



Administrative Use Permit Short-Term Rental 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: |
| | | | | |

Permit Expires 2 years from approval date: Approval Date _____

FILING REQUIREMENTS

- Site plan of the property and Floor Plan showing the layout of the home, including the bedrooms. See Example.
- Diagram or photograph showing the number and location of designated, legal off-street parking spaces. See Example.
- Fee Schedule. Please include the rates being charged for the Short-Term Rental (STR).
- If governed by an HOA, provide written approval by the HOA's governing body of the proposed STR use.
- Provide documentation establishing that the dwelling unit proposed to be used as a short-term rental is the host's primary residence. Such documentation shall include at least two of the following and be in the name of the host: Motor vehicle registration, driver's license, voter registration, or tax documents showing the residential unit as the residence of the host.
- Provide two passport size photographs.
- Color photographs of the site.
- Provide a copy of a valid business license issued pursuant to Title 5 of the Upland Municipal Code.
- Provide a copy of a valid Transient Occupancy Registration certificate from Upland Finance Department pursuant to Chapter 3.12 of the Upland Municipal Code.
- Digital copies of all above items on a flash drive.

Note: Other information may be required as determined necessary to assure compliance with the City STR permit conditions.

FILING FEES:

| | |
|------------------------------------------------|----------|
| Administrative Use Permit – Short Term Rental: | \$950.00 |
|------------------------------------------------|----------|

*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.



CITY OF UPLAND

Supplemental Application for Short Term Rental Unit (STR) Permit

Upland Municipal Code requires an Administrative Use Permit for every short-term lodging unit other than a hotel.

| Contact Information | |
|--------------------------------------------|--|
| STR Property Address: | |
| Property Owner | |
| Name: | |
| Mailing Address: | |
| Phone Number: | |
| E-mail: | |
| Property Manager | |
| Name: | |
| Mailing Address: | |
| Phone Number: | |
| E-mail: | |
| Emergency Contact Name and Phone Number *: | |
| | |

*A 24-hour Emergency Contact Number required per STR permit requirements/regulations.

| STR Permit Information | |
|---------------------------------------|-------------------------------------------------------------------------------------------|
| Square Footage of STR: _____ | Sq. Ft. |
| Maximum Number of Overnight Guests *: | _____ |
| Do you have an existing STR permit? | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list permit: _____ |
| Is the property governed by an HOA? | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name HOA: _____ |
| Is the STR advertised online? | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list website: _____ |

* Maximum Number of Overnight Guests including the host, other residents of the unit, and guests shall not exceed two times the number of bedrooms of the dwelling unit.

| Resident Information | |
|----------------------|---------------|
| Resident Name * | Date of Birth |
| | |
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| | |

*Juveniles may be listed by title and age only.

OWNER'S DECLARATION & ACKNOWLEDGEMENT OF TERMS OF SHORT-TERM RENTAL PERMIT

_____ I have read and understand, and have instructed my authorized agent (if applicable) to read, all regulations pertaining to the operation of a short-term rental, including Chapter 17.23.1 of the Upland Municipal Code, the City's business license tax provisions (Chapter 5.04 of the Upland Municipal Code), the City's Transient Occupancy Tax (TOT) requirements (Chapter 3.12 of the Upland Municipal Code, Ordinance No. 1945), and agree to pay all the required assessments thereunder and to comply with any other regulations regarding short-term rentals promulgated by the Development Services Director or the City Council to implement the provision of Chapter 17.23.1 of the Upland Municipal Code.

_____ I acknowledge that the host shall be:

- The property owner or spouse, parent or adult child of the property owner.
- A tenant of the property who has occupied the property as his or her primary residence prior to making application for an Administrative Use Permit for a Short-Term Rental and who has submitted written authorization from the property owner to operate short-term rental at the residence.

_____ I acknowledge that the dwelling unit shall be the primary residence of the host.

_____ I acknowledge that all advertising for the dwelling unit as a short-term rental that is displayed on a hosting platform or other media shall display the number of the current and valid permit as issued by the City, a street-view photo of the front of the house and the maximum number of guests based on the occupancy limit set forth below.

_____ I acknowledge that the dwelling unit's occupancy, including the host, other residents of the dwelling unit, and guests, during a short-term rental shall not exceed two times the number of bedrooms of the dwelling unit.

_____ I acknowledge that the host shall comply with all requirements of and be subject to the Transient Occupancy Tax (TOT) pursuant to Chapter 3.12 and the business license fees pursuant to Title 5 of the Upland Municipal Code for short-term rental use. The host shall have the duty and liability to ensure timely remittance of the TOT to the City in compliance with Chapter 3.12 of the Upland Municipal Code.

