



**COMMUNITY
DEVELOPMENT**

SEPTEMBER 22, 2026

ANI MNATSAKANIAN
409 IRVING DRIVE
BURBANK, CA 91504

Via email: ani@studiominc.com

**RE: Notice of Decision – Conditionally Approved
Project No. 25-0001220 - (Hillside Development Permit)
Location: 3526 Castleman Lane**

Dear Ani Mnatsakanian,

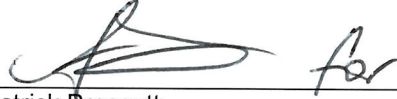
This letter is to notify you that the Community Development Director has approved your application for a **Hillside Development Permit** (Project No. 25-0001220) to construct an addition to an existing Single-Family Residence and to make other alterations as described in more detail in **Attachment B** at the property located at 3526 Castleman Lane in the R-1 (Single Family Residential) zone within the designated Hillside area. Having reviewed the property for compliance with the development standards in Title 10 (**Attachment C**) of Burbank Municipal Code (BMC) and having conducted a View Study documenting the impacts of the proposed project on views from adjacent properties (**Attachment D**), staff has determined that the project satisfies the Required Findings for granting a Hillside Development Permit (HDP) (**Attachment E**), upon the satisfaction of the attached Conditions of Approval (**Attachment F**). The approved plans are enclosed as **Attachment A** to this letter.

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 Commission. 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 Wednesday, October 7, 2026**. If no appeal is filed, then you may submit to the Building & Safety Division for Building Plan Check review the first business day following the conclusion of the 15-day appeal period. If appealed, the Planning Commission will conduct a de novo review of the application and make a decision. The Planning Commission decision is final and cannot be appealed. If you have any questions concerning this letter, please contact me by phone at (818) 238-5250 or by email at rallen-esquivel@burbankca.gov.

Sincerely,



Ryan Allen-Esquivel
Assistant Planner
Community Development Department



Patrick Prescott
Community Development Director
Community Development Department

Enclosed:

Attachment A: Approved Plans
Attachment B: Project Summary
Attachment C: R-1 Development Standards Consistency Table
Attachment D: View Study
Attachment E: Findings for Granting a Hillside Development Permit
Attachment F: Conditions of Approval

cc: Sharis Mardirossian, Property Owner
sharismardirossian@yahoo.com
3526 Castleman Lane
Burbank, CA 91504

**Attachment A:
Approved Plans**

Attachment B:
Project Summary and Background Information

PROJECT TITLE: Project No.25-0001220 – Hillside Development Permit

PROJECT ADDRESS: 3526 Castleman Lane

APPLICANT: Ani Mnatsakanian

PROJECT DESCRIPTION: The Project consists of creating several new improvements to an existing Single-Family Residence. The proposed additions include a 62-square-foot bathroom addition and a new 60-square-foot addition to expand the existing living area and create a new second-floor balcony. The Project also proposes the construction of a new pool and spa. Additional site work includes 56.3 cubic yards of cut activity and 37.5 cubic yards of fill activity. A new 4-foot-tall retaining wall along the rear and northern side property lines is also proposed to support the expansion of the backyard area at 3526 Castleman Lane. The approved plans are included as Attachment A.

ZONING: R-1 (Hillside)

GENERAL PLAN: Low Density Residential

MUNICIPAL CODE CONFORMANCE: The Project has been evaluated for consistency with the Burbank Municipal Code and, as conditioned, the Project will comply with all applicable objective development standards including, but not limited to, floor area ratio, height, lot coverage, setbacks, and landscaping.

ENVIRONMENTAL REVIEW: This Project is categorically exempt from the California Environmental Quality Act (CEQA) in accordance with Section 15303(a) – Class 3 (New Construction or Conversion of a Small Structures) pertaining to minor additions to a single-family dwelling in a residential zone. The project proposes to make minor additions to the existing single-family residence, which is consistent with the purpose of the exemption. Therefore, this project qualifies for this exemption and there are no special circumstances that would preclude the use of this exemption.

