



**COMMUNITY
DEVELOPMENT**

SEPTEMBER 15, 2026

AREG VARDANYAN
200 W. GLENOAKS BLVD, SUITE 104
GLENDALE, CA 91202

Via email: info.archiset@gmail.com

RE: Notice of Decision – Conditionally Approved
Project No. 25-0004267 - (Hillside Development Permit)
Location: 2118 Hilton Drive

Dear Areg Vardanyan,

This letter is to notify you that the Community Development Director has approved your application for a **Hillside Development Permit** (Project No. 25-0004267) to construct three new additions to an existing Single-Family Residence and to make other alterations as described in more detail in **Attachment B** at the property located at 2118 Hilton Drive in the R-1 (Single Family Residential) zone within the designated Hillside area. Having reviewed the property for compliance with the development standards in Title 10 of Burbank Municipal Code (BMC), and having conducted a View Study documenting the impacts of the proposed project on views from adjacent properties (**Attachment C**), staff has determined that the project satisfies the Required Findings for granting a Hillside Development Permit (HDP) and exceptions to R-1 development standards (**Attachment D**), upon the satisfaction of the attached Conditions of Approval (**Attachment E**). The approved plans are enclosed as **Attachment A** to this letter.

Please be advised that the decision of the Community Development Director will become final fifteen (15) days from the date of this letter unless the decision is appealed to the Planning Commission. Any appeal of the Director's decision must be submitted to the Planning Division with the applicable filing fee prior to the expiration of the fifteen (15) day appeal period, or **by 5:00 p.m. on Wednesday, September 30, 2026**. If no appeal is filed, then you may submit to the Building & Safety Division for Building Plan Check review the first business day following the conclusion of the 15-day appeal period. If appealed, the Planning Commission will conduct a De Novo review of the application and make a decision. The Planning Commission decision is final and cannot be appealed. If you have any questions concerning this letter, please contact me by phone at (818) 238-5250 or by email at rallen-esquivel@burbankca.gov.

Sincerely,



Ryan Allen-Esquivel
Assistant Planner
Community Development Department



Patrick Prescott
Community Development Director
Community Development Department

Enclosed:

Attachment A: Approved Plans
Attachment B: Project Summary
Attachment C: View Study
Attachment D: Findings for Granting a Hillside Development Permit
Attachment E: Conditions of Approval

cc: Lilit Kalantaryan, Property Owner
kalantaryanlilit@yahoo.com
2118 Hilton Drive
Burbank, CA 91504

**Attachment A:
Approved Plans**

Attachment B:
Project Summary and Background Information

PROJECT TITLE: Project No.25-0004267 – Hillside Development Permit

PROJECT ADDRESS: 2118 Hilton Drive

APPLICANT: Areg Vardanyan

PROJECT DESCRIPTION: The Project consists of creating three new additions to an existing Single-Family Residence. The proposed additions include a 741-square-foot addition to the rear and side of the dwelling, a 98-square-foot addition to the existing garage, and a 28-square-foot addition to accommodate a new front porch and entry. The project also proposes 349 cubic feet of cut activity to expand the usable area of the property's backyard. The backyard expansion also proposes the construction of a new retaining wall ranging in height from 2 to 3 feet as measured from the finished grade at 2118 Hilton Drive. The project also includes an exception request, as permitted under Burbank Municipal Code Section 10-1-606(l) to permit the expansion and continuation of an existing, attached garage with a non-conforming internal clearance space. The proposed garage would have an internal clearance space of 24'-11" by 17'-7". The approved plans are included as Attachment A.

ZONING: R-1 (Hillside)

GENERAL PLAN: Low Density Residential

MUNICIPAL CODE CONFORMANCE: The Project has been evaluated for consistency with the Burbank Municipal Code and, as conditioned, the Project will comply with all applicable objective development standards including, but not limited to, floor area ratio, height, lot coverage, setbacks, and landscaping.

ENVIRONMENTAL REVIEW: This Project is categorically exempt from the California Environmental Quality Act (CEQA) in accordance with Section 15303(a) – Class 3 (New Construction or Conversion of a Small Structures) pertaining to minor additions to a single-family dwelling in a residential zone. The project proposes to make minor additions to the existing single-family residence, which is consistent with the purpose of the exemption. Therefore, this project qualifies for this exemption and there are no special circumstances that would preclude the use of this exemption.

