



Community Development Department

# Study Session – Development Process

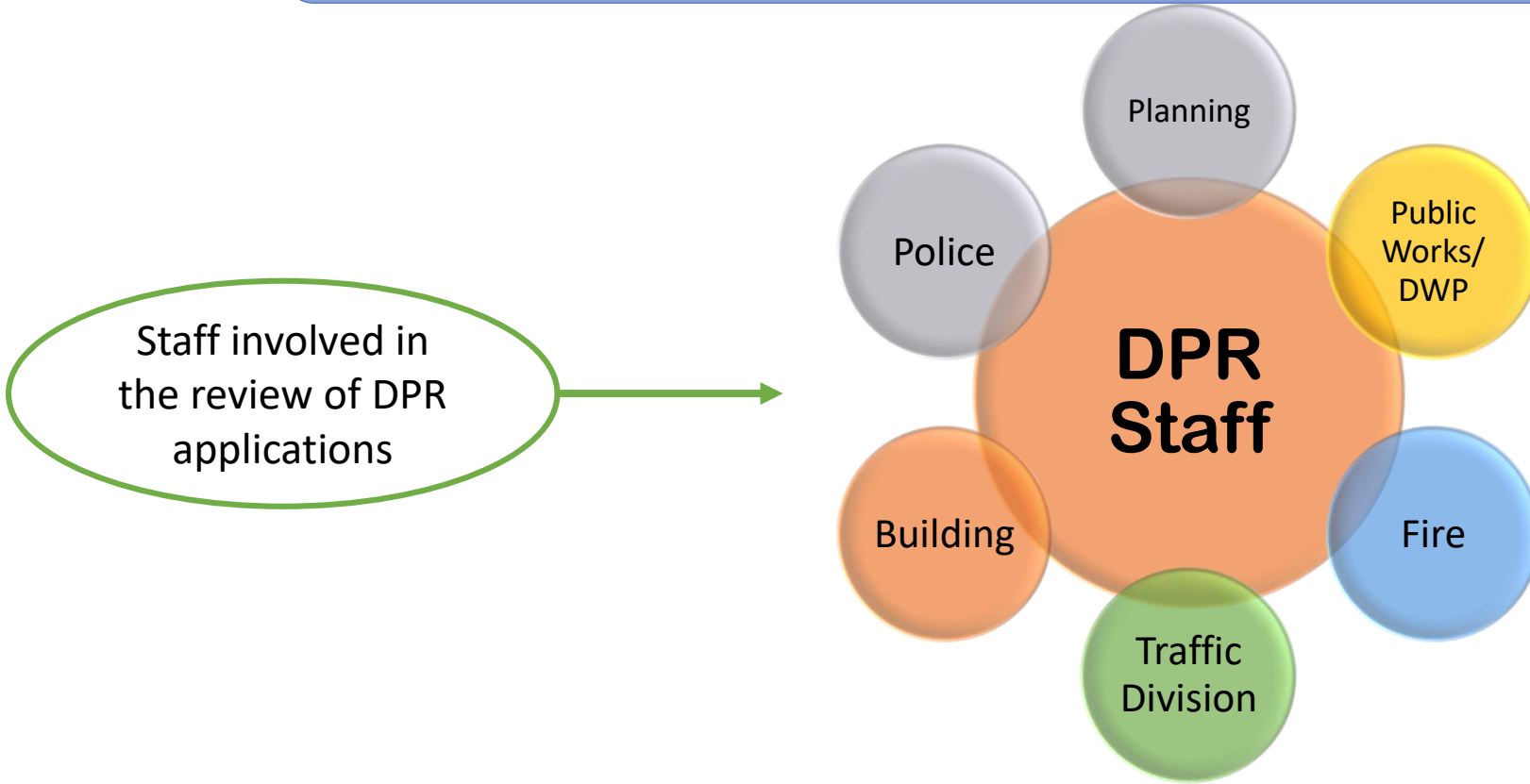
Joanne Coletta, Community Development Director

# CITY OF CORONA DEVELOPMENT PROCESS

## Corona Municipal Code Chapter 17.102 **DEVELOPMENT PLAN REVIEW**

Initial review process for:

- New development and additions to existing development.
- Additions to existing development based on threshold provided in CMC Chapter 17.102.