_____ I acknowledge that the Administrative Use Permit for a Short-Term Rental shall be conspicuously displayed within a prominent area of the dwelling unit available for occupancy.

_____ I acknowledge that any accessory dwelling unit (ADU) as defined and pursuant to Chapter 17.37 of the Upland Municipal Code and/or subject to a covenant that specifically prohibits rentals of thirty (30) days or less shall not be used as a short-term rental.

_____ I acknowledge that a single dwelling unit shall be limited to one group booking transaction at a time.

_____ I acknowledge that the short-term rental shall comply with all applicable provisions of the Upland Municipal Code and State law.

_____ I acknowledge that conditions that cause a public nuisance, as defined by the Upland Municipal Code or State law are prohibited at the dwelling unit during a short-term rental.

_____ I acknowledge that un-hosted stays shall be limited to a total of 120 days within a calendar year at the same dwelling unit. Hosted stays shall not be limited.

_____ I acknowledge that the dwelling unit for short-term rental shall comply with all current State and local building and fire codes.

_____ I acknowledge that there shall be no exterior signs or advertising except as provided in Upland Municipal Code Chapter 17.15, Sign Regulations, except those permitted for a dwelling use in the zone.

_____ I acknowledge that the host shall provide access to the garage of the residence if that area has been included in the determination of the number of available on-site spaces for renters.

_____ I acknowledge that noise from the short-term rental use shall comply with Chapter 9.40 of the Upland Municipal Code Pools and hot tubs shall have hours of operation clearly posted adjacent to the facility, and shall comply with the exterior noise standards in Chapter 9.40 of the Upland Municipal Code.

_____ I acknowledge that lighting on the premises shall be directed, controlled, screened or shaded in such a manner as not to shine directly on surrounding properties. All lighting shall comply with the standards in a residential zone pursuant to Chapter 17.14 of the Upland Municipal Code.

_____ I acknowledge that structures not built for habitable use such as but not limited to trailers, tents, tree houses, garages, or temporary structures such as recreational vehicles shall not be used for short-term rentals or satisfy the host occupant requirement.

_____ I acknowledge that the host for a short-term rental must maintain for a period of three (3) years a detailed and accurate record of their guest information pertaining to hosting dates, and financial documentation, and make this information available to the City upon request.

_____ I acknowledge that the host or authorized agent must be available to the Enforcement Officer by telephone 24 hours per day, seven (7) days per week when the short-term rental is rented. In addition, the host or authorized agent must be on the premise of the short-term rental unit within one hour of being notified by the Enforcement Officer to address an issue of permit compliance, public nuisance, or health, safety or welfare of the public.

_____ I acknowledge that the permittee for an Administrative Use Permit for a Short-Term Rental shall to the fullest extent permitted by law, indemnify, defend and hold the City, its elected officials, officers, contractors serving as City officers, agents, and employees (“Indemnitees”) free and harmless from: (i) any and all claims, liabilities and losses whatsoever occurring or resulting to any and all persons, firms, entities, or corporations furnishing or supplying work, services, materials, or supplies in connection with, or related to, the performance of work or the exercise of rights authorized by approval of permits for short-term rental; and (ii) any and all claims, lawsuits, liabilities, and/or actions arising out of, or related to the approval of permits for short-term rental and/or the granting or exercise of the rights authorized by said approval; and (iii) from any and all claims, liabilities and losses occurring or resulting to any person, firm, entity, corporation for property damage, personal injury, or death, arising out of or related to the approval of, or exercise of rights granted by, this permit. Permittee’s obligation to indemnify, defend, and hold the Indemnitees free and harmless as required hereinabove shall include, but is not limited to, paying all fees and costs incurred by legal counsel of the Indemnitees’ choice in representing the Indemnitees in connection with any such claims, losses, lawsuits, or actions, and any award of damages, judgments, verdicts, court costs or attorney’s fees in any such lawsuit or action.

_____ I acknowledge that the host for a short-term rental shall be responsible for informing their guests of the “House Rules”. Such rules shall, at a minimum, include rules explained in this section. As part of the transaction for short-term rental, the guests shall sign an agreement acknowledging the house rules and promising to comply as follows:

1. A copy of the house rules and the Administrative Use Permit for a Short-Term Rental has been reviewed by the guest and is displayed pursuant to the requirements listed herein.
2. In order to comply with all provisions of State law and this Code related to emergency vehicle access, no limousine or bus parking, and no stopping without the driver’s presence, shall be allowed in any manner that would interfere with emergency vehicle access.
3. Guests of the short-term rental shall maintain the property free of debris both on-site and in the street. Trash cans shall be maintained in a clean and sanitary manner in conformance with this Code. Trash cans shall not be placed on the street prior to 24 hours before scheduled pick-up day and shall be promptly removed from the street following service.

