



City of Burbank
 Planning and Transportation Division
PRE-APPLICATION REVIEW
FOR GENERAL PLAN AMENDMENT

150 North Third Street
 Burbank, California 91502
 www.burbankca.gov
 T: 818-238-5250
 F: 818-238-5150

Pre-Application Review is intended to allow the City Council to take the following actions:

- Review proposed amendments to the General Plan,
- Advise applicants whether or not their proposal would align with the City's interests and,
- Provide direction to applicants whether or not they may proceed with the General Plan Amendment process.

This is a **preliminary review only**. The Pre-Application Review process **does not amend** the General Plan. A formal General Plan Amendment application must still be approved by the City Council in order to amend the General Plan. Should you have any questions please call the Planning Division at 818-238-5250.

Project Information	
Project Address:	Zoning:
Current use of site:	Legal Description:
Lot Area:	
APN:	
Current General Plan Designation:	
Project Description/Applicant Request: (You may need to prepare and attach separate exhibits) <ol style="list-style-type: none"> 1. Provide the General Plan policy number and description to be amended. 2. Provide the proposed amendment to the General Plan and justification for the change. 3. Provide conceptual information and drawings for the proposed project. These may include site plans, elevations, conceptual renderings, and preliminary project data such as estimated square footage and number of stories. 4. Attach photographs of the site from all angles. 	
Applicant	
Name/Firm:	
Address:	
Primary phone number	Alternate phone number
E-mail address:	

Property Owner of Record	
Name/Firm:	
Address:	
Primary phone number	Alternate phone number
E-mail address:	
Primary contact for this application: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Contact Person (If different from above)	
Name/Firm:	

Project No. _____ Address: _____ Date: _____

Address:	
Primary phone number	Alternate phone number
E-mail address:	
Primary contact for this application:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Property Owner's Affidavit	Applicant's Affidavit
I hereby certify that I am the legally authorized owner of the property involved in this application or have been empowered to sign as the owner on behalf of a corporation, partnership, or business as evidenced by the documents attached hereto. I hereby grant to the applicant of this form permission to submit this application. I declare under penalty of perjury that the foregoing is true and correct.	I hereby certify that the information furnished in this application and the attached materials are true and correct to the best of my knowledge and belief. Further, should the stated information be found false or insufficient, I agree to revise the information as appropriate. I understand that the City of Burbank cannot process this application until all required information is provided. I understand there is no guarantee, expressed or implied, that any permit or application will be granted. I understand that each matter must be carefully investigated and the resulting recommendation or decision may be contrary to a position taken or implied in any preliminary discussions. I understand that I have the burden of proof in the matter arising under this application. I declare under penalty of perjury that the foregoing is true and correct.
Property owner's signature:	Applicant signature:
Date:	Date:

Staff Comments (For City Use Only)	
Filing fee:	Date received:
Project No.:	Received by:
<input type="checkbox"/> Plans	
Notes:	

Project No. _____ Address: _____ Date: _____