City of Burbank
Planning and Transportation Division

GENERAL COMMERCIAL AND INDUSTRIAL DEVELOPMENT PERMIT
Application

150 North Third Street
Burbank, California 91502
www.burbankusa.com
T: 818-238-5250
F: 818-238-5150

A General Commercial and Industrial development permit application form, along with all applicable specific application forms and other required materials must be completed and submitted to the Planning and Transportation Division for all projects that are subject to review and/or approval by the City of Burbank. Please complete each section. If certain items do not apply to this project, please indicate with a "N/A." Incomplete application forms may result in processing delays.

NOTE: Unless exempt, all project applications are subject to the requirements and guidelines of the California Environmental Quality Act (CEQA). Should you have any questions please call the Planning Division at 818-238-5250.

Application Types

☐ Administrative Use Permit	☐ General Plan Amendment	☐ Sign Variance
☐ Conditional Use Permit	☐ Lot Line Adjustment	☐ Variance
☐ Covenant Agreement	☒ Map (Tentative Tract Map, Parcel Map)	☐ Zone Map Amendment
☒ Development Agreement	☒ Planned Development	☐ Zone Text Amendment
☒ Development Review	☐ Parking Agreement	☐ Other _____

Project Information

Project Address: 2500 North Hollywood Way, Burbank, CA 91505	Zoning: PD 89-1
Current use of site: Hotel and Convention Center	Existing Covenants: ☐ No ☒ Yes. If yes, attach copies Reciprocal Easement Agreement
Lot Area: 11.76 Acres or 512,265 Square Feet	Year(s) structure(s) built: Marriott West Tower 1981, East Tower 1989, Convention Center 1990
APN: 2464-004-015	Legal Description: Hotel with Conference Center (488 Guest Rooms)
Number of existing on-site parking spaces: 758	Existing square footage: 316,800 Square Feet

Current Site Description: Describe the project site as it currently exists, including information about topography, soil stability, plants (including mature trees) and animals, and any cultural historical or scenic attributes. Describe any existing structure(s) on the site and the use of the structure(s). Attach photographs of the site. (Prepare/attach separate exhibit(s) as necessary)

The site is currently occupied by Marriott Hotel consisting of approximately 488 guest rooms and Convention Center of approximately 39,000 Square Feet, and surface parking. See attached package for more information.

Project Description/Applicant Request: (You may need to prepare and attach separate exhibits)

1. If the project involves demolition and new construction, describe total project. e.g. demolition, age of building to be demolished, grading, excavation, construction, etc.
2. If commercial, indicate the type, whether neighborhood, city, or regionally oriented, square footage of sales area, square footage of office area, loading facilities, and number of employees.
3. If industrial, indicate type, estimated employment per shift, number of shifts and loading facilities.
4. If institutional, indicate the major function, estimated employment per shift, number of shifts, estimated occupancy, loading facilities, and community benefits to be derived from the project.
5. Will project be owner-occupied or will it be leased to tenants not currently identified? If tenants are known, please list them.

The project site is currently a surface parking lot. The new proposed project includes 2 Phases. Phase 1 consists of a new hotel with surface parking. There are 2 options for Phase 2. Option A proposes an additional hotel with a parking structure, Option B proposes an office building with a parking structure.

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Project No. _____ Address: 2500 North Hollywood Way Burbank, CA 91505 Date: _____

Applicant			
Name/Firm:	Sheri Meshkinpour / SmithGroupJJR		
Address:	550 South Hope Street, Suite 1950, Los Angeles, CA 90071		
Primary phone number	213.228. 6900	Alternate phone number	213.228.6935
E-mail address:	sheri.meshkinpour@smithgroupjjr.com		
Primary contact for this application:	☑ Yes	☐ No	

Property Owner of Record			
Name/Firm:	Chad Cooley / AWH Partners		
Address:	1040 Avenue of the Americas, 9th Floor, New York, NY 10018		
Primary phone number	212-459-2950	Alternate phone number	917-656-8906
E-mail address:	ccooley@awhpartners.com		
Primary contact for this application:	☑ Yes	☐ No	

Contact Person (If different from above)			
Name/Firm:	William Devine / Allen Matkins Leck Gamble Mallory & Natsis LLP		
Address:	1900 Main Street, 5th Floor Irvine, CA 92614		
Primary phone number	949.851.5412	Alternate phone number	949.230.5978
E-mail address:	wdevin@allenmatkins.com		
Primary contact for this application:	☑ Yes	☐ No	

Property Owner's Affidavit	Applicant's Affidavit
I hereby certify that I am the legally authorized owner of the property involved in this application or have been empowered to sign as the owner on behalf of a corporation, partnership, or business as evidenced by the documents attached hereto. I hereby grant to the applicant of this form permission to submit this application. I declare under penalty of perjury that the foregoing is true and correct.	I hereby certify that the information furnished in this application and the attached materials are true and correct to the best of my knowledge and belief. Further, should the stated information be found false or insufficient, I agree to revise the information as appropriate. I understand that the City of Burbank cannot process this application until all required information is provided. I understand there is no guarantee, expressed or implied, that any permit or application will be granted. I understand that each matter must be carefully investigated and the resulting recommendation or decision may be contrary to a position taken or implied in any preliminary discussions. I understand that I have the burden of proof in the matter arising under this application. I declare under penalty of perjury that the foregoing is true and correct.
Property owner's signature: Attached	Applicant signature:
Date:	Date: 6/15/16

