CITY OF BURBANK
COMMUNITY DEVELOPMENT DEPARTMENT
150 North Third Street, P.O. Box 6459, Burbank, California 91510-6459
www.burbankca.gov

January 6, 2022

STUART ROYALTY
PROFETA ROYALTY ARCHITECTURE
15233 VENTURA BLVD., SUITE 1220
SHERMAN OAKS, CA 91403

RE: Project No. 20-0006835 (Development Review) - Approved
Property Located at 922 W. Clark Avenue

Dear Mr. Royalty,

This letter is to notify you that the Community Development Director has approved your application for Development Review to construct a new 2-story multifamily dwelling (duplex) including 2 units with detached two-car garages for each unit on the property located at 922 W Clark Ave, subject to the attached Conditions of Approval.

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 Board within 15 days. 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 January 21, 2022**. Please note, an appointment must be made for any appeal filed after 12 p.m. Monday through Friday. If no appeal is filed, then you can submit to the Building Division for Building Plan Check review the first business day following the conclusion of the 15-day appeal period.

If you have any questions concerning this letter, please contact me by phone at (818) 238-5250 or by email at GMirzaAvakyan@Burbankca.gov.

GREG MIRZA-AVAKYAN
Associate Planner
Community Development Department

Enc: Director's Decision, Required Findings, Conditions of Approval, Approved DR Plans

COMMUNITY DEVELOPMENT DEPARTMENT DIRECTOR'S DECISION

DECISION: Approved

PROJECT TITLE: Project No. 20-0006835 - Development Review (DR)

PROJECT ADDRESS: 922 W. Clark Ave.

PROJECT APPLICANT: Stuart Royalty

PROJECT DESCRIPTION: A request for Development Review to construct a new 2-story multifamily dwelling (duplex) including 2 units with detached two-car garages for each unit. The Project Site is zoned R-4, High Density Residential. The General Plan designation is High Density Residential.

EXISTING LAND USE & DEVELOPMENT:
The existing Project Site consists of a single lot, 922 W. Clark Ave, and is currently vacant.

GENERAL PLAN & ZONING DESIGNATION: The zone designation is R-4, High Density Residential, and the General Plan designation is High Density Residential.

MUNICIPAL CODE CONFORMANCE: The Project, as conditioned, complies with all applicable standards set forth in the BMC, including, but not limited to, number of units, height, lot coverage, setbacks, open space, amenities, parking, and landscaping.

ENVIRONMENTAL REVIEW: 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 Structure) of the State CEQA Guidelines for qualifying projects of less than four dwelling units.

DATE SIGN POSTED ON-SITE: October 18, 2021

DATE PUBLIC NOTICE MAILED: October 21, 2021

DATE OF DEVELOPMENT REVIEW COMMUNITY MEETING: November 3, 2021

DATE OF DIRECTOR'S DECISION: January 6, 2022

END OF APPEAL PERIOD: January 21, 2022 (15 days after decision)

for

Greg Mirza-Avakyan, Associate Planner
Planning Division (818) 238-5250

Patrick Prescott, Community Development Director

REQUIRED FINDINGS
FOR GRANTING A DEVELOPMENT REVIEW APPLICATION

Project No. 20-0006835 – Development Review
922 W Clark Avenue – Stuart Royalty, Applicant

The Community Development Director finds the proposed Project satisfies the requisite findings contained in the Burbank Municipal Code (BMC) Section 10-1-1912 necessary for approval of a Development Review Application, subject to the attached Conditions of Approval.

(1) The project is consistent with all applicable provisions of the Burbank Municipal Code.

The Project as conditioned complies with all applicable provisions of the Burbank Municipal Code (BMC) including, but not limited to, lot coverage, height, setbacks, open space, amenities, parking, and landscaping, as outlined below:

- *Lot Coverage* – The Project complies with the maximum lot coverage of 60% of the lot area when located within 500'-0" of R-1 zoned property, with 48.5% proposed.
- *Building Height* – The Project is within the maximum building height of 27'-0" to the top of wall plate and 35'-0" to the top of roof and architectural features, as measured from Code-defined grade, which is the average elevation of the ground surface, prior to any construction or grading, as calculated by adding the elevations of the corners of a lot and dividing by that number of corners. The maximum height to top of plate is 21'-6", and the maximum height to top of roof is 26'-0".
- *Encroachments* – Encroachments are permitted into the required setback areas by various structural components and objects to the maximum distance specified in Table 10-1-628(E). Eaves, canopies, cornices and sills not supported by posts can project within up to 0'-40" in the interior side and rear property lines, and up to 4'-0" into the front setback line. The maximum projection into the required setbacks on any elevation is approximately 3'-2" (The roof eaves within the front setback).
- *Setbacks and Step-backs* – The Project is required to provide minimum and average setbacks, calculated for each story of each structure. In addition, the Project is required to have plane breaks averaging at least 3'-0" on each story of each structure except for garages; in addition, no less than 25% and no more than 75% of the length of each elevation must be located behind the average setback line for that elevation (deviations may be provided by the Community Development Director for the purpose of providing a greater average setback than what is required*). The following table identifies the minimum and average setbacks, as well as the average plane breaks, and percentage of the length of each elevation behind the average setback plane:

	Minimum Setback Required	Minimum Setback Provided	Minimum Average Required	Minimum Average Provided	Average plane break offset	Percent behind Average Setback
First Story – UNITS 1 & 2						
Front yard setback **(north)**	15’	15’	17’	18’-7”	4’-2”	55%
Interior side yard setback **(east)**	5’	5’	7’	7’-4”	9’-9”	25%
Interior side yard setback **(west)**	5’	5’	7’	7’-5”	7’-2”	25%
Rear yard setback **(south)**	5’	41’-8”	7’	53’-3’	3’	56%
Second Story – UNITS 1 & 2						
Front yard setback **(north)**	15’	15’	17’	18’-2”	4’-3”	55%
Interior side yard setback **(east)**	5’	5’	7’	7’-4”	9’-8”	25%
Interior side yard setback **(west)**	5’	5’	7’	7’-4”	13’-2”	25%
Rear yard setback **(south)**	5’	41’-8”	7’	53’-3”	3’	56%

The Project complies with required building plane breaks described in BMC Section 10-1-628(G), as the building has various articulations along the outside of the structure’s elevations.