DATE SIGN POSTED ON-SITE: April 15, 2026

DATE PUBLIC NOTICE MAILED: August 31, 2026

DATE OF DIRECTOR'S DECISION: September 22, 2026

END OF APPEAL PERIOD: October 7, 2026

ATTACHMENT C: R-1 Development Standards Consistency Table

DEVELOPMENT STANDARDS	REQUIREMENT	PROPOSED	COMPLIES?
Min. Lot Area 10-1-603(A)	6,000 sq. ft.	N/A	N/A
Min. Lot Width 10-1-603(A)	50 ft.	N/A	N/A
Min. Lot Depth 10-1-603(A)	100 ft.	N/A	N/A
Max. Structure Height 10-1-603(A)	Top Plate: 20 ft. Top of pitched roof: 30 ft. Top of flat roof: 23 ft. Top Plate for Accessory: 10 ft. Top of roof for Accessory: 14 ft.	Top of roof: 12'-1" Top Plate: 8'-6"	Yes
Max. F.A.R. 10-1-603(A) & (D)	.40 for lot area up to 7,500 square ft. plus 0.3 for lot area over 7,500 square ft. and 0.2 for lot area over 15,000 square ft.	Max allowed: 4,230 sq. ft. Proposed: 4,177 sq. ft.	Yes
Max. Lot Coverage 10-1-603(A) & (E)	50%	Max allowed: 5,800 sq. ft Proposed: 4,551 sq. ft.	Yes
Front Yard 10-1-603(A)	Average front yard setback on the block face.	N/A	N/A
Rear Yard 10-1-603(A)	15 ft.	Balcony rear: Exceeds 30' Bathroom rear: Exceeds 45'.	Yes
Interior Side Yard 10-1-603(A)	At least 10% of lot width, but no less than 3 feet and no more than 10 feet	Balcony side: Exceeds 25'. Bathroom side: Exceeds 16'.	Yes
Street-Side Yard 10-1-603(A)	1 st story: no less than 10% of lot width or 5 feet and no more than 10 feet 2 nd Story: 20% of lot width, but no less than 6 feet and no more than 20 feet.	N/A	N/A
Upper-story Stepbacks; Building Plane Modulation 10-1-603(E)	Varies – see Table 10-1-603(E)	N/A	N/A
Encroachments into yard areas 10-1-603(G)	Varies – see Table 10-1-603(G)	Pool proposed setback is 6'-0" at narrowest side and 11'-6" at shortest rear distance.	Yes
Setback for porches, patios (above ground level), decks, platforms, and balconies.* 10-1-603(G)(2)	10 ft. from interior side P/L	26'-2" from side property line	Yes
Accessory Structure Setback Planes 10-1-603(G)(4)	Varies – see Diagram 10-1- 603(G)(4)	N/A	N/A

