



Planning Division
BUSINESS DESCRIPTION

150 North Third Street
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PURPOSE: For new businesses that are interested in operating in the City of Burbank or for existing businesses that would like to operate at a different property within the City, the first step is to discuss with staff from the Planning Division. Staff will verify the zoning of the property and whether the proposed use is allowed on the property. To determine the appropriate land use category of the proposed use under Burbank Municipal Code Section 10-1-502, staff request a detailed business description that summarizes the operational characteristics of the business. All information provided to staff must be legible and clear. This form shall be provided with the City's business license application form when discussing with the Planning Division about your business. Staff, at their discretion, may further research the proposed use and confirm the appropriate land use category of the business.

Business Description

Property Address:

Business Name:

Description of Operation (describe in detail the service(s) that your business would provide):

Number of Employees:
Does your business include an assembly area for patrons/clients?
What equipment(s) is/are used for the business operation?
Hours of Operation: Late Night Business: ☐ Yes ☐ No BMC Section 10-1-203 (Definitions) LATE NIGHT HOURS: Shall mean the time between midnight and 6:00 a.m. LATE NIGHT BUSINESS: Shall mean a commercial or industrial use that receives and/or is open to patrons at any time during Late Night Hours.
Late Night Operation: ☐ Yes ☐ No BMC Section 10-1-203 (Definitions) LATE NIGHT OPERATIONS: Shall mean a commercial or industrial use that operates noise-generating equipment, such as vehicles, machinery, pumps, refrigeration units on trucks, or motorized cleaning equipment, exposed to the exterior at any time during Late Night Hours. "Late Night Operations" shall not include the operation of equipment permanently attached to the building such as air conditioners. "Late Night Operations" shall not include deliveries if vehicles and other motors are not in operation during the delivery.
Other Information
Name of Previously Occupied Business:
Building Area/Tenant Space Square Footage:
Proposed Tenant Improvements to the Site (includes any interior and/or exterior work):
Number of Existing Parking Spaces: