



CITY OF BURBANK
COMMUNITY DEVELOPMENT DEPARTMENT

150 North Third Street, P.O. Box 6459, Burbank, California 91510-6459
www.burbankca.gov

May 24, 2021

R.A. HAMERLY AIA ARCHITECT, INC.
7353 SILKWOOD LN.
HIGHLAND, CA 92346

RE: PROJECT NO. 20-0005303 (Conditional Use Permit and Single Family Special Development Permit) – APPROVED
630 South Parish Place

Dear Mr. Hamerly,

This letter is to notify you that the Planning Board reviewed the above-referenced application for Project No. 20-0005303 at the public hearing held on May 24, 2021 and approved the request. **The signed Planning Board resolution** (including all Conditions of Approval) is enclosed herewith for your records.

Please be advised that the decision of the Planning Board will become final on the 15th day following the date that the Planning Board adopted the resolution regarding the decision. The Planning Board adopted the resolution approving the application on May 24, 2021. Therefore, the 15-day appeal period will end on **June 8, 2021, at 5:00 p.m.**, in accordance with Burbank Municipal Code Section 10-1-1907.3. Any appeal(s) must be submitted to the Planning Division with the applicable filing fee (\$1,089.00) prior to the expiration of the appeal period, or by 5:00 p.m. on June 8, 2021.

Sincerely,

COMMUNITY DEVELOPMENT DEPARTMENT

GREG MIRZA-AVAKYAN

Associate Planner

cc: CBC Holding Company, LLC

ADMINISTRATION

818.238.5176



BUILDING & SAFETY

818.238.5220



ECONOMIC DEVELOPMENT & HOUSING

818.238.5180



PLANNING

818.238.5250



SECTION 8 & CDBG

818.238.5160



TRANSPORTATION

818.238.5290

RESOLUTION NO. 3430

**A RESOLUTION OF THE PLANNING BOARD OF THE CITY OF BURBANK
APPROVING A REQUEST FOR A CONDITIONAL USE PERMIT AND SINGLE
FAMILY SPECIAL DEVELOPMENT PERMIT TO ALLOW THE CONSTRUCTION OF
A 4,153-SQUARE-FOOT SINGLE-FAMILY RESIDENCE WITH A SUBTERRANEAN
PARKING GARAGE AND BASEMENT SPACE (PROJECT NO. 20-0005303) BASED
ON THE FINDINGS OF FACT AND SUBJECT TO THE RECOMMENDED
CONDITIONS OF APPROVAL**

(630 S. Parish Place – R.A. Hamerly AIA Architect, Inc., Applicant)

THE PLANNING BOARD OF THE CITY OF BURBANK FINDS:

A. The Planning Board of the City of Burbank at its regular meeting of May 24, 2021, considered a request to for a Conditional Use Permit (CUP) and Single Family Special Development Permit (SFSDP) to construct a new 4,153 square foot single-family residence with a subterranean parking garage and basement space at 630 S. Parish Place.

B. Said hearing was properly noticed in accordance with the provisions of Section 10-1-1942 of the Burbank Municipal Code.

C. The Planning Board considered the report and recommendations of the City Planner and the evidence presented at such hearing.

D. This project has been determined to be exempt from the California Environmental Quality Act (CEQA) in accordance with Section 15303(a) of the State CEQA Guidelines for the construction of small structures such as a single-family residence.

THE PLANNING BOARD OF THE CITY OF BURBANK RESOLVES:

E. Project No. 20-0005303 is hereby approved, subject to the associated conditions of approval. The approval is based on the ability of the Planning Board to make each of the following findings:

Findings for Conditional Use Permit

1. *The use applied for at the location set forth in the application is properly one for which a conditional use permit is authorized by Chapter 10 of the Burbank Municipal Code.*

The Project site is located within the R-1-H (Single Family Residential Horsekeeping) zone. Pursuant to BMC Section 10-1-603(l)(12), subterranean parking garages may be approved with a Conditional Use Permit. Therefore, this finding can be made.

- 2. The use is not detrimental to existing uses or to uses specifically permitted in the zone in which the proposed use is to be located.*

Approval of a Conditional Use Permit (CUP) for the subterranean parking garage will not pose any adverse impacts to neighboring land uses. The proposed residence is located approximately 25'-0" from the front property line, which is consistent with setback of similar structures within the neighborhood as viewed from the street and neighboring properties. The garage is fully subterranean and will not have an adverse impact as it relates to mass and scale and therefore will not create a visual impact on the neighborhood. Therefore, this finding can be made.

