



PLANNING & DEVELOPMENT DEPARTMENT

Annexation Request Review

A. How To File.

Please submit the application package with payment to the Planning Division at the Planning public counter, located at:

Corona City Hall
Planning & Development Department
400 S. Vicentia Avenue, Suite 120
Corona, CA 92882

B. Items Required For Filing.

The following items shall be included in the application package:

- ☐ 1. Complete Application Form (attached).
- ☐ 2. Processing fees of:
 - a. **Deposit required for actual cost** – Staff Review Fee.
 - b. **\$158.00** – Public Notice Fee.
 - c. **\$51.14** – County Recordation Fee for 1st City Council Reading.
- ☐ 3. Environmental Review fees (to be determined by the Planning Division):
 - a. **\$9,036.00** – Preparation of a Negative Declaration or Mitigated Negative Declaration.
 - b. **\$336.00** – Preparation of a Notice of Exemption (applicable to Projects that are exempt from CEQA).
 - c. **Full Cost (Deposit Required)** – Preparation of an Environmental Impact Report.
 - d. **\$2,916.75** – CDFW CEQA Filing Fee for a Negative Declaration or Mitigated Negative Declaration.
 - e. **\$4,051.25** – CDFW CEQA Filing Fee for an EIR.
(Notice: The CDFW CEQA filing fees are set by the California Department of Fish and Wildlife and are subject to change annually. The applicant shall pay the fee that is in effect at the time the City files this fee with the county.)
- ☐ 4. Letter signed and dated by the applicant stating request, including property location, number of property owners, number of inhabitants, services existing, existing uses and/or structures, current jurisdiction General Plan and zoning designation and pre-zone designation to be requested.
- ☐ 5. Conceptual Site Plan or Land Use Plan
- ☐ 6. Fiscal Analysis for Annexations over 100 acres in area. The report must meet city and LAFCO requirements to analyze fiscal impacts to city and county services from annexation of the site.
- ☐ 6. Twenty (20) folded copies of annexation boundary map drawn to scale with vicinity map and existing streets shown (8.5"x11" minimum size), meeting LAFCO requirements.
- ☐ 7. Legal description of site, meeting LAFCO requirements.



- ☐ 8. Proof of ownership (i.e., latest grant deed or title report).
- ☐ 9. Letter of authorization from the property owner if different than applicant. If there is more than one property owner, documentation of concurrence of a majority of the property owners shall also be submitted.
- ☐ 10. Mailing labels for the property owners involved within the annexation, including assessor's parcel numbers, maps and mailing labels.
- ☐ 11. Submit (1) USB flash drive containing the items required for filing this application in PDF format.

B. Notice To Applicants:

1. This is the initial step in the annexation process and will be processed as a Development Plan Review (DPR). Requirements for subsequent processing through LAFCO and the City will be discussed at the meeting.
2. It is recommended that the applicant, representative, or property owner(s) should be present at all hearings.
3. All correspondence and reports will be mailed to the applicant as listed on the application form only.

C. Attachments:

1. Procedure for Applicant
2. Application Form

Revised: 1/2025



PROCEDURE FOR APPLICANT INITIATED ANNEXATION

1. Applicant submits the Annexation Request Review materials including the items shown on Annexation Request Review Application and appropriate fee.

As the City will be the lead agency, the environmental review will be processed through the City. This requires the completed Environmental Information form and appropriate fee to be submitted concurrently with the Annexation Review if no Pre-zone or General Plan Amendment is concurrently submitted. The completed environmental documents will be submitted as part of the Local Agency Formation Commission (LAFCO) submitted package.

2. The Annexation Request review meeting is held with the applicant and DPR Committee. This meeting will result in the City Council adopting the "Plan of Services" and Resolution of Concurrence required as part of the Local Agency Formation Commission (LAFCO) submittal package. Also, the City's Annexation Fee Policy amount will be computed and adopted as part of the resolution. This fee will be payable at time of completion of the annexation. Additionally, for annexation over 50 acres LAFCO requires a fiscal analysis to be submitted. The City will work with the applicant to complete the analysis for review by the City Council prior to adoption of the Plan of Services.

It is recommended that the applicant contact LAFCO for their requirements to submit the annexation application. That agency, not the City, will hold the commission hearing to approve or deny the annexation request

3. City staff will prepare the "Plan of Services", City Council Annexation Fee Policy, environmental documents to satisfy CEQA, and request to the City Council for the resolution concurring with the annexation.

If the request is a municipal reorganization (involves detachment from an adjacent city or district), resolutions from both agencies regarding tax splits and concurrence with the action is required by LAFCO. The applicant will be responsible for requesting that the other affected agency prepare their resolutions of concurrence and tax split.

4. If the property is not within the City's Sphere of Influence, the applicant must submit a Sphere of Influence Amendment to be processed through the City and LAFCO. Like Annexations, Sphere of Influence Amendments are acted on by the Local Agency Formation Commission. The amendments may be processed prior to or concurrent with the annexation (if a reorganization is requested the sphere amendment and annexation must be submitted to LAFCO concurrently).

