



CITY OF CORONA  
Public Works Department  
400 S. Vicentia Avenue  
Corona, CA 92882  
Tel: (951) 736-2436  
Fax: (951) 736-2496

### REQUIREMENTS FOR REQUESTING A WILL-SERVE LETTER

The following items are needed in order to provide a Will-Serve Letter:

1. A letter requesting a Will-Serve Letter from the City. This letter should include the following information:
  - A. Location of the site by cross street or address
  - B. The Assessor Parcel Number (APN) of the site
  - C. The Tract No., Lot No., or Legal Description of the site
  - D. The function or nature of business (i.e., restaurant, bakery, etc.)
  - E. The elevation of the structure is important in several locations in order to determine whether or not the City can provide the service. (This can also be shown on the plot plan.)
  - F. A completed industrial waste questionnaire for all non-residential developments
2. An 8"x11" exhibit showing the streets, the location of all buildings on site, a North Arrow, and a small Vicinity Map showing in which area of town the site is located and the APN of the subject property.

With the above-mentioned information, a Will-Serve Letter can be prepared. The Will-Serve letter will be sent to the Riverside County Health Department, and a copy will be sent to the person/company requesting the letter.

If you wish, you may fax your request to Public Works, City of Corona, prior to mailing it. Please follow the facsimile by mailing the original information for our file.