



**COMMUNITY
DEVELOPMENT**

November 30, 2023

LOUIS ROMERO
LOUIS DESIGN STUDIO INC.

VIA EMAIL: LROMERO@LOUISDESIGN.STUDIO

**RE: Notice of Decision – Approval
Project No. 23-0001891 - Development Review
1100 West Angeleno Avenue**

Dear Mr. Romero:

This letter is to notify you that the Community Development Director has approved your application for Development Review to subdivide one existing single-family dwelling into two residential dwellings (duplex) with a 9 square-foot addition to the front of the building at 1100 West Angeleno Street, in the R-3 zone. An existing two-car garage will remain as-is.

Please be advised that the decision of the Community Development Director will become final fifteen (15) days from the date of this letter, unless the decision is appealed to the Planning Board within 15 days. Any appeal of the Director's decision must be submitted to the Planning Division with the applicable filing fee prior to the expiration of the fifteen (15) day appeal period, or **by 5:00 p.m. on December 15, 2023**. Please note, an appointment must be made for any appeal filed after 12 p.m. Monday through Friday. If no appeal is filed, then you can submit to the Building Division for Building Plan Check review the first business day following the conclusion of the 15-day appeal period.

If you have any questions concerning this letter, please contact me by phone at (818) 238-5250 or by email at shrynik@burbankca.gov.

Sincerely,

SARA HRYNIK
Assistant Planner
Community Development Department

Enc: Conditions of Approval

**PROJECT NO. 23-0001891 DEVELOPMENT REVIEW
 (1100 W. Angeleno Ave. – Louis Romero, Applicant)**

Findings for Granting a Development Review

Findings for Granting a Development Review Application:

The Community Development Director finds the proposed project satisfies the requisite findings contained in the Burbank Municipal Code (BMC) Section 10-1-1912 necessary for approval of a Development Review Application, subject to the attached Conditions of Approval.

(1) The project is consistent with all applicable provisions of the Burbank Municipal Code.

The Project as conditioned complies with all applicable provisions of the Burbank Municipal Code (BMC) including, but not limited to, lot coverage, height, setbacks, open space, amenities, parking, and landscaping, as outlined below:

- **Lot Coverage** – The project complies with the maximum lot coverage of 60 percent of the lot area when located within 500 feet of R-1 zoned property, with 24.79 percent proposed.
- **Building Height** – The project is within the maximum building height of 27’ – 0” to the top of wall plate and 35’ – 0” to the top of roof, as measured from Code-defined grade, which is the average elevation of the ground surface, prior to any construction or grading, as calculated by adding the elevations of the corners of a lot and dividing by that number of corners. The maximum height to top of plate proposed is 9’ – 6”, and the maximum height to top of roof is 15’ – 1”.
- **Setbacks** – The following table identifies the minimum and average setbacks required and provided on the first and second stories, as measured from the new property line after dedication:

	Min. Setback Required	Min. Setback Provided	Min. Average Required	Average Provided
First Story				
Front yard setback	25’ – 0”	33’ – 9”	27’ – 0”	34’ – 8”
Interior side yard setback (North)	5’ – 0”	11’ – 8”	7’ – 0”	13’ – 9 ½”
Interior side yard setback (South)	5’ – 0”	5’ – 1”	7’ – 0”	6’ – 9” (no change)
Rear yard setback	5’ – 0”	>50’ – 0”	7’ – 0”	>50’ – 0”

In addition to minimum building setbacks, the project complies with required building plane breaks described in BMC Section 10-1-628(G), as the building has various articulations along the outside of the structure's elevations as a result of the project incorporating the required average setbacks.

The project is also compliant with the following development requirements listed in the table below:

Project Component	Development Standard/ Requirement	Provided by Project
Parking	Project is exempt from parking requirements under AB2097	2 Parking Spaces
Private Open Space	150 square feet minimum for each dwelling unit	842 square feet for Unit A, 565 square feet for Unit B
Common Open Space	For projects with five (5) or fewer units, 200 square feet of private open space per unit may be provided in lieu of providing separate common and private open space, per BMC Table 10-1-628(A), Footnote 13.	200 square feet of private open space per unit is provided in lieu of providing separate common.
Landscaping	25% of total lot area must be landscaped.	46% of total lot area is landscaped.
Amenities	For projects with 20 or fewer units, two (2) different items from the following: gazebo, spa, cooking/eating area with built-in barbeque, fountain, reflection pool, water garden, or permanently affixed outdoor seating.	Project provides 2 amenities in each private open space area: a fountain and permanently affixed outdoor seating.
Pedestrian Circulation	<p>Pedestrian circulation paths must be provided to connect the following on-site and off-site locations and features:</p> <ul style="list-style-type: none"> • Common building/project entries and individual unit entries • Parking garages and surface parking areas • Bicycle parking areas • Common open space areas including play areas, recreation areas, and sitting areas • Trash collection areas • Public sidewalks • Transit stops 	Project is not proposing any alteration to the existing paved circulation paths onsite. There are existing connections from the sidewalk to both dwelling units.

