



Parcel and Tract Maps

— from start to finish —



Parcel and Tract Map Review and Approval Process

The purpose of this handout is to provide a comprehensive outline of the city's review and approval process for entitled parcel maps and tract maps. A property owner or developer should use the information provided in this handout when selecting a surveyor and engineer to perform the scope of work associated with the plan review process. Applicants are encouraged to submit the requirements listed in digital format to Development Services to reduce processing time.

1) Required Submittals:



Parcel or tract maps and supporting plans, studies, and documents are submitted through the Development Services counter. **To prevent delays in the plan review process, all items should be submitted at the same time.** The property owner or developer should review the conditions of approval for the map to determine the full scope of plans, studies, and documents required to record the map. The following supporting plans, studies, and documents may be required and should be submitted with the [Parcel or Tract Maps](#), or it may delay approval of the project:

- **Public Improvement Plans**
- **Drainage Study**
- **CFD Annexation**
- **Other Plans and Studies as Required by the Conditions of Approval**

All submittals require the payment of plan check fees, which can be found in the [Development Services \(previously Public Works\) fee schedule](#). Each submittal will be assigned an individual plan check number.

2) Plan Review & Turnaround Time:



Parcel Map or Tract Map

Reviewed by the Development Services and Planning Divisions

- Submittal requirements are found in the Plan Check Policy and the Parcel and Tract Map Submittal Checklist (coming soon). City forms and documents can be found on the [Development Services webpage](#).
- Submittals shall be accompanied by an update-to-date title report, schedule B documents (if hyperlinked title report is not provided), supporting land records including maps and deeds, closure calculation reports, conditions of approval, survey monumentation cost estimate, and an [acknowledgement concerning employment of professionals form](#) signed by the owner.
- Plans shall be prepared by a California State Licensed Land Surveyor ([Board of Engineering](#)).
- Faithful Performance survey monumentation security is required.

City Review Times:

First Plan Review: 20 business days
Second Plan Review: 15 business days
Third Plan Review: 10 business days
All other reviews: 10 business days

Processing Times are Included

Public Improvement Plans (when applicable)

Reviewed by the Development Services, the Utilities Department, and the Public Works Department- Traffic and CIP Divisions as needed

- Required for maps with conditions of approval that require the construction of public improvements.
- Submittal requirements are found in the Plan Check Policy, Flowchart, and the Public Improvement Plan Submittal Checklist (coming soon). City forms and documents can be found on the [Development Services webpage](#).
- The improvement plans are a separate submittal from the map.
- A single public improvement plan can contain one or more disciplines of work including streets, street lights, water, recycled water, sewer, storm drain, etc.
- Submittals shall be accompanied by the appropriate documents or reports, cost and bond estimates, and an [acknowledgement concerning employment of professionals form](#) signed by the developer.
- Plans shall be prepared by a California State Licensed Civil Engineer ([Board of Engineering](#)).
- An encroachment permit shall be issued to an "A" or appropriate "C" [California State Licensed Contractor](#).
- Faithful Performance and Labor & Materials securities are required.

City Review Times:

First Plan Review: 20 business days
Second Plan Review: 15 business days
Third Plan Review: 10 business days
All other reviews: 10 business days

Processing Times are Included

Drainage Study (when applicable)

Reviewed by the Development Services Division

- Required for maps with conditions of approval that require a drainage study.
- The study is a separate submittal from the map.
- The study shall be prepared by a California State Licensed Civil Engineer ([Board of Engineering website](#)).
- The study shall include:
 - Hydrologic and hydraulic calculations for the 10 year and 100 year storms.
 - Written introduction.
 - Discussion and conclusion.
 - Executive summary.
 - Hydrology maps for existing and proposed conditions.
 - Hydraulic diagrams showing storm drain system recommended.
- The drainage design shall follow City of Corona and Riverside County Flood Control and Water Conservation District standards.

City Review Times:

First Plan Review: 20 business days
Second Plan Review: 15 business days
Third Plan Review: 10 business days
All other reviews: 10 business days

Processing Times are Included

CFD Annexation (when applicable)

Reviewed by the Development Services and Finance Divisions

- Required for:
 - Projects constructing CFD facilities.
 - Projects adjacent to CFD parkways and medians that are not already within a CFD.
 - Projects with Conditions of Approval that require annexation.
- The application is a separate submittal from the map.
- The application maintenance exhibit and quantities should be prepared by the Engineer of Record.
- The application, instructions, and fee schedule are available on the [City Finance Department's Website](#).
- Submittals are made through the Development Services counter.

City Review Times:

First Review: 20 business days
All other reviews: 10 business days

Processing time for Council approval varies around 3 months

Note: The Department's goal is to have all reviews approved no later than the third check. An applicant may request meetings with city staff to discuss corrections.

3) Map Approval & Recordation:



Map Approval and Recordation:

- Development Services prepares and sends a Bond and Fee Letter with the required securities to the owner.
- Development Services prepares and sends required Improvement and Survey Monumentation Agreements to the owner.
- The owner signs and notarizes the agreements and submits the original documents to the city.
- The owner posts applicable Faithful Performance and Labor & Materials securities.
- The owner pays all applicable Development Impact Fees.
- Development Services schedules the agreement for approval by the City Council. For **Tract Maps** only, the Final Tract Map shall be approved by the City Council.
- Owner submits the map mylars with the Owner's Statement and Surveyor's Statement completed, including any beneficiary signatures and corresponding notary acknowledgements. The Tax Bond Certificate can be completed prior to submitting to the city to save time during recordation.
- City Engineer and City Clerk sign the appropriate certificates and the mylars are released to the Title Company for recordation at County offices.

Bond Release:

- Upon final completion of the survey monumentation, the surveyor shall provide a letter stating the work is complete and they have been paid.
- See Improvement Plan flowchart for requirements and release information pertaining to the improvement securities.
- Inspector provides notice of completion to the Development Services Division.
- City schedules the acceptance and release of securities for approval by the City Council.
- 100% of the survey monumentation faithful performance security is released following the date of acceptance.

Development Services

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Public Works Inspection

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