- 3. The use will be compatible with other uses on the same lot, and in the general area in which the use is proposed to be located.*

The proposed residence with subterranean parking garage and basement space would be located within a fully built-out residential neighborhood as a new residence replacing an existing residence. The proposed single-story, single-family residence is consistent with the mostly single-story residential character of the neighborhood, despite several examples of two-story residences in the vicinity. The replacement single family residence and attached subterranean garage being built as part of this project consistent with the Low-Density Residential land use designation within the Burbank 2035 General Plan. The proposed subterranean garage is not going to have a visual impact on the neighborhood, as the garage entrance is below the street-level sight lines. Therefore, this finding can be made.

- 4. The site for the proposed use is adequate in size and shape to accommodate the use and all of the yards, setbacks, walls, landscaping, and other features required to adjust the use to the existing future uses permitted in the neighborhood.*

The proposed residence has been reviewed against the development standards for the R-1-H (Single-Family Residential Horsekeeping) zone and has been determined to be compliant with the yards, setbacks, landscaping, and all applicable development standards. The Project site is adequately sized to accommodate the construction of the single-family residence with a subterranean garage within the basement area. Therefore, this finding can be made.

- 5. The site for the proposed use relates to streets and highways properly designed and improved to carry the type and quantity of traffic generated or to be generated by the proposed use.*

The proposed single-family residence will not create a new impact to traffic generation beyond the amount that could be anticipated from the existing single-family residential use of the property. There will be a short-term increase in traffic associated with the construction phase, as is typical with any construction project. The improvements to the driveway area of the proposed residence will reduce the existing driveway from a circular to a singular driveway, reducing the amount of curb cuts on the north side of South Parish Place. Therefore, this finding can be made

6. *The conditions imposed are necessary to protect the public health, convenience, safety, and welfare.*

The Conditions of Approval have been included to ensure that the residential use is constructed and operates in a manner that protects the public health, convenience, safety, and welfare. These Conditions of Approval include compliance with the standards imposed by the Burbank Municipal Code, requirements by City of Burbank Departments and Divisions, and other standard requirements and design criteria, as listed in the attached resolution. Therefore, this finding can be made.

Findings for a Single Family Special Development Permit

1. *The house conforms to all of the required standards of this Article unless an exception has been approved.*

The proposed single-family residence is consistent with the applicable development standards of the Burbank Municipal Code (BMC) in the R-1-H zone, including requirements for dimensions related to density, maximum height, maximum number of stories, maximum Floor Area, maximum Lot Coverage, minimum yard setbacks and requirements for structures within setbacks, maximum fence and wall height, parking and driveway requirements, maximum hardscape within the front yard area, internal circulation and tree planting requirements. Therefore, this finding can be made.

2. *If the house has an FAR greater than .35 or is larger than 3,000 square feet, or involves an addition or remodel that requires a Permit (but the FAR remains less than 0.40 with the addition), the house has been reviewed against the Neighborhood Compatibility and the house complies with the City's Single Family Design Guidelines.*

The Project has been reviewed for neighborhood compatibility and complies with the adopted Design Guidelines. Enclosed is a completed Neighborhood Compatibility Review – Design Guidelines Checklist for the Project (Attachment 1 to this Resolution). The residence is not a Burbank Characteristic Residential Architectural style per se; however, it is a singular contemporary American Farmhouse style that has consistent design character, rooflines, components, proportions, and details that are extended to all exterior portions of the structure. Many of these features included in the project are found in the neighborhood, and as a result produce an overall design that is consistent with the principles of 360-degree architecture contained in the City's Single Family Design Guidelines. Therefore, this finding can be made.

3. *Conditions are necessary for the purpose of satisfying the required findings, ensuring conformance with the Design Guidelines, mitigating environmental or other impacts of the project, and/or protecting the public health, safety, convenience, or welfare.*

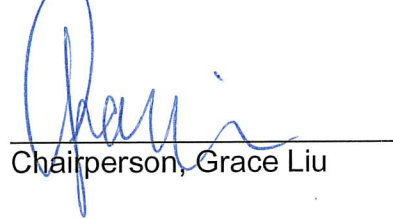
Permit conditions have been placed upon the project to satisfy required findings and standard City Conditions of Approval to mitigate construction impacts of the project and protect the public health, safety, convenience, and welfare. The Project has been designed to comply with the City's Neighborhood Compatibility Design Guidelines and associated Conditions of Approval Nos. 1 through 91 have been incorporated into the Project to ensure neighborhood compatibility and protection of public health, safety, and welfare. Therefore, this finding can be made.