Trash/Recycling Collection Areas	All multi-family lots must provide a designated on-site trash and recycling collection area with an enclosure no smaller than 7'-0" by 8'-0" enclosed on 3 sides by a masonry wall no less than 6'-0" tall for projects with 4 or more units.	Each unit has a designated on-site trash and recycling collection area that complies with BMC Section 10-1-628(V).
Lighting	Lighting must be provided in all common areas including, but not limited to: parking garages, outdoor parking areas, common open space areas, pedestrian paths, stairways, and hallways. Exterior lighting must be designed and installed such that light trespass onto adjacent properties and the public right-of-way is prevented.	Lighting provided in all common areas of the lot in a manner that prevents light trespass onto adjacent properties and the public right-of-way.

(2) *The project complies with the Neighborhood Character and Compatibility requirements in Section 10-1-631 of the Burbank Municipal Code.*

BMC Section 10-1-631(A)(1), (2) requires that all projects proposed on multifamily-zoned property comply with the following:

1. The project would not conflict with, or would not have an adverse impact on, the existing or intended neighborhood character; and/or,
2. The project would not have an adverse impact on nearby single-family residential structures located in any single-family residential zone.

The Project Site is zoned R-3, Medium Density Residential with a General Plan Land Use designation of Medium Density Residential. The existing development pattern within the immediate neighborhood includes of a mix of properties with single family and multifamily residential structures. The Project will create an additional dwelling unit and contribute to the City's stock of for-sale housing opportunities and mix of housing types, consistent with the surrounding neighborhood character along West Angeleno Ave. between Victory Blvd. and S. Virginia Ave. As the project site may be developed with a maximum of 2 units (rounded down) based on the applicable development standards, the proposed additional dwelling unit is consistent with the allowable density, General Plan Land Use designation, and applicable objective development standards.

Additionally, as required per BMC Section 10-1-631(B), in making the above determination specific project features were considered, as follows:

Project Component	Development Standard/ Requirement	Provided by Project
Building Height	27' – 0" to top plate; 35' – 0" to top of roof	9' – 6" to top plate; 15' – 1" to top of roof

<p>Building Size and Massing</p>	<p>The building size and massing must reflect the building height and number of stories (2 stories) limitation. Additionally, the project must incorporate modulations for front and side elevations that comply with the average setback requirement.</p>	<p>While changes are proposed to existing structure, the building size and massing are consistent with a single-story building, and the project incorporates modulations for front and side elevations that comply with the average setback requirement.</p>
<p>Proportions of Elements Within a Building and Buildings Within a Project</p>	<p>All doors, windows, balconies, patios and other architectural and design elements must be appropriate in scale for a t-story residential building. The Project must utilize traditional floor-to-ceiling heights, roof pitches, window surrounds, porches, and symmetry of design.</p>	<p>All doors, windows, balconies, patios and other architectural and design elements are appropriate in scale for a single-story residential building. The Project utilizes traditional floor-to-ceiling heights, roof pitches, window surrounds, porches, and symmetry of design.</p>
<p>Roof Style and Pitch</p>	<p>Changes in roof heights and shapes must be used to avoid long flat walls and break up the mass of the structure. The roof form must be consistent with the roof forms for residential structures in the subject lot and surrounding area.</p>	<p>The building design incorporates traditional pitched roof forms, utilizing a moderately pitched side-gable design with intersecting cross-gables for the proposed unit. The roof style is consistent with many of the roof forms for residential structures in the subject lot and surrounding area.</p>
<p>Parking and Circulation Areas and Vehicle Access Points</p>	<p>A minimum of two spaces per dwelling units with 2 or more bedrooms</p>	<p>This project is exempted from parking requirements as it is within ½ mile from qualified transit per AB2097, however, the Project will provide two covered parking spaces in the existing detached rear garage. Access to the parking garage is provided from W. Angeleno Ave. and is designed to comply with applicable driveway widths and backup distance requirements.</p>

