



City of Burbank  
Planning and Transportation Division  
Single Family Residential Instructions  
**MINOR EXCEPTION TO SETBACK**

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

**This type of application is required if you wish to continue an existing non-conforming side yard setback.**

**TO ALL APPLICANTS:** There is no guarantee, expressed or implied, that any permit or application will be granted. The applicant shall understand that each matter must be carefully investigated and the resulting decision may be contrary to a position taken or implied in any preliminary discussions. Also note the burden of proof regarding this application rests upon the applicant.

**The following items must be provided for a Minor Exception to Setback application to be accepted for review:**

1. Completed application form
2. One full sized copy of site plan, floor plans, and elevations to show alterations or new construction proposed, drawn to scale and adequately dimensioned and 1 reduced copy of the plans (11" x 17") (See attached plan requirements)
3. One copy of any supporting documents that are in color
4. Property survey verifying property lines and location of existing and proposed structures in relation to property lines
5. Additional sheet(s) describing how you think your application satisfies each of the required findings listed below (optional)
6. Application fee

*What happens?*

Your application is reviewed by the City Planner and the Building Official, or other designated staff. For the City to approve your application, **each of the following findings must be made:**

1. The non-conforming minor addition, alteration or other minor non-conforming work is necessary for one or more of the following reasons:
  - a. The work is necessary to reduce a hazard or safety problem identified by a government official charged with identifying such hazards or problems;
  - b. the work is necessary to maintain or improve the aesthetic appearance or architectural viability of the structure; or
  - c. Requiring the alteration or addition to conform strictly to setback requirements would unreasonably add to the cost of construction.
2. The alteration or addition will not increase the height or number of stories of the existing non-conforming structure, and any non-conforming additions are of equal or lesser height than the existing structure.
3. The alteration or addition will not result in any decrease of the existing setback or otherwise increase the degree of non-conformity of the existing structure or create a new non-conformity.
4. Windows, doors, wall covering and roof materials, and other architectural features of the alteration or addition will be consistent with the remainder of the structure
5. The alteration or addition will not degrade the appearance or architectural quality of the structure.
6. The alteration or addition as proposed will not have unnecessary or unreasonable detrimental impacts to neighboring properties or structures including but not limited to impacts to light and sunlight, air circulation, privacy, scenic views, or aesthetics.

If your application is approved, the record of approval is your approved building permit application. There is no public hearing and no public notice is provided. If your application is denied, you may appeal the decision to the Planning Board by filing an appeal application along with the appeal filing fee (\$100).