



Planning Division
**STANDARD PLAN DETAILS &
GENERAL SUBMITTAL REQUIREMENTS**

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PURPOSE: For your application to be processed in a timely manner, it is important for the applicant to provide a complete planning application submittal. Insufficient submittal information will result in your application being determined to be incomplete, which can result in a delay of the overall processing time of your application. Complete applications are required for staff to begin review. For housing projects that have alternative state-mandated submittal requirements, the applicant is responsible for providing staff with the necessary information as required by the respective housing laws.

Please note: All Planning applications shall be submitted electronically, unless otherwise instructed by the Planning Division. Instructions on how applicants can submit Planning Applications to the Planning Division electronically for review are provided on the City's website - <https://www.burbankca.gov/web/community-development/submit-planning-application>. The electronic submittal requirements apply to all Planning applications, except for Wireless Telecommunications Facilities (WTFs) and Accessory Dwelling Unit (ADU). Instructions on how to submit WTF and ADU applications can be found using the link provided above.

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ARCHITECTURAL PLANS

- ☐ A digital set of plans in PDF format (comparable to a full-size plan (24 inch by 36 inch), but not less than a reduced size plan (11 inch by 17 inch), unless otherwise required on the specific application submittal checklist. The following plans are required given the project's scope of work, which means certain plans may not be needed depending on the proposed work.
 - Cover/Title Sheet with Project Information and Scope of Work
 - Existing and Proposed Site Plan
 - Existing and Proposed Floor Plan(s)
 - Existing and Proposed Elevation(s)
 - Proposed Building Section Plan
 - Preliminary Landscape Plan
 - Colors and Materials Sheet
 - Doors and Windows Schedule
 - Proposed Roof Plan(s)
 - Parking and Circulation Plan
 - Demolition Plan
 - Preliminary Grading Plan
 - Land Survey / Topographic Survey
- ☐ All plans submitted must be drawn to scale, with scale indicated on each plan sheet.
- ☐ All reports, studies, text, and other supporting documents shall be in full color and sized to no larger than 8½ by 11 inches in PDF digital format, unless otherwise specified in these requirements.

PHOTOGRAPHS/VISUAL CONTEXT PHOTO MONTAGE:

1. Digital photographs of the site and surrounding context. One photograph from each elevation and of the adjacent property to the sides, front and rear shall be included in the submittal. All photographs must be taken perpendicular to the building. Each photograph shall also be in color and each file shall be labeled with the project address and a description of the view. Photographs that are blurry,

shadowed, or otherwise not usable for the requested purpose may be rejected and the application deemed incomplete.

2. This is intended to demonstrate how the proposed project fits within the surrounding neighborhood context. Supporting text/narrative explanation may be provided to further explain how the project responds to its surroundings, however, it is not required.
 - **Project Site Context:** Color photographs of the existing project site taken from various vantage points from the street and from within the project site showing the existing structure(s), tree(s), and other existing site improvements. Provide full elevation photographs of all site structures including detailed images of affected architectural features proposed for alteration.
 - **Neighborhood Context:** Color photographs of existing buildings on both sides of the street on which the project is proposed, between two cross streets. Photographs should identify the address of the property depicted and should be taken perpendicular to the building. If the project is on a corner lot, photographs should include both streets.
 - **Photographic Key Map:** Map indicating from where and at what angle the photographs were taken. All photographs provided should be labeled to correspond to the locations on the photographic key map.

DIGITAL MASSING MODEL:

Digital building form/massing model showing only the building/structure envelope (i.e., no internal building elements, landscaping, people, cars) of the project as a geo-referenced google earth (.kml/.kmz) file for use in placing and viewing the project. This is a requirement for new construction/development projects or where the project proposes building/structure heights greater than the existing building heights of surrounding properties.