4. Quiet times shall be from 10:00 p.m. to 7:00 a.m. pursuant to the City's noise standards provided in Chapter 9.40 of the Upland Municipal Code.
5. The guests of the short-term rental shall not create unreasonable noise or disturbances, engage in disorderly conduct, or violate provisions of the Upland Municipal Code or any State law pertaining to noise or disorderly conduct. Further the host shall contact the Police Department in the event guests fail to comply with the Upland Municipal Code.
6. No short-term rental unit may be used for any wedding, receptions, auction, commercial function or any other similar event that is inconsistent with residential uses permitted by the Upland Municipal Code.
7. Guests shall park in the designated parking areas approved for the short-term rental.
8. Discharge of fireworks shall be prohibited at any time.
9. Maximum occupancy permitted for the duration of stay for the short-term rental shall be that established in these regulations.

I, the undersigned owner, declare under penalty of perjury that all of the information provided above is true and correct. I understand that the permit is subject to revocation if there is any materially false or misleading information contained in this Declaration and Verification of Information. I further understand that I am signing this declaration under penalty of perjury and that perjury is punishable under California Penal Code Section 125 by imprisonment for a period of two (2) to four (4) years.

OWNER:

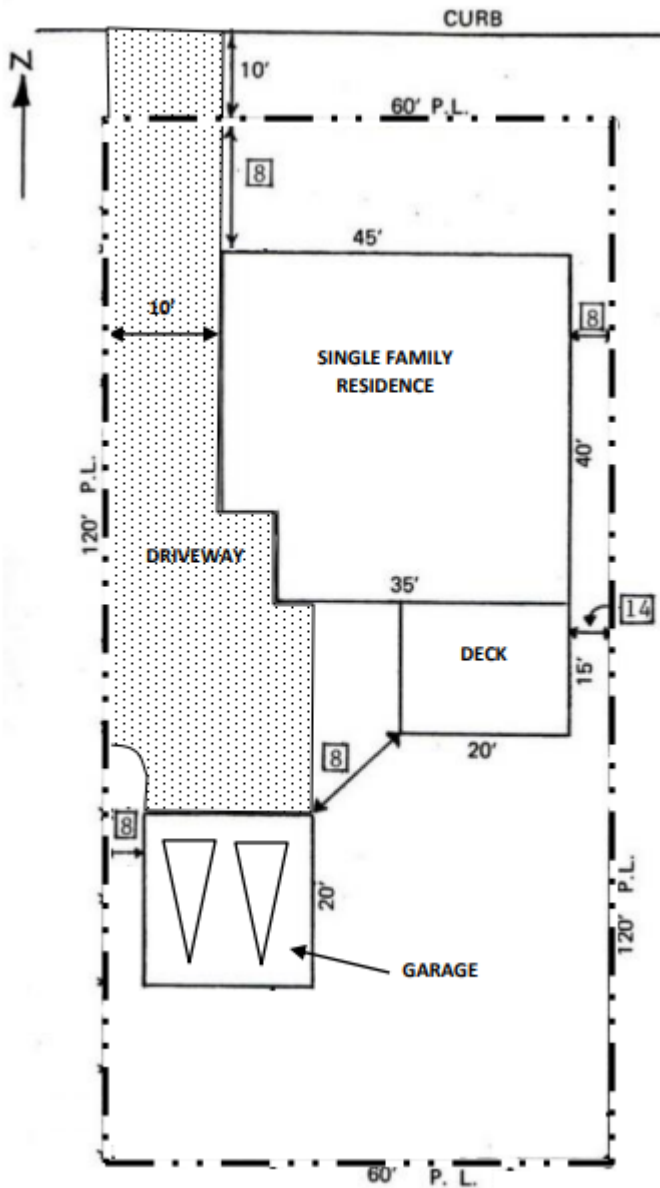
Print Name of Property Owner

Signature of Property Owner

Date



Example STR Site Plan



CHECKLIST:

- Boundaries and dimension of property.
- Names and widths of bordering streets.
- Location and width of alleys.
- Location and dimensions of existing and proposed buildings and structures landscaped areas.
- Identification of the use of all existing structures.
- Distances from the street property line to the nearest building or structure.
- Distance between buildings and distance from buildings and structures to property lines.
- North arrow and scale.
- Legal description of property.
- Distance from proposed structure to property lines per Planning Division requirements.
- Site address.
- Assessor's Parcel Number (APN).
- Zoning designation.