It is recommended that the applicant contact LAFCO to obtain their requirement for submittal of the Sphere of Influence amendment.

5. LAFCO requires a pre-zone designation on the property to be annexed. If the property in question does not have a pre-zone or if the applicant wishes to change the pre-zone, a change of zone application must be processed with the City establishing the proper pre-zone designation prior to LAFCO submittal.

It may also be necessary to process a concurrent General Plan Amendment to maintain consistency between the General Plan and zoning. Also, pre-zoning may not be changed for two (2) years after approval of the annexation.



6. The applicant will be responsible for preparation and submittal for the necessary materials and fees for the annexation application to LAFCO, which will include the City prepared materials.
7. After the submittal of the completed annexation application, LAFCO will inform the applicant and City of the Commission hearing.
8. Upon LAFCO Board of the annexation request LAFCO staff will set the Public Protest hearing which will result in final approval, election or termination.
9. The annexation proceedings will be completed by LAFCO Executive Officer subsequent to the submittal of the required fees for the State Board of Equalization and collection of the City's Annexation Fee Policy Funds. The LAFCO executive officer will record the Certificate of completion and notify the State Board of Equalization, County Assessor and Auditor of the annexation.



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PLANNING DIVISION MASTER APPLICATION FORM

1. General Project Description:

Project Location (General) _____

Project Address or APN: _____

General Description of Proposed Project: _____

2. Applicant Information:

Firm/Company Name: _____

Contact Name: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____ Email: _____

Applicant's interest in property: ☐ Own ☐ Rent ☐ Other: _____

Staff Use Only	Date Stamp Received:	
Counter Planner Initials:		
Case Number:		
☐ Agricultural Preserve Cancellation ☐ Alcohol Beverage Permit ☐ Amended Final Map ☐ Ancillary Smoking Lounge Permit ☐ Annexation ☐ Architectural Review ☐ Building Relocation ☐ Certificate of Compliance ☐ Change of Zone ☐ Community Facilities Plan Amendment ☐ Conditional Use Permit: (select one) ☐ Major CUP ☐ Minor CUP ☐ Major Modification to CUP ☐ Minor Modification to CUP ☐ Extension of Time for CUP Existing CUP Number: _____ ☐ Cul-de-sac Waiver ☐ Density Bonus Agreement ☐ Development Agreement ☐ General Plan Amendment ☐ Low Barrier Navigation Center ☐ Medical Office in a Residential Zone ☐ Model Home Permit ☐ Noise Variance	☐ Non-Conforming Building Uses ☐ Parcel Map: (Select one) ☐ New – PM ☐ Resubmitted – PM ☐ Waiver ☐ Extension of Time – PM Existing Parcel Map Number: _____ ☐ Parking Determination ☐ Precise Plan Review: (Select one) ☐ New ☐ Major Modification to PP ☐ Minor Modification to PP ☐ Extension of Time for PP Existing Precise Plan Number: _____ ☐ Similar Use Finding ☐ Specific Plan: (select one) ☐ New ☐ Major Amendment ☐ Minor Amendment ☐ Sphere of Influence Amendment ☐ Substantial Conformance ☐ Surface Mine: (Select one) ☐ Permit ☐ Annual Inspection	☐ Telecommunications Facility: (select one) ☐ Major Telecomm. Facility ☐ Minor Telecomm. Facility ☐ Zoning Administrator Facility ☐ Small Cell Facility ☐ Modification to existing Facility ☐ Tentative Tract Map: (select one) ☐ New – TTM ☐ Rephasing – TTM ☐ Resubmitted – TTM ☐ Extension of Time – TTM Existing TTM Number: _____ ☐ Variance: (Select one from below) ☐ Major ☐ Minor ☐ Waiver or Modification of Subdivision Standards ☐ Zoning Administrator Review ☐ Other _____



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3. Owner Information (if different from above):

Owner Name:_____

Contact name:_____

Address/City/State/Zip Code:_____

Phone Number:_____ Email:_____

4. Architect Information:

Architecture Firm:_____

Contact Name:_____

Address/City/State/Zip Code:_____

Phone Number:_____ Email:_____

5. Engineer Information:

Engineering Firm:_____

Contact Name:_____

Address/City/State/Zip Code:_____

Phone Number:_____ Email:_____

6. Subject Property Information (all types):

Assessor's Parcel #:_____ Total Acreage:_____

Assessor's Parcel #:_____ Total Acreage:_____

Assessor's Parcel #:_____ Total Acreage:_____

Assessor's Parcel #:_____ Total Acreage:_____

General Plan Designation:_____ Zone Designation:_____

Specific Plan Designation (if applicable):_____

Master Planned Community/Development Agreement (if applicable):

