



City of Burbank
 Planning and Transportation Division
PLANNED DEVELOPMENT
 Application

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 recommendation or 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.

PLEASE PROVIDE THE FOLLOWING:	
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 on the type of environmental review required
2.	A general application, radius map, and labels (in accordance with attached requirements).
3.	18 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.	18 copies of any supporting documents that are in color
5.	Vehicular and Circulation Plan - for streets and rights-of-way within and adjacent to the planned development and for intersections and extensions of vehicles, goods, pedestrians, and bicycles within the planned development, and to and from adjacent streets.
6.	Parking Plan - Fully dimensioned, showing all proposed parking, including garages, and covered and uncovered stalls. Number each stall, show striping, wheel stops, and directional arrows. Show the dimensions of all circulation features including internal streets, driveways, turn around areas, access areas, and loading or service areas.
7.	Floor Plans - For each floor, fully dimensioned, showing interior floor plan. Show distance to property lines on all sides for all projections including fireplaces, chimneys, porches, platforms, stairways, and balconies.
8.	Building Elevations – For each principal frontage, fully dimensioned, fully specifying roof and exterior wall materials, color, and texture. Show total height of structure, on each elevation view, measured from natural grade to highest point on structure.
9.	Common Facilities Plan - For residential developments, such as open space areas, swimming pools and cabanas, recreation centers, and tennis courts. This shall include plans for all common facilities areas and a complete narrative description of all proposed activities.

THE FOLLOWING ITEMS ARE REQUIRED UNLESS INITIALED BY A PLANNER	
	On-site drainage plan - minimum scale, indicating grading and drainage of site and affected areas adjacent to the site.
	Sign plan - Fully dimensioned elevation of each sign proposed, calling out all dimensions, textures, colors, illumination, and placement details. Show relationship to all driveways, landscape areas, parking stalls, and buildings. Show relationship to all other signs on the premises existing and proposed.
	Exterior lighting plan - showing the location, type, height, and manufacturing specifications of any fixtures.
	Landscape plan - Fully dimensioned and detailed landscape plan drawn at the same scale as the plot plan, and including: full specifications chart calling out all plant types by botanical and common name, number, size, planting distances, specifications, planting and staking details, irrigation specifications, curbing; hardscape treatments, location of all street trees, light standards, parkway treatments, fences and walls.
	Cut and fill map - topographic map of the entire site, showing contours of entire site at an interval of five feet, colored to indicate cut (brown) and fill (yellow), natural (green), pads, and streets (white).
	Survey of site - a complete survey of the entire project area prepared by a civil engineer or licensed land surveyor. The survey shall show all boundaries, monuments, and contour lines at 5-foot intervals
	Walls and fences - showing the location, dimensions, and construction type should be on the site plan
	Energy consumption measures - description of measures intended to reduce energy consumption, including active solar systems, and measures to provide for passive and natural heating and cooling opportunities.
	Tabulations showing the following: <ul style="list-style-type: none"> <input type="checkbox"/> Square footage and percent of commonly-owned open space area. <input type="checkbox"/> Square footage and percent of lot coverage. <input type="checkbox"/> Square footage and percent of lot coverage by impermeable surface. <input type="checkbox"/> Square footage and percent of landscape areas. <input type="checkbox"/> Square footage of each dwelling unit and/or tenant space.

	Materials palette - depicting the exterior treatment of the development
	Color perspective - one architectural quality rendering of the property in either one or two point perspective, showing all applicable exterior treatment details including surfaces, roof textures and planes, streetscape/hardscape, landscape, and parking lot
	Additional information the City Planner deems appropriate or necessary is listed below. This constitutes written notice under Burbank Municipal Code Section 10-1-19125 (e).

Residential Projects	
Unit Type	Number of Units
Studio	
One Bedroom	
Two Bedroom	
Three Bedroom	
More Than Three Bedrooms	
Total Number of Units	
Gross Land Area:	Gross Square Feet of Land Area Per Unit:
Height (in feet):	Number of Floors:
Type (UBC) of Construction:	
Parking Provided	
Compact	Standard
Guests	Total

Non-Residential Projects	
Type of Land Use: <input type="checkbox"/> Retail <input type="checkbox"/> Industrial <input type="checkbox"/> Office <input type="checkbox"/> Other	
Floor Area of Building(s):	Site Area:
square feet	square feet
Floor Area Ratio (floor area divided by site area):	
Amount of Parking Provided:	Total
Compact	Standard

Proposed Development Schedule			
	Phase I	Phase II	Other Phases
Begin Construction			
Construction Completed			
Full Occupancy			

List below the public improvements related to each phase that are needed	
Phase I	
Phase II	
Other Phases	

Program Statement

List uses proposed:

General Plan Amendment Do you propose a use or structure which is not consistent with the Burbank General Plan?
Yes No If no, what is the General Plan Amendment proposed? Please provide justification for proposed General Plan Amendment:

Requests for specific regulation: The planned development process allows specific regulation by development agreement in place of the requirements found in the Burbank Municipal Code.

Zoning: Do you propose a land use not permitted or conditionally permitted under current zoning? Yes No
If yes, what are the proposed land uses not currently permitted under the existing zoning, why is the land use you propose more beneficial to the City than the land uses allowed under current zoning and why would the land use you propose not be detrimental to the surrounding neighborhood and community?

Do you propose any subdivision of land as part of your project such as a parcel map, tract map, or lot line adjustment?
Yes No If yes, please complete the appropriate application form(s) and include as an attachment.