DATE SIGN POSTED ON-SITE: April 24, 2026

DATE PUBLIC NOTICE MAILED: August 31, 2026

DATE OF DIRECTOR'S DECISION: September 15, 2026

END OF APPEAL PERIOD: October 1, 2026

ATTACHMENT C:
View Study

ATTACHMENT D: Findings for Granting a Hillside Development Permit

Project No. 25-0004267, Hillside Development Permit (2118 Hilton Drive – Areg Vardanyan, Applicant)

The Community Development Director finds the proposed Project satisfies the requisite findings contained in the Burbank Municipal Code Section 10-1-607(D) necessary for approval of the Hillside Development Permit, subject to the attached conditions of approval (Attachment E).

a) The vehicle and pedestrian access to the house and other structures do not detrimentally impact traffic circulation and safety or pedestrian circulation and safety and are compatible with existing traffic circulation patterns in the surrounding neighborhood. This includes, but is not limited to: driveways and private roadways, access to public streets, safety features such as guardrails and other barriers, garages and other parking areas, and sidewalks and pedestrian paths.

The Project site, as shown on the project plans (Attachment A), is an existing residential property with established vehicle and pedestrian access along the front and street-facing yards of the property. The proposed additions to the front entry porch and existing garage do not alter the driveway, access to the public street, or any pedestrian circulation patterns. No new access points, pathways, or safety features are required. The Project maintains existing circulation conditions and introduces no changes that would impact traffic or pedestrian safety. Staff has determined that the requested Hillside Development Permit will not detrimentally affect existing traffic circulation and safety or pedestrian circulation and safety of the existing residential neighborhood. Therefore, this finding can be made.

b) The house and other structures are reasonably consistent with the natural topography of the surrounding hillside

The Project site, as shown on the project plans (Attachment A), slopes downward and upward with a flat middle portion where the existing house is placed. The proposed Project will be placed within the area of the existing building pad. There will be 349 cubic feet of cut to the existing grade to accommodate the minor expansion of the usable backyard area. However, the steep downward and upward slopes to the front and to the rear of the property are to remain largely unaltered. The Project proposes additions to the primary dwelling that do not exceed the maximum allowed height per BMC 10-1-606(B). Furthermore, the proposed additions will not exceed the height of the existing single-family residence. Staff has determined that the single-family development is reasonably incorporated into the site and avoids unnecessary alteration of natural topographic features. Consistent with the placement, scale, and massing of neighboring homes, the proposed residence contributes to a cohesive visual presence along the block. Therefore, this finding can be made.

c) The house and other structures are designed to reasonably incorporate or avoid altering natural topographic features.

The Project's proposed additions will be located entirely within the existing building pad of the primary dwelling. The proposed backyard improvements, which include expansion of the backyard area and construction of a new retaining wall, require only minimal grading to ensure proper integration with the existing building pad and maintain functional access for the residents. As such, the natural slopes at the front and rear of the property will remain largely unchanged. With compliance with applicable conditions of approval, the limited grading associated with the Project will reasonably incorporate the site's natural topography while maintaining slope stability. These modest improvements preserve the overall landform character of the site and ensure continued safety for residents and the surrounding neighborhood. Therefore, this finding can be made.

d) The house and other structures will not unnecessarily or unreasonably encroach upon the scenic views from neighboring properties, including both downslope and upslope views.

The proposed additions to the existing one-story, single-family residence will not create an unreasonable impact on the upslope or downslope views of neighboring properties. To evaluate potential view impacts, the Applicant was required to install story poles illustrating the height, shape, and massing of the proposed structure. Staff notified all adjacent property owners and occupants, inviting feedback regarding possible view concerns. Responses from the adjacent neighbors of the project site cited concerns regarding potential impacts to privacy and slope stability. Staff discussed potential mitigation measures to minimize such impacts, and the applicant modified the plans accordingly. To reduce the perceived impact on privacy, the Applicant shall provide additional landscape screening between the respondent's property and the subject property along the shared property line towards the eastern boundary of the property. Staff also conducted a comprehensive view analysis using the story poles, photographs, site plan, elevation drawings, and topographic contours, and performed a site visit on June 9, 2026, to assess potential view effects on the surrounding neighborhood. Based on this analysis, as detailed in the attached View Study (Attachment C), staff determined that the proposed project will not result in any unreasonable obstruction of primary or secondary views from neighboring properties. Therefore, this finding can be made.

