



## City of Upland Business License Zoning Clearance Instruction Sheet

1. **Purpose.** A zoning clearance is a ministerial procedure used by the City to verify that a proposed use or structure complies with the Zoning Ordinance. If a proposed use does not comply with the zoning code, a zoning clearance *can't* be provided.
2. **Applicability.** A zoning clearance is required prior to the issuance of any building or grading permit, the establishment of a new use or change of use in an existing building.
3. **Review Authority.** The Development Services Director or designee shall take action on all zoning clearances.
4. **Application Submittal and Review.**
  - A. An applicant requesting approval to establish a new or change of use in an existing building is required to submit a zoning clearance application.
  - B. The Applicant shall submit the Zoning Clearance Application to the City of Upland Planning Division. The application can be submitted via:
    - 1) Email to [support@hdlgov.com](mailto:support@hdlgov.com)
    - 2) Fax to (909) 931-4321 - Please contact Planning staff at (909) 931-4130 prior to sending a fax, all faxes shall include a cover sheet.
    - 3) In person at the Planning Division Counter - 460 N Euclid Ave, Upland CA, 91785
    - 4) Mail to the Planning Division - 460 N Euclid Ave, Upland CA, 91785
  - C. Development Services Department staff shall review the zoning clearance application, to verify compliance with the Zoning Ordinance. If the project complies with the Zoning Ordinance, the Development Services Director or designee shall approve the zoning clearance. Development Services Department staff shall maintain a record of the approved zoning clearance.
5. **Acknowledgment.** A zoning clearance approval shall not become effective until the applicant submits a written acknowledgment and agreement to operate the proposed use in a manner that is consistent with the activity described in the approval. Planning division staff will provide the applicant with the acknowledgment.



# Zoning Clearance Application

**What is a Zoning Clearance?:** The purpose of a Zoning Clearance is to confirm that the proposed business is a type of use that is allowed by the Upland General Plan and the Upland Municipal Code, or applicable zoning document, at the proposed address. This is not an approval or permit to occupy a building, or an indication that the property meets applicable code requirements. Prior to entering into lease agreements, occupying or making any improvements at the site, you should discuss your business with the Building Division to determine whether the building or tenant space where the business will be located can accommodate the proposed business.

Business Name: \_\_\_\_\_ Building/Unit Size (Sq-Ft): \_\_\_\_\_

Business Address (include unit or suite #): \_\_\_\_\_

Business/Operations Description: \_\_\_\_\_

Days/Hours of Operation: \_\_\_\_\_

Exterior Improvements (Describe): \_\_\_\_\_

Interior Improvements (Describe): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Please answer each of the questions listed below. Fully describe/explain all yes answers on a separate sheet if space is not available.

**Yes No**

- 1. Are you assuming control of an existing business? If yes, what is the name of the current/previous business?  
\_\_\_\_\_
- 2. Will the business operation include any work, use, or storage conducted outside of a wholly enclosed building?  
If yes, what? \_\_\_\_\_
- 3. Will the building be used for education, instruction, daycare, or worship? If yes, how many square feet is the tenant space? \_\_\_\_\_ What is the maximum number of people anticipated at any given time, including staff and patrons? \_\_\_\_\_
- 4. Will the business have an outdoor patio?
- 5. Will the business operation include the preparation of food or beverages?
- 6. If yes to #6, will the business be a restaurant. If yes, What is the size (square feet) and number of seats?  
\_\_\_\_\_
- 7. Will the business operation include selling or serving alcoholic beverages? If yes, what type of ABC license?  
\_\_\_\_\_
- 8. Will the business operation include entertainment, including, but not limited to, live performances (bands, soloists, DJ's, etc.), dancing, or other?
- 9. Will the business be sharing space with another business?
- 10. Will the business include any type of adult entertainment such as adult bookstore, adult cabaret, adult model

studio, adult hotel, escort agency, adult theater, adult video store, etc.?

