



ZONE TEXT AMENDMENT SUBMITTAL REQUIREMENTS

A. ITEMS REQUIRED TO SUBMIT A REQUEST TO SET A ZONE TEXT AMENDMENT FOR PUBLIC HEARING:

1. Letter addressed to the Community Development Commission requesting a Zone Text Amendment which shall include:
 - a. Date and applicants address, phone number and signature.
 - b. Corona Municipal Code Section proposed to be changed.
 - c. Proposed wording.
 - d. Reason for request.
2. Submit three (3) 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, noticing package, letter of authorization, title reports, etc.
 - b. Technical/Environmental Studies if applicable.
 - c. Plans: Including but not limited to a subdivision maps, site plans, grading plans, utility plans, architectural elevation plans and renderings, floor plans, conceptual landscape plans, sign program, etc. as applicable to the respective application type.

B. IF THE REQUEST IS SET FOR PUBLIC HEARING BY THE COMMUNITY DEVELOPMENT COMMISSION, APPLICANT SHALL IMMEDIATELY SUBMIT:

1. Processing fee of \$4,213.00
2. Legal publication fee for City Council hearing of \$85
3. Scanning fee \$47.00
4. Environmental Impact Assessment fee:
\$6,722.00 – Preparation of a Mitigated Negative Declaration or Negative Declaration
\$251.00 – Preparation of a Notice of Exemption
“Full Cost” environmental impact report
5. Additional information that may be requested by the Community Development Director to support request.

C. NOTICE TO APPLICANTS:

1. Acceptance of application at the counter **does not** represent a complete application. California Government Code Section 65943 provides for 30 days in which the City can review the application and determine completeness. The applicant will be sent a letter during this time period stating the application is complete or that additional items are necessary.
2. It is recommended that applicant, representative or property owner should be present at all hearings.
3. All correspondence and reports will be mailed to the proponent only.
4. If you have any questions regarding the above, please call the Community Development Department at (951) 736-2262.

D. ATTACHMENTS:

No attachments.

Revised 1/1/19