



Planning Division
SIGN APPLICATION
SUPPLEMENTAL SUBMITTAL CHECKLIST
Zoning Clearance Review

150 North Third Street
Burbank, CA 91502
T: 818-238-5250
planning@burbankca.gov
www.burbankca.gov

All proposed advertising signs as defined in Burbank Municipal Code (BMC) Section 10-1-203 (Definitions) shall first be reviewed with the City's Planning Division for compliance with the zoning regulations of BMC – Title 10 (Zoning Regulations).

Request for Review

Wall (Building/Structure) Sign Ground Sign Projecting Sign Other _____

Submittal Requirements

A completed sign permit application form (see Universal Application; complete first page only), along with the following submittal requirements must be provided to the Planning Division for review. Incomplete application submittal will not be accepted.

• **Site plan (minimum plan sheet size of 8.5 x 11 inches)** with the following information:

- ✓ property information (address, assessor's parcel number (APN), and zone)
- ✓ project description
- ✓ property line boundaries with street frontage dimension(s)
- ✓ existing footprint and use of structure(s) onsite
- ✓ north arrow
- ✓ street name(s)
- ✓ location of the sign(s)
- ✓ location of any existing sign(s) and square footage(s)
- ✓ height of the sign(s) measured from the ground
- ✓ length and width of the sign(s)
- ✓ sign material(s)

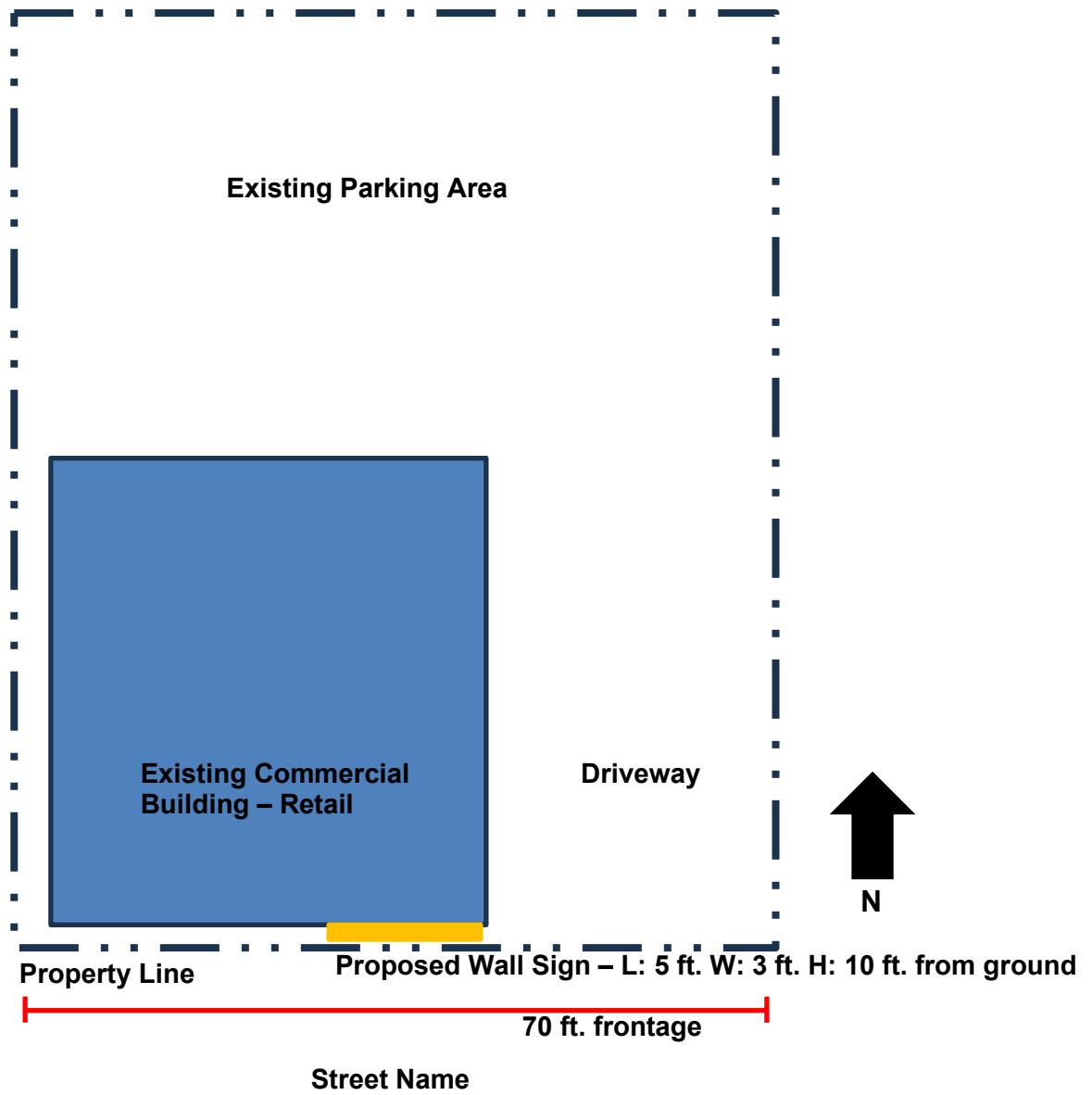
• **Elevation plan (minimum plan sheet size of 8.5 x 11 inches)** with the following information:

- ✓ height of the sign(s) measured from existing abutting ground
- ✓ sign material(s)
- ✓ cardinal direction of each elevation view (north, south, east, and west), where applicable
- ✓ cross section(s) of sign(s) and how it is installed

**Planning Division
Staff Review/Comments
(For City Use Only)**

Filing Fee:	Date Received:	
Project No.:	Received by (staff signature and name required here):	
Approval Date:	Notes:	
<input type="checkbox"/> Signed Planning Application	<input type="checkbox"/> Proposed Site/Elevation Plans	<input type="checkbox"/> Sign Application Fee Paid

Example of a Site Plan (Commercial Property)



Property Address:

APN:

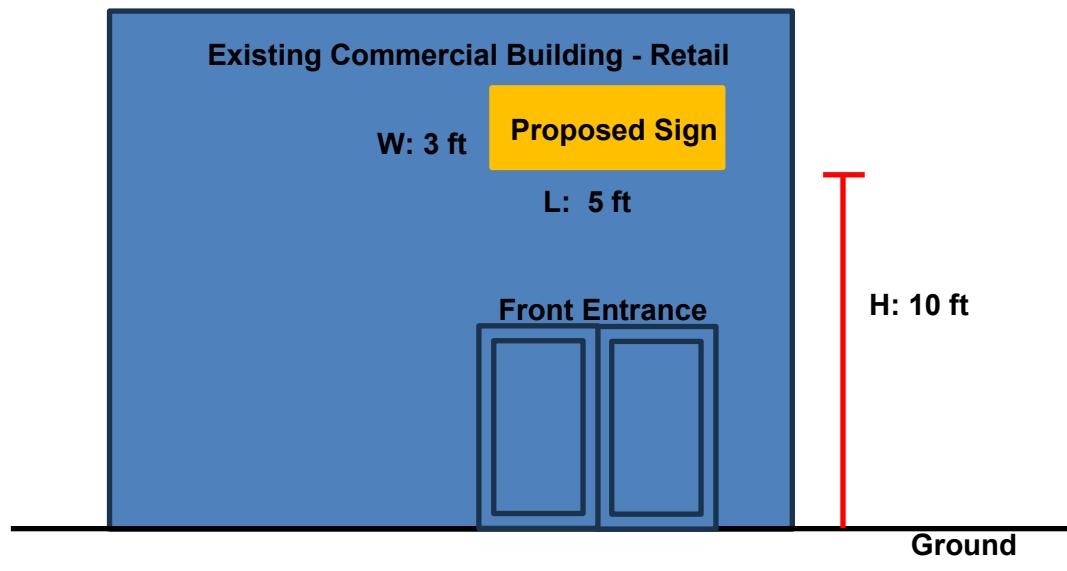
Zone:

Project Description:

Sign Type/Material:

Total Allowable Sign Area:

Example of Elevation Plan (Commercial Property)



North Elevation



Side Section View of Proposed Sign