DEVELOPMENT STANDARDS	REQUIREMENT	PROPOSED	COMPLIES?
Fences, Walls, Hedges 10-1-603(A) & 10-1-603(H)	4 ft. max. within front yard. - Within street-side yard, 6 ft. to rear of house & 8 ft. to rear of lot. - Outside of front & street-side yards, 8 ft. max. (or 12 ft. for hedges only). - Corner cut-off provisions apply; see Section 10-1-1303. - Retaining walls: 4 ft. max.; 30in. within front yard	4'-0" high retaining wall in the rear and side yard for proposed backyard improvement.	Yes
Off-street parking : 10-1-603(A) & 10-1-603(I) & 10-1-606(G)	2 spaces for GFA of 3,400 sq. ft. or less 3 spaces for GFA > 3,400 sq. ft - Design standards – see 10-1-603(I).	2 spaces for GFA > 3,400 sq. ft; converting portion of existing 3-car garage to JADU.	Yes
Driveways & curb cuts 10-1-1602 & 1603	- Every driveway shall be at least 10 ft. wide, and max approved by the director. - In residential zones, each lot is limited to one curb cut for each 100 ft. of street frontage along any one street except that lots with less than 100 ft. of street frontage may provide one curb cut. - Not nearer than 30 ft. to the curb lines of an intersecting street. - Curb cuts on the same lot shall be separated by at least 20 ft. of uncut curb. - The slope of a driveway or driveway ramp shall not exceed a grade of 20 percent	N/A	N/A
Parking space sizes & design: 10-1-603(H), 10-1-1401	Garage or carport: 9'6" by 19'0" for each space.	Each garage space will be converted into JADU. Existing parking space in garage will remain.	Yes
Landscaping in required front yard & street-side yard. 10-1-603(G)(5)	- Max. 45% may be hardscaped. - Allowed hardscaping is limited to a driveway leading directly from a public street or alley to a garage or other required parking area, pedestrian paths, and encroachments permitted in Table 10-1-603(G). - No hardscaping is permitted next to a driveway so as to provide a continuous hardscaped surface greater than the allowed driveway width unless the hardscaping is	N/A	N/A

DEVELOPMENT STANDARDS	REQUIREMENT	PROPOSED	COMPLIES?
	providing direct pedestrian access to the main dwelling. All areas within the required front yard and street-facing side yard setback that are not hardscaped must be landscaped.		
Accessory Structures 10-1-604	- Min. 6 ft. from any other structure. - Min. 4 ft. for eave separation. - Maximum 1,000 sq. ft. for all structures - Covenant required for plumbing work. Setback planes: see 10-1-603(G)(4).	N/A	N/A
Hillside Standards			
Setbacks from Ridgelines 10-1-606(D)	No structure shall be located within 100 feet, measured vertically, of the centerline of a major ridge, or within 50 feet, measured vertically, of the centerline of a minor ridge, as delineated in Diagrams 10-1-606(D)(1) and (2) .	N/A – project is more than 100 feet from major ridgeline.	N/A
Fences, Walls, Hedges and Screening in the Hillside Area 10-1-606(F)	Only two (2) retaining walls are allowed in the front yard setback area	N/A	N/A
Parking 10-1-606(G)	- Min. (4) off-street parking spaces must be provided. 2 spaces must be located within garage or carport for GFA of 3,400 sq. ft. or less 3 spaces within garage or carport for GFA > 3,400 sq. ft Other required spaces may be located within a driveway, so long as the slope of the driveway area used for parking does not exceed five percent	Existing, attached 3-car garage will be partially converted to JADU. Remaining garage area will be dedicated to parking spaces. Existing driveway to remain.	Yes

ATTACHMENT D:
View Study

ATTACHMENT E: Findings for Granting a Hillside Development Permit

Project No. 25-0001220, Hillside Development Permit (3526 Castleman Lane – Ani Mnatsakanian, Applicant)

The Community Development Director finds the proposed Project satisfies the requisite findings contained in the Burbank Municipal Code Section 10-1-607(D) necessary for approval of the Hillside Development Permit, subject to the attached conditions of approval (Attachment F).

a) The vehicle and pedestrian access to the house and other structures do not detrimentally impact traffic circulation and safety or pedestrian circulation and safety and are compatible with existing traffic circulation patterns in the surrounding neighborhood. This includes, but is not limited to: driveways and private roadways, access to public streets, safety features such as guardrails and other barriers, garages and other parking areas, and sidewalks and pedestrian paths.