Above-grade garages and carports are exempt from the average setback requirement and are only required to observe the minimum setback on each elevation. The project complies with this requirement, as the minimum setback from the property line is 5 feet. The ADU referenced in the elevation sheets will be reviewed under a separate permit and is subject to a different set of standards outlined in Section 10-1-620.3 of the Burbank Municipal Code.

- *Parking* – The Project will provide two parking spaces per unit, as required for units with two or more bedrooms. The parking is provided in two individual covered garages separated by a hallway, and internal clearance for both garages exceeds the minimum 19’-0” by 19’-0” dimension for two vehicles. All the parking spaces provide the minimum backup radius of 24’-0” from the garage opening.

- *Common & Private Open Space* – A minimum of 150 square feet of common open space per dwelling unit is required (300 square feet total for 2 dwelling units). For projects with 5 of fewer units, the Code allows the provision of 200 square feet of private open space in lieu of providing any common open space. The Project includes no common open space; however, a 260 square foot private open space is provided for Unit 1 and a 240 square foot private open space is provided for Unit 2. 100% of the private open space is open to the sky, and more than the required 15% of it is landscaped. Additionally, the Project complies with the requirement

that each dwelling unit have a direct view either onto on-site open space or a public street, consistent with BMC Section 10-1-628(K)(12).

- *Landscape* – The Project complies with the requirement that a minimum 15% of total lot area, or approximately 800 square feet, must be landscaped by providing 1,819 square feet, or 17.4%. Additionally, the Project, as conditioned, complies with tree planting requirements by including the required number of trees at the required tree box size dimensions. The existing parkway landscaping fronting the Project Site on W Clark Ave. will be reviewed separately during Plan Check with the Public Works and Parks & Recreation Departments.

- *Amenities* – The Project consists of two on-site amenities for each unit, as required. Permanently installed seating and a limestone well dribbler fountain (water feature) are provided and are conditioned to be well-maintained and permanently installed on the site. Amenities are identified on approved project plans (Sheet L1) and conditions of approval.

- *Pedestrian Circulation* – The Project complies with the pedestrian circulation requirements, as the on-site paths connect the public street to individual unit entries, parking areas, and public sidewalks.

- *Trash/Recycling Collection Areas* – The Project complies with the requirement that all multifamily projects must provide a designated on-site trash and recycling collection area.

- *Lighting* – The Project complies with minimum lighting requirements per BMC Section 10-1-628(W), as lighting is provided in all common areas, including the outdoor parking areas and private open space areas as identified on approved project plans and conditions of approval.

- *Building Orientation and Design* – The Project complies with the requirement that all elevations must provide façade treatment in a manner that provides variation in heights, volumes, entries, materials, colors, and architectural features, by proposing a contemporary architectural style with modulations and a variety for architectural materials to provide visual interest. The proposed materials are consistent with the proposed contemporary architectural style, and the materials and colors are used on all facades of the proposed Project.

- *Materials and Colors* – The project uses several colors for the façade treatment, where a minimum of two colors are required. The color distribution is consistent on all facades, as the project proposed to use painted corrugated metal and stained wood siding on all facades, clear glass, and a metal roof material.

- *Windows and Awnings* – The windows and awnings are used and distributed consistently on all elevations and are consistent with the proposed contemporary architectural style. The Project proposes no awnings.

- *Roof Design and Massing* – The roof shape is consistent on all elevations, and the roof forms are broken up to avoid long, flat lines that lack visual interest. The mansards are used on all elevations, and the color and material of the roof is consistent with the contemporary architectural style of the proposed Project. Roof mounted equipment will be screened from view using parapet screens that are visually integrated into the building design and are

consistent with the architectural style, materials, and color, as required by code.

- *Entries and Porches* – All unit entries must serve as a primary design element through changes in elevation, volume, and/or landscaping. Consistent with the contemporary architectural styles, the Project provides contextual entry design which is differentiated by the use of an overhang above the entries to the units. The doors to the proposed units will be painted a different from the rest of the building to draw the eye to the entryway.

(2) The project complies with the Neighborhood Character and Compatibility requirements in Section 10-1-631 of the Burbank Municipal Code.

BMC Section 10-1-631(A) requires that all projects proposed on multifamily-zoned property comply with the following:

1. The project would not conflict with, or would not have an adverse impact on, the existing or intended neighborhood character; and/or,

2. The project would not have an adverse impact on nearby single-family residential structures located in any single-family residential zone.

The Project Site is zoned R-4, High Density Residential with a General Plan Land Use designation of High Density Residential. Per the Burbank2035 General Plan Land Use Element, High Density Residential allows for a maximum density of 43 dwelling units per acre. The 5,338-square-foot lot with 2 new dwelling units is equivalent to approximately 16 dwelling units per acre and is therefore consistent with the intended development pattern for the site as well as the subject blockface, which has the same land use designation and zoning.

The Project is compatible with the neighborhood, defined as all properties on both sides of the street between the two nearest cross streets, and all properties in the same block as the subject property including those on the closest side of the adjacent street to the rear of the property. The area around the Project site is not homogeneous and is characterized by a mixture of densities and uses.

The Project site is zoned R-4 (High Density Residential) and is fronted by R-3 (Medium Density Residential) zoning to the north across the street on W Clark Avenue, characterized by duplexes and multiple family apartment buildings. The properties to the east and south of the Project site are zoned C-2 (Commercial Limited Business). The property located between North Victory Boulevard, West Clark, and W Olive Avenue across the alley to the east of the project site is a strip mall with a mixture of commercial service and retail uses. Directly to the west, the block is characterized by R-4 zoning, with several multifamily buildings. Further west down Clark Avenue is an urban park (Izay Park) and the Walt Disney Elementary school.

The General Plan land use designations are consistent with the existing zoning: *Corridor commercial* to the east and south, *medium density residential* to the north, *high density residential*, *open space,* and *institutional* to the west. Many of the residential structures in the immediate area are single-story; however, there are several two-story residential buildings on the same block, including 917 W Clark Avenue directly across the street from the Project Site,

as well as a two-story apartment building at 1021 W Clark Avenue. There are no single-family-zoned properties on the block. As such, the Project would not conflict with or have an adverse impact on the existing or intended neighborhood character and would not have an adverse impact on nearby single-family residential structures located in any single-family residential zone.

As required by BMC Section 10-1-631(B), in making the above determination the following specific project features were considered:

- *Building Height* – As noted above, the building height is within the maximum allowable of 27'-0" to the top of wall plate and 35'-0" to the top of roof. The maximum proposed height is 26'-0" to the top of the architectural features.