e) For the purpose of evaluating required finding (d) above, a view study must be submitted with all Hillside Development Permit applications documenting the impacts of the proposed structure(s) on views from adjacent properties. The view study must be prepared in a manner approved by the Director or his/her designee and contain all information and documentation deemed necessary by the Director for the purpose of analyzing view impacts and establishing setback lines for view determination pursuant to Section 10-1-606(E). This study is separate from the Ridgeline setback analysis required by Section 10-1-606(D).

Staff conducted a comprehensive view analysis of the proposed Project through the preparation of the View Study (Attachment D). The Applicant was required to install story poles to demonstrate the massing of the proposed additions to the single-family house. These story poles were installed and certified for accuracy by a licensed surveyor. The proposed plans and staff's analysis of the story poles indicate that the proposed residence is consistent with the massing and bulk of the neighboring properties. Staff conducted a site visit on June 9, 2026, and took photographs of the residence with the installed story poles from various angles. Staff also sent letters to the neighboring property owners and occupants in the immediate vicinity of the Project site, requesting any feedback regarding potential view impacts that the Project may pose. Staff did receive comments from the neighboring property owners and occupants. Based on feedback from the respondents, the Applicant will provide additional landscape screening to mitigate any potential view or privacy impacts resulting from the proposed additions. Therefore, this finding can be made.

f) The view impacts of the proposed Project must be considered by the Director or Planning Commission if appealed, and may be used as a basis for requiring modifications to a Project or denying a Hillside Development Permit due to inability to make the required finding.

Based on Staff's consideration and analysis of the information provided by the story poles, photographs, site plan, elevation drawings, topographic elevation contours, and the site visit conducted on June 9, 2026, Staff concludes that the proposed Project does not create unreasonable impacts to primary and secondary views of the properties in the surrounding neighborhood. See Attachment C for a complete analysis of the potential view impacts. The view impacts were considered and minor modifications related to the privacy of surrounding properties were made to the project plans. No further modifications are required to minimize view impacts; therefore, this finding can be made.

Findings for Granting Exceptions to the R-1 Zone Development Standards

In the Hillside Zone, Exceptions to the development standards required by Section 10-1-603 for the R-1 Zone may be granted through approval of a Hillside Development Permit exception per Burbank Municipal Code Section 10-1-606(l) and is subject to additional findings.

The applicant requests the following exception as part of the Project:

1. Garage Internal Clearance: Allow an addition to the existing, attached garage to create an internal clearance space of 24'-11" by 17'-7", instead of the minimum internal clearance dimensions of 19' by 19', as required by BMC Section 10-1-603(l)(2).

The analysis of the required findings for approval of an exception are as follows:

1. *The exception is not detrimental to the public health, safety, or general welfare.*

The proposed garage addition complies with all applicable Burbank Municipal Code development standards for a property within the R-1, single-family zone, aside from the requested exception. The existing garage is legal nonconforming, as it currently does not meet the required 19'-0" clearance. The addition maintains the legal nonconforming width of 17'-7" and will not make garage any more nonconforming. The garage addition will maintain the minimum driveway dimensions as required by the BMC, and be designed and engineered to meet all applicable standards of the California Building Code to ensure that the addition is constructed to the required safety standards. Therefore, the proposed garage addition will not have any detrimental impacts to the public health, safety, or general welfare of the neighboring properties.

2. *Granting of the exception does not constitute a grant of special privilege inconsistent with the limitations upon other projects and/ or properties in the vicinity.*

The proposed garage addition is restricted by the lot's unique physical constraints, including its corner-lot orientation and sloping topography near the existing garage. These conditions limit where a garage can reasonably be expanded and require a design that increases the size of the existing legal nonconforming garage, thereby reducing, not intensifying, the existing nonconforming interior space. Because neighboring properties also contain smaller, sub-standard garages, the proposed development will remain consistent with the existing development pattern and have minimal impact on the surrounding area. Therefore, the requested exception does not constitute a special privilege inconsistent with the limitations placed on other properties in the vicinity.

