

The sample conditions of approval are for informational purposes only. The project may be subject to other requirements and conditions not listed below.

**Public Works Department  
Land Development and Transportation Division**

Telephone (909) 931-4235  
Facsimile (909) 931-4321  
Revision Date: November 10, 2015

## Sample Conditions of Approval

Single Family Project \_\_\_\_\_ Project Location \_\_\_\_\_

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The following items reflect Sample Conditions as set forth by the Public Works Department, Land Development and Transportation Division. These items do not reflect Conditions imposed by other Departments. Please contact the other Departments for the Conditions that apply to your project.

**I. Submit copy of Approval Letter from the Planning Division with Conditions attached.**

**II. Submit copy of notarized/signed Acceptance of Conditions.**

**III. Prior to Grading Permit Issuance**

1. Submit a Grading Plan for plan check prepared by registered professional Civil Engineer (licensed in the State of California). Pay plan check fees at time of grading plan submittal. (Grading Plan and Soils Report must be submitted together).

For information regarding plan submittal requirements and [plan check fees](#) see the Development Booklet located on the City website at:

[http://www.ci.upland.ca.us/uploads/files/Development%20Booklet%20\(07.29.15\).pdf](http://www.ci.upland.ca.us/uploads/files/Development%20Booklet%20(07.29.15).pdf)

2. Submit Soils Report prepared by registered professional Geotechnical Engineer. (Grading Plan and Soils Report must be submitted together). Pay plan check fees at time of soils report submittal.
3. Obtain approval and signatures for all grading and construction drawings.
4. Submit a letter from the Engineer stating that all monuments have been protected per LS Act 8771 (if applicable)
5. In order to obtain a grading permit, the contractor shall perform the following:
  - (a) Meet all permit requirements. Permit requirements are located on the City website at:  
<http://www.ci.upland.ca.us/uploads/files/Permit%20Requirements.pdf>
  - (b) Completed Construction Permit Application. The Construction Permit Application is located on the City website at:  
[http://www.ci.upland.ca.us/uploads/files/Permit%20-%20Construction%20\(04.29.15\).pdf](http://www.ci.upland.ca.us/uploads/files/Permit%20-%20Construction%20(04.29.15).pdf)
  - (c) Submit five (5) bond sets of the approved plans with signatures from City Staff.
  - (d) Provide Contractor's license number, class, and expiration date
  - (e) Provide Liability Insurance with the City shown as an additional insured, along with the project location and job description (per the permit requirements).

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- (f) Provide proof of Worker's Compensation
  - (g) Obtain a City Business License and provide a copy with the permit application. Business licenses are available online at <http://upland.hdlcompanies.com> or call (888) 602-0239.
  - (h) Pay an inspection deposit to be determined by Land Development and Transportation Staff.
6. The following public improvements are required and shall be shown on the Grading Plan:
- Install sewer lateral (sewer backflow device maybe required) as needed.
  - Install water service line as needed.
  - Replace deficient curb and gutter, sidewalk, driveway approach and/or A.C. pavement in the street or alley as determined in the field by Public Works Inspector.
7. All grading/drainage/off-site improvement design shall be per City of Upland Standard Plans unless otherwise approved by the City Engineer.
8. Pay all outstanding plan check fees.

**IV. Prior to Building Permit Issuance**

1. Submit Waste Management Plan (WMP) "**Form A**", including fees as listed on the form. WMP forms, instructions and samples are available on the City website at:  
Instructions, Forms and Samples:  
[http://www.ci.upland.ca.us/uploads/files/C&D%20WMP%20\(04.14.15\).pdf](http://www.ci.upland.ca.us/uploads/files/C&D%20WMP%20(04.14.15).pdf)
2. The property owner/contractor is responsible for making sure that no permanent structure(s) are built over any easement(s). (Verify against Grant Deed and/or title report)
3. Pay sewer and water connection fees.
4. Submit Rough Grade Certification from Civil Engineer of record. Two (2) original documents with seal and signature.
5. Submit Soil Compaction Report (if grade change is more than 1' and/or project is a non-residential site)

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**V. Off-site Improvement Permit (if applicable)**

1. Obtain permit for off-site improvements from Public Works Department and pay the permit fee. Land Development and Transportation staff shall determine permit fee. Inspection services are charged on hourly bases. Any balance due shall be paid prior to occupancy release.

**VI. Prior to Occupancy Release**

1. Submit Final Grade Certification two (2) originals with seal and signature of Engineer of record.
2. Pay any outstanding fees
3. Public Works Inspector's sign-off (inspection services fee cleared)
4. Submit Waste Management Plan (WMP) "**Form B**" with the required attachments.
5. Provide copy of Sewer and Water Service Application from Finance.
6. Submit Record Drawings with appropriate fees.
7. Submit a CD containing all construction drawings related to this project in AutoCAD format.