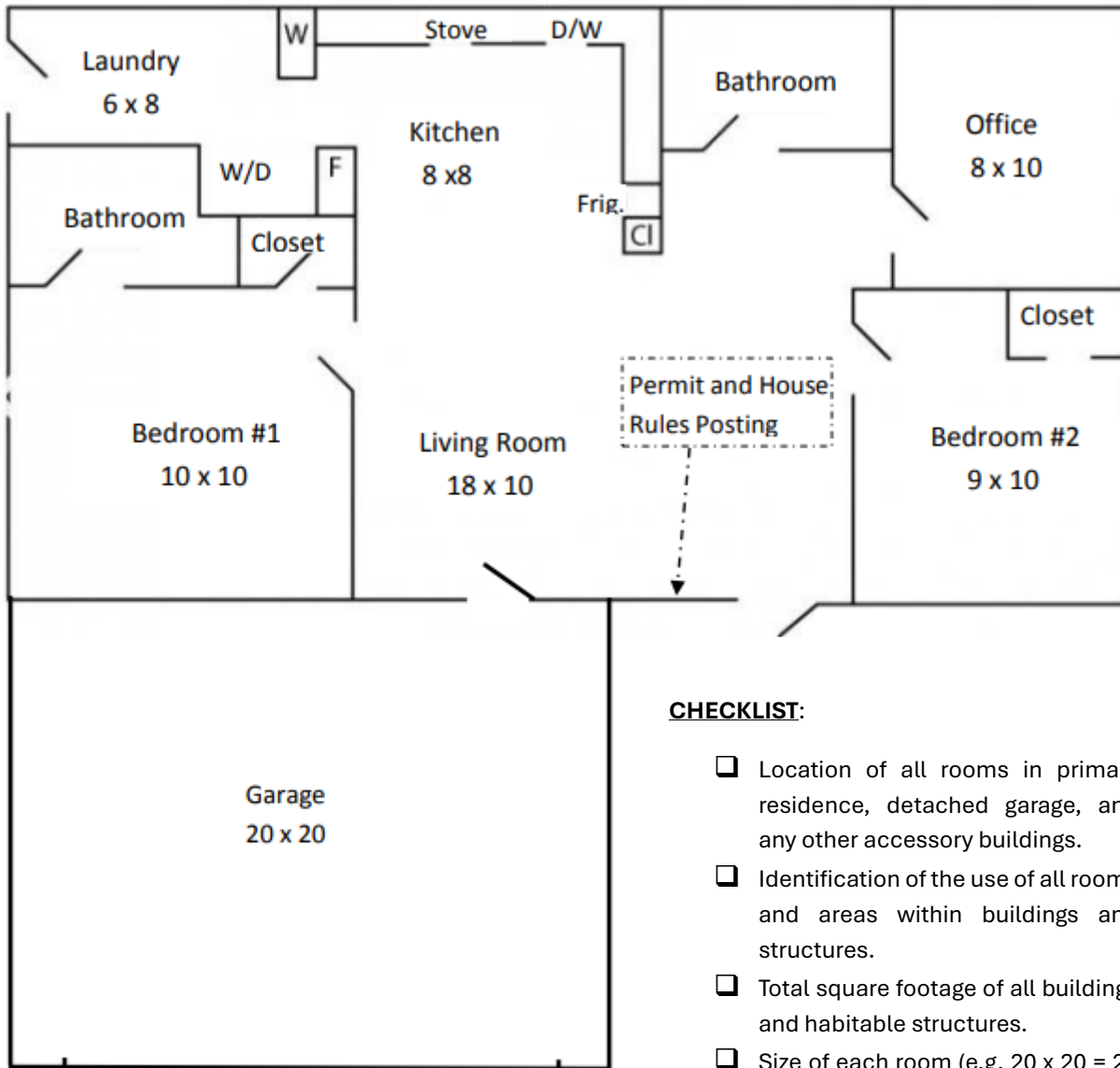
OFF-STREET PARKING REQUIREMENTS:

- Minimum Parking Space Dimensions: 9 feet wide by 19 feet long
- Parking spaces must comply with Chapter 17.11 of Upland's Municipal Code, and be located on the property either in a legally-built garage or carport, or outside the property's required setback areas. All parking spaces must be accessible for vehicle parking.



Example STR Floor Plan

Typical STR Site/Floor Plan Bedrooms must comply with the minimum requirements of the California Building Code to be considered a bedroom.



CHECKLIST:

- Location of all rooms in primary residence, detached garage, and any other accessory buildings.
- Identification of the use of all rooms and areas within buildings and structures.
- Total square footage of all buildings and habitable structures.
- Size of each room (e.g. 20 x 20 = 20 feet by 20 feet).
- Location of doors.
- Area where permit and house rules will be posted.