COVER SHEET:

- **All plans must include a cover sheet with the following information:**
 - Name and contact information of the project team (i.e. architectural, engineering, landscaping, etc.).
 - Date originally prepared and date(s) of any revisions in response to City comments.
 - Name and contact information of the property owner(s) and applicant.
 - Property address for project site and LA County Assessor's Parcel Number(s) (APN).
 - A written scope of work describing in detail the proposed project.
 - A project data table that includes all the following:
 - Lot size.
 - All applicable APNs and legal descriptions.
 - Year(s) built for existing structure(s).
 - Existing and proposed number of stories for each building.
 - Existing and proposed square footage calculations for all structure(s).
 - Existing and proposed gross floor area and adjusted gross floor area of all structures. Definitions for gross and adjusted gross square footage are included in Section 10-1-203 of the Burbank Municipal Code (BMC).
 - Square footage calculations for any structure(s) to be demolished.
 - Number of required and proposed parking and loading spaces and applicable parking rate(s).
 - Total square footage of impervious paved area (existing and proposed) on the project site.
 - Total landscape area (existing and proposed) including specific square footages, as required, for the open space areas and any required yard areas.
 - Zoning and General Plan designations for the Project site.
 - Calculations for lot coverage and Floor Area Ratio (FAR).

For residential projects, in addition to the information above, include the following information:

- Total number of existing and proposed dwelling units (residential projects).
- Square footage calculations for each unit and number of bedrooms for each unit (residential projects).
- Location and square footage calculations/percentage of common open space area (residential Projects).
- Location and square footage calculations of private open space provided for each unit (residential projects).
- Amount of tenant and guest parking required and provided (residential projects).
- Square footage calculations for personal storage provided for each unit (residential condominium projects).
- If housing project is subject to Inclusionary Housing requirements, include affordability level of proposed units.
- If housing project utilizes state/local Density Bonus provisions or any other state or local laws regarding affordable housing or streamlined development, include a narrative specifying the exact request (i.e. requested density bonus incentives, concessions, or waivers).
- Vicinity map within a half-mile ($\frac{1}{2}$) radius of the project site showing the closest cross streets, the project site highlighted, and the north arrow.

SITE PLAN:

- ☐ Lot boundaries, dimensions, and area in square feet that are consistent with the land survey on record for the Project site.
- ☐ A survey of the existing conditions on the site and the footprint of adjacent buildings on any adjoining parcels, including the use of the buildings (the entire adjacent buildings/structures do not need to be outlined; however, the closest areas of the buildings near the property lines (interior side and rear yards) shall be required to be shown). This includes all buildings/structures and site improvements, including driveway, within 5 feet of the shared property line(s).
- ☐ North arrow.
- ☐ Plan scale (a minimum 1/8-inch scale).
- ☐ Footprint of all existing and proposed structures on the property, including structural walls and any eaves/overhangs.
- ☐ Required dimensions including all structures (exterior wall) and all front, side, and rear yard setbacks.
- ☐ Existing structures and portions of structures must be labeled or otherwise differentiated from proposed structures.
- ☐ All existing and proposed building separation dimensions measured from exterior wall to exterior wall and roof eave to eave dimension.
- ☐ If existing buildings are to be demolished, a site plan along with a site demolition plan must be provided. The demolition plan would show all existing structures and indicate where demolition will occur. The site plan would show existing structures or portions thereof that will remain (if any) and the proposed new structures.
- ☐ Drainage path and lot slope.
- ☐ Location and name of all existing public streets and alleys adjacent to the site.
- ☐ Location of all existing and proposed exterior light fixtures and trees. The trees shall show existing trees with accurate canopies and overlap, if any, between proposed building footprints and canopy/root system of existing street trees or large mature trees on the site (and on adjoining properties, which may overlap onto the project site).
- ☐ Existing and any proposed easements, whether public or private, with dimensions and name of easement(s).
- ☐ Existing and proposed walls/fences/landscape areas including dimensions and materials.
- ☐ Outline of all parking facilities including paved areas/driveways leading to parking areas, parking aisles/stalls, any landscaped area, and all required dimensions of the parking area.
- ☐ Required ADA-accessible parking space(s) and path(s) of travel.

- ☐ Location of trash and recycling bin enclosures or storage areas.
- ☐ Location of all equipment onsite including location of electrical vault, gas, electric meters, fire sprinkler valves, backflow preventer, HVAC condensers, etc.

For residential projects, in addition to information above, add the following:

- ☐ Common open space areas and provide dimensions.
- ☐ Private open space areas and provide dimensions.
- ☐ Tenant and guest parking spaces.
- ☐ Personal storage area(s) provided for each dwelling unit (residential condominium).
- ☐ Existing or proposed pools/spas/related equipment.
- ☐ Yard amenities such as fire pits, BBQ areas, fountains, patio covers, benches, etc.

