



CITY OF CORONA

PARCEL MAP WAIVER PROCEDURES

I. WAIVER – APPLICATION

An application for a Parcel Map Waiver shall be filed with the Community Development Department on such form and accompanied by such information and fee as may be required, together with an acceptable description and drawing of the existing parcel and the parcel to be created.

Application Form:

- A. Completed application (including, but not limited to, proof of current ownership and a letter of authorization from the landowner).
- B. Four copies of a map in the form of a tentative tract map (on 18" x 26" mylar). Make sure it includes all information needed for the BZA findings (including, but not limited to:
 1. Parent parcel's lot legal description
 2. New lot dimensions and areas
 3. Critical building set backs
 4. Water and sewer service lines
 5. Utility lines
 6. Existing easements
 7. Survey control
 8. Lot access
 9. Existing improvements (public and private)
 10. Existing buildings
 11. Existing and proposed street dedications
 12. Parking calculations
 13. Landscape calculations
 14. Lot coverage calculations

- C. Legal description and plats on 8 ½" x 11" for the new lots (with closure calcs) prepared and stamped by a L.S. or R.C.E.
- D. Provide copies of non-interference letter from utility companies
- E. Processing fee

II WAIVER – BOARD CONSIDERATION

The Board of Zoning Adjustment shall consider the application for parcel map waiver within forty-five (45) days after its filing. Before waiving any parcel map, the board must first find that the proposed division of land complies with all requirements of the code as to area, improvement and design, floodwater drainage control, appropriate improved public roads, sanitary disposal facilities, water supply availability, environmental protection, survey control, and with all other requirements of the Act and City ordinances enacted pursuant thereto.

- A. The parent parcel must be a legal lot shown and monumented on a parcel map, record map, or record of survey (for a legally created lot).
- B. Sufficient survey monumentation must be in place in the field:
 - 1. To provide for the establishment of the parent parcel's boundary line without extraordinary computations or retacement efforts; and
 - 2. To provide for the establishment of the new line being created on the parcel map waiver

Should any monument need to be set in conformance with this requirement, the Licensed Land Surveyor or Registered Civil Engineer must set them accordance with Sections 8762 and 8772 of the Professional land Surveyors' Act prior to the parcel map waiver approval.

Monuments for the new parcel lines cannot be set at the time of application for a waiver of parcel map. Monumenting the new property lines will require a Record of Survey showing the field survey information, type of monuments being set, and any other pertinent data. This Record of Survey may be filed after the waiver is approved and the Certificate of Compliance is recorded.

The Parcel map Waiver will be reviewed by staff to insure the new lots created meet all codes and requirements which would have otherwise been required of a parcel map. If the findings cannot be made, the Parcel Map Waiver will have been denied or if only minor deficiencies remain, the item may be continued until the deficiencies can be remedied. There is no such thing as a Conditional Parcel Map Waiver.

III. IF A PARCEL MAP WAIVER IS GRANTED:

- A. Applicant submits the original of the 18" X 26" mylar. (Staff writes the Parcel Map Waiver approval date and the recording information for the Certificate of Compliance on the mylar and files it with the parent lot record map in the City's record map files).
- B. The signed Certificate of Compliance, legal description, and plate will be sent to the City Clerk for recordation.