The Project site, as shown on the project plans (Attachment A), is an existing residential property with established vehicle and pedestrian access along the front yard of the property. The proposed additions to the rear and side of the existing residence do not alter the driveway, access to the public street, or any pedestrian circulation patterns. No new access points, pathways, or safety features are required. The Project maintains existing circulation conditions and introduces no changes that would impact traffic or pedestrian safety. Staff has determined that the requested Hillside Development Permit will not detrimentally affect existing traffic circulation and safety or pedestrian circulation and safety of the existing residential neighborhood. Therefore, this finding can be made.

b) The house and other structures are reasonably consistent with the natural topography of the surrounding hillside

The Project site, as shown on the project plans (Attachment A), slopes downward and upward with a flat middle portion where the existing house is placed. The proposed Project will be placed within the area of the existing building pad. There will be 56.3 cubic yards of cut to the existing grade to accommodate the minor expansion of the usable backyard area. Additionally, there will also be 37.5 cubic yards of fill activity to level-off the elevation of the backyard area. However, the steep upward slopes to the north side and to the rear of the property are to remain largely unaltered. The Project proposes additions to the primary dwelling that do not exceed the maximum allowed height per BMC 10-1-606(B). Furthermore, the proposed additions will not exceed the height of the existing single-family residence. Staff has determined that the single-family development is reasonably incorporated into the site and avoids unnecessary alteration of natural topographic features. Consistent with the placement, scale, and massing of neighboring homes, the proposed residence contributes to a cohesive visual presence along the block. Therefore, this finding can be made.

c) The house and other structures are designed to reasonably incorporate or avoid altering natural topographic features.

The Project's proposed additions will be located entirely within the existing building pad of the primary dwelling. The proposed backyard improvements, which include expansion of the backyard area, construction of a new retaining wall, and development of a new pool and spa require only minimal grading of 93.8 cubic yards to ensure proper integration with the existing building pad and maintain functional access for the residents. As such, the natural slopes at the side and rear of the property will remain largely unchanged. With compliance with applicable conditions of approval, the limited grading associated with the Project will reasonably incorporate the site's natural topography while maintaining slope stability. These modest improvements preserve the overall landform character of the site and ensure continued safety for residents and the surrounding neighborhood. Therefore, this finding can be made.

d) The house and other structures will not unnecessarily or unreasonably encroach upon the scenic views from neighboring properties, including both downslope and upslope views.

The proposed additions to the existing two-story, single-family residence will not create an unreasonable impact on the upslope or downslope views of neighboring properties. To evaluate potential view impacts, the Applicant was required to prepare a photographic rendering of the proposed additions, illustrating the height, shape, and massing of the proposed structure. Staff notified all adjacent property owners and occupants, inviting feedback regarding possible view concerns. Responses from the adjacent neighbors of the project site cited concerns regarding potential impacts to slope stability but not regarding privacy or view impacts. Staff also conducted a comprehensive view analysis using the prepared photographic rendering, photographs, site plan, elevation drawings, and topographic contours, and performed a site visit on July 22, 2025, to assess potential view effects on the surrounding neighborhood. Based on this analysis, as detailed in the attached View Study (Attachment D), staff determined that the proposed project will not result in any unreasonable obstruction of primary or secondary views from neighboring properties. Therefore, this finding can be made.

e) For the purpose of evaluating required finding (d) above, a view study must be submitted with all Hillside Development Permit applications documenting the impacts of the proposed structure(s) on views from adjacent properties. The view study must be prepared in a manner approved by the Director or his/her designee and contain all information and documentation deemed necessary by the Director for the purpose of analyzing view impacts and establishing setback lines for view determination pursuant to Section 10-1-606(E). This study is separate from the Ridgeline setback analysis required by Section 10-1-606(D).

Staff conducted a comprehensive view analysis of the proposed Project through the preparation of the View Study (Attachment D). The Applicant was required to prepare a photo rendering of the proposed improvements to demonstrate the massing of the

proposed additions to the single-family house. The proposed plans and staff's analysis of the prepared rendering indicate that the proposed residence is consistent with the massing and bulk of the neighboring properties. Staff conducted a site visit on July 22, 2025, and took photographs of the residence from various angles. Staff also sent letters to the neighboring property owners and occupants in the immediate vicinity of the Project site, requesting any feedback regarding potential view impacts that the Project may pose. Staff did receive comments from the neighboring property owners and occupants, but the comments did not pertain to privacy or view impacts. Therefore, this finding can be made.

f) The view impacts of the proposed Project must be considered by the Director or Planning Commission if appealed, and may be used as a basis for requiring modifications to a Project or denying a Hillside Development Permit due to inability to make the required finding.