Staff Comments (For City Use Only)		
Filing fee:	Date received:	
Project No.:	Received by:	
☐ Plans	☐ Labels	☐ Radius Map
Notes:		

Project No. _____ Address: 2500 North Hollywood Way Burbank, CA 91505 Date: _____

ENVIRONMENTAL INFORMATION

1. List and describe all other related permits and other public approvals required for the project, including those required by City, Regional, State and Federal agencies.

Are the following items applicable to the project or its effects? Discuss below all items checked yes. (Attach additional sheets as necessary.)

2.	Are Federal, State and/or County funds involved in this project? If yes, please specify:	☐ Yes	☑ No
3.	Will paints, solvents, asbestos, pressurized gas, cleaning fluids, acids or other chemicals be used in the business? If yes, please specify:	☐ Yes	☑ No
4.	Do you have a hazardous materials list on file with the Burbank Fire Department?	☐ Yes	☑ No
5.	Change in existing features of any hills or substantial alteration of topography	☐ Yes	☑ No
6.	Change in scenic views or vistas from existing residential areas, public lands or roads	☐ Yes	☑ No
7.	Change in pattern, scale or character of general area of project	☐ Yes	☑ No
8.	Significant amounts of solid waste or litter	☐ Yes	☑ No
9.	Change in dust, ash, smoke, fumes or odors in vicinity	☐ Yes	☑ No
10.	Change in ground water quality or quantity, or alteration of existing drainage patterns	☐ Yes	☑ No
11.	Substantial change in existing noise or vibration levels in the vicinity	☐ Yes	☑ No
12.	Site on filled land or on slope of 10% or more	☐ Yes	☑ No
13.	Use or disposal of potentially hazardous materials, such as toxic substances, flammable or explosives	☐ Yes	☑ No
14.	Substantial change in demand for municipal services (police, fire, water, electricity, sewage, etc.)	☐ Yes	☑ No
15.	Substantial increase in fossil fuel consumption (electricity, oil, natural gas, etc.)	☐ Yes	☑ No
16.	Is there a relationship to a larger project or series of projects? If new construction or expansion of present facilities will take place after demolition, the action is part of a larger project.	☐ Yes	☑ No

17. Describe the surrounding properties, including information on plants (including mature trees) and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (single-family, apartment houses, commercial, industrial, etc...). Photographs may accompany written description (Prepare/attach separate exhibit(s) as necessary.)

See attached drawing package

18. Describe how the project will affect existing patterns of land use. If new construction alters land use from existing patterns, requires a variance or conditional use permit, or increases size or bulk of existing uses please describe. (Prepare/attach separate exhibit(s) as necessary.)

See attached drawing package

Project No. _____ Address: 2500 North Hollywood Way Burbank, CA 91505 Date: _____

City of Burbank
Planning and Transportation Division

PLANNED DEVELOPMENT
Application

150 North Third Street
Burbank, California 91502
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T: 818-235-5250
F: 818-238-5150

To all applicants: There is no guarantee, expressed or implied, that any permit or application will be granted. The applicant shall understand that each matter must be carefully investigated and the resulting recommendation or decision may be contrary to a position taken or implied in any preliminary discussions. Also note the burden of proof regarding this application rests upon the applicant.

PLEASE PROVIDE THE FOLLOWING:
1. Application Fees. A Los Angeles County Clerk filing fee for CEQA may be required at time of application and another fee may be necessary depending on the type of environmental review required
2. A general application, radius map, and labels (in accordance with attached requirements).
3. 18 full sized copies of site plan, floor plans, and elevations to show alterations or new construction proposed, drawn to scale and adequately dimensioned **and** one reduced copy of the plans (11" x 17"). (See attached plan requirements)
4. 18 copies of any supporting documents that are in color
5. Vehicular and Circulation Plan - for streets and rights-of-way within and adjacent to the planned development and for intersections and extensions of vehicles, goods, pedestrians, and bicycles within the planned development, and to and from adjacent streets.
6. Parking Plan - Fully dimensioned, showing all proposed parking, including garages, and covered and uncovered stalls. Number each stall, show striping, wheel stops, and directional arrows. Show the dimensions of all circulation features including internal streets, driveways, turn around areas, access areas, and loading or service areas.
7. Floor Plans - For each floor, fully dimensioned, showing interior floor plan. Show distance to property lines on all sides for all projections including fireplaces, chimneys, porches, platforms, stairways, and balconies.
8. Building Elevations – For each principal frontage, fully dimensioned, fully specifying roof and exterior wall materials, color, and texture. Show total height of structure, on each elevation view, measured from natural grade to highest point on structure.
9. Common Facilities Plan - For residential developments, such as open space areas, swimming pools and cabanas, recreation centers, and tennis courts. This shall include plans for all common facilities areas and a complete narrative description of all proposed activities.