3. *The exception does not permit or encourage development inconsistent with the character of existing development in the neighborhood.*

The lot's corner-lot configuration and sloping topography create physical constraints that shape how the garage can be reasonably expanded. Within the surrounding residential neighborhood, garages vary in both size and design, and many would be considered substandard under current zoning standards. In this context, the proposed addition remains consistent with the established development pattern and does not introduce development out of character with surrounding properties. Therefore, the exception does not permit or encourage development inconsistent with the character of existing development in the vicinity. Therefore, the proposed garage addition will be compatible with and consistent with the existing development pattern in the surrounding neighborhood.

4. *There are special conditions or unique characteristics applicable to the subject property and/or the surrounding neighborhood due to the location in the hillside area that justify granting of the exception. Such conditions or characteristics may*

be related to topography, location, orientation, or other issues that do not generally apply to properties or neighborhoods located outside of the hillside area.

The proposed garage addition is contained within the existing building pad of the subject property. Requiring the minimum dimensions for the attached garage would require additional grading work, either towards the public right-of-way or towards a neighboring property to accommodate the enlarged building pad necessary for a code compliant garage. Allowing the applicant to maintain a nonconforming garage would reduce the amount of grading necessary to implement the Project and minimize the alteration of the natural topography. Therefore, the exception to the design of the garage is justified to grant the exception.

Attachment E: Conditions Of Approval

Project No. 25-0004267, Hillside Development Permit (2118 Hilton Drive – Areg Vardanyan, Applicant)

PLANNING DIVISION

1. Project No. 25-0004267, a Hillside Development Permit, approves a proposal to create three new additions to an existing Single-Family Residence. The proposed additions include a 741-square-foot addition to the rear and side of the dwelling, a 98-square-foot addition to the existing garage, and a 28-square-foot addition to accommodate a new front porch and entry. The project also proposes 349 cubic feet of cut activity to expand the usable area of the property's backyard. The backyard expansion also proposes the construction of a new retaining wall ranging in height from 2 to 3 feet as measured from the finished grade at 2118 Hilton Drive. The project also includes an exception request, as permitted under Burbank Municipal Code Section 10-1-606(I) to permit the expansion and continuation of an existing, attached garage with a non-conforming internal clearance space. The proposed garage would have an internal clearance space of 24'-11" by 17'-7". Unless otherwise approved by the Community Development Director or his/her designee, the Site Plan, Floor Plan, and operational plan shall be substantial conformance with the conceptual plans approved on September 15, 2026 (Attachment A). The Community Development Director or their designee may determine what minor modifications to the approved plans may be considered to be in substantial conformance.
2. This approval shall expire if the scope of work is not initiated within one year of the date of this approval (expires on September 15, 2027), or the final decision following an appeal, unless the Property Owner or Permittee has diligently developed the proposed project as shown by the issuance of a grading, foundation, or building permit and the construction of substantial improvements. Any period of time during which the project is subject to a legal challenge shall not count towards the expiration date. Prior to the noted expiration date, the Property Owner or Permittee can request the Community Development Director's approval of a one-time extension of the permit for a period not to exceed one-year from the date of expiration.
3. Unless otherwise modified by this entitlement or preempted by state or federal law, the Project shall comply with the R-1 Zone property development and design standards. Compliance with these standards will be verified at the time of building permit submittal.
4. Pursuant to Burbank Municipal Code (BMC) Section 10-1-19401, the Permittee and Property Owner, including their successors and assignees, shall defend,

indemnify, and hold harmless the City of Burbank (the City) and its agents, officers, employees, agencies, boards, commissions, or City Council from any claim, action or proceeding brought against the City, its agents, officers, employees agencies, boards, commissions, or City Council to attack, set aside, void or annul the subject approval and environmental determination under the California Environmental Quality Act or National Environmental Policy Act by the City, its agents, officers, employees, agencies, commissions, or City Council. The indemnification shall include damages awarded against the City, if any, cost of suit, attorney's fees, administrative expenses, and other costs and expenses incurred in connection with such action, including, but not limited to, all such City costs and expenses incurred by enforcing this indemnification provision. This duty to defend, indemnify, and hold harmless the City and its agents, officials, employees, agencies, boards, commissions, or City Council shall apply even if the Permittee fails or refuses to enter into the indemnification agreement. In the event of a legal challenge, the provisions under BMC Section 10-1-19402 shall be followed.