F. The City Planner shall file a Notice of Exemption with the County Clerk within 5 days of the Planning Board approval.

G. The Secretary of the Planning Board shall mail a copy of this Resolution to the Project Applicant and report this decision to the City Council in accordance with Section 10-1-1946(b) of the Burbank Municipal Code.

PASSED AND ADOPTED this 24 day of May, 2021.

CITY PLANNING BOARD



Chairperson, Grace Liu

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF BURBANK

I, Fred Ramirez Secretary of the Planning Board of the City of Burbank, certify that this Resolution was adopted by the City Planning Board at its regular meeting held on the day of May 24, 2021 by the following vote:

AYES: Atteukenian, Hadian, Rizzotti

NOS: Liu

ABSENT: Gamboa

ABSTAINED:



Fred Ramirez, Secretary

CONDITIONS OF APPROVAL
PROJECT NO. 20-0005303
Conditional Use Permit and Single Family Special Development Permit
(630 S Parish Place – R.A. Hamerly AIA Architect, Inc., Applicant)

Planning Division

1. Project No. 20-0005303, Single Family Special Development Permit (“SFSDP”) and Conditional Use Permit (“CUP”) a single-story, 4,153-square-foot single-family residence with a subterranean parking garage and basement space that contains storage and utility areas (the “Project”). The proposed floor area on the lot is 4,720.6 square feet. The property is located at 630 S. Parish Place within the R-1-H (Single Family Residential Horsekeeping) Zone.
2. This permit shall expire if the scope of work is not initiated within one year of the date of this approval (expires on May 24, 2022), unless the Property Owner has diligently developed the proposed Project as shown by the issuance of a grading, foundation, or building permit and the construction of substantial improvements.
3. This permit or approval may be modified or revoked by the City should it be determined that the proposed use as permitted by this approval or conditions under which they were permitted are detrimental to the public health, welfare, or materially injurious to property or improvements in the vicinity or if the use is maintained so as to constitute a public nuisance.
4. By signing and/or using this permit, the permittee acknowledges all of the Conditions of Approval imposed and accepts this permit subject to those Conditions of Approval and with full awareness of the provisions of Burbank Municipal Code Sections 10-1-1913, 10-1-1932, and 10-1-1951. Failure of the permittee to sign these conditions does not affect their enforceability by the City or other responsible entity. These conditions are binding upon all future property owners and occupants of the subject property.
5. This permit is granted for the plans stamped approved on May 24, 2021 (“the plans”) and on file with the Planning Division. The project shall conform to the plans, except as otherwise specified in these Conditions of Approval. A minor modification may be granted for minimal changes or increases in the extent of use or size of structures or of the design, materials, or colors of structures, and may be approved by the Community Development Director or his/her designee. Major modifications (such as changes to number of stories, bulk or mass, horizontal or vertical articulation) shall be approved by the Planning Board.
6. The Project site must be landscaped per Section F.5 and F.6 of the Single Family Design Guidelines and Section 10-1-603(H) of the Burbank Municipal Code.
7. The Project Applicant shall provide 15-gallon hedges along the side- and rear-property lines and provide a minimum of two 15-gallon trees within the front or rear yard, as depicted on the conceptual landscape plan stamped approved on conceptual landscape plans stamped approved on May 24, 2021. The planting

area for said trees shall have a minimum interior dimension of five (5) square feet. The final landscape plans shall be submitted at the time of Plan Check submittal.