Based on Staff's consideration and analysis of the information provided by the photo rendering, photographs, site plan, elevation drawings, topographic elevation contours, and the site visit conducted on July 22, 2025, Staff concludes that the proposed Project does not create unreasonable impacts to primary and secondary views of the properties in the surrounding neighborhood. See Attachment D for a complete analysis of the potential view impacts. No further modifications are required to minimize view impacts; therefore, this finding can be made.

Attachment F: Conditions Of Approval

**Project No. 25-0001220, Hillside Development Permit
(3526 Castleman Lane – Ani Mnatsakanian, Applicant)**

PLANNING DIVISION

1. Project No. 25-0001220, a Hillside Development Permit, approves a proposal to create several new improvements to an existing Single-Family Residence. The proposed additions include a 62-square-foot bathroom addition and a new 60-square-foot addition to expand the existing living area and create a new second-floor balcony. The Project also proposes the construction of a new pool and spa. Additional site work includes 56.3 cubic yards of cut activity and 37.5 cubic yards of fill activity. A new 4-foot-tall retaining wall along the rear and northern side property lines is also proposed to support the expansion of the backyard area at 3526 Castleman Lane. Unless otherwise approved by the Community Development Director or his/her designee, the Site Plan, Floor Plan, and operational plan shall be in substantial conformance with the conceptual plans approved on September 22, 2026 (Attachment A). The Community Development Director or their designee may determine what minor modifications to the approved plans may be considered to be in substantial conformance.
2. This approval shall expire if the scope of work is not initiated within one year of the date of this approval (expires on September 22, 2027), or the final decision following an appeal, unless the Property Owner or Permittee has diligently developed the proposed project as shown by the issuance of a grading, foundation, or building permit and the construction of substantial improvements. Any period of time during which the project is subject to a legal challenge shall not count towards the expiration date. Prior to the noted expiration date, the Property Owner or Permittee can request the Community Development Director's approval of a one-time extension of the permit for a period not to exceed one-year from the date of expiration.
3. Unless otherwise modified by this entitlement or preempted by state or federal law, the Project shall comply with the R-1 Zone property development and design standards. Compliance with these standards will be verified at the time of building permit submittal.
4. Pursuant to Burbank Municipal Code (BMC) Section 10-1-19401, the Permittee and Property Owner, including their successors and assignees, shall defend, indemnify, and hold harmless the City of Burbank (the City) and its agents, officers, employees, agencies, boards, commissions, or City Council from any claim, action or proceeding brought against the City, its agents, officers, employees agencies, boards, commissions, or City Council to attack, set aside, void or annul the subject approval and environmental determination under the

California Environmental Quality Act or National Environmental Policy Act by the City, its agents, officers, employees, agencies, commissions, or City Council. The indemnification shall include damages awarded against the City, if any, cost of suit, attorney's fees, administrative expenses, and other costs and expenses incurred in connection with such action, including, but not limited to, all such City costs and expenses incurred by enforcing this indemnification provision. This duty to defend, indemnify, and hold harmless the City and its agents, officials, employees, agencies, boards, commissions, or City Council shall apply even if the Permittee fails or refuses to enter into the indemnification agreement. In the event of a legal challenge, the provisions under BMC Section 10-1-19402 shall be followed.