- *Building Size and Massing* – The building incorporates design elements that limit the overall size and massing, including plane breaks in the elevations on all sides of the proposed buildings, which create a sense of movement and visual interest. The entries are recessed and articulated by a projected canopy. The roofline features intersecting ridges, adding more diversity and interest from the street side. Additionally, beyond the front unit, the overall mass is broken up into two separate buildings, thereby reducing the overall building footprint.

- *Proportions of elements within a building and buildings within a project* – All doors, windows, balconies, patios, and other architectural and design elements are appropriate in scale for a two-story residential building. The Project utilizes traditional floor-to-ceiling heights, roof pitches, window surrounds, and symmetry. The floor-to-ceiling window style is consistent with the contemporary architectural style.

- *Roof style and pitch* – The building design incorporates multiple intersecting roof ridges at a 4:12 pitch. On all elevations the roof lines culminate with parapet screen walls (architectural features) which screen the rooftop areas where the rooftop equipment and solar panels will be placed. This rooftop design is not typical for the immediate area; however, as viewed from the public right-of-way the visual effect of this rooftop design is consistent with many of the roofs found on residential and commercial structures in the surrounding area.

- *Parking and circulation areas and vehicle access points* – The BMC requires a minimum of two spaces per dwelling units with 2 or more bedrooms, which can be covered or uncovered (uncovered when located in the rear half of the lot). The Project includes four parking spaces in two individual garages within the rear of the lot. The area provided for the garages exceeds the minimum dimensions required. Access to the parking garage for Unit 1 is provided through the alley to the east of the Project Site, while the driveway for Unit 2 is located off the alley to the south. The parking area is designed to comply with applicable drive aisle width, driveway slope, turning radius, and backup distance requirements.

- *Building orientation including design and location of entries, windows, and balconies and their relationship to the street and neighboring properties* – The duplex is designed with main front entry doors facing the street. The entry design engages at the street level by incorporating visible covered porch entry areas, variation in color, and creative landscaping design. The entry is consistent with other front-facing entries on the block.

- *Pedestrian access points, entry locations, and circulation* – As noted above, the project complies with the pedestrian circulation requirements, as the on-site paths connect the public street to individual unit entries, parking areas, and public sidewalks.

- *Location and orientation of common and private open space areas* – As allowed by the Burbank Municipal Code, the Project proposes excess private open space in lieu of providing common open space. The open space areas for each unit meet the private open space standards, such as the requirement that such open space areas must be separate from vehicle access and parking areas, provide landscaping and amenities, and abut the units that they serve to allow for direct access from the units without having to enter a common area.

CONDITIONS OF APPROVAL

Project No. 20-0006835 – Development Review
922 W Clark Ave. – Stuart Royalty, Applicant

COMMUNITY DEVELOPMENT DEPARTMENT

PLANNING DIVISION

1. Project No. 20-0006835 approves a Development Review to construct a new 2-story multifamily dwelling (duplex) including 2 units with detached two-car garages for each unit. The Project Site is zoned R-4, High Density Residential. The General Plan designation is High Density Residential.

2. This permit shall expire if the scope of work is not initiated within one year of the date of this approval (expires on January 6, 2023), unless the Property Owner has diligently developed the proposed project as shown by the issuance of a grading, foundation, or building permit and the construction of substantial improvements.

3. The operation/construction on the site shall remain in substantial conformance with the request and with the application materials submitted by the applicant on December 30, 2020 and the project plans stamped on January 6, 2022, approved and placed on file in the office of the Planning Division.

4. This permit or approval may be modified or revoked by the City should it be determined that the proposed use as permitted by this approval or conditions under which they were permitted are detrimental to the public health, welfare, or materially injurious to property or improvements in the vicinity or if the use is maintained so as to constitute a public nuisance.

5. The applicant shall comply with all federal, state, and local laws. Violations or convictions of any of those laws in connection with the use will be cause for revocation of this permit.

6. The applicant shall ensure that the Project complies with any applicable provisions Housing Accountability Act.

7. The Developer shall obtain approval from the U.S. Postal Service (USPS) local growth coordinator to ensure that the plans properly locate the mailboxes. Prior to issuance of a building permit, documentation regarding approval shall be provided to the Planning Division. Contact USPS to obtain approval. Please E-mail: Angel Gonzalez (Amparo.Gonzalez@usps.gov), Diana Garcia (Diana.C.Garcia2@usps.gov), Stephen Rushton (Stephen.P.Rushton@usps.gov), Gretchen Halstead (Gretchen.A.Halstead@usps.gov), and copy: Benjamin Baladad (Benjamin.Baladad@usps.gov), Nancy Quintanilla (Nancy.Quintanill@usps.gov).

8. Plans submitted by the Developer with building permit applications shall show on the building elevation sheets all exterior building materials and colors, 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.

9. Lighting must be provided in all common areas including but not limited to parking garages, outdoor parking areas, common open space areas, pedestrian paths, stairways, and hallways, and shall be identified on the site plan and elevations submitted with the building permit application. Specs for lighting fixtures shall be included in the plans. Outdoor lighting fixtures must be positioned and directed so as not to shine or cause glare onto adjacent properties of public rights-of-way.

10. The Developer shall provide off-street parking for the project, including the number/types of spaces, stall dimensions, paving, striping, location, and access, as required by the Burbank Municipal Code.

11. All required fees shall be paid as required by the Burbank Municipal Code prior to the issuance of any building permits for the project.

12. The Developer shall arrange for materials collection during construction, demolition, and occupancy with the City's Street & Solid Waste Division (Public Works Department), or Developer shall arrange for self-hauling to an authorized facility.

