



**City of Burbank**  
PUBLIC WORKS DEPARTMENT  
150 North third Street, Burbank, CA 91510-6459  
Tel.: (818) 238-3950 Fax: (818) 238-3999  
[www.burbankusa.com](http://www.burbankusa.com)

REQUIREMENTS FOR EXCAVATION PERMIT PLANS  
RIGHT OF WAY IMPROVEMENTS

1. Acceptable plan sizes: 8.5" x11", 11" x 17", 24" x 36"
2. Provide vicinity map (call out surrounding streets) or attach Thomas Guide Map, indicate location and include year and page number of map.
3. Provide plans in Engineering scale. (i.e. 1"=20')
4. Show North Arrow
5. Provide centerline of street, street name, and address(es).
6. Show improvement limits: Right of way, property line, easements, and any dedications that may exist.
7. Show Parkway: sidewalk\*, landscape, tree wells, curb\*, driveway\*, and curb drains\*.
8. Show street: Gutter\*, pavement\*, alley\*, alley centerline, alley approach\*, longitudinal gutter\*, and cross gutter\*.
9. Show Utilities: Any existing manhole, catch basins, vaults, street lighting, power poles, valves, traffic signals poles & boxes, water meter boxes, survey monuments, etc.
10. Corner lots: Show curb ramps\* (protect centerline ties)
11. Show existing and proposed right of way improvements.
12. Show all related dimensions.

\*Construct per the latest approved City of Burbank standard drawings, or APWA standard drawings. Provide type, class, material, and/or additional specifications for construction. Modifications to standard drawings may be required by the City Engineer to comply with the latest standards and ADA rules/Regulations.