



City of Burbank  
Planning Division  
**STANDARD PLAN DETAILS  
& GENERAL REQUIREMENTS**

150 North Third Street  
Burbank, California 91502  
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For your application to be processed in a timely manner, it is important that as much information as possible be included in the application package, and that all documents, photographs, and plans conform to City requirements as set forth below. Insufficient information may result in your application being deemed incomplete.

**GENERAL REQUIREMENTS:**

1. All plans submitted shall be standard or half-sheet standard size, and must be drawn to scale with all lot and building dimensions labeled.
2. All plans must include the following: name of preparer; date originally prepared and date(s) of any revisions; applicant name; project address; north arrow and scale; tabulations and notations of the following: lot size, existing and proposed square-footage of all structures, separate calculations for garage and accessory structure(s), and any square-footage to be demolished.
3. Project Description: provide a summary of the project proposal that includes such information as the scope of work, square-footages (existing, proposed, demolition), the design concept, and existing and/or proposed uses (hours of operation, number of employees, maximum occupancy if applicable).

**SITE PLAN:**

1. Site plans should be prepared using an Engineer's Scale.
2. Accurate and complete lot boundaries and dimensions.
3. Footprint of all existing and proposed structures on the property, including structural walls and any eaves/overhangs. Provide dimensions including all structures and all front, side, and rear yard setbacks. Existing structures and portions of structures must be labeled or otherwise differentiated from proposed structures.
4. Provide the following applicable project information and development standard calculations on the cover sheet or the site plan:
  - a. All applicable City street addresses
  - b. All applicable Assessor's Parcel Numbers (APN)
  - c. Zone and General Plan designations for property
  - d. Floor-Area Ratio (FAR) and calculations
  - e. Lot Coverage and calculations
  - f. Required Parking (calculations and total).
  - g. Required ADA-accessible parking spaces and Path(s) of Travel
  - h. Lot Area (dimensions and calculations)
5. The location and name of all existing public streets and alleys adjacent to the site.
6. The width and location of all existing and proposed easements, whether public or private.

7. Outline of all parking facilities including paved areas/driveways leading to parking areas.
8. Location of trash and recycling bin enclosures or storage areas.

**FOR RESIDENTIAL PROJECTS, ADD THE FOLLOWING TABULATIONS:**

9. Total number of dwelling units.
10. Complete data and calculations for Floor-Area Ratio (FAR) and lot coverage (a separate handout is available detailing the necessary information and calculations).
11. Square-footage and number of bedrooms in each unit.
12. Square-footage and percent of common open space area.
13. Private open space provided for each unit.
14. Amount of tenant and guest parking required and provided.
15. Amount of personal storage provided for each dwelling unit.

**FOR PROJECTS INVOLVING DEMOLITION OF EXISTING BUILDINGS OR STRUCTURES, ADD THE FOLLOWING TABULATIONS:**

16. If existing buildings are to be demolished, two site plans must be submitted:
  - a. Demolition Plan (separate page) showing all existing structures and indicating where demolition will occur;
  - b. Site Plan showing existing structures or portions thereof that will remain (if any) and the proposed new structures.
17. Adjusted gross square-footage and use of each building or structure to be demolished.
18. If buildings to be demolished are residential, also indicate the number of single-family units and/or multi-family units to be removed.

**FLOOR PLANS:**

1. Floor plans should be prepared using an Architect's Scale.
2. All floor plans must include the following:
  - a. Complete interior floor plan of all structures, with each room labeled and dimensioned
  - b. Include dimensions and square-footage for the interior walls (exterior walls are excluded from the gross square-footage and FAR calculations)
3. Dimensions to property lines that abut or are adjacent to the structure(s).
4. For single-family residential projects involving interior remodeling and/or demolition, provide data showing: the gross length of existing walls to remain as is, gross length of walls to be modified and/or reconstructed, gross length of walls to be removed/demolished, and the percentages of each.