8. All landscaped areas noted on the site plan shall be permanently maintained with healthy planting material, and whenever necessary shall be replanted with suitable vegetation.
9. Trees shall be allowed to grow to the full genetic height and habit (trees shall not be topped or overly trimmed). Trees shall be maintained using standard arboriculture practices.
10. The Project Applicant shall comply with all Federal, State, and local laws. Violations or convictions of any of those laws in connection with the use will be cause for revocation of this permit.
11. The Project Applicant shall list these Conditions of Approval on all construction plans submitted to the Building Division for a building permit. The Applicant shall also provide a separate written document outlining how, or where, each of the Conditions of Approval have been addressed in the building permit plan set for all City Division/Department conditions enclosed and provide the same number of copies as building plan sets submitted for Building Plan Check.
12. Plans submitted by the Applicant with building permit applications shall show on the building elevation sheets all exterior building materials and colors, including product and finish manufacturer name, color name and number, and surface finish type (such as: stucco with sand finish, plaster with smooth finish) to be used in construction subject to review and approval of the City Planner or their designee prior to the issuance of a building permit. The elevation sheets shall be in color. Alternatively, a color materials palette may be submitted subject to review and approval of the City Planner or their Designee.
13. The Applicant/Developer shall arrange for materials collection during construction, demolition, and occupancy with the City's Street & Solid Waste Division (Public Works Department) or the Applicant/Developer shall arrange for self-hauling to an authorized facility.
14. Prior to issuance of a Certificate of Occupancy, Developer shall remove all construction materials and vehicles from the subject property.

Building Division

15. All projects shall comply with Title 9, Chapter 1, of the Burbank Municipal Code, and the **2019 edition** of the California Building Code, California Residential Code, California Electrical Code, California Mechanical Code, California Plumbing Code, California Green Building Standards and Building Energy Efficiency Standards.

16. Plans and reports submitted for Plan Check Review are to be submitted electronically. For more information about the online submittal process, please contact the Building Division at 818-238-5220 or via email at building@burbankca.gov.
17. All Conditions of Approval are to be reproduced on the construction document drawings as part of the Approved Construction Set.
18. All Departments that have provide Conditions of Approval are to review drawings and provide final approval via online electronic review, prior to issuance of Building Permit.
19. Justify Floor Area Ratio per current Burbank Municipal Code 10-1-601 (ARTICLE 6. RESIDENTIAL USES AND STANDARDS)
20. A separate Demolition Permit will be required for removal of existing dwelling. The following information is required to be provided:

Per BMC 9-1-11-1012 the following information is required:

The completed WMP must be signed by the Applicant and shall indicate all of the following:

- The site address;
 - The names, addresses, and phone numbers of the property owner and the general contractor;
 - The existing square footage, the proposed square footage, the percentage of increase in project size, or the square footage of the structure to be demolished;
 - The estimated volume or weight of construction and demolition debris, by material type, to be generated on the project site;
 - The estimated volume or weight of construction and demolition debris, by material type, to be diverted to recycling, reuse or salvage;
 - The vendor or facility that the applicant proposes to use to collect or receive that material;
 - The estimated volume or weight of the construction and demolition materials that will be landfilled;
 - Certification that the minimum Diversion Requirement will be met;
 - Such other data and information as may be required by the Building Official;
 - Other information Applicant believes is relevant to determining its efforts to comply with this Division;
 - Provide note indicating all utilities to be removed and capped at source;
 - Provide note indicating rodent and insect abatement has been performed must be presented to the building inspector prior to start of demolition
21. New construction projects within the City of Burbank are subject to MWELo review. New landscape areas for residential and non-residential projects between 500 and 2,500 square feet requiring a building or landscape permit, plan check or design review will be required to complete, either a Performance or Prescriptive Compliance Method.

22. Grading and drainage plans will be required, and a separate Grading & Shoring Permit will be required. Topographical contour lines are to be indicated, showing existing and proposed contours. Geotechnical report may be submitted along with Grading & Shoring Permit Application.
23. Construction projects must comply with Best Management Practices for construction and stormwater runoff requirements of the National Pollutant Discharge Elimination System MS4 Permit.
24. The City's mandatory Construction & Demolition Debris Diversion Ordinance requires the recycling and diversion of at least 65% of construction and demolition debris. A refundable deposit and non-refundable administrative fee will be collected prior to permit issuance. The Ordinance applies to all demolitions and to new construction, additions, remodels, renovation, tenant improvement and alteration projects over 500 square feet in scope of work.
25. A stamped setback certification by a Licensed Surveyor will be required to certify the location of the new construction in relation to the setbacks prior to the first foundation inspection.
26. The California Division of Mines and Geology Active Fault Near-Source Zones Map for Burbank indicates the city is within 2 km - 5 km of the Verdugo and Hollywood Faults. Structural design of construction projects must address the impact of the Near-Fault Zones.
27. Plans submitted for Construction Plan Check shall include a Construction Management Plan that includes among other things, the identification of contractor/ subcontractor vehicles and construction vehicles, including on-site and off-site (if applicable) parking, for review and approval by the CDD Director or his/her designee. Developer and/or on-site primary general contractor (superintendent) shall have responsibility for monitoring and enforcing the approved Construction Management Plan.
28. Plans submitted for plan check must be stamped by State-licensed architect or engineer unless the project is one of the following listed below and complies with conventional light wood frame construction requirements in the CBC:
 - Wood-framed, single-family dwellings not more than two stories in height;
 - Wood-framed, multi-family dwellings not more than two stories in height, and limited to four dwelling units per parcel;
 - Wood-framed, garages or accessory structures for single-family dwellings not more than two stories in height;
 - Non-structural or non-seismic storefronts, interior alterations or additions.
29. A Building Permit may be issued to the Property Owner provided that the work is limited to:
 - A single-family dwelling of wood frame construction not more than two stories and a basement in height.