<p>Building Orientation Including Design and Location of Entries, Windows, and Balconies and Their Relationship to the Street and Neighboring Properties</p>	<p>All structures must be oriented to the street by providing entries, windows, architectural features, and/or balconies on front and street-facing side yard elevations. All elevations must provide facade treatment in a manner that provides variation in heights, volumes, entries, materials, colors, architectural features, and/or architectural style elements.</p>	<p>The proposed duplex dwelling is designed with a main front entry facing W. Angeleno Ave., which serves as the front side of the project, and the entrance to the second dwelling faces to the rear of the property. The dwelling's orientation combined with the front porch and abundance of windows and doors on its front elevation create an engaging design at the street level and gives great visibility for the proposed unit.</p>
<p>Pedestrian Access Points, Entry Locations, and Circulation</p>	<p>Pedestrian circulation paths must be provided to connect the proposed unit(s) with on-site and off-site locations and features:</p> <ul style="list-style-type: none"> • Common building/project entries and individual unit entries • Parking garages and surface parking areas • Bicycle parking areas • Common open space areas including play areas, recreation areas, and sitting areas • Trash collection areas • Public sidewalks • Transit stops 	<p>As noted above, the project complies with the pedestrian circulation requirements, as the on-site paths connect the public street to individual unit entries, parking areas, amenities, and public sidewalks</p>
<p>Location and Orientation of Common and Private Open Space Areas</p>	<p>150 square feet minimum of private open space must be provided for each dwelling unit.</p> <p>For projects with five (5) or fewer units, 200 square feet of private open space per unit may be provided in lieu of providing separate common and private open space, per BMC Table 10-1-628(A), Footnote 13.</p>	<p>Both units in the subject lot will each be provided more than 200 square feet (842 square feet and 565 square feet for Units A and B, respectively) of private open space which can be provided in lieu of any common open space in accordance with BMC Table 10-1-628(A), Footnote 13.</p>

**PROJECT NO. 23-1891, DEVELOPMENT REVIEW
(1100 W. Angeleno Ave. – Louis Romero, Applicant)**

Conditions Of Approval

Planning Division

1. Project No. 23-0001891 approves a Development Review to add 9 square feet and divide an existing single-family residence into a duplex multifamily dwelling totaling 1,193 square feet with the existing detached 324 square-foot, two-car garage to remain. The Project Site is zoned R-3, Medium Density Residential. The General Plan designation is Medium Density Residential.
2. This permit shall expire if the scope of work is not initiated within one year of the date of this approval (expires on November 30, 2024), unless the Property Owner has diligently developed the proposed project as shown by the issuance of a grading, foundation, or building permit and the construction of substantial improvements.
3. The operation/construction on the site shall remain in substantial conformance with the request and with the application materials submitted by the applicant and the project plans approved November 30, 2023, placed on file in the office of the Planning Division.
4. This permit or approval may be modified or revoked by the City should it be determined that the proposed use as permitted by this approval or conditions under which they were permitted are detrimental to the public health, welfare, or materially injurious to property or improvements in the vicinity or if the use is maintained so as to constitute a public nuisance.
5. The applicant shall comply with all federal, state, and local laws. Violations or convictions of any of those laws in connection with the use will be cause for revocation of this permit.
6. The plans submitted for building plan check shall include the on-site amenities shown on the approved plans. The amenity items may be substituted with a comparable amenity subject to approval by the Director. All amenities shall be constructed of high-quality materials and permanently installed as part of the project. All outdoor amenities must be located in the required private open space area(s).
7. The plans submitted for building plan check shall clearly call out all exterior building materials and colors on the elevations, including product and finish manufacturer name, color name and number, and surface finish type (such as: stucco with smooth finish, plaster with smooth finish) to be used in construction.
8. Lighting shall be provided in all common areas including but not limited to parking garages, outdoor parking areas, common open space areas, pedestrian paths, stairways, and hallways, and shall be identified on the site plan and elevations submitted with the building permit application. The product specifications for all lighting fixtures shall be included in the plans submitted for building plan check. Outdoor lighting fixtures must be positioned

and directed so as not to shine or cause glare onto adjacent properties of public rights-of-way, and a note shall be included on the plan set confirming such.

