



ADULT USE PERMIT SUBMITTAL REQUIREMENTS

A. ITEMS REQUIRED FOR FILING:

- 1. Complete Application Form.
- 2. Processing fee of:
 - a. Application processing fee of \$5,470.00
- 3. Scanning fee of \$47.00
- 4. A letter signed and dated by the applicant with the following information (CMC Section 17.41.050):
 - a. The name and permanent address of the applicant.
 - b. The name and business address of the applicant;
If the applicant is a corporation, the applicant shall provide the name of the state of incorporation, the name shall be exactly as set forth in its chapters of incorporation and the applicant shall show the name and address of each of the officers, directors, and controlling stockholders owning at least fifty percent of the stock of the corporation and/or each officer, director, and controlling stockholder with day-to-day management of the business. If the applicant is a partnership, the application shall show the name and address of each of the partners, including limited partners with at least a fifty percent ownership in the business or having day-to-day management responsibilities in the business.
 - c. Location and address of the proposed adult business.
 - d. A detailed description of the manner of providing proposed entertainment, including type of entertainment and the number of persons engaged in the entertainment.
 - e. The name or names of the person or persons having responsibility for the management or supervision of the applicant's business and of any entertainment.
 - f. Statement of the nature and character of the applicant's business if any, to be carried on in conjunction with such entertainment.
- 5. Fifteen (15) folded (8-1/2 x 14) copies of full size site plan drawn to scale showing the building and its setbacks, parking and access.
- 6. Fifteen (15) folded (8-1/2 x 14) copies of the floor plan showing the square footage of the building area and where specific entertainment uses are proposed to be conducted. The areas on the floor plan shall be properly labeled (example: seating area, stage, etc.).
- 7. 8 1/2" x 11" reduced copy of items 4 and 5.
- 8. 8 x 10" color photographs of the project site looking north, south, east and west.
- 9. Legal description of the subject property.
- 10. Letter of authorization from the property owner, if different from the applicant.
- 11. Proof of ownership (latest Grant Deed).
- 12. A signed and notarized authorization and waiver authorizing the chief of police, the Corona Police Department, or any law enforcement body or authorized law enforcement contractor to verify all of the information on the application.
- 13. A statement in writing, signed and dated by the applicant that he or she certifies under penalty of perjury that all information contained in the application is true and correct.
- 14. 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.

B. NOTICE TO APPLICANTS:

1. Acceptance of application at the counter does not represent a complete application. Per CMC Section 17.41.050, the community development director or his or her designee shall determine whether it is complete and contains all information required by this section within two business days of receipt. If the application is incomplete, the community development director shall deny the application and immediately inform the applicant in writing of the items needed to complete the application.
2. In order to operate an adult business within this city, the applicant or proprietor of the business must obtain the license required by Chapter 5.19 of this code and any other license required by this code and an adult use community development permit as required herein. It shall be unlawful and a misdemeanor, subject to punishment in accordance with § 1.08.025 of this code, for an owner, operator, manager or employee to operate an adult business without processing an adult use community development permit--including an interim adult use community development permit required by this chapter and any license required by Chapter 5.19 of this code. All applicants for such a permit, in addition to any application or documents required to be filed pursuant to the provisions of this title, shall file a written, signed, and verified application on a form provided by the community development director evidencing the items required under Section A of this application.
3. All correspondence and reports will be mailed to the project proponent only.
4. If you have any questions regarding the above, please call the Community Development Department at (951) 736-2262.

C. ATTACHMENTS:

1. CMC Chapters 5.19 and 17.41