



# Administrative Determination Application

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

PROJECT ADDRESS/LOCATION:

\_\_\_\_\_  
\_\_\_\_\_

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

APPLICANT NAME: \_\_\_\_\_

PROPERTY OWNER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

### PROJECT DESCRIPTION

- |   |   |
|---|---|
| <input type="checkbox"/> MINOR ADJUSTMENT TO SITE DEVELOPMENT STANDARDS | <input type="checkbox"/> SIMILARITY OF USE              |
| <input type="checkbox"/> MINOR CHANGE TO AN APPROVED PROJECT            | <input type="checkbox"/> CHANGE OF USE                  |
| <input type="checkbox"/> MINOR DESIGN REVIEW                            | <input type="checkbox"/> OUTDOOR DISPLAY OF MERCHANDISE |
| <input type="checkbox"/> EXTENSION OF TIME                              | <input type="checkbox"/> DIRECTOR'S CODE INTERPRETATION |

\_\_\_\_\_  
\_\_\_\_\_

### 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

- Four (4) copies of the site plan, floor plan and elevations which accurately depict the request, as applicable. 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.**
  
- A letter describing the request in detail and providing justification for approval. For change of occupancy, commercial use in industrial zone and similarity of use applications, justification should include, but not be limited to, the following:
  - a) How the use is similar to other permitted uses listed in the subject zone;
  
  - b) How the use and its operation is compatible with the existing and permitted uses in the surrounding area; and
  
  - c) How the proposed use will be designed, located, and operated so that the public health, safety, and general welfare will be protected.
  
- A notarized letter of authorization from the property owner(s) is required if the application is not being made by the property owner(s).
  
- A Parking Summary.
  
- Color photographs of the site.
  
- Digital copies of all above items on a flash drive.
  
- Any other support materials determined to be necessary for consideration by the Community Development Director

### FILING FEES:

Minor Adjustment to Site Development Standards:	\$960.00
Minor Change to An Approved Project:	\$960.00
Minor Design Review:	\$1,200.00
Extension Of Time:	\$940.00
Similarity of Use:	\$1,680.00
Change of Use:	\$1,070.00
Director's Code Interpretation:	\$940.00

\*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.