# Role of City Departments

## Planning

- Zoning & General Plan or Specific Plan.
- Compliance with development standards.
- Determine types of technical studies.
- Determine type of environmental analysis under CEQA.

## Public Works/DWP

- Review civil engineering of the on-site design.
- WQMP/BMP.
- Utility services and connections.
- Off-site public improvements.
- Community Facilities District (CFD).

## Traffic

- Traffic generation.
- Determine if Traffic Impact Analysis (TIA) required for project:
  - Project generates 1 to 49 trips during any peak hour without consideration of pass-by trips to the existing circulation system.
  - Project generates 50 peak hour trips or more without consideration of pass-by trips.
  - Project is located near a major arterial or impacted intersection.
  - As directed by the City Traffic Engineer.
- TIA prepared per city's TIS Guidelines.

## Fire

- On-site emergency access and area around the building.
- Number of access points.
- Fire hydrant locations.
- On-site water connections and pressure.
- Building occupancy.
- Fire suppression (fire sprinklers, fire alarms).
- Development standards in High Fire Severity Zones.
- Fuel modification plans.

## Police

- Traffic/Patrol.
- Access.
- Radio communications.

## Building

- Type of construction.
  - Bldg. occupancy.
  - Bldg. separation.
- American Disabilities Act (ADA).

# Development Requests subject to DPR Applications

New non-residential buildings 650 square feet and greater

Building additions exceeding 2,000 square feet

Tentative tract maps and parcel maps

New specific plans and specific plan amendments

Annexations

Site plan and architecture for residential dwellings having 5 or more lots

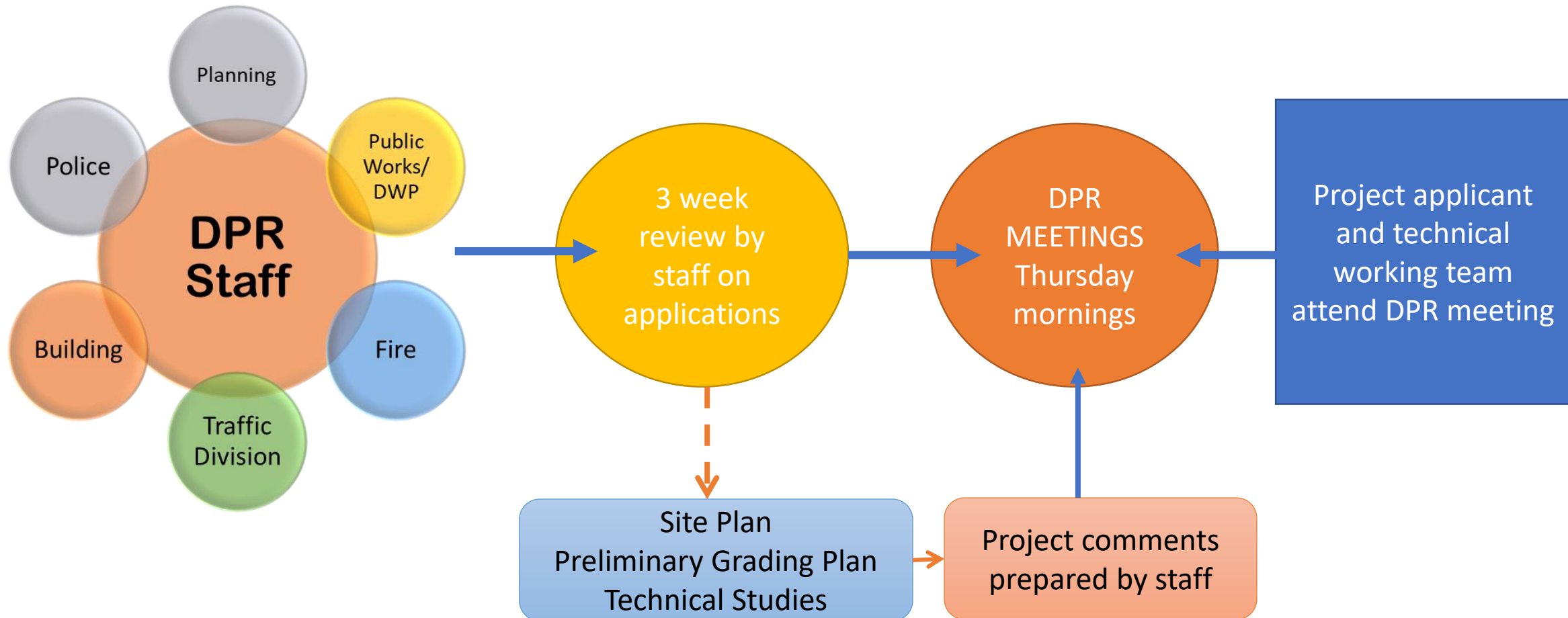
Attached or multiple family residential housing

