



Appeal Application

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

PROJECT ADDRESS/LOCATION:

STAFF USE ONLY	
FILE NO.:	
RELATED FILES:	

APPLICANT NAME: _____

PROPERTY OWNER NAME: _____

ADDRESS: _____

ADDRESS: _____

PHONE: _____

PHONE: _____

E-MAIL: _____

E-MAIL: _____

PROJECT DESCRIPTION

- This application is an appeal to (check one):
 - Planning Commission
 - City Council
- This application is an appeal of determination by the (check one):
 - Development Services Director _____
(case number)
 - Planning Commission _____
(case number)

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.

- An appeal shall be filed for consideration by the Planning Commission or City Council within ten (10) days after the date of the decision per Upland Municipal Code Section 17.47.040.

- Property Ownership List and Radius Map as follows:
 - Two (2) sets of typed, gummed labels, listing the names, addresses, and the Assessor’s Parcel Number (APNs) of all property owners, within 300 feet of the exterior boundaries of the subject property. Notification shall be extended when less than ten properties are within 300 feet to include ten properties.
 - The list shall be obtained from the latest Equalized Assessment Rolls issued by the San Bernardino County Tax Assessor.
 - Assessor’s maps showing the subject site and all properties within 300 ft. of the exterior boundaries of the project site. The Assessor’s pages shall be 11” x 17” with the appropriate radius clearly indicated in red.
 - The completed Mailing List Certification Form.

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

FILING FEES:

Planning Commission Review:	\$6,190.00
Single-Family Residence:	\$3,920.00
City Council Review:	\$6,480.00
Single-Family Residence:	\$4,030.00

*Per the amendment to the Master Fee Schedule in Resolution No. 6825 adopted by the City Council and effective on July 1, 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.