



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**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Administrative Use Permit     | <input type="checkbox"/> General Plan Amendment                | <input type="checkbox"/> Sign Variance       |
| <input type="checkbox"/> Conditional Use Permit        | <input type="checkbox"/> Lot Line Adjustment                   | <input type="checkbox"/> Variance            |
| <input type="checkbox"/> Covenant Agreement            | <input type="checkbox"/> Map (Tentative Tract Map, Parcel Map) | <input type="checkbox"/> Zone Map Amendment  |
| <input type="checkbox"/> Development Agreement         | <input type="checkbox"/> Planned Development                   | <input type="checkbox"/> Zone Text Amendment |
| <input checked="" type="checkbox"/> Development Review | <input type="checkbox"/> Parking Agreement                     | <input type="checkbox"/> Other _____         |

**Project Information**

Project Address: 2801 Thornton Ave, Burbank, CA 91504	Zoning: M-2 (General Industrial)
Current use of site: Warehouse/ Self-Storage	Existing Covenants: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. If yes, attach copies
Lot Area: 2.01 acres (87,425 S.F.)	Year(s) structure(s) built: 1994
APN: 2466-012-027	Legal Description: See ALTA/Survey dated 10/10/22
Number of existing on-site parking spaces: 2466-012-027	Existing square footage: 60,324 S.F.

**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 project site lies in the M-2 General Industrial zone and the current use is warehouse/ self-storage. To the east is the Burbank Fire Station and to the west is a hardware supply store. To the north are additional industrial use properties, and to the south across the street are residential. Per the ALTA/ Survey, no mature trees are shown and the existing structure on site are not cultural historical and do not include scenic attributes. Please refer to colored Photograph Exhibit included with this submittal.

**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 2.01 acre site lies in the M-2 General Industrial zone with an existing use of warehouse/ self-storage. Entitlement required is a Development Review for the partial demolition of 15,893 S.F. of an existing one-story self-storage drive-up building to allow for the proposed construction of a three-story climate controlled self-storage building with two levels of basement. The addition of 102,235 G.S.F. will bring the total gross S.F. on site to 140,489 G.S.F. With a net 105,367 S.F., the project proposes 1.21 F.A.R. The existing office and manager's residence will remain and the maximum number of employees during a shift will be two. To meet the parking and loading requirements for the proposed building, 16 parking spaces and 3 loading spaces will be provided adjacent to the new building, with easy access to the lobby entrances.

Project No. \_\_\_\_\_ Address: 2801 Thornton Ave Date: 12/09/22

Applicant	
Name/Firm:	Amelia Anan - KSP Studio
Address:	23 Orchard Rd, Suite 200, Lake Forest, CA 92630
Primary phone number	Alternate phone number
E-mail address:	
Primary contact for this application:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Property Owner of Record	
Name/Firm:	Gwyn McNeal for EXTRA SPACE PROPERTIES 102 LLC
Address:	2795 E. Cottonwood Parkway #400 Salt Lake City, UT 84121
Primary phone number	Alternate phone number
E-mail address:	
Primary contact for this application:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Contact Person (If different from above)	
Name/Firm:	
Address:	
Primary phone number	Alternate phone number
E-mail address:	
Primary contact for this application:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Property Owner's Affidavit	Applicant's Affidavit
<p>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.</p> <p></p> <p>Property owner's signature:</p> <p>Date: 12/14/22</p>	<p>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.</p> <p>Applicant signature:</p> <p>Amelia Anan</p> <p>Date: 12/09/22</p>

Staff Comments (For City Use Only)	
Filing fee:	Date received:
Project No.:	Received by:
<input type="checkbox"/> Plans	<input type="checkbox"/> Labels
<input type="checkbox"/> Radius Map	
Notes:	

Project No. \_\_\_\_\_ Address: \_\_\_\_\_ 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.

Development Review, Building Permit

**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:   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| 3. Will paints, solvents, asbestos, pressurized gas, cleaning fluids, acids or other chemicals be used in the business? If yes, please specify:   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| 4. Do you have a hazardous materials list on file with the Burbank Fire Department?   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| 5. Change in existing features of any hills or substantial alteration of topography   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| 6. Change in scenic views or vistas from existing residential areas, public lands or roads  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| 7. Change in pattern, scale or character of general area of project   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 8. Significant amounts of solid waste or litter   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| 9. Change in dust, ash, smoke, fumes or odors in vicinity   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| 10. Change in ground water quality or quantity, or alteration of existing drainage patterns   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| 11. Substantial change in existing noise or vibration levels in the vicinity  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| 12. Site on filled land or on slope of 10% or more  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| 13. Use or disposal of potentially hazardous materials, such as toxic substances, flammable or explosives   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| 14. Substantial change in demand for municipal services (police, fire, water, electricity, sewage, etc.)  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| 15. Substantial increase in fossil fuel consumption (electricity, oil, natural gas, etc.)   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> 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. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> 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.)

To the east is the Burbank Fire Station and to the west is a hardware supply store. To the north are additional industrial use properties, and to the south, across the street are residential. Per the ALTA/ Survey, no mature trees are shown and the existing structure on site are not cultural historical and do not include scenic attributes. Please refer to colored Photograph Exhibit included with this submittal.

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.)

The project will not affect existing patterns of land use. The scope of work will include the partial demolition of 15,893 S.F. of an existing one-story self-storage drive-up building to allow for the proposed construction of a three-story climate controlled self-storage building with two levels of basement. Since the property is within 50' to 150' from R-4 (across the street), the maximum height is 35' to ceiling of the top floor, and the project proposes 32' to ceiling of the top floor. The addition of 102,235 G.S.F. will bring the total gross S.F. on site to 140,489 G.S.F. With a net 105,367 S.F., the project proposes 1.21 F.A.R. Please refer to site plan, design elevations, and colored photo exhibit included with this submittal.

Project No. \_\_\_\_\_ Address: \_\_\_\_\_ Date: \_\_\_\_\_