



City of Burbank
Planning and Transportation Division
DEVELOPMENT REVIEW
APPLICATION GUIDELINES

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

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. Decisions by staff may be appealed by any person to the Planning Board.

The following items must be provided for a Development Review application to be accepted for review:

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| 1. Application Fees. A Los Angeles County Clerk filing fee for CEQA may be required at time of application and another fee may be necessary depending of the type of environmental review required |
| 2. A general application, radius map, and labels (in accordance with attached requirements) |
| 3. 13 full sized copies of site plan, floor plans, and elevations to show alterations or new construction proposed, drawn to scale and adequately dimensioned and one reduced copy of the plans (11" x 17"). (See attached plan requirements) |
| 4. 13 copies of any supporting documents that are in color |
| 5. Neighborhood Compatibility Worksheet and supplemental materials including photographs (for projects in multiple family zones only) |
| 6. One reduced site plan (11" x 17" or comparable) |

WHAT IS DEVELOPMENT REVIEW?

Development Review (DR) is the procedure that the City uses to review proposed development projects for conformance with adopted codes and regulations. With the exceptions of those projects that are exempted (see below), applications for the review of proposed projects must be filed with the Planning and Transportation Division of the Community Development Department. This application package includes a DR application form, a list and explanation of materials that are needed to present the project, and a discussion of the DR procedure.

The following question and answer discussion of the procedure will hopefully provide you with the information that is essential in understanding the DR process.

DO I NEED TO FILE AN APPLICATION FOR MY PROJECT?

The DR procedure is required for all except the following types of projects:

1. Single-family residential construction projects in a single-family residential zone;
2. Additions to or new construction of a single family home including accessory structures thereto on a multiple family zoned lot use for single family residential purposes;
3. Additions to or detached accessory structure to any existing multi-family structure which do not:
 1. exceed five hundred (500) square feet in gross floor area;
 2. add any dwelling units to an existing project;
 3. add any bedrooms to an existing unit so as to require one or more additional parking spaces.
4. Additions to any existing commercial or industrial structure which do not exceed 1000 square feet; Interior remodeling of an existing structure, provided such remodeling does not include a change in use;
5. Minor revisions to a project as determined by the Director which previously received DR approval and where such approval has not expired;
6. Demolition of buildings when determined by the Director or designee to be beneficial to the public health, safety or general welfare or, when such demolition is not done in preparation for a building permit subject to DR;
7. Minor projects which the Director determines to be highly consistent with adopted plans of the City and in compliance with the code.

A question as to whether or not a proposed project qualifies under one of these exemptions, or any other question regarding this procedure, should be directed to a planner.

The Planning Counter is located at 150 North Third Street, one block from City Hall. If a proposed project is exempt from DR, a plan check review by the Building Division is still necessary.

DR IS REQUIRED FOR MY PROJECT, WHAT SHOULD I DO FIRST?

Unless you have previously been through the DR process, and are also aware of the applicable development standards, you should discuss your proposed project with a planner prior to your submittal of a DR application. This discussion will give you the assurance that you are on the right track in the design of your project and that you are preparing your DR submittal package as

specified. However far along you are in your project development, the planner will be able to assist you in guiding it through the review process.

IS A PRELIMINARY REVIEW AVAILABLE?

If you wish to have a more complete review of your project prior to a formal DR submittal, you may request that a "Pre-Application Review" be conducted. To initiate this you need only submit two (2) sets of plans (see Plan Requirements on pages 4-6), and a completed application form (no application fee is necessary) to the Planning Division counter. Your plans and application will be reviewed by the representatives of various City departments and divisions. Approximately two weeks later, a planner will discuss the results of the review with you, and will assist you in solving any possible problems that were identified.

I AM READY TO SUBMIT A FULL APPLICATION FOR DR. HOW DO I START THE PROCESS?