9. All required fees shall be paid as required by the Burbank Municipal Code prior to the issuance of any building permits for the project.
10. If applicable, the Developer shall obtain approval from the U.S. Postal Service local growth coordinator to ensure that the plans properly locate the mailboxes. Contact Cristina.L.Belendez@USPS.gov to obtain approval. Prior to issuance of a building permit, documentation regarding approval shall be provided to the Planning Division.
11. The Developer shall arrange for materials collection during construction, demolition, and occupancy with the City's Street & Solid Waste Division (Public Works Department), or Developer shall arrange for self-hauling to an authorized facility.
12. By signing and/or using this permit, the permittee acknowledges all of the conditions imposed and accepts this permit subject to those conditions and with full awareness of the provisions of Burbank Municipal Code Section 10-1-1913. Failure of the permittee to sign these conditions does not affect their enforceability by the City or other responsible entity. These conditions are binding upon all future property owners and occupants of the subject property.
13. The applicant shall comply with all enclosed Department/Division comments and Code requirements and shall be verified by the Building Official or designee, prior to the issuance of any Certificate of Occupancy.
14. The Developer shall list these conditions of approval in all construction plans submitted to the Building Division for a building permit. The Developer shall also provide a separate written document outlining how, or where, each of the conditions have been addressed in the building permit plan set for all City Division/Department conditions enclosed and provide the same number of copies as building plan sets submitted for Building Plan Check.

By signing and/or using this permit, the permittee acknowledges all of the conditions imposed and accepts this permit subject to those conditions and with full awareness of the provisions of Burbank Municipal Code Section 10-1-1913. Failure of the permittee to sign these conditions does not affect their enforceability by the City or other responsible entity. These conditions are binding upon all future property owners and occupants of the subject property.

Building and Safety Division

15. All projects shall comply with Title 9, Chapter 1, of the Burbank Municipal Code, and the **2022 edition** of the California Building Code, California Residential Code, California Electrical Code, California Mechanical Code, California Plumbing Code, California Green Building Standards and Building Energy Efficiency Standards, including all intervening Code cycles.

16. 1-Hour fire separation is required between dwelling units when not sprinklered. Vertical separation assemblies must extend through attic space. Provide assembly details. Contact Fire Dept. for any additional information. Need to reference the sound transmission requirement too (check CRC, CBC1206)
17. Plans and reports submitted for Plan Check Review are to be submitted electronically. For more information about the online submittal process, please contact the Building Division at 818-238-5220 or via email at eplancheck@burbankca.gov.
18. All conditions of approval are to be reproduced on the construction document drawings as part of the Approved Construction Set.
19. All Departments that have provide Conditions of Approval are to review drawings and provide final approval via online electronic review, prior to issuance of Building Permit.
20. Development Impact Fees are assessed by the City for construction of new commercial and/or residential square footage as listed in the Burbank Fee Schedule and Title 10, Article 22, of the Burbank Municipal Code.
21. New or Addition/Alteration construction projects within the City of Burbank are subject to MWELo review.

New or replacement landscape areas for residential and non-residential projects between 500 (new) and 2,500 (replacement) square feet requiring a building or landscape permit, plan check, or design review will be required to complete, either a Performance or Prescriptive Compliance Method.
22. The property shall comply with accessibility requirements for the various occupancies as stated in California Building Code Chapter 11. Accessibility regulations apply to all common areas and pools and spas.
23. The parking layout will have to comply with City standards, including minimum turning radii for accessing parking stalls.
24. Separate Permits will be required for the following:
 - a. Demolition
 - b. Grading & Shoring
 - c. Architectural & Structural
 - d. Mechanical
 - e. Plumbing
 - f. Electrical
25. Deferral of any submittal items shall have prior approval of building official. The registered design professional in responsible charge shall list the deferred submittals on construction documents for review.