13. Prior to issuance of any Grading Permit, the City Engineer and the Chief Building Official shall confirm that the Grading Plan, Building Plans, and specifications stipulate that, in compliance with SCAQMD Rule 403, excessive fugitive dust emissions shall be controlled by regular watering or other dust prevention measures, as specified in the SCAQMD's Rules and Regulations. In addition, SCAQMD Rule 402 requires implementation of dust suppression techniques to prevent fugitive dust from creating a nuisance off-site. Implementation of the following measures would reduce short-term fugitive dust impacts on nearby sensitive receptors. AQ PDF-3.
    a. Prohibit truck idling in excess of five minutes, on-site and off-site;
    b. All active portions of the construction site shall be watered every three hours during daily construction activities and when dust is observed migrating from the project site to prevent excessive amounts of dust;
    c. Pave or apply water every three hours during daily construction activities or apply non-toxic soil stabilizers on all unpaved access roads, parking areas, and staging areas. More frequent watering shall occur if dust is observed migrating from the site during site disturbance;
    d. Any on-site stockpiles of debris, dirt, or other dusty material shall be enclosed, covered, or watered twice daily, or non-toxic soil binders shall be applied;
    e. All grading and excavation operations shall be suspended when wind speeds exceed 25 miles per hour;
    f. Disturbed areas shall be replaced with ground cover or paved immediately after construction is completed in the affected area;
    g. Gravel bed trackout aprons (3 inches deep, 25 feet long, 12 feet wide per lane and edged by rock berm or row of stakes) shall be installed to reduce mud/dirt trackout from unpaved

truck exit routes;

h. On-site and unpaved-road vehicle speed shall be limited to 15 miles per hour;
i. All on-site roads shall be paved as soon as feasible, watered twice daily, or chemically stabilized;
j. Visible dust beyond the property line which emanates from the project shall be prevented to the maximum extent feasible;
k. All material transported off-site shall be either sufficiently watered or securely covered to prevent excessive amounts of dust prior to departing the job site;
l. Reroute construction trucks away from congested streets or sensitive receptor areas;
m. Track-out devices shall be used at all construction site access points.

14. By signing and/or using this permit, the permittee acknowledges all of the conditions imposed and accepts this permit subject to those conditions and with full awareness of the provisions of Burbank Municipal Code Section 10-1-1913. Failure of the permittee to sign these conditions does not affect their enforceability by the City or other responsible entity. These conditions are binding upon all future property owners and occupants of the subject property.

15. The applicant shall comply with all enclosed Department/Division comments and Code requirements, and shall be verified by the Building Official or designee, prior to the issuance of any Certificate of Occupancy.

16. The Developer shall list these conditions of approval in all construction plans submitted to the Building Division for a building permit. The Developer shall also provide a separate written document outlining how, or where, each of the conditions have been addressed in the building permit 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.

TRANSPORTATION PLANNING DIVIAION

For additional questions please contact Chris Buonomo at cbuonomo@burbankca.gov

17. Per the City's *Burbank2035 General Plan Mobility Element*, the City has set specific sidewalk width requirements for Burbank's streets. Based on Table M-2 (page 4-21) of the *Burbank2035 General Plan's* High Density Residential land use designation, the Project shall provide a minimum width of 10-foot wide sidewalks (from edge of curb to property line).

18. Development shall provide all of the following circulation measures to the satisfaction of the City:
    a. Sidewalks or other designated pathways following direct and safe routes from the external pedestrian circulation system to the building.

BUILDING DIVISION

19. All projects shall comply with Title 9, Chapter 1, of the Burbank Municipal Code, and the **2019 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.

20. 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 building@burbankca.gov.

21. All conditions of approval are to be reproduced on the construction document drawings as part of the Approved Construction Set.

22. 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.

23. Development Impact Fees are assessed by the City for construction of new residential square footage as listed in the Burbank Fee Schedule and Title 10, Article 22, of the Burbank Municipal Code.

24. All ADU's are to be submitted as separate permit applications.

25. A separate demolition permit will be required for the demolition and clearing of the existing structures.

26. Grading and drainage plans will be required. Topographical contour lines are to be indicated, showing existing and proposed contours.

27. Provide all information, calculations, and regulations pertaining to Low Impact Development associated with this project.

28. New construction projects within the City of Burbank are subject to MWELO review.
    New landscape areas for residential and non-residential projects between 500 and 2,500 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.

29. All new construction is required to provide the following:
    a. Show a solar zone having a total area of no less than 250 SF.
    b. Provide the calculations for the dwelling's Annual Photovoltaic Electrical Output per equation 150.1-C.
    c. Show where the PV system sized by the Annual Photovoltaic Electrical Output calculations is to be installed.
    d. Note that the PV system must be installed prior to final inspection.

30. Deferral of any submittal items shall have prior approval of building official. The registered design professional in responsible charge shall list the deferred submittals on construction documents for review.

31. Screening will be required for equipment located in front and side yards. The screening will include the electrical panels, A/C compressor units, gas meters, and transformers. All screening will be subject to approval by Planning and Building divisions, and BWP.

32. Construction projects must comply with Best Management Practices for construction and stormwater runoff requirements of the National Pollutant Discharge Elimination System MS4 Permit.

33. 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.

34. 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.

35. 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:
    - 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.

36. Approved hours of construction are:

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.

BUILDING DIVISION - LANDSCAPING

37. New construction projects with an aggregate irrigated landscape area of 500 sq. ft. or greater shall comply with the Water Efficient Landscape Ordinance. A Landscape Documentation Package ("Landscape Plans") shall be submitted for review and approval.

38. Projects with an aggregate landscape area not exceeding 2,500 square feet may comply with the Prescriptive Measures of the Ordinance.

39. Landscape Plans shall depict planted parkways or public rights-of-way adjacent to the property.

40. Landscape Documentation Package includes:

    a. <u>Project Information</u>
        i. date

ii. project address
iii. project applicant
iv. total landscape area (square feet)
v. project type (e.g. new, rehab, public, private, homeowner-installed)
vi. water supply type (e.g. potable or recycled)
vii. index of all documents in Landscape Documentation Package
viii. contact information for the project applicant and property owner

b. Landscape Design Plan:
   i. location, type and size of all plantings
   ii. identify recreational areas, identify areas permanently and solely dedicated to edible plants, areas irrigated with recycled water
   iii. type of mulch and application depth
   iv. soil amendment specifications and quantity
   v. identify type and surface area of water features, including pools and spas
   vi. identify hardscapes (pervious and non-pervious)
   vii. identify location of any applicable stormwater best management practices
   viii. the signature of a licensed landscape architect, licensed landscape contractor, or any other person authorized to design a landscape

c. Irrigation Design Plan
   i. location and size of submeters or separate irrigation water meters (**note: separate meters or submeters are not required for residential landscapes less than 5000 sq. ft.*)
   ii. location, type and size of all components of the irrigation system, including controllers, main and lateral lines, valves, sprinkler heads, driplines, bubblers, moisture sensing devices, rain sensors, quick couplers, pressure regulators, and backflow prevention devices
   iii. static water pressure at the point of connection to the public water supply
   iv. flow rate (gallons per minute), application rate (inches per hour), and design operating pressure (pressure per square inch) for each station
   v. recycled water irrigation systems as specified in Section 492.14, where applicable
   vi. the signature of a licensed landscape architect, certified irrigation designer, licensed landscape contractor, or any other person authorized to design an irrigation system.

d. Water Efficient Landscape Worksheet – See attached Appendix 'B'
   i. incorporated onto drawing sheets
   ii. exempt if complying with Prescriptive Measures

e. Soil Management – depicted with notes on plans

f. Grading Design Plan – where applicable

41. All areas that are not hardscaped must be landscaped. All landscape areas must include a permanent and fully automatic irrigation system.
42. No more than 35 percent of the total landscape area of the lot as a whole may be occupied by turf or lawn. The remaining landscape area must be occupied by ground cover, vines,

ornamental grasses, small shrubs, and/or seasonal flowering plants. All landscape area not occupied by turf or ground cover must be covered with mulch.

