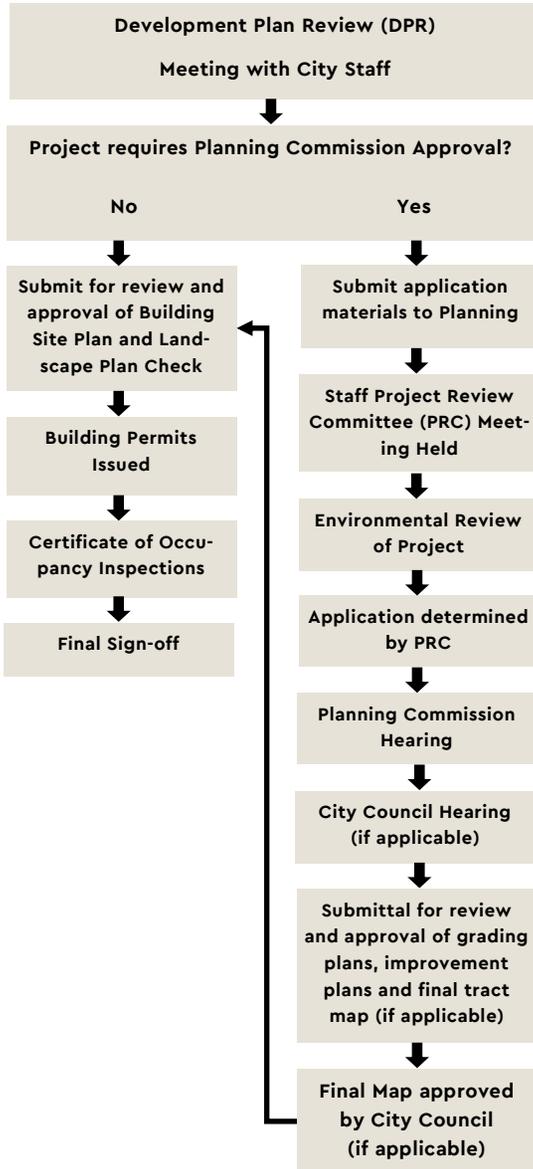


*City of Corona  
Planning & Development Department  
Typical Development Process*



## Divisions Contact Information

### Planning Division:

(951) 736-2262 - Plandev@coronaca.gov

### Building Division:

(951) 736-2250 - Building.plancheck@coronaca.gov

### Code Compliance Division:

(951) 279-3549 - Code.enf@coronaca.gov

### Development Services Division:

(951) 736-2259 - dscounter@coronaca.gov



## Planning & Development Department

400 S. Vicentia Avenue, Suite 120  
Corona, CA, 92882-2187

# City of Corona

## Planning & Development Department

### Development Review Process Planning Commission Approval City Council Approval



[www.coronaca.gov](http://www.coronaca.gov)

## ***Development Plan Review***

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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 9:00 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 Planning & 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 Planning & Development Department conducts preliminary review of projects. The following are examples of projects that 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 multifamily 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 of 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.

## ***Procedure***

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The Planning & 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, Planning & Development staff will prepare and mail to the applicant a letter summarizing the requirements and staff's recommendations.

## ***Revisions***

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

## ***Extension of Time***

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If two or more years have passed since the last Development Plan Review, a new application must be submitted and reviewed 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 Planning & 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***

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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***

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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***

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Once applications are heard by the Planning Commission, it takes approximately three to four 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.