



City of Burbank
Planning and Transportation Division
Single Family Residential Instructions
HOME MUSIC LESSONS ADMINISTRATIVE USE PERMIT

150 North Third Street
Burbank, California 91502
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This type of application is required to operate a home occupation to provide music lessons.

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 an application for a Administrative Use Permit for home music lessons to be accepted for review:

1. Completed Single-Family Residential application form.
2. Three sets of project plans (11" x 17" or comparable size) including site plan and floor plan, with indication of which portions of the home will be used for the music lessons (please refer to Standard Plan Details/General Requirements for contents of plans).
3. One copy of proof that the house to be used for the home occupation is your primary residence (valid California Driver's License or California Identification Card or proof of voter registration).
4. Radius map and mailing labels for all property owners and occupants within a 150-foot radius of the subject property (see Mailing Label Requirements handout and instructions).
5. Additional page(s) with additional information that explains how the proposed home occupation will meet the operating conditions contained in BMC Section 10-1-672, subsection M (listed below).
6. Application fee (please refer to current fee schedule).

What happens?

Your application is reviewed by the Planning Division. For the City to approve your application, the following conditions must be met (BMC Section 10-1-672(M)):

1. Applicants must obtain an Administrative Use Permit pursuant to Division 4.1 of Article 19 of BMC Chapter 10, except that notice of the decision shall be mailed to all property owners and occupants within a 150-foot radius of the property. As part of the Administrative Use Permit process, the property owner of the premises upon which the music lesson will be given shall be provided notice of such intent.
2. Applicants for an Administrative Use Permit to teach music lessons to minors, students under 18 years of age, will be required to submit fingerprints in order to obtain applicant's criminal history. After submittal of the application, the assigned staff Planner will contact the Applicant for further processing.
3. Music lessons may only be conducted **between the hours of 9:00 a.m. and 7:00 p.m.** (hours of operation).
4. Music lessons must be limited to a **maximum of any five (5) days per week (days of operation) with the exception of Sundays. No music lessons shall be conducted on Sundays.**
5. Music lessons must be limited to a **maximum of ten (10) students per day.**

6. Music lessons may be conducted with **up to, but no more than, two (2) students per lesson**. There shall be no group lessons, recitals, or concerts conducted on the premises of the home occupation.
7. No person shall conduct music lessons in such manner that the noise or sound or vibration from such music lessons exceeds the standards set forth in Article 2, Title 9, in Chapter 3 of the Burbank Municipal Code.
8. There must be designated on the premises a **location for the queuing of students** before and after lessons to prevent the uncontrolled loitering of students in the residential area. **Such location shall be shown on the submitted site plan.**
9. There must be on premises parking for persons coming to or leaving music lessons. On premises **parking must be provided for at least one (1) vehicle in addition to the required parking for the residence itself and must be shown on the submitted site plan.** Such parking area may be located in a driveway in a single family residential zone. Guest parking may be used to satisfy this requirement in a multiple family residential zone. When music lessons are being conducted, the designated parking area must be left open and available for student parking.
10. Music lessons are prohibited in any multi-family structure that shares a common wall or ceiling or floor with any other unit.
11. The applicant is responsible for all costs associated with the permitting process, including any applicable background investigation fees, as established by the Burbank Fee Resolution.

Before action is taken by the Community Development Director to approve or disapprove your application, notice of the pending decision will be mailed to all property owners and tenants of properties within a 150-foot radius of your property. Any property owner or tenant within a 150-foot radius of your property (including you as the applicant) may appeal the Community Development Director's decision to the Planning Board within 15 days of the mailing date of the decision. If no appeal is filed, the Director's decision is final. If an appeal is filed, the matter is scheduled for a public hearing at the Planning Board (additional sets of plans will be required if the decision is appealed).

Please note: the following additional regulations apply to all home occupations. Please refer to BMC Section 10-1-682 for a complete listing of all regulations that may be applicable.

- a) Only persons whose primary residence in the dwelling unit may engage in the home occupation.
- b) Employment for actual work conducted on the premises of the home occupation shall be limited to: the resident or residents who is, or are, principal owner or owners of the business, and any other resident of the dwelling unit. No non-resident person may conduct work on the premises in conjunction with the home occupation. Baby sitters, care-givers and/or domestic staff are not considered employees of a home occupation, unless they perform work related to the home occupation.
- c) The home occupation(s), either singular or combined, may cumulatively occupy no more than the greater of: 1) 400 square feet, or 2) 20 percent of the combined square footage of the dwelling unit and any accessory structure that is not a garage or area required for the parking of vehicles. The home occupation may only be conducted and the storage of materials, equipment, inventory, supplies, and files for the home occupation(s) is only permitted inside the dwelling unit or an entirely enclosed roofed accessory structure that is not a garage. Storage of materials, equipment, inventory, supplies, and files for the home occupation(s) shall not cumulatively occupy more than 25 percent of the permitted area for the home occupation.

- d) If an accessory structure, or a portion of an accessory structure, is used for the home occupation, the accessory structure used for the home occupation shall not be any garage, carport, or any other area required or designated for the parking of vehicles.
- e) No sign, nameplate, or other form of advertising shall be displayed on the premises in connection with the home occupation except for a total of one (1) non-free-standing sign per dwelling unit not exceeding one-half (1/2) square foot located on the mailbox or, if there is no mailbox, near the mail delivery area identifying the home occupation(s). There shall not be any alteration of the appearance of the premises for the purpose of attracting attention to a home occupation.
- f) Only materials, equipment, and/or tools recognized as part of a normal household or necessary or convenient for domestic purposes shall be used in the home occupation. No motor power other than electrically operated motors, acceptable for connection to a 110 and 220 volt circuit, with a maximum of one (1) horsepower per motor and a total of two (2) horsepower, shall be used.
- g) Fire suppression equipment appropriate to the specific home occupation shall be required as determined by the Burbank Fire Department.
- h) The home occupation shall not create any radio or television interference or create discernable noise, glare, dust, odor, vibrations, or unreasonable disturbance in excess of that which is normal to a residential use of the premises. Nor may the home occupation cause or generate any other condition that interferes with the peace, health, safety or general welfare of people or property in the surrounding area.