

Public Notice

A request for Development Review to convert a portion of the existing single-family residence into a duplex at 511 E. Elmwood Avenue.

What is this?

This notice is to let you know that the City of Burbank Community Development Director will be making a decision to approve or deny an application for Development Review (DR). The Project proposes to convert a portion of the existing single-family residence into a duplex. The work also includes a new first floor addition of 282 square feet and a new second-floor addition of 483 square feet. The property is located on a 4,760 square-foot lot in the R-4 (High-Density Residential) zone.

This Project has been determined to be exempt from the California Environmental Quality Act (CEQA) in accordance with Section 15303 (New Construction or Conversion of Small Spaces) because the project is proposing a new multi-family residential structure totaling no more than four dwelling units.

Why am I receiving this notice?

You are getting this notice because the Project is located near where you live or own property. This notice was mailed to all residents and property owners within 1,000 feet of the Project site to solicit input prior to the final decision. **You are invited to attend the community meeting on Wednesday, October 7, 2026**, or you can call or write to provide input on the project. **The Community Development Director will make a decision to approve or deny the Project on or after October 14, 2026.** You also have a right to appeal the decision within 15 days of the decision date (any appeal must be filed with the applicable fee no later than 5:00 p.m. within 15 days of the decision date). To confirm the appeal period, please contact the Project Planner listed below.

How do I find out more or participate?

☎ Call the Project Planner, Johana Valencia, at 818-238-5250

✉ E-mail the Project Planner at: jvalencia@burbankca.gov

📖 View documents related to this project at the Planning office at 150 N. Third Street, Monday through Friday from 8:00 AM to Noon and by appointment between 1:00 to 5:00 PM., or online at: <https://www.burbankca.gov/web/community-development/pendingprojects>

🕒 Attend a **Community Meeting on Wednesday, October 7, 2026, at 6:00 p.m.** The meeting will be held in Conference Room 104 on the first floor of the **Community Development Building, located at 150 N. Thirst Street** in Burbank

Notice: Pursuant to Section 65009 of the California Government Code, if you challenge the proposed project in court, you may be limited to raising only those issues that you or someone else raised at the Planning Commission public hearing described in this notice, or in written correspondence delivered to the Planning Commission at, or prior to, the public hearing

Date: September 24, 2026

Project: Planning Permit No. 24-0001409

Burbank Planning Division - www.burbankca.gov/planning



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