5. The Permittee and Property Owner shall comply with all federal, state, and local laws. Violation or conviction of any of those laws in connection with the use will be cause for revocation of this approval and any associated permits.
6. The Permittee shall list these conditions of approval in all construction plans submitted to the Building & Safety Division for a building permit and shall also provide a separate written document outlining how, or where, each of the conditions have been addressed in the construction 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.
7. By using this Hillside Development Permit, the Permittee and Property Owner acknowledge all the conditions imposed and accept this approval and associated permits, are subject to those conditions and with full awareness of the provisions of the Burbank Municipal Code. These conditions are binding upon all future property owners and occupants of the subject property.
8. This approval may be modified or revoked by the City should the determination be made that the structure or conditions under which it was permitted present detrimental impacts on neighboring properties.
9. The plans submitted for building plan check shall clearly call out all exterior building materials and colors on the elevations, 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.
10. The exterior materials and designs used during construction shall match those depicted on the approved set of plans stamped on September 22, 2026. Any modifications to the exterior materials must be reviewed and approved by the Planning Division prior to installation.

Building Division

11. All projects shall comply with Title 9, Chapter 1, of the Burbank Municipal Code, and the **2022 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, including all intervening Code Cycles.

The 2022 California Building Standards Code is applicable to projects that submit a building permit application on or before December 31, 2025. The 2025 California Building Standards Code is applicable to projects that submit a building permit application on or after January 1, 2026.

12. 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 eplancheck@burbankca.gov.
13. All conditions of approval are to be reproduced on the construction document drawings as part of the Approved Construction Set.
14. 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.
15. Separate Permits will be required for the following: **(BMC 9-1-1-105)**
- a. Demolition
 - b. Grading & Shoring
 - c. Architectural & Structural
 - d. Pool, Spa, & Equipment
 - e. Accessory Dwelling Unit
 - f. Mechanical
 - g. Plumbing
 - h. Electrical
16. Project lies within the City of Burbank Mountain Fire Zone.
- a. All construction is required to meet Burbank Municipal Code 9-1-1-701A.1.1
17. A Civil plan is required showing the proposed changes to the site grading to accommodate the garage and driveway. Topographical contour lines are to be indicated, showing existing and proposed contours.
18. Grading and drainage plans may be required, and a separate Grading & Shoring Permit may be required. Geotechnical report to be submitted along with Grading & Shoring Permit Application. **(BMC 9-3-403)**

19. The foundation shall comply with California Building Code Section 1808.7, for foundations on or adjacent to slopes. A soils report will be required.
20. 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. **(BMC 9-1-1-107)**
21. New or Addition/Alteration construction projects within the City of Burbank are subject to MWELo review. **(BMC 9-3-500)**
- Full structure demolition and new construction are required to provide a full MWELo plan check set for review.
 - New or replacement landscape areas for residential and non-residential projects between 500 (new) and 2,500 (replacement) 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. Full house demolition will require MWELo review, either prescriptive or performance, no exceptions.
22. A CF1R energy report will be required, and design team is required to review and coordinate all values with those shown on Plans, Elevations, Sections, and Window Schedules.
23. The California Division of Mines and Geology Active Fault Near-Source Zones Map for Burbank indicates the city is within 2 km - 5 km of the Verdugo and Hollywood Faults. Structural design of construction projects must address the impact of the Near-Fault Zones.
24. Construction projects must comply with Best Management Practices for construction and stormwater runoff requirements of the National Pollutant Discharge Elimination System MS4 Permit. **(BMC 9-3-414)**
25. 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. **(BMC 9-1-11-1012)**
26. 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: **(BMC 9-1-2R-R301.1.3.2)**
- 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.

27. A Building Permit may be issued to the Property Owner provided that the work is limited to:

- A single-family dwelling of wood frame construction not more than two stories and a basement in height.
- Garages or other structures appurtenant to single-family dwellings of wood frame construction not more than two stories and basement in height.
- Nonstructural or non-seismic alterations or additions.

28. Approved hours of construction are: **(BMC 9-1-1-105.10)**

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.

Public Works Department - Land Development & Permits

29. No permanent structure is permitted in any public right-of-way or any public utility easements/pole line easements [BMC 7-3-701.1, BMC 9-1-2-3203].