Projects involving Precise Plan or Architectural review

Establishment of a use on vacant undeveloped property

Conversion of residential structures to non-residential structures

# DPR MEETINGS





# What is staff reviewing for DPR...

## Site Plan and Preliminary Grading Plan Review

Check for compliance with development standards in Corona Municipal Code and/or applicable specific plan.

- Zoning standards.
- Grading standards.
- Fire dept. standards.
- California Building Code.

## Technical Studies

Depending on the type of project, technical studies may include:

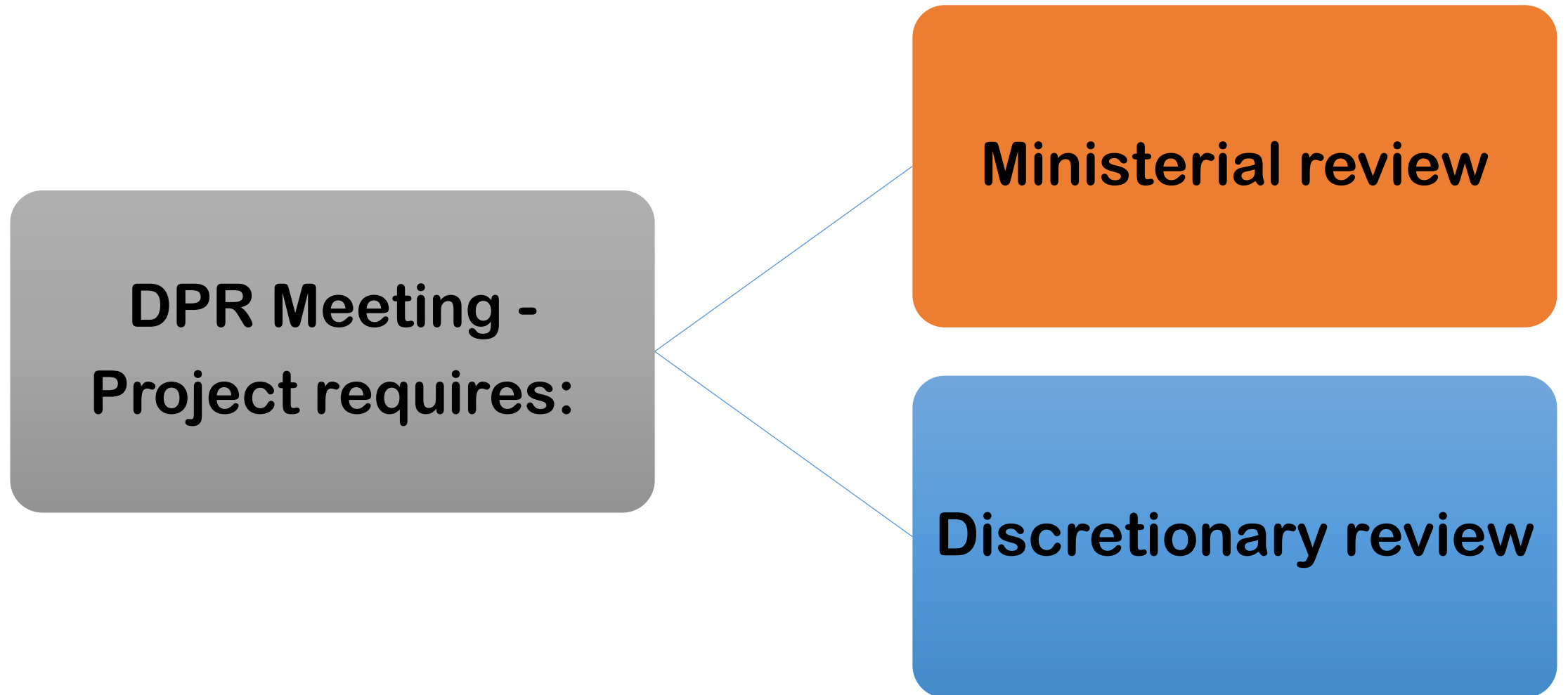
- Traffic analysis.
- Biological.
- Drainage.
- Geotechnical.
- Cultural.
- Air quality.
- Greenhouse Gas.
- Water Supply Assessment.

