



Tentative Tract or Parcel Map Application

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

(909) 931 – 4130

PROJECT ADDRESS/LOCATION:

STAFF USE ONLY	
FILE NO.: TT / TPM – <small>(circle one)</small>	
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

- A letter describing the request in detail and providing justification for approval.
- Five (5) copies of plans: All plans shall be clearly and accurately dimensioned on sheets no larger than 24 inches by 36 inches and drawn at a clearly noted scale of either 1 inch = 30 feet or 1 inch = 40 feet. Plans must be prepared by a licensed land surveyor or registered civil engineer authorized to practice land surveying in the State of California. **All plans must be folded to approximately 8 ½ inches by 11 inches.**
- Five (5) copies of a phasing plan, if applicable. The phasing plan should indicate the limits of each phase and include both on-site and off-site improvements to be constructed with each phase.
- 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).
- Property ownership list and radius map as follows:
 - Two (2) sets of typed, gummed labels listing the names, addresses, and the Tax Assessor's Parcel Number of all property owners within 300 ft. 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; and
 - The completed Mailing List Certification Form.
- Digital copies of all above items on a flash drive.

FILING FEES:

Tentative Parcel Map:	\$9,800.00
Tentative Parcel Map – SB 9 Urban Lot Split:	\$1,940.00
Tentative Tract Map:	\$11,930.00 plus \$25.00 per lot
Tentative Tract Map Addressing:	\$400.00
Subdivision – Reversion to Acreage:	\$7,820.00
Underground Utilities Waiver:	\$4,950.00

*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.

PLAN PREPARATION REQUIREMENTS

Submittals for Tentative Tract or Parcel Map review are required to contain the following information:

- Name, address, and phone number of the applicant, engineer, and/or architect, as well as any soils engineers or geologists whose services were utilized in the preparation of the project.
- Date of preparation and/or revisions.
- Precise legal description.
- North arrow oriented towards the top of the sheet and a legend identifying any symbols.
- A vicinity map showing the precise location of the project.
- A tabular summary, including the following information:
 - Gross and net acreage.
 - Proposed density (for residential subdivisions).
 - Minimum and average lot area.
 - Minimum lot dimensions (width and depth) for interior and corner lots; and
 - Assessor's Parcel Number(s).
- Boundary of Tract/Parcel Map with heavy lines (sometimes referred to as the "blue border").
- Property lines and dimensions.
- Provide numbers for each lot/parcel and letters for common lots.
- The area/size of each lot/parcel shall be noted.
- Location and identity of all existing easements, with names of the holder and recording information, and location and purpose of all proposed easements.
- Location and identity of adjoining tracts, other maps of public record, streets, and other public rights-of-way.
- Dimensions and bearings, with precision compatible with data from which the map was prepared, of boundary, proposed centerlines of street easements and dedications.
- Location and identity of any structures or obstructions within the proposed land subdivision and any significant topographical features inside the boundary or within 200 feet of the boundary, including existing water lines, sewer lines, drainage courses, railroads, driveways, etc.
- Layout and typical cross sections of proposed streets (public and private), alleys, and other areas offered for dedication to public use. Streets and alleys should be shown with approximate grade and general drainage pattern.
- Contour lines with intervals of five (5) feet or less to indicate terrain and drainage pattern of the area. Existing contours should extend to a minimum of 50 feet beyond the map boundary.
- Location, size, and approximate grades of proposed sewer and storm drains and the location of existing and proposed utilities/facilities (sewer, water, telephone, electricity, storm drain, streetlights and cable TV).
- Location, height, and materials of existing and proposed walls and fences, including height of retaining portion of walls.