



ZONING ADMINISTRATOR SUBMITTAL REQUIREMENTS

The Zoning Administrator shall hear applications for:

	<u>Fee</u>
a. Alcoholic Beverage Permits per CMC 17.99.020	\$831
b. Ancillary Smoking Lounge Permit per CMC 17.99.055	\$844
c. Commercial Freeway Signs per CMC 17.99.075:	\$1,135
d. Minor Variances per CMC 17.99.060:	\$2,084
e. Parking Determination per CMC 17.99.065 or CMC 17.99.070:	\$1,882
f. Minor Telecommunication Facility per CMC 17.65.050:	\$1,032
Plus per application if "Parks" is involved	\$110
g. Zoning Administrator Application (Others), including administrative modifications and sidewalk cafes in the Downtown Revitalization Specific Plan (SP98-01).	\$1,135
h. Scanning fee (applies to all applications above)	\$47

A. ITEMS REQUIRED FOR FILING:

- 1. Completed Application Form.
- 2. Processing Fees shown above.
- 3. Two (2) copies 11" x 17" (or 24" x 36" if the 11" x 17" is not legible) site plan drawn to scale, which shall include:
 - ◆ Property boundaries and dimensions.
 - ◆ Building location(s) and dimensions (if any)
 - ◆ Vicinity Map
 - ◆ Surrounding street
 - ◆ Surrounding uses
- 4. Proof of ownership (i.e. latest Grant Deed)
- 5. Letter of authorization from the property owner if different than applicant.
- 6. Photos of the site and surroundings.
- 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 (see "Attachments" below for criteria).
- 8. 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, 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.

9. In addition, the following items shall be submitted depending on the application type:

For (a) Alcoholic Beverages Permits above:

- a. Two (2) copies of interior floor plan showing seating arrangement (minimum size of 8-1/2 x 11 inches)
- b. Two (2) copies of a Police Response Plan (**If permit is associated with a Night Club or Requested by the Corona Police Department**).
- c. Two (2) copies of the proposed menu
- d. Detailed letter describing business operations including but not limited to hours of operation, live entertainment, dancing, special promotions or events, etc

For (b) Ancillary Smoking Lounge Permit above:

- a. Two (2) copies of interior floor plan showing the percentage of the floor area occupied by the primary business and the area allocated for the smoking lounge.
- b. Detailed letter describing business operations including but not limited to hours of operation and how the use meets the supplemental development standards prescribed in CMC 17.33.160.

For (c) Commercial Freeway Signs above: Location of sign, orientation, dimensions, height, and diagram showing the site provides access to the freeway view.

For (d) Minor Variances above: Type of minor variance requested and illustration or diagram of the request.

For (e) Parking Determinations above: Two (2) copies of a parking plan showing the location, size and number of spaces in the parking area.

For (d) Minor Telecommunications Facilities above: Three (3) sets of each of the following items:

- a. Plans showing the location of antenna, dimensions, material's used, height above ground, height above roof, mounting and foundation details, contractor and screening of fencing details.
- b. Photosimulations depicting before and after conditions and identifying the potential visual impacts of the proposed telecommunications facility, with views from both public areas and private residences.
- c. RF Propagation Maps for the proposed telecommunications facility.
- d. Radiofrequency emissions study showing compliance with the Federal Communications Commissions (FCC) limits for human exposure to radiofrequency (RF), and/or FCC checklist (Attachment 3) that determines that the facility is categorically excluded from having to do an RF study.
- e. A map of the carriers existing and proposed facilities within the city and its surrounding cities indicating the APN Number, type of facility, its height above ground level, and its cell coverage. Submit verification of compliance with the American National Standards Institute (ANSI) by providing a copy of their FCC license agreement.
- f. Tentative lease agreement indicating that no exclusive agreements have been made to prevent future carriers from locating on the same site or facility, as well as submit a design plan which does not preclude potential additional carriers.
- g. Applicant shall investigate the feasibility of co-locating additional telecommunications on the tops of buildings, existing structures, and/or clustering facilities. If co-locations or clustering is not a possible for a particular proposal, the applicant shall submit evidence of such inability at the time of application.
- h. A letter signed and dated by the applicant addressing the scope of work, co-location opportunities and telecommunications facilities in the vicinity which were considered for co-location opportunities, if applicable. **For "small cell sites" the letter shall also address how the proposal meets the**

location and design criteria under CMC 17.65.050(2).

- i. Analysis and verification that the proposed telecommunications facility will not interfere with other adjacent or neighboring transmission or reception functions.

B. NOTICE TO APPLICANTS:

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

C. ATTACHMENTS:

1. For all items (a) through (f), refer to Corona Municipal Code Chapter 17.65 and 17.99.
2. For sidewalk cafes in SP98-01 per item (g), Section III.I.2 in the Downtown Revitalization Specific Plan.
3. Federal Communications Commissions (FCC) Appendix A Optional Checklist for Determination of Whether a Facility is Categorically Excluded

Revised 2/28/19