26. Screening will be required for equipment located in front and side yards. The screening will include the electrical panels, A/C compressor units, gas meters, and transformers. All screening will be subject to approval by Planning and Building divisions, and BWP.
27. The City's mandatory Construction & Demolition Debris Diversion Ordinance requires the recycling and diversion of at least 65% of construction and demolition debris. A refundable deposit and non-refundable administrative fee will be collected prior to permit issuance. The Ordinance applies to all demolitions and to new construction, additions, remodels, renovation, tenant improvement and alteration projects over 500 square feet in scope of work.
28. Plans submitted for plan check must be stamped by State-licensed architect or engineer unless the project is one of the following listed below and complies with conventional light wood frame construction requirements in the CBC:
 - Wood-framed, single-family dwellings not more than two stories in height;
 - Wood-framed, multi-family dwellings not more than two stories in height, and limited to four dwelling units per parcel;
 - Wood-framed, garages or accessory structures for single-family dwellings not more than two stories in height;
 - Non-structural or non-seismic storefronts, interior alterations, or additions.
29. Approved hours of construction are:
 - Monday – Friday 7:00 am to 7:00 pm
 - Saturday 8:00 am to 5:00 pm

Fire Department

22. If this project meets the fire sprinkler requirements of the City of Burbank Municipal Code, Fire Sprinklers shall be required.

Public Works Department

Engineering Division

23. Show width and location of all existing and proposed easements [BMC 9-1-1- 3203]. Plans shall show 5' pole line easement at the rear of the property.
24. Show dimensions and location of all proposed property dedications.
25. Applicant shall protect in place all survey monuments (City, County, State, Federal, and private). Pursuant to California Business and Professions Code Section 8771, when monuments exist that may be affected by the work, the monuments shall be located and referenced by or under the direction of a licensed land surveyor or licensed civil engineer legally authorized to practice land surveying, prior to construction, and a corner record or record of survey of the references shall be filed with the county surveyor. A permanent

monument shall be reset, or a witness monument or monuments set to perpetuate the location if any monument that could be affected, and a corner record or record of survey shall be filed with the county surveyor prior to the recording of a certificate of completion for the project.

26. No building appurtenances for utility or fire service connections shall encroach or project into public right-of-way (i.e. streets and alleys). Locations of these appurtenances shall be shown on the building site plan and the off-site improvement plans [BMC 7-3-701.1].
27. No structure is permitted in any public right-of-way or any public utility easements/pole line easements [BMC 7-3-701.1, BMC 9-1-1-3203].
28. All unused driveways shall be removed and reconstructed with curb, gutter and sidewalk [BMC 7-3-504].
29. Any work within the public right-of-way must be permitted and approved by the Public Works Department before construction can commence. All construction work in the public right-of-way must comply with Burbank Standard Plans and must be constructed to the satisfaction of the City Engineer. A Public Works EXCAVATION PERMIT is required. The excavation permit requires a deposit acceptable to the Public Works Director to guarantee timely construction of all off-site improvements. Burbank Standard Plans can be accessed at: <http://file.burbankca.gov/publicworks/OnlineCounter/main/index.htm>
30. The following must be completed prior to the issuance of a Building Permit:
 - a. Public Works Permit Division to verify and sign off that the 5' public utility easement is cleared of any existing and/or proposed permanent structures prior to the start of construction.
 - b. Off-site improvement plans (in the public right-of-way) must be approved by the Public Works Director. Plans must be submitted in the City of Burbank Standard format and as-built plans must be submitted on mylar paper.
 - c. An address form must be processed [BMC 7-3-907].
 - d. Plans should include easements, elevations, right-of-way/property lines, dedication, location of existing/proposed utilities and any encroachments.
31. The following must be completed prior to issuance of Certificate of Occupancy:
 - a. Provide verification from the City of Burbank, Building Division showing the 5' public utility easement is cleared of all permanent structures at the rear of the property after construction is completed.
 - b. Remove and reconstruct any portion of sidewalk that is uneven or up-heaving fronting the property along Angeleno Avenue per City of Burbank Standards. Contact the Public Works Inspection Office at (818) 238-3955 to have these areas identified after obtaining a Public Works Excavation permit [BMC 7-3-501].
 - c. Any portion of the public parkway (curb, gutter, driveways, landscape, etc.) that is broken, uneven or uplifted at the end of the project must be reconstructed to the satisfaction of the City Engineer. The repairs and/or reconstruction will be required whether the damage is pre-existing or is a result of the project. Contact the Public

Works Inspection Office at (818) 238-3955 to have these areas inspected and identified after obtaining a Public Works Excavation Permit [BMC 7-3-501].

- d. Building access doors, loading docks doors, and access gates may not swing open into the public right-of-way [BMC 7-3-701.1].
- e. If any utility cuts or construction related impacts are made on W. Angeleno Avenue, applicant will have to resurface with rubber asphalt (ARHM) per moratorium requirements fronting the property. Angeleno Avenue was resurfaced with ARHM in 2022 and falls under moratorium requirements.
- f. Additional impacts to street triggered by this project could extend the paving restoration limits.