WQMP Required? ☐ Yes ☐ No Annex into CFD or LMD? ☐ Yes ☐ No

Current Land Use:_____ Proposed Land Use:_____

Grading Requirements (CYD's): Cut:_____ Fill:_____ Overex:_____



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7. Proposed Project

Type of use proposed: ☐ Residential ☐ Commercial ☐ Industrial ☐ Other: _____

8. Non-residential Project Summary

Gross floor area: _____ Proposed: _____ Existing: _____ Building Height: _____

Type of construction per California Building Code: _____

Occupancy: _____

Bldg	Bldg 1	Bldg 2	Bldg 3	Bldg 4	Bldg 5	Bldg 6	Bldg 7	Bldg 8	Bldg 9	Bldg 10
GFA										
FA										

GFA = Gross Floor Area FA = Footprint Area

students/children (if applicable): _____ Seating capacity (if applicable): _____

Fueling Stations (if applicable): _____

Landscape Coverage (% of Lot): _____ Building Coverage (% of Lot): _____ F.A.R.: _____

9. Residential Project

Name of Project: _____

Type of dwelling unit (SFR, MFR, etc): _____

Dwelling Units:	Proposed	Existing	Density (DU/acre):
1 Bedroom	_____	_____	Maximum building height: _____
2 Bedroom	_____	_____	Minimum lot size: _____
3 Bedroom	_____	_____	Average lot size: _____
4 or more Bedroom	_____	_____	Landscape Coverage (% of Lot): _____
Total	_____	_____	Building Coverage (% of Lot): _____

Open Space Description:

☐ Private: _____ ☐ Common: _____ ☐ Other: _____

Total square footage of:

Common Open Space _____ Private Open Space _____

Affordable Housing Incentives, Waivers, Concessions and Parking Reductions – Will the project proponent seek Density Bonus incentives, waivers, concessions, or parking reductions pursuant to California Government Code Section 65915?

☐ Yes

☐ No



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Residential Dwelling Unit Count: Please indicate the number of dwelling units proposed, including a breakdown of levels by affordability, set by each income category.

	Number of Units
Market Rate	
Managers Unit(s) – Market Rate	
Extremely Low Income	
Very Low Income	
Low Income	
Moderate Income	
Total No. of Units	
Total No. of Affordable Units	
Total No. of Density Bonus Units	

Existing Site Conditions – Provide the number of existing residential units on the project site that will be demolished and whether each existing unit is occupied or unoccupied. Provide attachment, if needed.

	Occupied Residential Units	Unoccupied Residential Units	Total Residential Units
Existing			
To Be Demolished			

Existing Site Conditions – Provide the number of existing residential units on the project site that will be demolished and whether each existing unit is occupied or unoccupied. Provide attachment, if needed.

	Units Occupied Residential	Unoccupied Residential Units	Total Residential Units
Existing			
To Be Demolished			

10. Parking (all projects)

	# of Spaces Required By CMC § 17.73.030	Provided # of Spaces
Open Spaces:		
Carports:		
Garages:		
Parking Structure Stalls:		
Total:		



11. Notice of Complete/Incomplete Applications

The approval of a development proposal requires the review of plans and technical documents. By signing below the applicant is acknowledging that a development application will be deemed incomplete if it does not include all required plans and technical documents, or includes plans and technical documents that are inaccurate or insufficient. By signing below the applicant also acknowledges that incomplete development applications will not be scheduled for public hearing until which time City staff has received and reviewed all required documents.

12. Authorization & Indemnification

To the fullest extent permitted by law, the applicant shall defend, indemnify and hold the City of Corona and its directors, officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, proceedings, costs, expenses, liabilities, losses, damages or injuries of any kind, in law or equity, in any manner arising out of, pertaining to, or incident to any attack against or attempt to challenge, set aside, void or annul any approval, decision or other action of the City of Corona, whether such approval, decision or other action was by its City Council, Planning and Housing Commission or other board, director, official, officer, employee, volunteer or agent. To the extent that Government Code Section 66474.9 applies, the City will promptly notify the applicant of any claim, action or proceeding made known to the City to which Government Code Section 66474.9 applies and the City will fully cooperate in the defense. The Applicant's obligations hereunder shall include, without limitation, the payment of any and all damages, consultant and expert fees, and attorney's fees and other related costs and expenses. The City shall have the right to retain such legal counsel as the City deems necessary and appropriate. Nothing herein shall be construed to require City to defend any attack against or attempt to challenge, set aside, void or annul any such City approval, decision or other action. If at any time Applicant chooses not to defend (or continue to defend) any attack against or attempt to challenge, set aside, void or annul any such City approval, decision or other action, the City may choose, in its sole discretion, to defend or not defend any such action. In the event that the City decides not to defend or continue the defense, Applicant shall be obligated to reimburse City for any and all costs, fees, penalties or damages associated with dismissing the action or proceeding. If at any time both the Applicant and the City choose not to defend (or continue to defend) any action noted herein, all subject City approvals, decisions or other actions shall be null and void. The Applicant shall be required to enter into any reimbursement agreement deemed necessary by the City to effectuate the terms of this condition.

Print Applicant name: _____

Applicant Signature: _____ Date: _____

Print Property Owner name: _____

Property Owner Signature: _____ Date: _____

Notice to all applicants: Separate written authorization from property owner shall be submitted if this form is not signed by the property owner.