



# Sign Plan/Sign Criteria 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.: SI –	
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:

## FILING REQUIREMENTS

- Three (3) copies of plans for all ground and wall-mounted signs.
- Two (2) copies of sign program plans, if applicable.
- A letter or signature of authorization on the plans from the property owner(s), if the application is not submitted by the property owner(s).
- Digital copies of all above items on a flash drive.

### REQUIREMENTS FOR DOWNTOWN A-FRAME SIGNS

- Two (2) copies of the Sign Plan identifying the complete dimensions of the sign (e.g. size, height, etc.), and indicating display time for the sign (e.g. Monday-Friday from 8:00 am to 5:00 pm)
- Site Plan identifying the proposed location of the sign, as well the sidewalk width between the storefront and sign.
- Certificate of Insurance for a minimum of \$1,000,000 indicating the City of Upland as a “Certificate Holder” and “Additional Insured.”
- Digital copies of all above items on a flash drive.

### FILING FEES:

Sign Plan/Sign Criteria:	\$380.00
Master Sign Program:	\$1,600.00
Downtown A-Frame Sign:	\$40.00

\*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.