Water Reclamation and Sewer

32. The location, depth, and dimensions of all sanitary sewer lines and easements must be shown on the plans.
33. Under the current rate structure, pulling the Building Permit for the proposed development is subject to a Sewer Facilities Charge estimated at \$520. The charge is due prior to issuance of a Building Permit [BMC 8-1-802 and BMC 8-1-806].

SFC = Proposed Developments - Demolition Credits
=Multi Family Units [\$667/unit * 2 units] –
Single-Family Residential Unit [\$814/Unit * 1 Unit]
=\$1,334 - \$814
=\$520

(Note: It is the responsibility of the developer to show proof of the existing sewer usage or existing developments so that the proper credit can be given.)

64. Every building or structure in which plumbing fixtures are installed which conveys sewage must be connected to the municipal wastewater system [BMC 8-1-104].
65. No person shall connect to or tap an existing public sewer without obtaining a permit [BMC 8-1-301].
66. Each lot must have its own private lateral (building sewer) connection to the City sewer main [BMC 8-1-309], Should the lot be subdivided in the future, a separate sewer lateral connection to the City sewer main will be required for each lot. For reference, the applicant can propose that separate building structures on one lot have separate sewer lateral connections to the City sewer main.

Stormwater Requirements

64. Best Management Practices shall apply to all construction projects and shall be required from the time of land clearing, demolition, or commencement of construction until receipt of a certificate of occupancy [BMC 9-3-407].
65. Certain construction and re-construction activities on private property will need to comply

with post-construction Best Management Practices (BMPs), which include Sections 8-1-1007 and 9-3-414.D of the BMC authorizing the City to require projects to comply with the Standard Urban Stormwater Mitigation Plan provisions and the City's Low Impact Development (LID) ordinance. For questions on these requirements, please contact the City's Building Division at (818) 238-5220.

Traffic Engineering

65. No visual obstruction shall be erected or maintained above 3' high or below 10' high in a 5' by 5' visibility cut-off at intersection of street/alley and driveway [BMC 10-1-1303(C)], This requirement includes trees, shrubs, monument, or walls that are 3' or higher.

Parks and Recreation Department

66. Tree protection zones are required around all trees during construction.
67. Trees are required in Park Way. Street Trees are to remain, are required, and require replacement if removed. Contact Burbank Forestry for Approved Trees.
68. Contact Forestry for list of approved street trees. Street Trees are required. All street trees shall be a minimum of 24" box size.
69. Trees in grass shall be installed with Arbor Guards.
70. Add note on planting plan:
Owner to install the street trees, they must contact the Forestry Supervisor, at (818) 238-5343, at least forty-eight (48) hours prior to installation. Failure to contact the City for inspection and installation may cause the removal and replacement at the owner's expense.
71. Must comply with Art in Public Places Ordinance if building costs are over \$500,000.
72. Landscaping and Landscape Plans required.

Burbank Water and Power

Water Division

73. All plan submittals shall contain:
 - a. Size and location of water services (domestic, fire, type and location of the backflow assembly)
 - b. Calculations for sizing of domestic water meter and service
 - c. Landscape irrigation plans
 - d. Plumbing Plans

74. New potable/fire water service will connect from a 6" main located in West Angeleno Street at a static pressure of approximately 140+ psi.
75. The applicant shall be responsible for all additional costs of connection, installation, and abandonment.
76. Temporary potable water may be supplied from the 3/4" existing service located on West Angeleno Avenue after the Applicant has signed up for its use. The existing meter(s) and box(es) must always be protected in place.
77. Since the static pressure at this site exceeds 80 pounds per square inch (PSI), the Building Division requirements for a pressure regulator are to be followed in accordance with the California Plumbing Code (CPC).
78. Domestic meter size shall be adequate to provide the required flow, as determined by a licensed plumber, architect or engineer, calculated from the number of fixture units for the proposed development, pursuant to the CPC, CCR, Title 24, Part 5. Prior to final approval and preparation of an estimate by the BWP Water Division, the applicant shall obtain approval from the Fire Department for appropriate fire service size and appurtenance selection. A deposit will then be collected to cover construction costs for all required services.
79. If the Fire Department requires any new hydrants and/or fire services for this development, the Applicant shall request an estimate for same from BWP Water Division. The full deposit for any required work (including upgrading the fire service/backflow device) must be paid before the Water Division approves the project plans.
80. A service connection shall not be used to supply utility services to any parcel of land other than the parcel for which the service connection is assigned. If the multiple parcels are not consolidated into one parcel, each parcel will require their own potable and fire services at the applicant's cost.
81. A copy of the Development Review shall be shown on the applicant's plan submittal.

