



Development Plan Review Application

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

(909) 931 – 4130

PROJECT ADDRESS/LOCATION:

STAFF USE ONLY	
FILE NO.: DPR –	_____
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:
_____	_____	_____	_____	_____

PROJECT INFORMATION
(ALSO INCLUDE THIS INFORMATION ON SITE PLAN)

1. General Plan: _____ Zoning: _____
 2. Proposed Building Height: _____
 3. Site Acreage – Gross: _____ Net: _____
 4. Building Sq. Ft. – Gross: _____ Net: _____

(For Single- and Multiple-Family Residential: Density proposed, number of units, square footage, number of bedrooms in each unit, and the number of each unit type proposed, include type of household size expected, range of sale prices or rents):

5. Lot Coverage: _____ % Sq. Ft. _____
 6. Parking – **Required Spaces:** _____ Covered: _____ Uncovered: _____
 Guest: _____ Handicapped: _____
 Proposed Spaces: _____ Covered: _____ Uncovered: _____
 Guest: _____ Handicapped: _____
 7. Loading Spaces – **Required:** _____ **Proposed:** _____
 8. Landscape – **Required:** _____ % Sq. Ft. _____
 Proposed: _____ % Sq. Ft. _____

9. Type of building construction: _____
 10. Lot, Parcel, or Tract Number(s): _____
 11. Is this proposed project part of a larger project? _____
 12. Are there existing buildings on the site?: _____
 13. List the previous uses of the site:
 Residential _____ Commercial _____ Industrial _____
 Other (described) _____
 14. Include substantial change in demand for municipal services (police, fire, water, sewage, etc.):

15. If the project involves a variance, conditional use or re-zoning application, state this and indicate clearly why the application is required.

COMMERCIAL, INDUSTRIAL, OR OTHER NON-RESIDENTIAL PROJECTS

1. Describe and list the products to be manufactured on-site, the manufacturing process used, and the by-products or waste products produced on-site:

 2. For a manufacturing process, list any toxic, hazardous, and/or flammable substances used, produced, or stored on the proposed site:

 3. Indicate the number of truck deliveries, the type of materials loaded or unloaded, and the times of the deliveries:

FILING REQUIREMENTS (As Applicable)

- Five (5) copies of plans and elevations with the information listed in the “Site Plan Preparation Guidelines” section. All plans shall be clearly and accurately dimensioned and drawn at a clearly noted scale of either 1 inch = 20 feet or 1 inch = 30 feet. **All plans must be folded to approximately 8 ½ inches by 11 inches.**
- Two (2) Fire Master Plan, clearly and accurately dimensioned, at a scale of 1 inch = 20 feet depicting turning radius (inside radius of 20-feet and outside radius of 45-feet), drive isle lengths, fire lanes, hydrants, etc.
- Five (5) copies of the project schedule and phasing plan.
- One (1) set of colored elevations of all four sides of each building including notes on the exterior colors and materials.
- One (1) color and material sample board at a size of about 8 ½ x 11 inches, including samples of all exterior colors and materials. Each item should be numbered to correspond with notes on the elevations.
- Two (2) copies of a detailed landscape and irrigation plan indicating existing plants as well as project placement, quantity, size, and common and botanical plant. The Landscape Ordinance in Upland Municipal Code Section 17.26 should be consulted for further details.
- Two (2) copies of a detailed lighting plan indicating on the site plan the photometrics, placement, height, type, and intensity of each fixture. A manufacturer’s brochure or detailed drawing showing the specifications and appearance of fixtures is required.
- Two (2) copies of plans for all interior and perimeter walls and fences.
- Two (2) copies of the TITLE REPORT showing legal vesting, lot description, easements and map of the property.
- A notarized letter of authorization from the property owner(s) is required if the application is not being made by the property owner(s).
- Color photographs of the site.
- Any other supporting materials determined to be necessary for consideration by the Administrative Committee.
- Digital copies of all above items on a flash drive.

FILING FEES:

Site Plan Review:	\$6,550.00
Architectural Plans:	\$1,960.00
Lighting & Landscape Plans:	\$2,310.00

*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.