**ELEVATIONS & RENDERINGS:**

1. Elevations and renderings should be prepared using an Architect's Scale.

2. Provide complete elevations showing all sides for all structures on the property, with each side labeled by direction (North, South, East, and West). If applicable, label each elevation using local orientations or street names.
3. Label all dimensions, including but not limited to: required yard setbacks; height to top plate from each corner and the average grade; and height to top of roof from each corner and the average grade.
4. Show total height of structure on each elevation view, measured from the property elevation to the highest point on structure. Include intermediate heights for top of garage deck and ceiling height(s) of rooms that may be occupied.
5. Label and provide complete information for all proposed materials, colors, and all architectural elements:
  - a. Exterior wall treatment including textures and finishes
  - b. Exterior windows and treatment including trim, dimensions, and manufacturer's specifications
  - c. Exterior doors and treatment including trim, dimensions, and manufacturer's specifications
  - d. Exterior light fixtures and sconces including dimensions and manufacturer's specifications
  - e. Roof and exterior fascia materials, dimensions, and manufacturer's specifications. Pitch for existing and proposed rooflines must be included.
6. A materials/colors sample board should be no larger than 9" by 11".
7. Label and dimension all setbacks for walls, or any other structure elements, that abut or are adjacent to property lines.
8. Label and dimension all encroachments or any other structural elements (e.g., eaves, roof elements, etc.) that overhang any property line(s).
9. Provide an illustrative wall section from parapet to foundation showing foundation, wall, windows and doors, parapet, cornice, eave and roof. Include measurements from average grade.
10. Provide building site sections showing roof and floor heights, site slope, automobile or pedestrian ramps, basements, underground garages, and penthouses.
11. Provide section(s) at adjacent property lines indicating any grade differential, showing fence height, retaining walls, ground slope, etc.
12. Show location(s) of heating, ventilation, air conditioning (HVAC) units. Provide unit details, height, and distance from parapet or equipment screen.
13. Provide HVAC equipment screen locations and details (height, material, color, etc.).

## **PRELIMINARY LANDSCAPE PLAN:**

1. A preliminary landscape plan should be prepared by a qualified person, such as a Landscape Architect with a valid landscape architecture license issued by the Calif. Architect's Board, Landscape Architects Technical Committee.  
NOTE: Unlicensed persons may prepare drawings for the conceptual design and placement of tangible objects and landscape features. Unlicensed persons may NOT prepare: construction documents, details, or specifications for tangible landscape objects or landscape features; or grading or drainage plans for the alteration of sites. Personal property owners (e.g., residential properties) may prepare any plans, drawings, or specifications for any property owned by that person.
2. A preliminary landscape plan must include the following:
  - a. Distinguish areas that will be landscape and those that will be hardscape
  - b. Table listing notations for names/types and preliminary quantities of shrubs, trees, hedges, and groundcover
  - c. Notations for types of hardscape (pavers, permeable concrete, etc.)
  - d. Location and species name(s) of existing trees and landscaping
  - e. Provide conceptual sections and elevation drawings of all landscape architectural features such as walls, fences, lighting, paving types (and patterns), arbors, benches, fountains and other like features showing scale, form, materials and colors

### **PARKING PLAN:**

1. If garage parking, use same scale as floor plans. If open/at-grade parking, use same scale as site plan.
2. Show all required and proposed spaces, including garages and covered/uncovered spaces.
3. Number each parking space; show striping, wheel stops, and directional arrows.
4. Show the dimensions of all circulation features including internal streets, driveways, turn-around areas, access areas, and loading or service areas.
5. Provide profile of ramps to underground parking which delineate all grade transitions, clearances, and dimensions, and also provide elevations of street, gutter, sidewalk, and curb.
6. Clearly identify whether parking spaces are standard or compact, tandem, or ADA-accessible; and for residential projects, which spaces are guest spaces.
7. Calculations for all applicable parking requirements (standard, ADA-accessible, bicycle, etc.) based on the standards for different land uses contained in BMC Section 10-1-1408.
8. If only open surface parking is proposed, the information may be included on the Site Plan, and a separate parking plan may be omitted.

### **CONCEPTUAL CIVIL DRAWINGS:**

1. Existing and proposed grades from Existing City benchmark including estimated grading quantities (cut and fill calculations).
2. Existing and proposed site contours.
3. Finish floor and pad elevations.
4. Conceptual storm water treatment devices and site design measures.
5. Preliminary hydraulic drainage calculations.

**CONCEPTUAL UTILITY PLANS:**

6. Provide the locations of underground utilities (sewer, gas, electric, and water).
7. Show the location of backflow preventers, above ground electrical utilities, boxes, transformers, meter mains fire standpipes, etc.
8. Provide the location of the overhead utilities, locations of existing joint poles, indicate those to be removed, and services to be placed underground.

**OTHER DOCUMENTS:**

1. All reports, studies, text prepared by the applicant, and other such documents should be black and white, and no larger than 8½ by 11 inches for copying.
2. If available, submit one digital copy of each document.

**PHOTOGRAPHS:**

1. Photographs must show the Project Site as well as adjacent properties.
2. All photographs must be full-color, and no smaller than 3 by 5 inches. Each photograph must have the project address written on the back, or be attached to an 8½ by 11 inch sheet of paper with the project address printed on it. Photographs that are blurry, shadowed, or otherwise not usable may be rejected.

**ART IN PUBLIC PLACES:**

1. Identify the location of any proposed public art on the project site. All development projects are subject to the Art in Public Places Ordinance (BMC Section 10-1-1114), which requires the provision of public art as part of the project, or an in-lieu payment to the Art in Public Places fund. For further information, please contact the Park, Recreation, and Community Services Department at (818) 238-5300.