



Certificate of Appropriateness Application

Development Services Department – Planning Division
460 N. Euclid Avenue
Upland, CA 91786
(909) 931 – 4130

PROJECT ADDRESS/LOCATION:

STAFF USE ONLY	
FILE NO.: CA –	
RELATED FILES:	

APPLICANT NAME: _____

PROPERTY OWNER NAME: _____

ADDRESS: _____

ADDRESS: _____

PHONE: _____

PHONE: _____

E-MAIL: _____

E-MAIL: _____

PROJECT DESCRIPTION

APPLICANT CERTIFICATION

I hereby certify that the information provided is complete and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Signature

Date

STAFF USE ONLY				
DATE RECEIVED:	RECEIVED BY:	FEES:	RECEIPT NO.:	ASSIGNED PLANNER:

FILING REQUIREMENTS

- Two (2) copies of site, floor, and architectural plans. All plans shall be clearly and accurately dimensioned, and drawn at a clearly noted scale of either 1 inch = 20 feet or 1 inch = 30 feet. **All plans must be folded to approximately 8 ½ inches by 11 inches.**

- One (1) set of colored elevations of all four sides of each building including notes on the exterior colors and materials.

- One (1) color and material sample board at a size of about 8 ½ x 11 inches, including samples of all exterior colors and materials. Each item should be numbered to correspond with notes on the elevations.

- Two (2) copies of a detailed landscape and irrigation plan indicating existing plants as well as project placement, quantity, size, and common and botanical plant.

- Two (2) copies of plans for all interior and perimeter walls and fences.

- Two (2) copies of such other plans or details necessary for evaluation of the project.

- Note that Signs require a separate application and fee.

- Digital copies of all above items on a flash drive.

FILING FEES:

Historic Structures Minor Alterations	
Single-Family Residence:	\$100.00
Commercial or Industrial:	\$200.00
Historic Structures Major Alterations	
Single-Family Residence:	\$200.00
Commercial or Industrial:	\$400.00

*Per the amendment to the Master Fee Schedule in Resolution No. 6825 adopted by the City Council and effective on May 12, 2025. The applicant is responsible for all costs incurred by the City including Supplies, equipment and the fully burdened rate of staff involved. A deposit may be required, as determined by the Development Services Director, for complex projects, negotiations, or the use of third-party vendors. These deposit fees are determined by third party vendor contracts, invoicing by contract employees and projects that are major or complex in nature, that exceed the billable staff rate to complete. The amount will be varied based on the scope of the project. Only the true cost is billed to the applicant and any overage in deposit is refunded after completion of the project.