- Garages or other structures appurtenant to single-family dwellings of wood frame construction not more than two stories and basement in height.
 - Nonstructural or non-seismic alterations or additions.
30. Approved hours of construction are:
- **Monday – Friday** **7:00 am to 7:00 pm**
 - **Saturday** **8:00 am to 5:00 pm**
- No construction is permitted by contractors or subcontractors after hours, on Sunday or on City holidays without prior written request and approval from the Community Development Department.
31. Deferral of any submittal items shall have prior approval of building official. The registered design professional in responsible charge shall list the deferred submittals on construction documents for review.
32. Screening will be required for equipment located in front and side yards. The screening will include the electrical panels, A/C compressor units, gas meters, and transformers. All screening will be subject to approval by Planning and Building divisions, and BWP.

Fire Department

33. Developer shall provide construction site security by means of a six-foot high fence maintained around the entire site or a qualified fireguard when required by the Fire Chief.
34. Developer shall provide an automatic fire sprinkler system in accordance with the Burbank Municipal Code.
35. Developer shall provide electrical supervision for all valves controlling the water supply and all water flow switches on all fire sprinkler systems where the number of sprinklers is 20 or more.
36. Developer shall provide a fire alarm system to notify all occupants of automatic fire sprinkler water flow.
37. Provide address numbers a minimum of 4 inches high for residential structures and six inches high for all other occupancies with 3/4 inch stroke to identify the premises. Numbers shall be plainly visible from the street or road fronting the property and from the alley or rear accessway to the property.
38. 2A10BC fire extinguishers shall be provided and located as directed by the Fire Code Official in the field. All portable fire extinguishers shall be installed on a positive latching bracket or within an enclosed cabinet.
39. Exit doors shall be openable from the inside without the use of a key or any special knowledge or effort. All locking devices shall be of an approved type.

40. Provide a fire alarm system.
41. Plans and specifications for fire hydrant systems shall be submitted to the fire department for review and approval prior to construction.
42. When fire protection, including fire apparatus access roads and water supplies for fire protection, is required to be installed, such protection shall be installed and made serviceable prior to and during the time of construction.
43. Approved signs or other approved notices shall be provided and maintained, at the expense of the person(s) in possession of the property, for fire apparatus access roads to identify such roads and prohibit the obstruction thereof or both.
44. An approved water supply capable of supplying the required fire flow for fire protection shall be provided to all premises upon which facilities, buildings, or portions of buildings are hereafter constructed or moved into or within the jurisdiction. When any portion of the facility or building protected is in excess of 150 from a water supply on a public street, as measured by an approved route around the exterior of the facility or building, on-site fire hydrants and mains capable of supplying the required fire flow shall be provided when required by the chief.
45. All exits, fire department access and fire protection shall be maintained in accordance with the California Fire Code during construction.
46. Except as otherwise provided, no person shall maintain, own, erect, or construct, any building or structure or any part thereof, or cause the same to be done which fails to support adequate radio coverage for City emergency service workers, including but not limited to firefighters and police officers. Buildings and structures which cannot meet the required adequate radio coverage shall be equipped with any of the following in order to achieve the required adequate radio coverage: a radiating cable system or an internal multiple antenna system with or without FCC type accepted bi-directional UHF amplifiers as needed. Further information and guidance can be obtained by contacting the City of Burbank Radio Communications shop at (818)238-3601.
47. Provide smoke detection for dwelling units, congregate residences and hotel or lodging guestrooms that are used for sleeping purposes.
48. Power and location of smoke detectors in Group R occupancies shall be in compliance with the California Fire Code, California Building Code as amended by the Burbank Municipal Code.
49. All existing single-family dwelling units intended for human occupancy shall have installed on or before July 1, 2011 carbon monoxide detectors in accordance with the Health & Safety Code §17926.