43. At least 50 percent of the total landscape area of the lot as a whole must be planted with shrubs at a rate of one (1) shrub per 10 square feet.

44. Trees must be provided in all yard areas as follows, *unless otherwise approved by the Director*:
    a. Trees must be provided at a rate of one (1) tree per 40 linear feet of yard space. The required number of trees must be calculated separately for each yard area, subject to normal rounding procedures.
    b. Notwithstanding the number of trees required, no less than one (1) tree must be provided for each of the front, interior side, and street-facing side yards and no less than two (2) trees must be provided for the rear yard.
    c. One (1) or more of the trees in both the front and street-facing side yards must be at least 48-inch box size; all other trees must be at least 24-inch box size.
    d. Trees in front yard areas must be complementary to street trees as determined by the Parks Director.

45. All required common open space areas must be landscaped as follows:
    a. Common open space areas must have a minimum 15% percent of landscape area (for R4-R5). If common open space is provided in more than one (1) area, each individual area must provide the minimum percentage of landscape area.
    b. Trees must be provided in common open space areas at a rate of one (1) tree per 600 square feet of open space area, subject to normal rounding procedures. If common open space is provided in more than one (1) area, the number of required trees must be calculated using the collective total of common open space area. The required number of trees may be distributed among the common open space areas at the discretion of the applicant with Director approval.
    c. At least one half (1/2) of the required trees must be at least 24-inch box size. All other trees must be at least 15-gallon size.

46. Existing parkway tree must be preserved in place. Low groundcover-type planting or mulch must be provided at the parkway.

PUBLIC WORKS DEPARTMENT

ENGINEERING DIVISION:

For additional questions, please contact Anthony Roman, Civil Engineer Associate, at (818) 238-3945.

47. Plans should include easements, elevations, right-of-way/property lines, dedication, location of existing/proposed utilities, and any encroachments.

48. 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.

49. No building appurtenances for utility or fire service connections shall encroach or project into the 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 26-701.1].

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

51. 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 on-site improvements. Burbank standard plans can be accessed at: http://file.burbankca.gov/publicworks/OnlineCounter/main/index.htm

52. Prior to the issuance of a Building Permit, submit site drainage plans to Public Works Department for review. On-site drainage shall not flow across the public parkway (sidewalk) or onto adjacent private property. It should be conveyed by underwalk drains into the gutter through the curb face [BMC 13-117, BMC 7-3-102,].

53. Prior to the issuance of a Building Permit, off-site improvement plans (in the public right-of-way) must be approved by the Public Works Director. Plans must be submitted in City of Burbank Standard format and as-built plans must be submitted on mylar paper.

54. Prior to the issuance of a Building Permit, an address form must be processed [BMC 7-3-907].

55. Prior to the issuance of Certificate of Occupancy, show parkway width of 12’ on plans, which would include a 5’ sidewalk and a distance of 1’ between the property line and back of sidewalk. Vinyl fence indicated on plans shall be removed and relocated to the existing property line; 12 feet from curb face.

56. Remove and reconstruct sidewalk fronting the property along Clark Avenue per City of Burbank Standards BS-100 & BS104-1 [BMC 7-3-105, BMC 7-3-106]. Public Works As-Built Plans show Clark Avenue parkway width the be 12’ wide. Reconstruct sidewalk to extend the existing property line fronting the property.].

57. Resurface (grind and overlay minimum 2”) the full alley width fronting the property per City of Burbank Standards. Plans must be submitted in City of Burbank standard format.

58. Any portion of the public parkway (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].

59. Access gates may not swing open into the public right-of-way [BMC 7-3-701.1].

60. If any utility cuts or construction related impacts are made on Cypress Avenue adjacent to the property, applicant will have to restore the street fronting the property per city of Burbank paving requirements.

61. Building access doors, loading docks doors, and access gates may not swing into the public right-of-way [BMC 7-3-701.1].

62. Additional impacts to street triggered by this project could extend the paving restoration limits.

WATER RECLAMATION AND SEWER SYSTEMS DIVISION:

For questions on these requirements, please contact Eden Lopez at (818) 238-3932.

63. The location, depth, and dimensions of all sanitary sewer lines and easements must be shown on the plans.

Wastewater Requirements:

64. And industrial Waste Discharge Permit will be required [BMC 8-1-502 and BMC 8-1-503].

65. Under the current rate structure, pulling the Building Permit for the proposed development is subject to a Sewer Facilities Charge estimated at $1,854.00. The Charge is due prior to issuance of a Building Permit [BMC 8-1-802 and BMC 8-1-806].

SFC = Proposed Developments – Demolition Credits
= Multi-Family Residential units [$667/Unit * 4 Units] – Single Family Residential Unit [$814/Unit * 1 Unit]
= 2,668 - $814
= $1,854

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

66. 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].

67. No person shall connect to or tap an existing public sewer without obtaining a permit [BMC 8-1-301].

68. Each lot must have its own connection to the mainline sewer. Additionally, while the City cannot require each building to have a separate private sewer lateral connection to the sewer collection system, the City highly encourages individual connections should the lot ever be subdivided, or should each building be owned by different parties.

69. A maintenance hole must be installed at the connection point to the City sewer main for any newly proposed private sewer later connection(s) that are greater than or equal to 8-inches in diameter [BMC 8-1-308] per Standard Drawing BSS 201-2 located in the 2012 edition of Standard Plans for Public Works Construction.

70. Any existing fixture or connection to the sewer main line must be capped before a building demolition occurs.

71. 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 elevations 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.

