



CERTIFICATE OF COMPLIANCE SUBMITTAL REQUIREMENTS

A. ITEMS REQUIRED FOR FILING:

- 1. Completed Application Form.
- 2. Processing fee of \$1,981.00
- 3. Scanning fee of \$47.00
- 4. Four (4) copies of a folded site plan drawn to scale which shall include:
 - a. Property boundaries and dimensions.
 - b. Building location(s) and dimensions (if any).
 - c. Vicinity Map.
 - d. Surrounding streets.
 - e. Surrounding uses.
- 5. Proof of ownership (i.e., latest Grant Deed).
- 6. Letter of authorization from the property owner if different than applicant.
- 7. A letter signed and dated by the applicant demonstrating how the request meets all the criteria necessary to granting approval per the applicable section of the Corona Municipal Code 17.98.080.
- 8. Completed Environmental Information Form with:
 - a. Photographs of the site and surrounding area (a minimum of 4 site and 4 surrounding) labeled north, east, south, west and mounted on 11 x 14" paper.
- 9. Deed Chain back to original sale as separate parcel, or prior to April 4, 1952.
- 10. Legal description of property.
- 11. Preliminary title report.
- 12. a. For non-legal parcels, letter addressed to the Board Of Zoning Adjustment, signed and dated by the applicant regarding California Government Code Sections 66412.6(a) and (b), and 66499.35(a) and (b) attached.

or

 - b. For waived parcel maps, letter addressed to the Board of Zoning Adjustment, signed and dated by the applicant, regarding California Government Code Sections 66428 and Corona Municipal Code Sections 16.20.030 through 16.20.060 (attached).
- 13. Submit one (1) CD containing the following information organized in the following folders:
 - a. Application Materials: Including but not limited to a completed application, environmental application, grant deeds, legal description, preliminary title report, letter of authorization, photographs, and applicant letter.
 - b. Plans: Site plan.

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Note:

1. For non-legal parcels, after approval by the Board of Zoning Adjustment, the property shall be surveyed and monumented by a Registered Land Surveyor (or Civil Engineer). A Record of Survey bearing a Certificate of Compliance, signed by the City Engineer, shall be filed with the County Surveyor. Recordation of the Record of Survey is required prior to issuance of any grading and/or building permits for the site.
2. For waived parcel maps, a Record of Survey is not required, but the Certificate of Compliance must be recorded prior to issuance of any grading and/or building permits for the site.

B. NOTICE TO APPLICANTS:

1. It is recommended that the applicant, representative or property owner should be present at all hearings.
2. All correspondence and reports will be mailed to the project proponent only.
3. If you have any questions regarding the above, please call the Community Development Department at (951) 736-2262.
4. All plans or maps submitted shall be folded to a maximum size of 8 x 14" with the title block visible.

C. ATTACHMENTS:

1. Corona Municipal Code Section 17.98.080.
2. Corona Municipal Code Sections 16.20.030 through 16.20.060.

Revised 1/1/19