50. In order to determine fire flow requirements for this building, the following information shall be provided prior to issuing a building permit for final fire department plan check:
- Building Type Construction as defined by the California Building Code.
 - Square feet of the building.

For additional information or questions contact the Deputy Fire Marshal or Fire Marshal at (818) 238-3473.

Park, Recreation, and Community Services Department

51. The Applicant shall submit planting and irrigation plans prepared by a licensed landscape architect. Prior to issuance of any permits, the landscape and irrigation plans shall demonstrate compliance with the Water Efficient Landscape Ordinance (<https://water.ca.gov/Programs/Water-Use-And-Efficiency/Urban-Water-Use-Efficiency/Model-Water-Efficient-Landscape-Ordinance>). The plans shall include calculations demonstrating compliance with the Water Efficient Landscape Ordinance, and a statement and certification by the preparer that the plan conforms.
52. The Applicant shall submit an Arborist/Landscape Architect valuation of any landscape removed for the project.
53. Prior to issuance of any building permits, the Applicant shall pay the Park Development Fee of \$150.00 per bedroom. Please make the payment with check/money order only.
54. Existing street trees are to remain. If any street trees are removed:
- a. Any street trees that are removed shall be replaced. Contact Forestry Supervisor (818) 238-5343 for a list of approved street trees.
 - b. Prior to installation of replacement street trees owner must contact the Forestry Supervisor, at (818) 238-5343, at least forty-eight (48) hours prior to installation. Failure to contact the City for inspection and installation may cause the removal and replacement at the owner's expense.
 - c. Contact Forestry Services at (818) 238-5343 for removal fee.
 - d. All street trees shall be a minimum of 24" box size.
 - e. Trees in grass shall be installed with Arbor Guards.
 - f. Tree wells are required.
 - g. Provide irrigation bubbler to street trees.
 - h. Provide automatically controlled irrigation system to the parkway.

Public Works Department

55. Applicant shall protect in place all survey monuments (City, County, State, Federal and private). Pursuant to California Business and Professions Code Section 8771, when monuments exist that may be affected by the work, the monuments shall be located and referenced by or under the direction of a licensed land surveyor or licensed civil engineer legally authorized to practice land surveying, prior to construction, and a corner record or record of survey of the

references shall be filed with the county surveyor. A permanent monument shall be reset or a witness monument or monuments set to perpetuate the location if any monument that could be affected and a corner record or record of survey shall be filed with the county surveyor prior to recording of a certificate of completion for the project.

56. No building appurtenances for utility or fire service connections shall encroach or project into public right-of-way (i.e. streets and alleys). Locations of these appurtenances shall be shown on the building site plan [BMC 7-3-701.1].
57. No structure is permitted in any public right-of-way or any public utility easements/pole line easements [BMC 7-3-701.1, BMC 9-1-1-3203].
58. Any work within the public right-of-way must be permitted and approved by the Public Works Department before construction can commence. All construction work in the public right-of-way must comply with Burbank Standard Plans and must be constructed to the satisfaction of the City Engineer. A Public Works **EXCAVATION PERMIT** is required. The excavation permit requires a deposit acceptable to the Public Works Director to guarantee timely construction of all off-site improvements. Burbank Standard Plans can be accessed at: <http://file.burbankca.gov/publicworks/OnlineCounter/main/index.htm>.
59. Prior to the issuance of a building permit, applicant shall submit on-site drainage plans to Public Works for review. On-site drainage shall not flow across the public parkway (sidewalk) or onto adjacent private property. It should be conveyed by underwalk drains to the gutter through the curb face [BMC 7-1-117, BMC 7-3-102].
60. Plans should include easements, elevations, right-of-way/property lines, dedication, location of existing/proposed utilities and any encroachments.
61. A construction "truck route plan," which identifies truck routes along major arterials while avoiding residential streets, and the frequency of trips and hours of operation, shall be prepared prior to approval of any demolition, grading, or building permits and approved by the Public Works Director. The plan shall demonstrate avoidance of congested roadways and sensitive receptors (e.g., residential areas) and shall minimize the number of trips and trip lengths to the maximum extent feasible.
62. Prior to the issuance of Certificate of Occupancy, any portion of the public parkway (sidewalk, curb, gutter, driveways, landscape, etc.) that is broken, uneven or uplifted at the end of the project must be reconstructed to the satisfaction of the City Engineer. The repairs and/or reconstruction will be required whether the damage is pre-existing or is a result of the project. Contact the Public Works Inspection Office at (818) 238-3955 to have these areas identified after obtaining a Public Works Excavation Permit [BMC 7-3-501].