FLOOR PLAN:

- ☐ Existing and proposed floor plans for all structures on site.
- ☐ North arrow.
- ☐ Plan scale (minimum 1/4-inch scale).
- ☐ Complete interior floor plan of all structures, with each room/area labeled and dimensioned.
- ☐ Square footage of each room/area and buildings/structures; consistent with the project data information on the Cover Sheet.
- ☐ Interior remodeling and/or demolition, provide data showing the following:
 - The length of existing walls to remain.
 - The length of walls proposed to be modified and/or reconstructed.
 - The length of walls proposed to be removed/demolished.
 - Include the percentage of each listed above.

ELEVATION PLAN:

- ☐ Building/structure elevations showing all sides of the property, with the appropriate north, south, east, and west elevation views labeled.
- ☐ Plan scale (minimum 1/4-inch scale).
- ☐ Building/structure setbacks from property lines.
- ☐ Building/structure heights.
- ☐ Call-out of all existing/proposed materials, colors, and all architectural elements:
 - Exterior wall treatment including textures and finishes.
 - Exterior windows and treatment including trim, dimensions, and manufacturer's specifications.
 - Exterior doors and treatment including trim, dimensions, and manufacturer's specifications.
 - Exterior light fixtures and sconces including dimensions and manufacturer's specifications.
 - Roof and exterior fascia materials, dimensions, and manufacturer's specifications. Pitch for existing and proposed rooflines must be included.
- ☐ Setbacks for walls, or any other structure elements, that abut or are adjacent to property lines.
- ☐ Dimension of all encroachments or any other structural elements (e.g., eaves, roof elements, etc.) that overhang any property line(s).
- ☐ Detailed wall section from parapet to foundation showing foundation, wall, windows and doors, parapet, cornice, eave and roof. Include measurements from average grade (or grade).
- ☐ Site sections showing site slope, automobile or pedestrian ramps, basements, and underground garages.
- ☐ Section(s) at adjacent property lines indicating any grade differential, showing fence height, retaining walls, ground slope, etc.
- ☐ Location(s) of heating, ventilation, air conditioning (HVAC) units. Provide unit details, height, and distance from parapet or equipment screen.

- ☐ Ground-mounted and wall-mounted equipment screen locations and details (height, material, color, etc.).

BUILDING SECTION:

- ☐ Cross-building and site/grade longitudinal sections shall be provided. For new construction, they shall be referenced to callouts provided on the proposed floor plans.
- ☐ Building walls (including freestanding walls, ceiling height, and plate height of each floor).
- ☐ Floor-to-floor interior height dimensions.
- ☐ Site grading (cuts and fills); existing and proposed.
- ☐ Scale of plan (a minimum ¼ inch scale).

CONCEPTUAL LANDSCAPE PLAN:

- ☐ A conceptual 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. Applicants shall also be aware of any required Water Efficiency standards that may apply to their project based on state and local regulations.*
- ☐ North arrow.
- ☐ Scale of plan (a minimum 1/8-inch scale).
- ☐ A conceptual landscape plan must include the following:
 - Data Table: A data table indicating the total site area, landscaped area, irrigation area.
 - Landscape vs Hardscape Areas: Distinguish areas that will be landscaped and those that will be hardscaped.
 - Landscape Schedule: A landscape schedule/plant palette that identifies the species, common name, plant size, height (for hedges), quantities and symbol for all landscaping.
 - Hardscape Callouts: Include notations for types of hardscape (e.g., pavers, permeable concrete, etc.). Also include hardscape details including paving, trash enclosure, raised planters, water features, fences, walls, site furniture, etc.
 - Tree Shading: Per Article 14 of Title 10, of the Burbank Municipal Code, provide an illustration of the location and radius of tree canopy/cover within 15 years after establishment of the parking lot. At least 50 percent of the parking lot shall be shaded. Provide tree shading calculation. (Only for parking lots.)
 - Walls, Planters, Tree Wells: Include section details for all fences, walls, planters, and tree wells.
 - Irrigation type used for landscaped areas.
 - Lighting Fixtures: Exterior lighting including type of fixture and manufacturer specifications.
 - Existing Landscaping: Existing landscaping, including trees. Identify whether the existing landscaping, including trees, would remain.
 - Conceptual site 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.
 - Existing trees proposed to remain (trees with a 4-inch diameter or greater shall be identified by species and diameter-at-breast height.)
 - Tree Protection Plan if existing public or private protected trees are proposed to be retained during construction.

