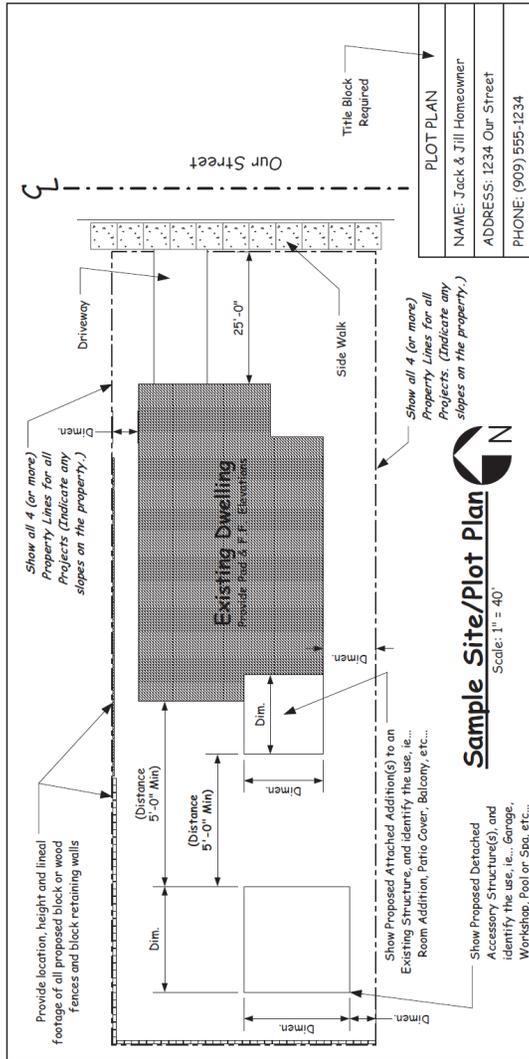


Sample Site Plan



Site Plan Requirements

1. Minimum acceptable size of a site plan is 8 1/2" x 11" for most projects.
2. Provide a clear scope of work.
3. Plans must be drawn legibly.
4. For over the counter permits, three (3) copies of the site plan are required.

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

General Information

*Promoting and Sustaining Quality
Development*

Mission Statement

The mission of the Planning & Development Department is to protect and enhance the physical environment of the city and provide for the highest possible quality of life for the residents of the city.



www.coronaca.gov

Introduction

Under general direction of the City Council and City Manager, the Planning & Development Department works with various other departments to provide a continuing quality of life for the residents and business owners located in the City of Corona. The Planning & Development Department is made up of the Planning Division, Building Division, Code Compliance Division, and Development Services Division.

Planning Division

The Planning Division works with land developers in regards to commercial, industrial and residential developments. City planners review each proposed development to ensure that the design, architecture and final product comply with city ordinances and design guidelines. In certain instances, proposed developments requiring discretionary approval are forwarded along with a recommendation of the Planning Commission and City Council. The Planning Division is also responsible for the items listed below:

- Maintaining zoning codes and zoning maps.
- Minor and major variances.
- Fence, wall, and gate, permits.
- Patio covers.
- Sign Permits.
- Residential, commercial, and industrial developments and additions.
- Providing general zoning information.

Building Division

The Building Division is responsible for issuing building permits for new and existing construction, issuing demolition permits, taking plans in for plan check, routing plans to the proper departments for plan check, calculating permit fees, sending building inspectors to the project site to inspect the work and sending building inspectors to check unsafe unpermitted construction.

Development Services Division

The Development Services Division of the Planning and Development Department is staffed by a team of Civil Engineers and Permit Technicians. Staff works collaboratively with property owners and developers to review and permit discretionary and ministerial development projects. The Development Services Division is also responsible for the items listed below:

- Addressing.
- Block Party Permits.
- Street and Alley Vacations.
- Construction Water Meters.
- Will Serve Letters
- Fire Flow Requests.

Code Compliance Division

The Code Compliance Division is responsible for enforcing property maintenance standards, ordinances related to unpermitted signs, land uses, development standards, abandoned vehicles, and substandard properties. Code Compliance officers assist other departments such as Building Inspectors, Fire, Animal Control, Development Services, and Police in the interpretation and enforcement of various municipal codes.

Code Compliance Violations to Avoid:

- Deteriorating wood, stucco, siding materials, roofs, foundations, floors, peeling paint, lack of paint causing dry rot, warping, or termite infestation.
- Overgrown grass, weeds, trees, or other plant materials to such a degree that it creates a fire hazard.
- Storage or parking abandoned inoperative, wrecked, or dismantled vehicles or parts outside of an enclosed garage or solid six foot wall or fence.
- Storage or parking of trailers, campers, boats, vessels, watercraft, or recreational vehicles in the front yard. A two car garage parking space is required for most single family residences.
- Green Pools

Counter Permits

Over the counter permits begin with Planning Division review for overall general requirements followed by submittal to the Building Division for plan check submittal and building permit issuance. The following permits can be obtained at the Planning & Development Department's public counters:

- Fence and Wall Permits
- Sign Permits
- Patio Covers
- Temporary Use Permits
- Garage Sale Permits
- Banner Permits
- Pool Permits
- Air Conditioner Permits