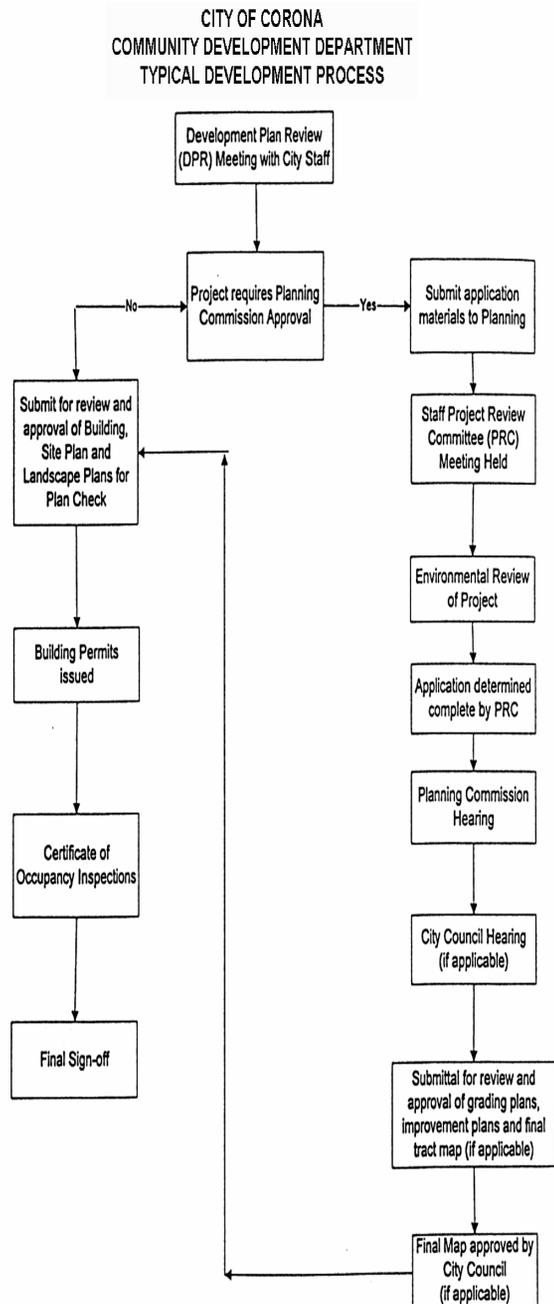


**City of Corona
Community Development Department
Typical Development Process**



Corona's Corporate Values

As City of Corona employees, we are proud of our organization and the community we serve. Therefore, we...

Provide exceptional, responsive Service.

Deliver high Quality results.

Recognize the financial Value of our activities.

Display Innovation in problem solving.

Work as a motivated Team to get the job done.

Take the Initiative with decisive action.

Foster Communication.

Promote outstanding professional, technical and people Skills.

Encourage Balance in our lives.

Act with Integrity in all we do.

**City of Corona
Community Development
Department**

Development Review Process

Planning Commission Approval

City Council Approval



City of Corona
400 S. Vicentia Avenue
Corona, CA 92882

Planning (951) 736-2262
Building (951) 736-2250
Code Enforcement (951) 739-4970
www.discovercorona.com

Development Plan Review

DPR is a meeting in which project proponents and city staff representing various city departments meet to review a project for compliance with city codes. These meetings are held every Thursday beginning at 8:30 a.m. It takes approximately three weeks from the date of submittal to appear before the DPR Committee. During this meeting verbal comments are given from staff to the applicant. The Community Development Department sends a formal letter within two weeks of the meeting summarizing comments from all departments provided at the meeting. This meeting is informational only and does not constitute project approval.

The Community Development Department conducts preliminary review of projects. The following projects require Development Plan Review (DPR).

- ◇ Conceptual development plans.
- ◇ Municipal reorganizations & annexations.
- ◇ Specific Plans and Specific Plan Amendments.
- ◇ Tentative Tract Maps and Parcel Maps.
- ◇ All attached or multi-family housing.
- ◇ Precise Plans or Architectural Review.
- ◇ Conditional Use Permit applications where new buildings or substantial alterations are proposed.
- ◇ Conversion of residential structures to commercial or industrial use consistent with the zoning for the property.
- ◇ New buildings for commercial or industrial uses at or exceeding 650 sq. ft..
- ◇ Building additions exceeding 2000 square feet.
- ◇ Site plans and architecture for residential units in all subdivisions of five (5) lots or greater.
- ◇ Establishment of a use on vacant or undeveloped property, which does not include a building pursuant to section 17.102.020 (I). Examples of such would include, but are not limited to: parking lots, storage yards, recreational facilities, and other permanent or temporary uses.

Procedure

The Community Development Director and staff will conduct a review of the submitted project. Applicants will receive written notification, including date and time of the Development Plan Review meeting, approximately 21 business days after submitting a Development Plan Review. Applicants are encouraged to attend the informal meeting at which time verbal comments regarding the project and its applicability to the City's development standards and policies will be provided.

Approximately 20 business days after the review, the Community Development staff will prepare and mail to the applicant a letter summarizing the requirements and staff's recommendations.

Revisions

Any proposed changes or revisions to a project (I.E. building location, orientation, circulation, etc.) determined by the Community Development Director to change the approval requirements as previously prescribed, must be resubmitted for further review.

Extension of Time

If two or more years have passed since the last Development Plan Review, a new application must be submitted and review prior to the issuance of any building permits.

The expiration date of a Development Plan Review application may be extended for up to one year subject to approval by the Community Development Director after consultation with other city departments to determine if the proposal complies with current laws, standards and policies. An extension of time application is necessary prior to the expiration of the original Development Plan Review application.

Project Review Committee

The Project Review Committee consists of a group of department representatives that reviews projects that must receive approval through public hearings. In the project review process, a meeting is held and attended by project proponents and the city's representatives. These meetings are held every Thursday after the DPR meetings conclude and take approximately three weeks to schedule once the application is submitted. The purpose of this meeting is to ensure that all comments made at the DPR meeting have been incorporated into the project, that all outstanding issues have been resolved, and that all application materials have been received and are complete.

Planning Commission

When an application is deemed complete by the Project Review Committee, the application is scheduled for a Planning Commission hearing. Planning Commission hearings are open to the public. It normally takes 45 days from submittal for a case to appear before the Planning Commission. These meetings are held on the second & fourth Monday of each month and begin at 6:00 p.m. in the City Council Chambers.

City Council

Once applications are heard by the Planning Commission, it takes approximately one to three weeks to appear before City Council for final approval. These meetings are held on the first & third Wednesdays of each month and begin at 6:30 p.m. in the City Council Chambers.