72. Landscape improvements need to take into consideration the location of sewer facilities to prevent tree/plant roots from entering/obstructing or damaging the sewer facilities. An obstructed or damaged sewer facility can result in a sanitary sewer overflow, costly repairs, costly fines, and costly claims. It is highly recommended that either a 15-foot clearance for trees and large shrubs is maintained from the location of the private sewer later and the City sewer main (7.5 feet on either side of the City sewer main), or a root barrier control system is employed for each tree/plant.

Stormwater Requirements

73. Per BMC 9-3-407, 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.

TRAFFIC ENGINEERING DIVISION:

For additional information or questions, please contact Vikki Davtian, Principal Engineer – Traffic, at (818) 238-3922.

74. No visual obstructions shall be erected or maintained in the 5' by 5' visibility cut-off above 3' high or below 10' high at the intersection of the alley and driveway [BMC 10-1-1303(C)].

75. Any garage/carport that is accessed from the adjacent 20' alley shall have a minimum setback of 4' from the alley property line in order to provide a minimum 24' turning radius for vehicles entering and existing the garage/carport. [BMC 10-1-1606 & 10-1-603].

76. No visual obstruction shall be erected or maintained above 3' high or below 10' high in a 10' by 10' visibility cut-off at the intersection of street and alley. [BMC 10-1-1303(B)].

FIELD SERVICES DIVISION:

For additional information or questions please contact Public Works Field Services at (818) 238-3800.

77. Separate dwelling unit will require separate Solid Water service.

78. There must be an appropriate location on the property for all solid waste containers or bins. Solid waste containers are not to be visible from the street.

BURBANK WATER AND POWER (BWP)

BWP ELECTRIC DIVISION

Plan Information

79. The following information shall be included on the construction plans:
    a. Dimensions/location of existing/proposed public improvements adjacent to project.
    b. The width and the location of all the existing and proposed easements.
    c. Fully dimensioned building elevations showing height of structure from natural grade.
    d. Proposed location of the electric service panel/meters.

80. Plan approval will not be given until an electric service confirmation is obtained. Contact BWP Engineering at (818) 238-3575. The plans must show the pertinent information related to the method of service as specified on the confirmation.

Load Requirements

81. A load schedule and secondary service schematic will be required to determine the extent of the electrical load requirements. An electronic copy of a plot plan of the site, showing all the existing and proposed substructures, complying with BWP AutoCAD standards should also be provided to BWP Electrical Engineering to aid the electrical design. 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 early in the design stage of each phase of the project to discuss all the issues and to finalize the location of the facilities.

82. Loads below 5MW will be fed from the existing system but will require upgrades to accommodate the new development, at the developers cost.

Substructure

83. The developer's contractor will provide as-built drawings showing the exact location of underground substructure installed to serve the property.

84. All substructure work including pull boxes and secondary conduits are the responsibility of the developer and shall be done in accordance with Burbank Water and Power drawings and specifications.

85. Any existing and proposed substructure on-site and off-site, which may affect the location of the new underground electrical system and any other improvements shall be identified and shown on the final plans in order to avoid a potential conflict with other substructure.

86. BWP will provide the following items at the developer's cost:

    a. Construction drawings for all substructure work
    b. Engineering support during construction
    c. Inspection of the work performed by the developer's contractor to ensure the work is done per the plans provided by BWP and per BWP specifications
    d. Installation of metering devices.
    e. Installation and Removal of Hard Covers on Primary Overhead Conductors.

Safety/Clearances

87. The State of California Public Utilities Commission General Order No. 95 requires that no building or structure be allowed to encroach within the envelope 12' vertical and 6'horizontal from the existing high voltage lines along the existing alleys within project boundary. The actual height and location of the conductor attachment has to be surveyed and shown on the plans.

88. The State of California Public Utilities Commission General Order No. 95 requires that no building or structure be allowed to encroach within the envelope 8' vertical and 3' horizontal from the existing low voltage lines along the existing alleys within project boundary. The actual height and location of the conductor attachment has to be surveyed and shown on the plans.

89. The State of California Public Utilities Commission General Order No. 95 requires that no temporary scaffolding, platforms or supporting framework upon which men may work be allowed to encroach within the required clearance envelopes as stated in the previous two comments.

90. Burbank Water and Power Rules and Regulations require that no open patios or balconies will be erected underneath any high voltage overhead conductor regardless of vertical clearance.

91. Plans must be revised to avoid encroachment into the envelope as commented above. Building elevations will show the existing power poles, their height from natural grade, conductor attachment heights and locations (all surveyed), and the described above envelopes clear from any portion of the building per BWP drawing S-708.

92. The developer's contractor is responsible for protecting any existing Burbank Water and Power facilities in place. Power poles must be protected in place to prevent any movement of the pole butt during excavation. Anchors must also be protected to prevent slippage or exposure that could result in the reduction or loss of holding power. If these requirements cannot be met, then no excavation will be allowed within three feet from the face of poles and five feet from anchors.

93. The developer's contractor is responsible for protecting any existing Burbank Water and Power underground facilities from damage during construction. No crane imposed loads will be allowed on any existing manhole or pullbox structures.

94. Any excavation that restricts vehicular access to existing BWP facilities may require the relocation of such facilities at the developer's cost.

Aid-in-Construction

95. The Burbank Water and Power fees for providing electric service are Aid-in-Construction (AIC) charges set forth in Section 3.26 of BWP's Rules and Regulations for Electric Service. AIC charges are to recover the actual cost of:

    a. Providing and installing new facilities to serve the customer;
    b. Conducting feasibility studies and engineering;
    c. Relocating existing overhead or underground facilities.

96. Actual costs vary from project to project and AIC examples can be found in the Burbank Water and Power "Guide for Electric Service".

97. If any portion of the existing BWP facilities needs to be upgraded or relocated due to the subject project, it will be done at the developer's expense.

Metering/Service

98. All electrical installations must conform to the Burbank Water and Power Rules and Regulations for Electric Service (latest revision).

99. Contact BWP Engineering at (818) 238-3647 (residential) or at (818) 238-3565 (commercial) if the existing service panel requires upgrading.

100. For multi-metered services all numbering must be completed in a permanent manner at all individual units and meter sockets before service can be energized. See BWP Rules and Regulations, Section 2.68 (c) for acceptable labeling (stenciling or riveted tags required, permanent marker is unacceptable). Contact Public Works Engineering for unit designations.