To ensure that the DR Committee has all the information that is normally necessary for them to review a proposed project for code compliance, it is important that your submittal package is consistent with the following guidelines. Your application package will be preliminarily checked for completeness at the counter when you submit it; lack of any item may result in a refusal to accept the application. In order to ensure that your submittal package will be complete, preliminary discussions with a planner are encouraged.

If you have provided all the necessary materials, and paid the application fee, your application will be deemed "complete" within 30 days of application submitted (thus activating the State Permit Streamlining Act, as amended Chapter 4.5, Division 1, Title 7, of the California Government Code).

WHAT IS THE REVIEW PROCEDURE?

Once the application package has been received by the Planning Division, an individual planner will be assigned to the project. The project planner will distribute the plans and application materials to the DR Committee (comprised of representatives from the following City Departments/Divisions: Fire, Police, Public Works, Parks, Recreation & Community Services, Building, Burbank Water & Power, and Planning), and schedule the project for discussion at the end of a three week review period.

The comment forms that are submitted by each DR Committee representative will reflect the corrections (if any) that must be made to the project in order to conform to City Code requirements. The review is solely to check code consistency; no discretionary requirements will be imposed during this process.

Once the appropriate environmental review is conducted, the DR comments/corrections will be delivered to the applicant under a cover letter conditionally clearing the project for submittal into the plan check/building permit stage.

HOW LONG DOES THE DR PROCESS TAKE TO COMPLETE?

The goal is to complete the review of those projects that do not require discretionary approvals, and which are not of geographic significance, in a period of three months from the date the application is deemed complete. Environmental reviews, public noticing requirements, and discretionary hearings will lengthen the review periods for projects requiring such.

IS THERE ANYTHING THAT I MUST DO AFTER I SUBMIT A DR APPLICATION?

Yes. Our local ordinance requires that all DR projects be given public notice ten (10) days prior to final DR clearance. This noticing is accomplished via mail-out to all property owners within 1000 feet of the subject site, and by posting of a sign on the site. The project planner will prepare and mail notices to the surrounding property owners at least ten (10) days prior to scheduled DR clearance. The project applicant must arrange for the preparation and posting of the site sign. The project planner will provide sign specifications and the date by which the sign must be posted.

WHAT IS THE END RESULT OF THE REVIEW?

Following the DR Committee's review of the project submittal, and completion of the required public noticing, the applicant will receive a completion notice. The completion notice will include each of the comment forms that were submitted by the DR Committee members, listing possible corrections that must be made to the project to bring it into conformance with code requirements. Receipt of the completion notice and modification of the project in compliance with code requirements authorizes the applicant to apply for the Building Plan-Check process. While every attempt is made during the DR process to note all aspects of the project that are inconsistent with code requirements, **THE APPLICANT IS ULTIMATELY RESPONSIBLE FOR THE PROJECT'S COMPLETE CONFORMANCE WITH ALL BURBANK MUNICIPAL CODE REQUIREMENTS.**

IS THERE AN APPEAL PROCEDURE?

Yes. The applicant or a member of the public may file an appeal, which will result in a public hearing before the City Planning Board. The Board's decision will be whether or not the particular code provision that is the subject of the appeal had been correctly applied to the project or correctly interpreted by City staff. An appeal based upon any other grounds (such as the perceived adequacy of the Code requirements) could not be upheld by the Board. An appeal must be filed within fifteen (15) days after the final clearance is given by the Director. If a project is appealed, the applicant will be required to provide ten sets of plans with revisions in order to demonstrate that the project will be compliant with code and meet appropriate compatibility requirements.

ONCE A PROJECT HAS BEEN GIVEN DR CLEARANCE, FOR HOW LONG IS THE CLEARANCE VALID?

DR clearance to apply for Building Plan Check remains valid for one (1) year from the date that the letter transmitting that clearance to the applicant was mailed. Plan Check must be applied for prior to the termination of the clearance period, and the building permit must remain valid until the project has been completed.