11. Will the business operation include the sales or serving of tobacco products? If yes, what is the tobacco resale number? \_\_\_\_\_ What type of tobacco products will be sold? \_\_\_\_\_

**Yes** **No**

12. If yes to #13, will there be consumption of tobacco products on site?
13. Will your business distribute medical marijuana as part of its services?
14. Is the business a State licensed facility? If yes, what type \_\_\_\_\_
15. Will the business have any type of massage? If yes, please attach a copy of the state license for each employee.
16. Have you done or will you be doing any building construction or alterations, or equipment installations related to the operation of the business? If yes are they interior, exterior, or both? \_\_\_\_\_. If exterior improvements are proposed, what is the extent of the improvements? \_\_\_\_\_
17. Will there be any placement of new machinery, equipment, or storage units outdoors or on the roof?
18. Will the business operation include the use of storage racks; and/or the indoor floor/bulk storage of materials exceeding 12 feet in height; and/or tire, plastic, or flammable liquid storage over 6 feet in height?
19. Will the business store rolled paper, bundled cardboard, baled paper and/or cardboard, baled hay or straw, or similar products?
20. Will the business include indoor or outdoor lumber storage or wood working operations?
21. Will the business be discharging any waste other than domestic waste to the sewer system?
22. Is the on-site sewer system equipped with a clarifier or grease trap? If so, what size? \_\_\_\_\_.
23. Will the business operation include the washing of any equipment or vehicles?
24. Will the business operation include discharging any waste, waste water, or rinse water to the ground, street, or storm drain?
25. Will the business operation include the repair or maintenance of motor vehicles?
26. If yes to #27, will the business operation include any of the following: engine, brake, transmission, and drive train overhaul; body and fender repair; vehicle painting?
27. Will the business operation store any vehicles or equipment indoors? If yes what kind and how many? \_\_\_\_\_
28. Do the business operations include the sale of motor vehicles?
29. Will the business operation include dispensing of gasoline, diesel, compressed natural gas, liquefied natural gas, liquefied petroleum gas (propane), or hydrogen gas?
30. Will the business operation include the use, processing, handling, storage, or discharge of chemicals, including hazardous chemicals and solvents?
31. If yes to #32, will the business operation include the use, generation, processing, production, treatment, storage, emission, or discharge of hazardous materials in quantities totaling more than 55 gallons of liquids, 500 pounds of solids, or 200 cubic feet of a compressed gas, whether indoors or outdoors?
32. Will the business operation include the storage of more than 5 gallons of a flammable liquid of any type?
33. Will the business operation include the generation of hazardous wastes in quantities totaling more than 55 gallons of liquid, 500 pounds of solids, or 200 cubic feet of a compressed gas?
34. Will the business generate any hazardous waste or e-waste at this site?
35. Will the business include dry cleaning at the site?
36. Will the business operation include sanding, cutting, or shaping of wood, metal, plastic, paper, or other products producing combustible dust or fibers?
37. Does the building have a dust collection system?
38. If no to #39, will one be installed?
39. Will the business operation include spraying or dipping of flammable finishes (paint, varnish, etc)?
40. Will the business operation include powder coating?
41. Will the business operation include the manufacturing of reinforced plastics using resins?
42. Will the business operation utilize any type of industrial oven or heating/melting equipment?
43. Will the business operation include the use or storage of an acetylene torch, arc welding or cutting, brazing or soldering, hot mop roofing, torch applied roofing, or any other type of hot work?
44. Will the business store, use, handle, or manufacture any type of explosive?

- 45. Is the building equipped with a fire sprinkler system?
- 46. Is the building equipped with a fire alarm system?
- 47. If no to #48, will the business be installing, a security alarm system?
- 48. Are fire extinguishers installed in the building?

**DECLARATION AND ACKNOWLEDGMENT**

I hereby certify and say, under penalty of perjury, that I am the applicant in the foregoing application for \_\_\_\_\_(Business Name) to be located at \_\_\_\_\_(Business Location/Address), that I have read this Zoning Clearance Application and know the content thereof, and that the herein stated information and all attachments hereto, are true and correct to the best of my knowledge and belief.

As the applicant, I acknowledge that if I receive a zoning clearance, it will be only for the business and/or project that is described within this application and that I will be responsible for obtaining any necessary approvals or permits from the City of Upland prior to the start of business operations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STAFF USE ONLY**

Land Use: \_\_\_\_\_ Previous Use: \_\_\_\_\_

Engineering Department approval required?  Yes  No. If yes: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Department approval required?  Yes  No. If yes: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Police Department approval required?  Yes  No. If yes: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Planning Department approval required?  Yes  No. If yes: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_