101. Outdoor meter locations are preferred. When adequate exterior wall space is not available, a separately locked, clearly labeled meter room is acceptable. All meter rooms must be located on the ground floor and have two exit doors equipped with panic hardware. At least one door must lead directly outside. BWP must be supplied an access key to the room, which will be

installed in a lock box adjacent to the door. The developer shall consult BWP for approved location and obtain a service confirmation prior to any installations.

102. All new metered services require a path for meter communications to BWP communication networks. Installation of meters that fail to continuously communicate with BWP communication networks will require additional BWP approved equipment to be installed at the developer's expense in order to create the appropriate communications path.

Fiber/Communication

103. Burbank Water and Power offers high-speed, high-quality fiber optics-based services through its ONE Burbank program. Fiber service is available to the project if desired. For further information, email support@oneburbank.com or call (818) 238-3113.

104. Contact AT&T at (866) 577-7726 for any phone company facility conflicts. Contact Charter Communications at (818) 847-5013 for any cable T.V. facility conflicts.

Landscaping

105. Any trees planted in the area adjacent to the street/alley will be of a type that will not grow into the existing power lines and will also have sufficient clearance from the streetlight facilities.

106. All equipment locations and screening structures will be indicated on the plans and must meet the Community Development Department Equipment Screening Guidelines. The plans will include the proposed screening method, height of screening, material finish, and color or species of vegetation. All screen walls, which are a part of, or adjacent to, the proposed building will be shown on the building elevations. All screen walls detached from the building will be included as a separate elevation. Verification of submittal requirements and recommendations for screening requirements shall be by the CDD Director or his designee.

Energy Efficiency

107. The electrical design shall comply with California Building Code Title 24 energy efficiency requirements and shall use, wherever practical, surge suppressors, filters, isolation transformers, or other available means to preserve a quality of power of its electrical service and to protect sensitive electronic and computer-controlled equipment from voltage surges, sags, and fluctuations. BWP also recommends the use of an uninterruptible power supply (UPS) and a standby generator for critical loads.

108. Power factor correction to a minimum of 90% will be requested to minimize kVA demand as well as energy use. The developer must use California Nonresident Building Standard to consider and implement energy efficient electrical equipment and devices for minimizing peak demand and wasteful energy consumption.

Electric Vehicle Charging

109. At least 6% of the total parking spaces shall be capable of supporting future Electric Vehicle Supply Equipment (EVSE). Plan design shall be based on Level 2 EVSE or greater, at

maximum operating ampacity. Only underground raceways and related underground equipment per Burbank Water and Power standards are required to be installed at the time of construction. Plans shall include the locations and type of EVSE, raceway method(s), wiring schematics and electrical calculations to verify that the electrical system has sufficient capacity to simultaneously charge all the electrical vehicles at all designated EV charging spaces at their full rated amperage. The electrical service panel shall include capacity to simultaneously charge all EVs at their full-rated amperage and shall identify the overcurrent protective devices space(s) reserved for future EV charging purposes as "EV CAPABLE." The future EV charging stations shall be placed at multiple convenient and visible locations within the new parking facilities. This requirement may be superseded by future state building mandates.

110. As part of our efforts to reduce greenhouse gas emissions, improve air quality, and enhance customer service, Burbank Water and Power's Electric Vehicle Charging program promotes the use of electric vehicles by providing rebates for the installation of Level 2 (240V) charging equipment. BWP also installs and maintains a public electric vehicle charging network, consisting of 27 Level 2 chargers and 1 DC Fast Charger (480V), with new stations added each year depending on budget and availability. For more information on the rebates and the charging network, please contact Drew Kidd, EV Program Manager at 818-238-3653 or DKidd@burbankca.gov. Additionally, information can be found at https://www.burbankwaterandpower.com/electric-vehicles.

Additional Comments

111. BWP can provide one single phase service of 400 amps or less to the property. New development construction standards will require the installation of underground electric service. Underground electric service is possible on the right or rear side of the new building. The applicant will be responsible for actual costs incurred by BWP associated with providing electric service solely for the customer's use and benefit. Costs shall include but not limited to labor, equipment, metering, transformer upgrade, and the installation of electric service substructures. Aid-in Construction charges shall recover all "actual costs" to BWP associated with providing the necessary electrical facilities. The applicant can obtain one utility meter per unit provided that Public Works assigns an address for each unit.

112. BWP requires that no open patios or balconies will be erected underneath any high voltage overhead conductor regardless of vertical clearance. Due to the close proximity of the proposed development, the actual height and location of the conductor attachments have to be surveyed and shown on the plans. Refer to drawing S-708 for G.O. 95 Clearances for structures in proximity to primary and secondary crossarms. The plans show inconsistent dimensions from the rear property line to the rear building. The developer needs to clearly show that the building, including the balcony, will maintain the minimum distance to avoid being built directly under the high voltage lines.

113. If temporary scaffolding, platforms, or supporting structures upon which men may work shall enter the building envelope clearance, during construction, or if aerial truck access is to place workers within a minimum of ten feet of the primary high voltage conductors (up to 12kV), then BWP shall install primary hard covers to the pertinent area of high voltage conductors and

exposed equipment at the owner's expense, prior to any work being performed in that area. Show the existing utility poles on the plans. All new proposed trees will be of a type to not grow into the high voltage lines. The owner is responsible for trimming all trees clear of the power lines.

114. Prior to final plan approval, contact the residential service planner to determine the new service location, to obtain a confirmation of electric service for permanent and temporary power, and to discuss BWP's requirements. A load schedule should be provided at that time.

    For additional information or questions please contact Alen Khachatourian, Junior Engineering Aide, BWP at (818) 238-3647 or akhachatourian@burbankca.gov.

    Please find the following Attachments in the BWP-Electric Memorandum dated 4/1/2021:

    A. S-707 Residential Underground Service
    B. S-708 GO-95 Clearances
    C. S-713 Secondary Riser Detail
    D. S-810 Residential Pull Box Requirements
    E. S-811 Residential Underground Service Conduit Separation

BWP WATER DIVISION

For additional questions, please contact Bassil Nahhas at (818) 238-3500.

115. Include this information on construction plans for plan check:
    - Size & location of water services (domestic, fire, type & location of the backflow assembly)
    - Calculations for sizing of domestic water meter and service (See Attached Sheet)
    - Landscape irrigation plans for backflow plan check

116. Temporary water for construction purposes only may be supplied from the existing service at **922 W. Clark Ave** only after the owner or contractor has signed up for its use at the Burbank Water and Power, 164 W. Magnolia Blvd., between 8:30 AM and 4:30 PM, Monday through Friday. The existing meter(s) and box(s) are to be protected at all times during demolition of the site and/or construction.