5. The Permittee and Property Owner shall comply with all federal, state, and local laws. Violation or conviction of any of those laws in connection with the use will be cause for revocation of this approval and any associated permits.
6. The Permittee shall list these conditions of approval in all construction plans submitted to the Building & Safety Division for a building permit and shall also provide a separate written document outlining how, or where, each of the conditions have been addressed in the construction 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.
7. By using this Hillside Development Permit, the Permittee and Property Owner acknowledge all the conditions imposed and accept this approval and associated permits, are subject to those conditions and with full awareness of the provisions of the Burbank Municipal Code. These conditions are binding upon all future property owners and occupants of the subject property.
8. Prior to submittal for plan check review with the Building and Safety Division, the Project plans shall be revised to include landscape screening along the eastern elevation slope abutting the property at 2112 Hilton Drive to minimize the potential view and privacy impacts of the proposed side yard addition. The Planning Division may require additional or modified screening based on the revised landscaping plans.
9. This approval may be modified or revoked by the City should the determination be made that the structure or conditions under which it was permitted present detrimental impacts on neighboring properties.
10. The plans submitted for building plan check shall clearly call out all exterior

building materials and colors on the elevations, including product and finish manufacturer name, color name and number, and surface finish type (such as: stucco with smooth finish, plaster with smooth finish) to be used in construction.

11. The exterior materials and designs used during construction shall match those depicted on the approved set of plans stamped on September 15, 2026. Any modifications to the exterior materials must be reviewed and approved by the Planning Division prior to installation.

Building Division

12. All projects shall comply with Title 9, Chapter 1, of the Burbank Municipal Code, and the **2022 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, including all intervening Code Cycles.

The 2022 California Building Standards Code is applicable to projects that submit a building permit application on or before December 31, 2025. The 2025 California Building Standards Code is applicable to projects that submit a building permit application on or after January 1, 2026.

13. 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 eplancheck@burbankca.gov.
14. All conditions of approval are to be reproduced on the construction document drawings as part of the Approved Construction Set.
15. 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.
16. Separate Permits will be required for the following: **(BMC 9-1-1-105)**
 - a. Demolition
 - b. Grading & Shoring
 - c. Single-Family Addition / Alteration
 - d. Electrical Service
17. Project lies within the City of Burbank Mountain Fire Zone.
 - a. All construction is required to comply Wildland-Urban Interface requirements of the Code.
18. A Civil plan is required showing the proposed changes to the site grading to accommodate the garage and driveway. Topographical contour lines are to be

indicated, showing existing and proposed contours.

19. Grading and drainage plans may be required, and a separate Grading & Shoring Permit may be required. Geotechnical report to be submitted along with Grading & Shoring Permit Application. **(BMC 9-3-403)**
20. The foundation shall comply with California Building Code Section 1808.7, for foundations on or adjacent to slopes. A soils report will be required.
21. 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. **(BMC 9-1-1-107)**
22. New or Addition/Alteration construction projects within the City of Burbank are subject to MWELo review. **(BMC 9-3-500)**
 - Full structure demolition and new construction are required to provide a full MWELo plan check set for review.
 - New or replacement landscape areas for residential and non-residential projects between 500 (new) and 2,500 (replacement) 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. Full house demolition will require MWELo review, either prescriptive or performance, no exceptions.
23. A CF1R energy report will be required, and design team is required to review and coordinate all values with those shown on Plans, Elevations, Sections, and Window Schedules.
24. 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.
25. Construction projects must comply with Best Management Practices for construction and stormwater runoff requirements of the National Pollutant Discharge Elimination System MS4 Permit. **(BMC 9-3-414)**
26. 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. **(BMC 9-1-11-1012)**
27. 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: **(BMC 9-1-2R-R301.1.3.2)**

- 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.

28. 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.

29. Approved hours of construction are: **(BMC 9-1-1-105.10)**

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.

Public Works Department - Land Development & Permits

30. Show width and location of all existing and proposed easements [BMC 9-1-2-3203]. Plans must show 5' easement at the rear of the property.

31. No permanent structure is permitted in any public right-of-way or any public utility easements/pole line easements [BMC 7-3-701.1, BMC 9-1-2-3203].

32. 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 and the off-site improvement plans [BMC 7-3-701.1].

