



Preliminary 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.: PR –	
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:

(Address the density proposed, number of units, square footage, number of bedrooms in each unit, number of each unit type proposed, and include the 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?** Yes No
12. **Are there existing buildings on the site?** Yes No
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

- Five (5) copies of plans and elevations. 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.** Please note:
 - **Detailed Site Plan.** A detailed site plan is required to include all the information listed in the “Site Plan Preparation Checklist”, as noted in the following page.
 - **Concept Site Plan.** A concept site plan may be submitted to the Administrative Committee for guidance in preparing a detailed site plan. The concept plan should be clearly titled “CONCEPT SITE PLAN” and include adequate information to allow for proper evaluation.

- 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:

Preliminary Review (One Review):	\$3,270.00
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*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.

SITE PLAN PREPARATION REQUIREMENTS

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

1. Persons/firms responsible for the project (name, address, and telephone numbers):
 - a. Property Owners.
 - b. Developers.
 - c. Persons/Firms preparing the plan.
2. Project Identification:
 - a. Title.
 - b. Vicinity Map (includes names of adjacent streets and distance in feet to the nearest intersecting arterial street from the closest property line of the project).
3. Site Plan Identification:
 - a. North Arrow.
 - b. Scale of Plan.
 - c. Date of Plan Preparation.
 - d. Property Boundary Lines fully dimensioned, including approximate radii and curve lengths.
 - e. Dedications for Public Use (if any), indicate purpose and dimensions.
4. Notation of zoning and land use of surrounding properties (including railroads, freeways and flood control channels).
5. Grading and Drainage to include:
 - a. Approximate existing ground contours and topography with surrounding structures out to not less than 25 ft. beyond property lines.
 - b. Proposed drainage pattern and type of drainage systems (swales, pipes, catch basins, etc.).
6. Street, alley, and parkway improvements (inclusive of sidewalks, drive approaches, streetlights, curb trees, etc.) out to a distance of not less than 15-FT beyond the property lines. Placement of surrounding drives on both sides of the site with 50-FT drives on opposite sides of the street should be shown.
7. Existing structures and easements which are to remain, or will affect construction (show out to not less than 25-FT beyond the property lines):
 - a. Buildings/sheds.
 - b. Fences, walls (label heights and indicate whether garden or retaining).
 - c. Above ground utility structures (poles, meters, etc.).
 - d. On-site underground utility structures, which will remain to serve the project (water, sewer, storm drains, etc.).
 - e. Off-site utility structures, which must be extended to serve the project (Note: distant locations may be shown by note).
 - f. Easements, including overhead and underground utilities and indicate their proposed disposition.
 - g. Existing on-site trees—identify all existing trees of four or more inches in diameter and indicate their proposed disposition.
 - h. Distance to nearest fire hydrant(s).

8. Proposed Building(s) and Structure(s):
 - a. Location, dimensions, and area (sq. ft.), and height in feet.
 - b. Location of proposed building fire walls and fire resistive separations (if known).
 - c. Building entrances and exits and major interior partitions (if known), roofing material, built-in fire protection devices.
 - d. Outdoor storage areas (including trash, mechanical services, material storage, etc.): Location, dimensions, height, and type of screening materials (if known).
 - e. Proposed walls and fences: locations, dimensions, type, height, and security gates.
 - f. Identification of each building by a number or letter, and use.
 - g. Placement of electrical transformers and fire service detector check vault.
9. Proposed building setbacks, distances between buildings and structures.
10. Proposed on-site circulation pattern (locations, dimension, directional arrows):
 - a. Vehicular.
 - b. Pedestrian walkways.
 - c. ADA Path of travel.
11. Parking facilities — locations and dimensions of parking stalls for:
 - a. Standard spaces.
 - b. Handicap spaces.
 - c. Compact spaces.
 - d. Guest spaces.
12. Show turning radii, with a minimum inside radius of twenty (20) feet and minimum outside radius of forty-five (45) feet.
13. Show locations of all fire hydrants and other fire suppression improvements on the property and adjacent to the site to the next nearest fire hydrant.
14. Show locations and dimensions of all drive aisles.

Please note:

The Fire Department plan check application can be found on the San Bernardino County website:

<https://wp.sbcounty.gov/ezop/>