SITE PLAN PREPARATION REQUIREMENTS

Submittals for site plan review are required to contain the following information, as applicable:

DETAILED SITE PLAN – Show all of the following:

1. Name, address of the property owner, phone number of the applicant and the author of the plan
2. Address/location of the property
3. Legal description of the property
4. Assessor Parcel Number(s)
5. Adjacent streets and alleys by name
6. The location and dimension of all existing and proposed parking areas
7. Any legal easements that cross the property or other pertinent legal features
8. Property lines and dimensions
9. Location, size, and shape of any structures existing on the site
10. Location, size, and shape of any proposed structures on the site (include all porches, chimneys, bay windows, roof overhangs, decks, etc.)
11. Location, size, and shape of any paved areas
12. Location of doors and entrances
13. Location of improvements within 100 feet of the site boundaries
14. A statistical inventory of the project
15. Commercial or industrial projects square footages and percentages of the project area for landscaping, paved areas, coverage by the building(s), floor area ratio, etc.
16. Parking summary for commercial or industrial projects with number of required spaces, existing spaces, and proposed spaces
17. Location of trash enclosure area(s) and exterior lighting
18. All building setbacks from all property lines
19. Street dedications and improvements
20. Vehicular and pedestrian access routes and all points of ingress and egress
21. Existing or proposed medians within 100 ft. of site
22. All existing and proposed street striping
23. All existing driveways on the opposite side of any street abutting the proposed project
24. Truck turning templates at driveways on site and the tracking of front and rear tires for the appropriate size truck for use or standard fire truck, (whichever is larger). Indicate design vehicle used for template
25. All existing and proposed utilities (i.e. boxes, backflow preventer, etc.) and fire hydrants
26. Line-of-sight at all driveways and/or intersections
27. Street light locations per City Standard
28. Onsite ingress stacking distance for appropriate proposed use
29. All proposed gate locations onsite
30. Separate employee and customer parking from all loading areas when appropriate

CONCEPTUAL GRADING PLAN – Show all of the following:

1. Proposed grading – structures, curbs, walls (height), gutters, pavement, drainage structures, swales, mounding, slopes, open space, and trails. The plan shall include: distances, spot elevations, gradients, contours, details, cross-sections, flow arrows, etc.
2. Existing grading – same as for proposed grading, except shall be screened as a background for the proposed grading information
3. Structures – footprints, pad and floor elevations, retaining walls, etc.
4. Cross-sections at all site boundaries. These shall be drawn to both an engineering horizontal and vertical scale showing existing and proposed grading, cut versus fill conditions, wall heights (including retaining walls), and elevation differences (maximum and minimum conditions) between off-site structures and those on-site. Sections shall extend through building pads and/or streets. Sections shall be drawn where the adjacent property is affected to the greatest extent
5. Easements, property lines, right-of-way
6. Natural areas to be preserved (undisturbed – no grading)

7. Parkway culverts where drainage is directed to streets, except for single-family residences
8. Retaining walls – top and footing elevations
9. Streets – existing and proposed cross-sections, improvements, right-of-way, etc. Show centerline radii and gradient
10. Existing and proposed sewer lines or septic system
11. Line of sight (see separate handout available from the Engineering Department).
12. The Civil Engineer’s California registration seal with original signature

CONCEPTUAL LANDSCAPE PLAN – Show all of the following:

1. All proposed and existing structures and improvements as shown on the detailed site plan; however, all dimensions shall be excluded
2. Conceptual location of plants and a planting legend which identifies trees, shrubs, and ground cover areas or other softscape elements.
3. A statistical inventory of the plant size, species, and quantity
4. Provide total landscape percentage for entire site and parking area
5. Plazas, sidewalks, or other hardscape elements
6. Walls or fences and materials used
7. Location and design of community amenities, if applicable
8. Primary and secondary project entry points and their treatment, if applicable
9. Private/public sidewalks and greenbelts
10. Infiltration/detention basins shall not be located in the required front yard landscape setback

ELEVATIONS – Show all of the following:

1. Illustrative elevations of all sides of all buildings and structures (including trash enclosures, patios, etc.)
2. Illustrative cross-sections and enlargements or architectural elements or details as needed
3. All exterior building materials and architectural style(s) clearly labeled on each sheet of elevations
4. The height of walls, roof element, and the height of any architectural features such as towers or rotunda
5. Provide a 3D rendered image of the completed building in relation to berming, landscape, parking lot, etc. The main image should be looking at the building from the public right-of-way

FLOOR PLANS – Show all of the following:

1. Label use of each room (bedroom, kitchen, game room, etc.)
2. Dimensions of all walls, and include room sizes, garages, and any open areas

PHASING PLAN:

If phasing is to occur, a plan should indicate the limits of each phase.

Public Works information noted in “Conceptual Plan Preparation Guidelines.”