63. If any utility cuts or construction related impacts are made on Parish Place adjacent to the property, applicant will have to restore the street fronting the property per City of Burbank paving requirements.
64. The location, depth, and dimensions of all sanitary sewer lines and easements must be shown on the plans.
65. Every building or structure in which plumbing fixtures are installed which conveys sewage must be connected to the municipal wastewater system [BMC 8-1-104].
66. No person shall connect to or tap an existing public sewer without obtaining a permit [BMC 8-1-301].
67. Any existing fixture or connection to the sewer main line must be capped before a building demolition occurs.
68. A backwater valve is required on every private sewer lateral(s) connected to a private building(s), unless it can be shown that all fixtures contained therein have flood level rim elevations above the elevation of the next upstream maintenance hole cover of the public sewer serving the property, or a conditional waiver is granted by the Director [BMC 8-1-313]. Please note that Public Works' Wastewater Division will not sign off on the Certificate of Occupancy until the owner/developer provides proof that the backwater valve(s) has been installed.
69. Per BMC 8-1-1004.B (3), a Pool Discharge Permit is to be issued by the Public Works Permits counter and a \$37.75 fee (fiscal year 2020-2021) is required each time a single-family residential pool is emptied. Please refer to the enclosed pool discharge brochure. If the proposed pool/spa contains salt water, please note that salt water pool/spa discharges are currently conditionally allowed to discharge into the storm drain system, subject to meeting (and not exceeding) the following water quality objectives, in addition to other BMP requirements: TDS = 950 mg/l, Sulfate = 300 mg/l, Chloride = 190 mg/l. This conditional allowance and the limits may be changed by the Regional Water Quality Control Board in the future. The City strongly discourages the use of saltwater pools.
70. Per BMC 9-3-407, Best Management Practices shall apply to all construction projects and shall be required from the time of land clearing, demolition or commencement of construction until receipt of a certificate of occupancy.
71. Certain construction and re-construction activities on private property will need to comply with post-construction Best Management Practices (BMPs), which include Sections 8-1-1007 and 9-3-414.D of the BMC authorizing the City to require projects to comply with the Standard Urban Stormwater Mitigation Plan provisions and the City's **Low Impact Development (LID)** ordinance. For questions on these requirements, please contact the City's Building Division at (818) 238-5220.
72. Landscape irrigation discharges using potable or reclaimed/recycled waters are a conditionally allowed discharge per Table 8 of Final LA County MS4 Permit (Order

No. R4-2012-0175) as amended by the State Water Board Order WQ 2015-0075, which can be found at: http://waterboards.ca.gov/losangeles/water_issues/programs/stormwater/municipal/la_ms4/2015/OrderR4-2012-0175-FinalOrderasamendedbyOrderWQ2015-0075.pdf require all new development and redevelopment projects to lessen the water quality impacts of development by using smart growth practices, minimize the adverse impacts from storm water runoff, and minimize the percentage of impervious surfaces on land developments.

73. Dewatering an area where water accumulates (i.e., crawl space, foundation, or basement) is now considered a prohibited discharge into the storm drain system. As such, private property applicants have the following options for dewatering accumulated volumes of water:
 - Depending on the volume and having controls in place to keep the discharge on-site, direct the dewatering discharge to a planted/vegetated area located on private property; or
 - Apply for an individual NPDES permit with the Regional Board to allow the dewatering discharge into the storm drain system through Order NO. R4-2013-0095: pages 8 and 9 of this Dewatering Order states that temporary dewatering including subterranean seepage dewatering, requires individual coverage and is no longer covered/allowed under the MS4 permit. Questions need to be directed to the Regional Board at (213) 576-6600.
74. Driveway path to garage must be constructed per BMC 10-1-603.I. Remove existing horseshoe driveway.
75. Reconstruct driveway accessing adjacent property, 622 S. Parish Place. The driveway apron must be constructed per Burbank Standard Plan BS-103.
76. Constrict driveway apron, accessing the property, per Burbank Standard Plan BS-103. The driveway apron shall be a maximum of 15' wide. If the driveway apron requires the relocation/removal of a utility or tree, contact the appropriate department to obtain approval of relocation (Burbank Water and Power for any water meter, fire hydrant, street light or power pole, Parks and Recreation for any tree, and Public Works Field Services for any irrigation).
77. No visual obstructions shall be erected or maintained in the 5' x 5' visibility cut-off above 3' high or below 10' high at the intersection of the street and driveway. Such requirement applies to all driveways.
78. There shall be designated location on the property for all solid waste containers and/or bins. Containers are not to be visible from the street.