	THE FOLLOWING ITEMS ARE REQUIRED UNLESS INITIALED BY A PLANNER
	On-site drainage plan - minimum scale, indicating grading and drainage of site and affected areas adjacent to the site.
X	Sign plan - Fully dimensioned elevation of each sign proposed, calling out all dimensions, textures, colors, illumination, and placement details. Show relationship to all driveways, landscape areas, parking stalls, and buildings. Show relationship to all other signs on the premises existing and proposed.
	Exterior lighting plan - showing the location, type, height, and manufacturing specifications of any fixtures.
X	Landscape plan - Fully dimensioned and detailed landscape plan drawn at the same scale as the plot plan, and including: full specifications chart calling out all plant types by botanical and common name, number, size, planting distances, specifications, planting and staking details, irrigation specifications, curbing; hardscape treatments, location of all street trees, light standards, parkway treatments, fences and walls.
	Cut and fill map - topographic map of the entire site, showing contours of entire site at an interval of five feet, colored to indicate cut (brown) and fill (yellow), natural (green), pads, and streets (white).
	Survey of site - a complete survey of the entire project area prepared by a civil engineer or licensed land surveyor. The survey shall show all boundaries, monuments, and contour lines at 5-foot intervals
X	Walls and fences - showing the location, dimensions, and construction type should be on the site plan
	Energy consumption measures - description of measures intended to reduce energy consumption, including active solar systems, and measures to provide for passive and natural heating and cooling opportunities.
X	Tabulations showing the following: Square footage and percent of commonly-owned open space area. Square footage and percent of lot coverage. Square footage and percent of lot coverage by impermeable surface. Square footage and percent of landscape areas. Square footage of each dwelling unit and/or tenant space.

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X	Materials palette - depicting the exterior treatment of the development
X	Color perspective - one architectural quality rendering of the property in either one or two point perspective, showing all applicable exterior treatment details including surfaces, roof textures and planes, streetscape/hardscape, landscape, and parking lot
	Additional information the City Planner deems appropriate or necessary is listed below. This constitutes written notice under Burbank Municipal Code Section 10-1-19125 (e).

Residential Projects	
Unit Type	**Number of Units**
Studio	
One Bedroom	
Two Bedroom	
Three Bedroom	
More Than Three Bedrooms	
Total Number of Units	
Gross Land Area:	Gross Square Feet of Land Area Per Unit:
Height (in feet):	Number of Floors:
Type (UBC) of Construction:	
Parking Provided	
Compact	Standard
Guests	Total

Non-Residential Projects			
Type of Land Use: ☐ Retail ☐ Industrial ☐ Office ☒ Other			
Floor Area of Building(s): Existing & New 593,200 square feet	Site Area:	512,265	square feet
Floor Area Ratio (floor area divided by site area): Existing & New 1.16 For Largest Option Proposed			
Amount of Parking Provided: Compact 0	Standard 1530	Total	Existing & New For Largest Option Proposed: 1530 (See Attached)

Proposed Development Schedule			
	Phase I	Phase II	Other Phases
Begin Construction	As soon as building permits are obtained	No Set Date	
Construction Completed	16 months	No Set Date	
Full Occupancy	N/A	No Set Date	

List below the public improvements related to each phase that are needed
Phase I
Phase II
Other Phases

Project No. _____ Address: 2500 North Hollywood Way Burbank, CA 91505 Date: _____

Program Statement
List uses proposed:
The new proposed project includes 2 Phases. Phase 1 consists of a new hotel with surface parking.
There are 2 options for Phase 2. Option A proposes an additional hotel with a parking structure, Option B proposes an office building with a parking structure.
General Plan Amendment Do you propose a use or structure which is not consistent with the Burbank General Plan? Yes ☐ No ☑ If no, what is the General Plan Amendment proposed? Please provide justification for proposed General Plan Amendment.
Requests for specific regulation: The planned development process allows specific regulation by development agreement in place of the requirements found in the Burbank Municipal Code.
Zoning: Do you propose a land use not permitted or conditionally permitted under current zoning? Yes ☐ No ☑ If yes, what are the proposed land uses not currently permitted under the existing zoning, why is the land use you propose more beneficial to the City than the land uses allowed under current zoning and why would the land use you propose not be detrimental to the surrounding neighborhood and community?
Do you propose any subdivision of land as part of your project such as a parcel map, tract map, or lot line adjustment? Yes ☐ No ☑ If yes, please complete the appropriate application form(s) and include as an attachment.

ATTACHMENT 4 - 7

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Search Results

Search Text: 2500, N Hollywood Way , CA-Los Angeles

Search Results: 1 Match(es)

Select a Property:

Record Number	APN/Tax Number	Owner Name	Property Address
1.	2464-004-015	Awh Burbank Hotel Llc	2500 N Hollywood Way Burbank, CA 91505

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