117. The new water service, if required for this project, will come from a 12-inch main in Clark Ave at a static pressure of approximately 140 PSI.

118. Due to the system static pressure at this site, the Building Division requirements for a pressure regulator are to be followed in accordance with the 2016 California Plumbing Code.

119. A copy of this Development Review shall be show on the applicant's plan submittal.

120. The water service for this project may be required to be provided with protective devices that prevent objectionable substances from being introduced into the public water supply system, per Title 17 of the California Administrative Code. A $50 backflow prevention plan check fee is due before the plans will be stamped, signed and approved by the Water Division. Both domestic and fire services may require installation of backflow prevention devices.

Plan check will take a minimum of five working days. Backflow devices must be installed on private property and as close as possible to the property line.

121. The owner or contractor shall contact BWP Water Division at (818) 238-3500 before the building permit is issued. The drawings will be reviewed for adequate sizing of the service and meter and will take a minimum of five working days. Domestic meter size shall be adequate to provide the required flow, as determined by a licensed plumber or architect, calculated from the number of fixture units for the proposed development, pursuant to the California Plumbing Code 2016, CCR, Title 24, Part 5. Prior to final approval and preparation of an estimate by the BWP Water Division, the applicant shall obtain approval from the City of Burbank Fire Department for appropriate fire service size and appurtenance selection. A deposit will then be collected to cover construction costs for all required services. Construction scheduling will be based on date of receipt of the required drawings, fees and deposit.

122. If the Fire Department requires any new fire hydrants and/or fire services for this development, the owner or contractor shall request an estimate for same from BWP Water Division by calling (818) 238-3500. The full deposit for any required work (including upgrading the fire service/backflow device) must be paid before the Water Division approves the project drawings.

123. The applicant shall be responsible for all additional costs of connection, installation, and abandonment in accordance with Burbank Water and Power (BWP) Rules and Regulations.

PARKS AND RECREATION DEPARTMENT

124. 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.

125. Provide an Arborist Valuation for all trees and landscape removed for this project.

126. Street Trees are to remain. If street trees are to be removed, they shall be replaced:

    a. Contact Forestry for a list of approved street trees.
    b. All street trees shall be a minimum of 24" box size.
    c. Trees in grass shall be installed with Arbor Guards.
    d. Tree wells are required.

127. Park Development Fee shall be paid prior to the issuance of building permits: $150/bedroom (8 x $150.00 = $1,200)

128. Must comply with Art in Public Places Ordinance if building costs are over $1,500,000.

129. Add note on planning 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.

130. Provide irrigation bubbler to street trees.

131. Provide automatically controlled irrigation system to the parkway.

FIRE DEPARTMENT

132. Provide construction site security by means of a six-foot high fence maintained around the entire site or a qualified fireguard when required by the Fire Code Official.

133. Provide an automatic fire sprinkler system in accordance with the Burbank Municipal Code.

134. Provide electrical supervision for all valves controlling the water supply and all water flow switches on all fire sprinkler systems where the number of sprinklers is 20 or more.

135. Provide a fire alarm system to notify all occupants of automatic fire sprinkler water flow.

136. Provide a Knox key box for fire department access.

137. Provide a Knox KS-2 key access switch for security gates.

138. Provide address numbers a minimum of 4 inches high for residential structures and six inches high for all other occupancies with ¾ inch stroke to identify the premises. Numbers shall be plainly visible from the street or road fronting the property and from the alley or rear accessway to the property.

139. 2A10BC fire extinguishers shall be provided and located as directed by the Fire Code Official in the field. All portable fire extinguishers shall be installed on a positive latching bracket or within an enclosed cabinet.

140. Exit doors shall be openable from the inside without the use of a key or any special knowledge or effort. All locking devices shall be of an approved type.

141. Provide a fire alarm system.

142. Fire apparatus access roads shall be provided in accordance with the California Fire Code, for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction when any portion of the facility or any portion of an exterior wall of the first story of the building is located more than 150 feet from fire apparatus access as measured by an approved route around the exterior of the building or facility. More than one fire apparatus road shall be provided when it is determined by the chief that access by a single road might be impaired by vehicle congestion, condition of terrain, climatic conditions or other factors that could limit access. Access during construction shall be maintained in accordance with the CFC/BMC.

143. Specifications for fire apparatus access roads shall be provided and maintained in accordance with the California Fire Code.

144. Plans for fire apparatus access road shall be submitted to the fire department for review and approval prior to construction.

145. Plans and specifications for fire hydrant systems shall be submitted to the fire department for review and approval prior to construction.

146. When fire protection, including fire apparatus access roads and water supplies for fire protection, is required to be installed, such protection shall be installed and made serviceable prior to and during the time of construction.

147. Approved signs or other approved notices shall be provided and maintained, at the expense of the person(s) in possession of the property, for fire apparatus access roads to identify such roads and prohibit the obstruction thereof or both.

148. An approved water supply capable of supplying the required fire flow for fire protection shall be provided to all premises upon which facilities, buildings, or portions of buildings are hereafter constructed or moved into or within the jurisdiction. When any portion of the facility or building protected is in excess of 150 from a water supply on a public street, as measured by an approved route around the exterior of the facility or building, on-site fire hydrants and mains capable of supplying the required fire flow shall be provided when required by the chief.

149. All exits, fire department access and fire protection shall me maintained in accordance with the California Fire Code during construction.

150. Any fire hydrants for this block shall be upgraded with a 4" X 2-2 ½" outlets. Contact the Water Division at 238-3500 for specifications on the type fire hydrants to be provided.

151. Provide smoke detection for dwelling units, congregate residences and hotel or lodging guestrooms that are used for sleeping purposes.

152. Power and location of smoke detectors in Group R occupancies shall be in compliance with the California Fire Code, California Building Code as amended by the Burbank Municipal Code.

153. All existing single-family dwelling units intended for human occupancy shall have installed on or before July 1, 2011 carbon monoxide detectors in accordance with the Health & Safety Code §17926.

154. All existing Multi-dwelling units intended for human occupancy shall have installed on or before January 1, 2013 carbon monoxide detectors in accordance with the Health & Safety Code §17926.

155. In order to determine fire flow requirements for this building, the following information shall be provided prior to issuing a building permit for final fire department plan check:
    - Building Type Construction as defined by the California Building Code.
    - Square feet of the building.