Electric Division

82. All electrical installations must conform to the latest revision of the Burbank Water and Power (BWP) Rules and Regulations for Electric Service (Rules and Regulations).
83. The following information shall be included on the construction plans:
 - a. Location of the existing electric service panel
 - b. Dimensions/location of existing/proposed public improvements adjacent to project.
 - c. The width and the location of all the existing and proposed easements.
 - d. Fully dimensioned building elevations showing height of structure from natural grade.
 - e. Location of existing utility poles adjacent to the project's property lines.
 - f. An electrical load schedule and single line diagram.

84. The proposed request to split an existing single-family home into two separate residential units and the addition to the new second unit will conflict with the existing service. In accordance with BWP's rules and regulations, the second unit must be metered separately, provided that Public Works assigns an address for the new second unit. Additionally, overhead service is not possible in the same location because the applicant proposes building a new window where the existing panel is located. The applicant will need to contact the Electric Service Planner to obtain a confirmation of electric service for permanent and temporary power. BWP can provide one single-phase service of 400 amps or less to the property on the southeast side of the new second unit and or on the south side of the existing garage. The applicant will be responsible for actual costs incurred by BWP associated with providing electric service solely for the customer's use and benefit. Costs shall include but are not limited to labor, equipment, metering, transformer upgrade, and the installation of electric service substructures.
85. Only one service entrance is allowed per parcel. If metering is desired for multiple units, a single service entrance with multiple meter sockets will be required. The method and location of service will be determined in the confirmation of the electric service. The applicant can obtain one utility meter per residential unit provided that Public Works assigns an address for the new residential unit.
86. No building or structure be allowed to encroach within the safety clearances of the existing high voltage and low voltage lines along the project's property line. Refer to drawing S-708 for the proper safety clearances from these electrical lines.
87. If temporary scaffolding, platforms, or supporting structures upon which laborers may work shall enter the building envelope clearance during construction, or if aerial truck access is to place workers within a minimum of ten feet of the primary high voltage conductors (up to 12kV), then BWP shall install primary hard covers to the pertinent area of high voltage conductors and exposed equipment at the owner's expense, prior to any work being performed in that area.
88. No open patios or balconies will be erected underneath any high-voltage overhead conductor, regardless of vertical clearance.
89. Existing BWP facilities shall be protected in place. Power poles must be protected in place to prevent any movement of the pole butt during excavation. Anchors must also be protected to prevent slippage or exposure that could reduce or lose holding power. If these requirements cannot be met, then no excavation will be allowed within three feet from the face of poles and five feet from anchors.
90. The BWP fees for providing electric service are Aid-in-Construction (AIC) charges set forth in Section 3.26 of BWP's Rules and Regulations for Electric Service. AIC charges are to recover the actual cost of:
 - a. Design and engineering.
 - b. Providing and installing new facilities to serve the customer.
 - c. Relocating existing overhead or underground facilities.

91. For multi-metered services, all numbering must be completed permanently at all individual units and meter sockets before the service can be energized. See BWP Rules and Regulations, Section 2.68 for acceptable labeling (stenciling or riveted tags are required, permanent marker is unacceptable). Contact Public Works Engineering for unit numbering.