## Project Applications & CEQA

Determine type of application required for the project and CEQA review based on the results of the technical studies.

Only projects requiring discretionary action are subject to CEQA.

# PROCESS FOLLOWING DPR



# Ministerial Process

Project plans submitted to city

- **Building Division:** Structural Engineering Plans (Site plan, structural building plans, plumbing, mechanical and electrical) and plans related to Fire Dept. review.
- **Public Works Department:** Civil engineering plans (grading and public improvement plans)

Plans routed to staff for review

- Building structural engineer
- Public Works Engineer & Utility Engineer
- Planner
- Fire plan checker

Plan review is 10 to 14 working days

- Written plan check corrections submitted to applicant.

Corrected plans resubmitted to city

- City staff reviews corrections from applicant.

•Plan Review

- Applicant issued corrections or
- Plans approved

Approved

- Permits issued: Grading permit, building permit and fire related permits.

Construction

- Field inspections by inspection staff throughout construction.
- Final inspections – job inspection card signed by all applicable departments.

Certificate of occupancy issued

- Buildings occupied by the public.



# Discretionary Review

Discretionary application submitted to  
Community Development

- Tentative Tract Map or Parcel Map
- Precise Plan
- Conditional Use Permit
- Specific Plan or Specific Plan Amendment
- Change of Zone
- General Plan amendment
- Zone text amendment to CMC
- Annexation

Project Review Committee Meeting

- 3 weeks after application submittal
- City staff (same DPR staff) meet with project applicant.
- Review application with project applicant and provide status of application.

Application status

- Staff issues application incomplete letter to applicant with missing application items, or
- Staff issues application complete letter and provides Planning and Housing Commission meeting date to applicant.

Incomplete Application

- Applicant submits missing applications items to staff for review:
  - Site plan corrections.
  - Corrections to technical studies.
  - Application items not previously submitted.

Complete Application

- Environmental Review determined under CEQA (Exempt, Mitigated Neg. Declaration or EIR).
- Planning and Housing Commission date scheduled.

Environmental Document

- Prepared by staff (or consultant).
- Made available at the time of public notice of the meeting.

Public Notice

- Public notice advertised in newspaper, posted on-site, and mailed to properties within 500’ radius (if applicable).

Planning and Housing Commission

- Public hearing.
- Recommendation to City Council.

City Council Meeting

- Public hearing or
- Take no action.

Plan check process begins

- Follow ministerial review process.



**Questions?**