



City of Burbank
 Planning and Transportation Division
GENERAL COMMERCIAL AND INDUSTRIAL DEVELOPMENT PERMIT
 Application

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

A General Commercial and Industrial development permit application form, along with all applicable specific application forms and other required materials must be completed and submitted to the Planning and Transportation Division for all projects that are subject to review and/or approval by the City of Burbank. Please complete each section. If certain items do not apply to this project, please indicate with a "N/A." Incomplete application forms may result in processing delays.

NOTE: Unless exempt, all project applications are subject to the requirements and guidelines of the California Environmental Quality Act (CEQA). Should you have any questions please call the Planning Division at 818-238-5250.

Application Types		
<input type="checkbox"/> Administrative Use Permit	<input type="checkbox"/> General Plan Amendment	<input type="checkbox"/> Sign Variance
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Lot Line Adjustment	<input type="checkbox"/> Variance
<input type="checkbox"/> Covenant Agreement	<input type="checkbox"/> Map (Tentative Tract Map, Parcel Map)	<input type="checkbox"/> Zone Map Amendment
<input type="checkbox"/> Development Agreement	<input type="checkbox"/> Planned Development	<input type="checkbox"/> Zone Text Amendment
<input type="checkbox"/> Development Review	<input type="checkbox"/> Parking Agreement	<input type="checkbox"/> Other _____

Project Information	
Project Address:	Zoning:
Current use of site:	Existing Covenants: <input type="checkbox"/> No <input type="checkbox"/> Yes. If yes, attach copies
Lot Area:	Year(s) structure(s) built:
APN:	Legal Description:
Number of existing on-site parking spaces:	Existing square footage:
Current Site Description: Describe the project site as it currently exists, including information about topography, soil stability, plants (including mature trees) and animals, and any cultural historical or scenic attributes. Describe any existing structure(s) on the site and the use of the structure(s). Attach photographs of the site. (Prepare/attach separate exhibit(s) as necessary)	
Project Description/Applicant Request: (You may need to prepare and attach separate exhibits)	
1. If the project involves demolition and new construction, describe total project. e.g. demolition, age of building to be demolished, grading, excavation, construction, etc.	
2. If commercial, indicate the type, whether neighborhood, city, or regionally oriented, square footage of sales area, square footage of office area, loading facilities, and number of employees.	
3. If industrial, indicate type, estimated employment per shift, number of shifts and loading facilities.	
4. If institutional, indicate the major function, estimated employment per shift, number of shifts, estimated occupancy, loading facilities, and community benefits to be derived from the project.	
5. Will project be owner-occupied or will it be leased to tenants not currently identified? If tenants are known, please list them.	

Project No. _____ Address: _____ Date: _____

Applicant	
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	

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:	
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	<input type="checkbox"/> Labels	<input type="checkbox"/> Radius Map	
Notes:			

Project No. _____ Address: _____ Date: _____

ENVIRONMENTAL INFORMATION

1. List and describe all other related permits and other public approvals required for the project, including those required by City, Regional, State and Federal agencies.

Are the following items applicable to the project or its effects? Discuss below all items checked yes. (Attach additional sheets as necessary.)

2. Are Federal, State and/or County funds involved in this project? If yes, please specify:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Will paints, solvents, asbestos, pressurized gas, cleaning fluids, acids or other chemicals be used in the business? If yes, please specify:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Do you have a hazardous materials list on file with the Burbank Fire Department?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Change in existing features of any hills or substantial alteration of topography	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Change in scenic views or vistas from existing residential areas, public lands or roads	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Change in pattern, scale or character of general area of project	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Significant amounts of solid waste or litter	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Change in dust, ash, smoke, fumes or odors in vicinity	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Change in ground water quality or quantity, or alteration of existing drainage patterns	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11. Substantial change in existing noise or vibration levels in the vicinity	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12. Site on filled land or on slope of 10% or more	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13. Use or disposal of potentially hazardous materials, such as toxic substances, flammable or explosives	<input type="checkbox"/> Yes	<input type="checkbox"/> No
14. Substantial change in demand for municipal services (police, fire, water, electricity, sewage, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
15. Substantial increase in fossil fuel consumption (electricity, oil, natural gas, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
16. Is there a relationship to a larger project or series of projects? If new construction or expansion of present facilities will take place after demolition, the action is part of a larger project.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
17. Describe the surrounding properties, including information on plants (including mature trees) and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (single-family, apartment houses, commercial, industrial, etc...). Photographs may accompany written description (Prepare/attach separate exhibit(s) as necessary.)		
18. Describe how the project will affect existing patterns of land use. If new construction alters land use from existing patterns, requires a variance or conditional use permit, or increases size or bulk of existing uses please describe. (Prepare/attach separate exhibit(s) as necessary.)		

Project No. _____ Address: _____ Date: _____