



Public Works Land Development & Transportation Division

Telephone (909) 931-4235
Revision Date: July 18, 2024

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 8 ½-inch x 11-inch size paper. This sketch should include the following information:
 - Dimensioned property lines
 - Proper street name(s) and address
 - Permanent structures in the parkway (sidewalks, streetlights, fire hydrants, trees, walls, etc.)
 - Dimensioned location of garage (Driveway needs to lead to garage or approved covered parking space)
 - Dimensioned existing and proposed driveway location
 - 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:
 - Horizontal saw cutting a concrete curb is not allowed. A new concrete curb must be poured.
 - Residential driveway width is 8-foot minimum and 24-foot maximum (per Public Works approval)
 - Residential maximum total width of single or combined multiple driveways shall not exceed 40% of the lot frontage*
 - Commercial driveway width is 14-foot minimum and 30-foot maximum
 - 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.
- The sketch will be reviewed by City Staff to determine if the proposal is acceptable. Upon approval from the Planning Division and Public Works Department, the applicant may 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 (minimum fee is \$380.00) and will be collected by Public Works at the time the permit is issued.
- The contractor must meet the following requirements prior to obtaining the permit:
 - Driveway permit must be pulled by a Contractor with an "A" or "C8" license and provide a copy of the valid Contractor's License along with the application submittal.
 - 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.
 - Proof of worker's compensation coverage shall be provided.
 - A current City of Upland Business License must be obtained.