

FILING REQUIREMENTS

- A letter (report, depending on the scope of the project), addressing the findings for demolition of a Historic Cultural Resource as indicated in Upland Municipal Code Section 17.26.120.

- Photographs of all exterior elevations, labeled, and mounted or printed on 8 ½ inch by 11 inch sheets.

- Property ownership list and radius map per Upland Municipal Code Chapter 17.46, as follows:
 - Three (3) sets of typed, gummed labels listing the names, addresses, and the assessor’s parcel number 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;
 - Mailing list certification form.

- One (1) copy of TITLE REPORT and/or GRANT DEED showing legal vesting, lot description, easements, and map of the property.

- A letter of authorization from the property owner(s) is required if the application is not being made by the property owner(s).

- Any other supporting materials determined to be necessary for consideration by the Development Services Director.

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

FILING FEES:

Partial Demolition - Single Family Residential:	\$210.00
Partial Demolition - Commercial or Industrial:	\$420.00
Complete Demolition - Single Family Residential:	\$3,360.00
Complete Demolition - Commercial or Industrial:	\$4,550.00

*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.