 L.F.
Street "A" (new unnamed streets)	200 L.F.
Street "B"	<u>315 L.F.</u>
GRAND TOTAL	625 L.F.

Revised 5/16/22