



DRIVEWAY APPROACH INFORMATION SHEET

Submit a proposal to the City of Upland, Land Development Division for review. This proposal should be a sketch of the entire property on an 8 ½-inch x 11-inch size paper.

This sketch should include the following information:

1. Dimensioned property lines.
2. Proper street name(s) and address.
3. Permanent structures in the parkway (sidewalks, streetlights, fire hydrants, trees, walls, etc.).
4. Dimensioned location of garage (Driveway needs to lead to garage or approved covered parking space).
5. Dimensioned existing and proposed driveway location.
6. Engineered plans may be required for the proposed driveway approach.

All driveway approaches shall be constructed per City Standard Drawing Numbers CU-P-4, CU-P-5, CU-P-9, to ADA compliance, and meet the following criteria:

1. Horizontal saw cutting a concrete curb is not allowed. A new concrete curb must be poured.
2. Residential driveway width is 8-foot minimum and 24-foot maximum (per Public Works approval).
3. Residential maximum total width of single or combined multiple driveways shall not exceed 40% of the lot frontage*.
4. Commercial driveway width is 14-foot minimum and 30-foot maximum.
5. Commercial maximum total width of single or combined multiple driveways shall not exceed 50% of the lot frontage*.

*Under special conditions, the City Engineer may grant exceptions to these minimum and maximum dimensions.

If an existing driveway is being expanded, the contractor shall discuss tie-bar requirements with the Public Works Inspector before issuance of a permit.

Applicant shall chalk the curb and call the Public Works Inspector at (909) 291-2964 for a field inspection prior to permit issuance.

City Staff will review the sketch to determine if the proposal is acceptable. Upon approval from the Planning Division and Public Works Department, the applicant may then hire a contractor to obtain the permit.

A construction permit is required for all work within the public right-of-way. The appropriate permit fee shall be determined by City staff (Refer to the current Master Fee Schedule for specific fees) and will be collected by Land Development & Transportation Division at the time the permit is issued.

The contractor must meet the following requirements prior to obtaining the permit:

1. A Contractor with an "A" or "C42" license must pull the Driveway permit and provide a copy of the valid Contractor's License along with the application submittal.
2. Contractor must show a certificate of insurance for general liability with single coverage of \$1,000,000 minimum. Said policy shall name the City of Upland as an additional insured, name the location, and give a job description.
3. Proof of workers' compensation coverage shall be provided.
4. Provide a copy of their current City of Upland Business License.