33. 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 or connected to a storm drain facility [BMC 7-1-117, BMC 7-3-102].

34. 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 the recording of a certificate of completion for the project.

35. 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>
36. No construction material shall be placed within the public right-of-way without a "Street Use" Permit issued by the Public Works Department.
37. Plans should include topographic site information, including elevations, right-of-way/property lines, dimensions/location of existing/proposed public improvements adjacent to project (i.e. street sidewalk, parkway, and driveway widths, catch basins, pedestrian ramps).
38. Provide verification from the City of Burbank, Building Division showing the 5' easement at the front of the property is cleared of all permanent structures after construction is completed.
39. 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 inspected and identified after obtaining a Public Works Excavation Permit [BMC 7-3-501].
40. If any utility cuts are made on Hilton Drive adjacent to the property, applicant will have to restore the street fronting the property per City of Burbank paving requirements per moratorium requirements fronting the property. Hilton Drive was resurfaced and falls under moratorium requirements.
41. Additional impacts to street triggered by this project could extend the paving restoration limits.

Public Works Department - Water Reclamation and Sewer

42. Under the current rate structure, pulling the Building Permit for the proposed development is subject to a Sewer Facilities Charge estimated at \$282.62. The charge is due prior to issuance of a Building Permit [BMC 8-1-802 and BMC 8-1-806].

SFC = Proposed Developments
= Single Family Residence $[(249 \text{ SF} / 1,800\text{SF}) * \$2043/\text{SF}]$
= \$282.62

Note: It is the responsibility of the developer to show proof of the existing sewer usage or existing developments so that the proper credit can be given.

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43. 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].
44. The location, depth, and dimensions of all sanitary sewer lines and easements must be shown on the plans.
45. No person shall connect to or tap an existing public sewer without obtaining a permit [BMC 8-1-301].
46. Each lot must have its own private lateral (building sewer) connection to the City sewer main [BMC 8-1-309]. Should the lot be subdivided in the future, a separate sewer lateral connection to the City sewer main will be required for each lot. For reference, the applicant can propose that separate building structures on one lot have separate sewer lateral connections to the City sewer main.
47. Pollutants, including construction debris, soil, and other discharges, are prohibited from entering the City's sewer collection system [BMC 8-1-501.1]. Discharges that exceed the local limits per BMC 8-1-501.4 are prohibited. In addition, the applicant shall not obstruct or damage any part of the City sewer system, and shall reimburse the City for sanitary sewer overflows and the reasonable costs of necessary maintenance and/or repair of the sewer system [BMC 8-1-311]. As such, it is required that all existing private sewer laterals are capped prior to any demolition activities.
48. 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.

49. 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 [BMC 9-3-407].
50. 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.

Public Works Department - Traffic Engineering

51. Driveway path to garage must be constructed per BMC 10-1-603.I.
52. No visual obstruction shall be erected or maintained in the 5' by 5' visibility cut-off above 3' high or below 10' high at the intersection of street/alley and driveway. Such requirement applies to all driveways [BMC 10-1-1303 (C)].

Fire Department

53. If this project meets the fire sprinkler requirements of the City of Burbank Municipal Code fire sprinklers shall be required.
54. The owner and the owner's architect and/ or contractor are responsible for ensuring compliance with all applicable provisions of fire life/ safety codes. Failure to cite a specific code requirement in this preliminary document does not relieve the applicant of such responsibility. Such compliances may include but are not limited to fire department access for firefighting, including fire department vehicle access, fire water supplies and appurtenances. Further reviews may require additional requirements or limitations as the project develops and is not limited to the requirements provided in these conditions. FIRE SPRINKLER, FIRE ALARM, EMERGENCY VEHICLE ACCESS, YARD HYDRANT, UNDERGROUND FIRE WATER AND EMERGENCY RADIO COMMUNICATION SYSTEM PLANS SHALL BE HARD COPY DELIVERED TO THE BURBANK FIRE DEPARTMENT 311 E. ORANGE GROVE AVE. BURBANK CALIFORNIA 91502.

Note: All references are in accordance with the 2022 Edition of the California Fire Code (CFC) and the California Building Code (CBC) as amended by the Burbank Municipal Code (BMC).

55. All noted information pertaining to the proposed project shall be shown on the plans submitted as part of the Fire Department review for approval.