Burbank Police Department

92. All outside lighting shall comply with the requirements of Burbank Municipal Code 5-3-505 - Outside Lighting.
93. Pursuant to Burbank Municipal Code 9-1-1-2703 Public Safety UHF Radio Amplification System, all buildings and parking structures shall be capable of supporting emergency safety service radio communication systems. All enclosed and/or subterranean interior areas of this project will be tested upon completion of construction to determine the radio signal transparency. Any buildings or structures which cannot pass the appropriate radio signal strength test may require installation of a radiating cable antennae or internal multiple antennae low power repeater system with or without FCC-type accepted bi-directional UHF amplifiers as necessary to meet this requirement.
94. Buildings/structures shall display a street number in accordance with Burbank Municipal Code 9-2-505.1(A) – Residential Building Identification and/or Burbank Municipal Code 9- 2-505.1(B) – Commercial Building Identification.
95. Pursuant to Burbank Municipal Code 9-2-505.1.1 - approved numbers or addresses shall be placed on all new and existing buildings in such a position as to be visible and legible from the street or road fronting the property and from the alley or rear accessway to the property. Numbers/addresses on residential structures shall be at least four (4) inches (101.6 mm) in height with three-fourths (3/4) inch (19.1 mm) stroke. All other occupancies shall have numbers/addresses a minimum of six (6) inches (152.4 mm) in height with three-fourths (3/4) inches (19.1) stroke. All numbers/addresses shall contrast with their background.
96. Pursuant to Burbank Municipal Code 9-2-506.1(a) - Key Boxes For Police:
 - A. Residential Dwellings: When access to or within a multiple-family dwelling or complex or private residential community is unduly difficult because of secured openings or where immediate access is necessary for lifesaving or police purposes, a key box is to be installed in an accessible location. The key box shall contain keys to allow access to security gates or doors as required by the Chief of Police
 - B. Other Buildings: When access to or within a multi-occupancy building is unduly difficult because of secured openings or where immediate access is necessary for lifesaving or other police purposes, a key box may be required by the Chief of Police.
97. The installation shall occur during the construction phase. Depending on the size of the development, more than one “key box for police” may be required. Your project requires a “key box for police,” also known as KnoxBox, to be installed in the following location(s):

Police KnoxBox to be mounted on the wall adjacent to the main front door. The box must be visible while standing at the front door, and easily accessible.

98. Recommendation - Preventive measures should be taken to secure any entrances to the building(s) from any parking structures to prevent the possibility of theft or burglary. (Burbank2035 General Plan Safety Element Goal 3, Policy 3.2 – Reduce opportunities for criminal activity through physical design standards such as Crime Prevention Through Environmental Design (CPTED) and youth programs, recreation opportunities, educational programs, and counseling services.)
99. Recommendation - All exterior doors, other than primary entry doors, shall be self-closing and self-locking to prevent trespassing. (Burbank2035 General Plan Safety Element Goal 3, Policy 3.2 – Reduce opportunities for criminal activity through physical design standards such as Crime Prevention Through Environmental Design (CPTED) and youth programs, recreation opportunities, educational programs, and counseling services.)
100. Recommendation - Secure fencing around the construction site with locking gates and appropriate lighting should be installed during construction to prevent trespassing and theft. During construction, the Police Department should be given the emergency contact information of contractors and owners for any problems encountered after normal construction hours. (Burbank2035 General Plan Safety Element Goal 3, Policy 3.2 – Reduce opportunities for criminal activity through physical design standards such as Crime Prevention Through Environmental Design (CPTED) and youth programs, recreation opportunities, educational programs, and counseling services.)
101. Recommendation - To ensure construction personnel is aware of the restricted construction times, the developer should install a legible, professionally made sign(s) 2 ft. X 3 ft. in size in location(s) satisfactory to the City Planner and the Police Department that states, "NOTICE: THE CITY OF BURBANK LIMITS CONSTRUCTION ACTIVITIES OF THIS PROJECT (DEMOLITION, EXCAVATION, GRADING, ACTUAL CONSTRUCTION, AND LANDSCAPING) as follows: 7:00 AM TO 7:00 PM MONDAY THROUGH FRIDAY, AND FROM 8:00 AM TO 5:00 PM ON SATURDAY. THERE SHALL BE NO WORK PERFORMED ON SUNDAYS OR MAJOR HOLIDAYS." Any exceptions would be subject to the approval of the Directors of both the Community Development and Public Works Departments.
102. Burbank Municipal Code 9-1-1-105.10 – Construction Hours: The following construction hours shall apply to all construction, alteration, movement, enlargement, replacement, repair, equipment, maintenance, removal, and demolition work regulated by this code:
Construction Hours:
Monday – Friday 7:00 a.m. to 7:00 p.m.
Saturday 8:00 a.m. to 5:00 p.m.
Sunday and City Holidays – None
103. Recommendation - Stairwells, the interiors of which are not completely visible when first entering, shall have mirrors so placed as to make the whole stairwell interior visible to pedestrians outside. (Burbank2035 General Plan Safety Element Goal 3, Policy 3.2 –

Reduce opportunities for criminal activity through physical design standards such as Crime Prevention Through Environmental Design (CPTED) and youth programs, recreation opportunities, educational programs, and counseling services.)