



# TEMPORARY USE PERMIT APPLICATION

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

PROJECT ADDRESS/LOCATION:

\_\_\_\_\_  
\_\_\_\_\_

STAFF USE ONLY	
FILE NO.: TUP –	_____
RELATED FILES:	_____

APPLICANT NAME: \_\_\_\_\_

PROPERTY OWNER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

### PROJECT DESCRIPTION

- |  |   |
|--|---|
| <input type="checkbox"/> OFF-SITE CONSTRUCTION YARDS | <input type="checkbox"/> REAL ESTATE SALES OFFICES      |
| <input type="checkbox"/> MOBILE HOME RESIDENCE       | <input type="checkbox"/> TEMPORARY STRUCTURES           |
| <input type="checkbox"/> WORK TRAILERS               | <input type="checkbox"/> FABRIC TENTS                   |
| <input type="checkbox"/> EXTENSION OF TIME           | <input type="checkbox"/> DIRECTOR'S CODE INTERPRETATION |

Start Date:	End Date
_____	_____

### 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

- Five (5) copies of the site plan and floor plan which accurately depict the request. All plans shall be clearly and accurately dimensioned and drawn at a clearly noted scale. **All plans must be folded to approximately 8 ½ inches by 11 inches.**
  
- A letter describing the request in detail and providing justification for approval. including the following:
  - a) Describing the purpose of the temporary use.
  
  - b) Describing hours of operation and general operating details.
  
  - c) How the proposed use will be so designed, located, and operated that the public health, safety, and general welfare will be protected.
  
- A notarized letter of authorization from the property owner(s), if the application is not being made by the property owner(s)
  
- Color photographs of the site.
  
- Digital copy of all above items on flash drive
  
- Any other support materials determined to be necessary for consideration by the Community Development Director

### **FILING FEES:**

Temporary Use Permit:                      \$1,180.00

\*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 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 true cost is billed to the applicant and any overage in deposit is refunded after completion of the project.