COLOR AND MATERIALS SHEET:

- ☐ A digital color and materials plan shall be provided, and shall specify the color, material, manufacturer, and enlarged details/product specifications for all exterior materials. The color and material board shall be keyed to the elevation drawings.

WINDOW AND DOOR SCHEDULE:

- ☐ Provide a window and door schedule utilizing a corresponding numbering system on the floor plans. The Schedule shall indicate the existing and proposed framing materials, color, glazing details, operation type and dimensions of the windows and doors affected by the project.

ROOF PLAN:

- ☐ Existing and proposed roof plans showing the following:
 - ☐ Ridges and valleys of the existing roof.
 - ☐ Direction and pitch of roof slopes.
 - ☐ Roof materials.
 - ☐ Location and dimensions of eaves or parapets, including any exposed rafters, beams, brackets fasciae, gutters and other features of the roof.
 - ☐ Location of all proposed rooftop equipment or appurtenant structures.
 - ☐ For roof remodel/tear-off, information about location of area and square footage on the specific work shall be identified on the plan. The plan must clearly state the proposed work including any replacement of structural elements including top-plates and frames.
- ☐ North arrow.
- ☐ Scale of plan (1/8 or 1/4 inch).

PARKING AND CIRCULATION PLAN:

- ☐ Calculations for all applicable parking requirements (standard, ADA-accessible, bicycle, etc.) based on the standards for different land uses and zones.
- ☐ North arrow.
- ☐ Scale of plan, either 1/4-inch scale for parking garages or 1/8-inch scale for surface parking lots.
- ☐ Landscape areas as required by the respective use and zone.
- ☐ Tree shading and calculation for surface parking as required by BMC Section 10-1-1418.
- ☐ All required and proposed parking, including garages and covered/uncovered stalls.
- ☐ Number each parking space; show striping, wheel stops, and directional arrows.
- ☐ Parking spaces to be identified as standard, ADA-accessible, and guest spaces.
- ☐ Required parking calculations for standard, ADA-accessible, bicycle spaces based on the standards for different land uses contained in BMC Section 10-1-1408
- ☐ Dimensions of all circulation features including internal streets, driveways, turn-around areas, access areas, and loading or service areas.
- ☐ Corner cut-off areas and dimensions per BMC Section 10-1-1303.
- ☐ Section view of ramps to underground parking which delineate all grade transitions clearances, and dimensions, and also provide elevations of the street, gutter, sidewalk, and curb.
- ☐ For surface parking, parking and vehicular/pedestrian pathways shall be provided on the plan.
- ☐ 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 or respective zones.

DEMOLITION PLAN

- ☐ Site demolition plan to be provided showing all existing structures and identifying the existing/previous use of the structures.
- ☐ North arrow, project address, APN, and property legal description.
- ☐ Scale of plan.
- ☐ Data table specifying the exterior linear walls to be demolished. The data table shall include the adjusted gross square-footage and use of each building or structure to be demolished.

- ☐ If buildings to be demolished are residential, also indicate the number of single-family units and/or multi-family units to be removed and include a data table indicating the last five years of rental rates for each unit. You must also fill out and submit a **Demolition of Residential Units Replacement Housing Worksheet** for development projects that involves the demolition of any residential units.
- ☐ Prior to submitting a project to the City, applicant is responsible for finding out any restrictions or covenant tied to the property or structures including location of easements, utilities, and any historic designation.

PRELIMINARY GRADING PLAN

- ☐ Plan of the project site showing existing grade slopes and contours.
- ☐ Area and square footage of grading area on the plan.
- ☐ Grading information including the amount of cut and/or fill (cubic yards) on the project site.
- ☐ Grading plans to be prepared/stamped by licensed civil engineers.
- ☐ North arrow, project address, APN, and property legal description.
- ☐ Scale of plan.

LAND SURVEY / TOPOGRAPHIC SURVEY

- ☐ Land survey of the project site that prepared/stamped by licensed land surveyor may be requested by staff to verify lot dimensions, lot area, and easements. Topographic survey may be requested for projects on sloped properties and hillside properties to verify existing site conditions needed for review.
- ☐ North arrow, project address, APN, property legal description.
- ☐ Scale of plan.