Burbank Water and Power – Electric Division

79. The proposed new construction will conflict with the existing service drop so the applicant will need to contact the Residential Service Planner at 818-238-3647 to obtain a confirmation of electric service for permanent and temporary power. BWP

can provide electric service of 400 amps or less to the property. Overhead service is not possible due to the min 22.5' radial clearance requirement from the service drop to the proposed pool. BWP also requires all new single family dwelling projects to be serviced with underground service. Underground service may be possible on the left rear side of the new single family dwelling. For underground service, the applicant will be responsible for installing all substructures necessary to provide underground electric service.

80. Prior to final plan approval, contact the Residential Service Planner to determine the new service location and to discuss BWP's electric service requirements. A load schedule should be provided at that time.

Burbank Water and Power - Water Division


81. There is currently a 5/8" water meter at this address which is substandard and will have to be upgraded.
82. The applicant shall be responsible for submitting final plans for BWP Water Division review and approval.
83. The site plans should show the size and location of the existing/proposed water meter.
84. Please review the completed "Sizing Water Meter and Service Line" attached and if accurate, initial inside the red circle; otherwise fill out the blank form accordingly and initial. The completed form will help determine the adequate water meter and service size required.
85. The applicant shall be responsible for all additional costs of connection, installation and abandonment of water services in accordance with Burbank Water and Power (BWP) Rules and Regulations.

Police Department

86. All outside lighting shall comply with the requirements of Section 5-3-505 BMC. Required lighting devices shall have vandal resistant covers.
87. Secure fencing around the construction site with locking gates and appropriate lighting shall be installed during construction to prevent trespassing and theft. During construction, the Police Department shall be given emergency contact information of contractors and owners for any problems encountered after normal construction hours.
88. To ensure that construction personnel are aware of the restricted construction times, the developer shall install professionally made sign(s) 2 ft. X 3 ft. in size in location(s) satisfactory to the City Planner and the Police Department that states, "NOTICE: THE CITY OF BURBANK LIMITS CONSTRUCTION ACTIVITIES OF THIS PROJECT (DEMOLITION, EXCAVATION, GRADING, ACTUAL

CONSTRUCTION, AND LANDSCAPING) as follows: 7:00 AM TO 7:00 PM MONDAY THROUGH FRIDAY, AND FROM 8:00 AM TO 5:00 PM ON SATURDAY. THERE SHALL BE NO WORK PERFORMED ON SUNDAYS OR ON MAJOR HOLIDAYS." Any exceptions would be subject to the approval of the Directors of both the Community Development and Public Works Departments.

89. A construction "truck route plan," which identifies truck routes along major arterials while avoiding residential streets, and the frequency of trips and hours of operation, shall be prepared prior to approval of any demolition, grading, or building permits and approved by the Public Works Director. The plan shall demonstrate avoidance of congested roadways and sensitive receptors (e.g., residential areas) and shall minimize the number of trips and trip lengths to the maximum extent feasible.
90. The developer shall provide a site plan, to the Police Department representative's and the Public Works Director's satisfaction, that shows sufficient off-street parking locations for construction employees and equipment so as to not impact the local residential community or nearby businesses, and shall require contractors to prepare a trip reduction plan for construction crew vehicles to reduce potential vehicle trips on the road. The developer shall place such language (dealing with parking and trip reduction) in all contractor agreements.
91. All residential structures shall display a street number in a prominent position so that it is easily visible from the street. The numbers shall be at least four (4) inches in height, of a color contrasting to the background, and located so they may be clearly seen and read. The numbers shall be illuminated during darkness. If the structure has rear vehicle access, numbers shall be placed there as well (9-2-505.1(a) BMC). The Fire or Police Departments may require the size of the numbers to be increased or provided in additional locations if the distance from or orientation to the street limits visibility.

X 
Signature of Applicant/Permittee

X 
Signature of Property Owner