



**SPECIFIC PLAN OR SPECIFIC PLAN AMENDMENT APPLICATION  
CITY OF UPLAND  
DEVELOPMENT SERVICES DEPARTMENT – PLANNING DIVISION**

<b>PROJECT ADDRESS/LOCATION:</b> _____ _____	<b>FILE NO.:</b> _____
	<b>RELATED FILES:</b> _____
<b>APPLICANT NAME:</b> _____	<b>PROPERTY OWNER:</b> _____
<b>ADDRESS:</b> _____ _____	<b>ADDRESS:</b> _____ _____
<b>PHONE:</b> _____	<b>PHONE:</b> _____
<b>FAX:</b> _____	<b>FAX:</b> _____
<b>E-MAIL:</b> _____	<b>E-MAIL:</b> _____

**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

<b>DATE RECEIVED:</b>	<b>RECEIVED BY:</b>	<b>FEES:</b>	<b>RECEIPT NO:</b>
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## FILING REQUIREMENTS

- A letter describing the request in detail and providing justification for approval.
- Five (5) copies of the bound Specific Plan document.
- Property ownership list and radius map as follows (*This information can be submitted at a later dated as the labels must be less than 6-months old when the project is being noticed for public hearing*):
  - Two (2) sets of typed, gummed labels listing the names, addresses, and the Tax Assessor's Parcel Number of all property owners and residents (when different than property owner) 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.
  - A radius map indicating the subject properties within a 300-ft. radius.
  - The completed Mailing List Certification Form.
  - Digital copies of all above items on a flash drive.

**FILING FEES:**

Specific Plan:	\$6,550.00
Specific Plan Modification:	\$6,550.00

\*Per the amendment to the Master Fee Schedule in Resolution No. 6423 adopted by the City Council and effective on January 1, 2018, 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.