



Administrative Use Permit Application

Development Services Department –
Planning Division
460 N. Euclid Avenue
Upland, CA 91786

(909) 931 – 4130

PROJECT ADDRESS/LOCATION:

STAFF USE ONLY	
FILE NO.: AUP –	
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

- A letter describing the request in detail and providing justification for approval.
- Five (5) 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. Size and scale of plans shall be subject to the type of request. **All plans must be folded to approximately 8 ½ inches by 11 inches.**
- For new buildings or major building remodeling, one (1) set of colored elevations or a colored rendering.
- Two (2) copies of the TITLE REPORT showing legal vesting, lot description, easements and map of the property. A Preliminary Title Report or a Deed may be acceptable, subject to the type of request.
- 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.

FILING FEES:

Administrative Use Permit – New Development:	\$5,770.00 – Deposit
Administrative Use Permit – Complex:	\$4,400.00
Administrative Use Permit – Minor:	\$1,070.00
Administrative Use Permit – Short Term Rental:	\$950.00
Administrative Use Permit – Home Occupation:	\$620.00

*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.