30. No building appurtenances for utility or fire service connections shall encroach or project into 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 7-3-701.1].

31. On-site drainage shall not flow across the public parkway (sidewalk) or onto adjacent private property. It should be conveyed by underwalk drains to the gutter through the curb face or connected to a storm drain facility [BMC 7-1-117, BMC 7-3-102].

32. 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.

33. 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 off-site improvements. Burbank Standard Plans can be accessed at; <http://file.burbankca.gov/publicworks/OnlineCounter/main/index.htm>
34. No construction material shall be placed within the public right-of-way without a "Street Use" Permit issued by the Public Works Department.
35. Plans should include easements, elevations, right-of-way/property lines, dedication, location of existing/proposed utilities and any encroachments.
36. Any portion of the public parkway (sidewalk, 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].
37. If any utility cuts or construction related impacts are made on Castleman Lane adjacent to the property, applicant will have to restore the street fronting the property per City of Burbank paving requirements.
38. Additional impacts to street triggered by this project could extend the paving restoration limits.

Public Works Department - Water Reclamation and Sewer

39. 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].
40. The location, depth, and dimensions of all sanitary sewer lines and easements must be shown on the plans.
41. No person shall connect to or tap an existing public sewer without obtaining a permit [BMC 8-1-301].
42. On the plans submitted with this Hillside Development Permit, there is an "Outdoor Kitchen" marked on the plans. Please note that if any plumbing fixtures are proposed in the "Outdoor Kitchen," there must be a permanent structure covering it to ensure that no storm water discharges flow into the sewer system.

43. A Pool Discharge Permit is required each time a single-family residential pool is emptied [BMC 8-1-1004.B(3)]. The permit may be obtained at the Public Works Permits counter and is subject to a fee per the currently adopted Citywide Fee Schedule and the enclosed pool discharge brochure. If the proposed pool/spa contains salt water, please note that saltwater pool/spa discharges are currently conditionally allowed to discharge into the storm drain system, subject to meeting (and not exceeding) the following water quality objectives, in addition to other BMP requirements: TDS = 950 mg/l, Sulfate = 300 mg/l, Chloride = 190 mg/l. This conditional allowance and the limits may be changed by the Regional Water Quality Control Board in the future. The City strongly discourages the use of saltwater pools.
44. 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 [BMC 9-3-407].
45. Certain construction and re-construction activities on private property will need to comply with post-construction Best Management Practices (BMPs), which include Sections 8-1-1007 and 9-3-414.D of the BMC authorizing the City to require projects to comply with the Standard Urban Stormwater Mitigation Plan provisions and the City's Low Impact Development (LID) ordinance. For questions on these requirements, please contact the City's Building Division at (818) 238-5220.

Public Works Department - Traffic Engineering

46. No visual obstruction shall be erected or maintained in the 5' by 5' visibility cut-off above 3' high or below 10' high at the intersection of street/alley and driveway. Such requirement applies to all driveways [BMC 10-1-1303 (C)].

Fire Department

47. If this project meets the fire sprinkler requirements of the City of Burbank Municipal Code fire sprinklers shall be required.
48. The owner and the owner's architect and/ or contractor are responsible for ensuring compliance with all applicable provisions of fire life/ safety codes. Failure to cite a specific code requirement in this preliminary document does not relieve the applicant of such responsibility. Such compliances may include but are not limited to fire department access for firefighting, including fire department vehicle access, fire water supplies and appurtenances. Further reviews may require additional requirements or limitations as the project develops and is not limited to the requirements provided in these conditions.

Note: All references are in accordance with the 2022 Edition of the California Fire Code (CFC) and the California Building Code (CBC) as amended by the Burbank Municipal Code (BMC).

49. All noted information pertaining to the proposed project shall be shown on the plans submitted as part of the Fire Department review for approval.

Parks and Recreation

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