Parks and Recreation

56. Submit landscape and irrigation plans prepared by a licensed landscape architect. Must comply with Municipal Water Efficient Landscape Ordinance (MWELO) requirements if over 500 square feet of landscape.
57. Park Development Fee shall be paid prior to issuance of building permits:
\$161.40 /bedroom.
 $2 \times \$161.40 = \322.80
58. Must comply with Art in Public Places Ordinance if building costs are over \$500,000.
59. Street trees required and Street Tree Required if Removed – Yes
60. Street trees to remain – Yes
61. Revise plans to include the following street trees: Contact Forestry for list of approved street trees. Street trees are required.
62. All street trees shall be a minimum of 24" box size. Trees in grass shall be installed with Arbor Guards
63. Tree protection zones need to be in place prior to any construction and during entire construction process for all trees along the street. These trees cannot be removed, they are City trees.
64. Add note on planting plan:
- Owner to install the street trees, they 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.

Burbank Water and Power – Water

65. Each parcel shall require its own domestic water service connection, accessible to BWP's public water main. No service connection shall be allowed to supply water to any parcel of land other than for which the service connection is assigned.
66. Sizing of the domestic water meter shall be adequate to provide the required flow, as determined by a licensed plumber, architect, or engineer, calculated from the number of fixture units for the proposed development, pursuant to Title 24, Part 5 of the California Plumbing Code (CPC), California Code of Regulations (CCR).
67. The static pressure at the site exceeds 80 pounds per square inch (psi). A pressure regulator shall be installed as required by the Building Division, and in accordance with the California Plumbing Code (CPC).

68. Applicant may use the existing water meter for construction purposes. Applicant shall pay the applicable fees for water usage.
69. A copy of this Development Review Memorandum shall be shown on the Applicant's plan submittal.
70. The Applicant shall meet with utility representatives from Burbank Water and Power (Water and Electric), and Public Works Department (Sewer) to discuss utility requirements in detail.
71. Total water demand includes domestic, irrigation, and fire sprinkler (if required by the Fire Department). The existing 1" water service may need to be upgraded to meet the new total water demand but will be determined after submission of the completed fixture count form. Applicant shall be responsible for the cost to upgrade.
72. Provide calculations of the total domestic potable water demand of the proposed development.
73. The Utility Plans shall include the location of the existing 1" water service connection.
74. Plumbing Plans indicating the size of the building supply line.
75. Provide landscape and irrigation plans including total water demand.

Burbank Water and Power – Electric

76. The applicant shall show the location of the utility pole and anchor on their site plan and consult with BWP Electric to continue review. Any new retaining wall shall remain a minimum of 60" clear of the anchor, and the applicant is responsible for protecting the anchor's integrity, in place, at all times during construction. If the applicant intends to request relocation of the anchor, the applicant shall show the proposed location on their site plan for review and consideration. The applicant will be responsible for 100% of the costs associated with BWP relocating the anchor via an AIC charge if the request is determined to be feasible and appropriate.
77. The proposed building addition will conflict with the existing electrical service; therefore, the applicant will need to contact BWP Electric Engineering before plan check to obtain a Confirmation of Electric Service for both temporary and permanent power. Permanent overhead service is possible at the rear wall of the new addition.
78. An electric load schedule and secondary electric service schematic for the entire property will be required to determine the extent of the electrical load requirements.

BWP will provide full comments after the electrical sheets are provided. A meeting should be scheduled between the developer, project architect, electrical engineer, and BWP Electrical Engineering 818-238-3647 to discuss all the issues and to finalize the location of the facilities.

79. The Confirmation of Electric Service documents must be included in the customer's submitted plans. An electrical service upgrade will incur an On-Site Charge via an AIC charge and is dependent on the customer's final requested service characteristics. The charge shall be equal to 100% of the costs incurred by BWP, associated with providing electrical facilities, solely for the Customer's use and benefit. An electrical service upgrade will also incur an Off-Site Charge via a Capacity Charge, and is dependent on the customer's final requested service characteristics. The charges shall be based on the kVA demanded for such new, upgraded, or replaced metered electric panels. The applicant may find more information by visiting BWP RULES AND REGULATIONS, specifically section 3.26 (G), as well as the Citywide Fee Schedule for more details.