



City of Burbank – Planning Division  
**HILLSIDE DEVELOPMENT PERMIT**  
**EXEMPTION REQUEST FOR NEW POOLS & SPAS**  
Application Submittal Checklist and Project Information

150 North Third Street  
Burbank, California 91502  
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**PURPOSE:** Construction of pools and spas in R-1 single-family residential lots that are located within the designated Hillside region of the City are subject to a Hillside Development Permit. However, Section 10-1-606(H) of the Burbank Municipal Code exempts new construction of pools and spas if they are proposed on flat portions of hillside lots that have a less than 5% slope prior to grading. The following documents shall be provided to Planning staff to determine if the proposed pool/spa is exempt from the HDP discretionary review process.

**Required Submittal Items.** Check boxes to acknowledge the item is included in the submittal package.

**Project Application** – Completed Building Permit Application for pool/spa with original owner signature.

**Application fee** – Payment shall be submitted to Building & Safety Division.  
Visit City's webpage for more information: <http://www.burbankca.gov/singlefamilyapplications>

**Project Plans**

- 1 reduced size (11"x17") sets of project plans
- 1 electronic set of plans (via USB or CD)

All plans shall include:

- **Site plan** to show location of the proposed pool, spa, and pool equipment, drawn to scale and with adequate dimensions (see handout for Standard Plan Formatting Requirements). The site plan must call out area of work and any proposed deck or hardscaping.
- **Preliminary grading plan**, showing all cut and fill volumes labeled and color-coded as follows: *cut areas* – brown; *fill areas*-yellow; *natural terrain* – green; *streets* – gray; and *building pad areas* – white.
- **Topographic site elevation survey with contour lines** to show existing and proposed topography of the site.
- **Slope calculation for the portion of the lot that would contain the proposed pool**, The slope shall be calculated using the following formula:

$S = (I \times L \times 100)/A$ , where:

**S** = Average ground slope in percent, calculated for the portion of the lot that would contain the proposed pool

**I** = Contour interval in feet. The contour interval shall be 5 feet or less.

**L** = The combined length in feet of all contour lines on the portion of the lot that would contain the proposed pool

**A** = Gross area for the portion of the lot that would contain the proposed pool in square feet

**Photos of Project Site** – Provide one (1) set of color photos of the project in hardcopy (either 8.5" x 11" or within project plans) or digitally on USB or CD. Photos should include: yard area of the property showing the area of work along with a photo key identifying where each photo is taken from.