



Community Activity Sign Permit Application

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

STAFF USE ONLY	
SIGN PERMIT #:	

APPLICANT NAME: _____

PROPERTY OWNER NAME: _____

ADDRESS: _____

ADDRESS: _____

PHONE: _____

PHONE: _____

E-MAIL: _____

E-MAIL: _____

DESCRIPTION OF PROPOSED SIGN(S) (See Reverse for Community Activity Sign Guidelines)

Purpose of Display: _____

Proposed Text: _____

Installation Period – From: _____ To: _____

Date(s) of Last Display, if any: _____

Location/Address (attach list, if necessary): _____

Size/Material: _____

Attachment Method: _____

APPLICANT CERTIFICATION/PROPERTY OWNER AUTHORIZATION
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I hereby certify that 1) I have obtain the property owner’s authorization to install a temporary sign at the location(s) indicated on the application; 2) that the information I have presented in this application is true and correct to the best of my knowledge and belief; and 3) I agree to comply with the sign guidelines on the reverse of this application.

Signature

Date

STAFF USE ONLY				
DATE RECEIVED:	RECEIVED BY:	FEES:	RECEIPT NO.:	ASSIGNED PLANNER:
CITY MANAGER				
APPROVAL:	DENIAL:	DATE:		

FILING REQUIREMENTS/REVIEW PROCESS

- An image of the sign with dimensions.
- If signs will be staked or pole-mounted, please include an aerial image showing the proposed location and a sketch showing the height, and footing details. (Please note that signs may not be placed within ten (10) feet of intersections of streets, driveways, or alleys so that driver visibility is maintained.)
- A letter of authorization from the property owner(s) is required if the application is not being made by the property owner(s).

FILING FEES:

Filing Fee: \$290.00

CITY OF UPLAND – COMMUNITY ACTIVITY SIGNS – CITY MANAGER POLICY (UMC 17.15.100 J.)	
Definition/Purpose:	For the purpose of advertising or identifying special civic events or activities deemed to be of citywide significance and/or general public interest by the City Manager. ALL COMMUNITY ACTIVITY SIGNS REQUIRE APPROVAL FROM THE CITY MANAGER.
Type:	Temporary banners or staked signs that provide information about a community activity.
Time Limitation:	City Manager Discretion.
Location:	On the property in which the special event will be held. Not permitted on Public Property or within the public right-of-way (i.e. sidewalks, parkways, etc.)
Size:	May not exceed 120 square feet.
Maximum Number:	One (1) Sign per frontage.
Attachment:	<ul style="list-style-type: none"> May be posted inside a window, staked in ground or affixed to a building wall below the roofline; May not be attached to any tree, fence post, utility pole, nor affixed in any permanent manner to any structure (other than a building) on private property or in the public right-of-way;
Permit Required:	Yes
Additional Sign Option:	Applicants may also request advertising on the 5 electronic reader board signs located throughout the City. Please contact the City Manager’s Office at (909) 931-4106 for more information.

*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.