



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

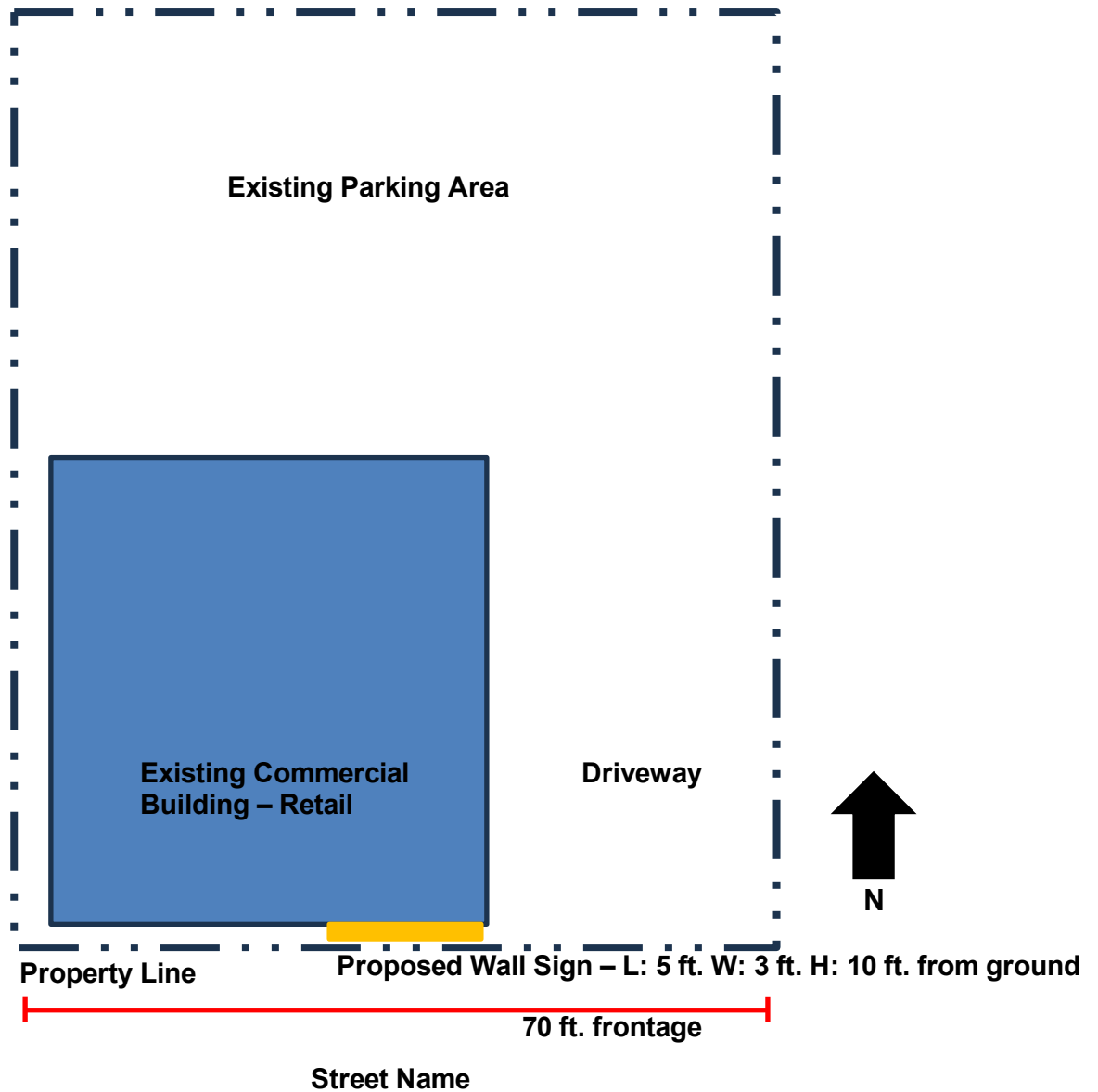
A completed sign permit application form, along with the following submittal requirements must be provided to the Planning Division for review. Incomplete application submittal will not be accepted.

- **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:
☐ Signed Planning Application	☐ Proposed Site/Elevation Plans
☐ Sign Application Fee Paid	

Example of a Site Plan (Commercial Property)



Property Address:

APN:

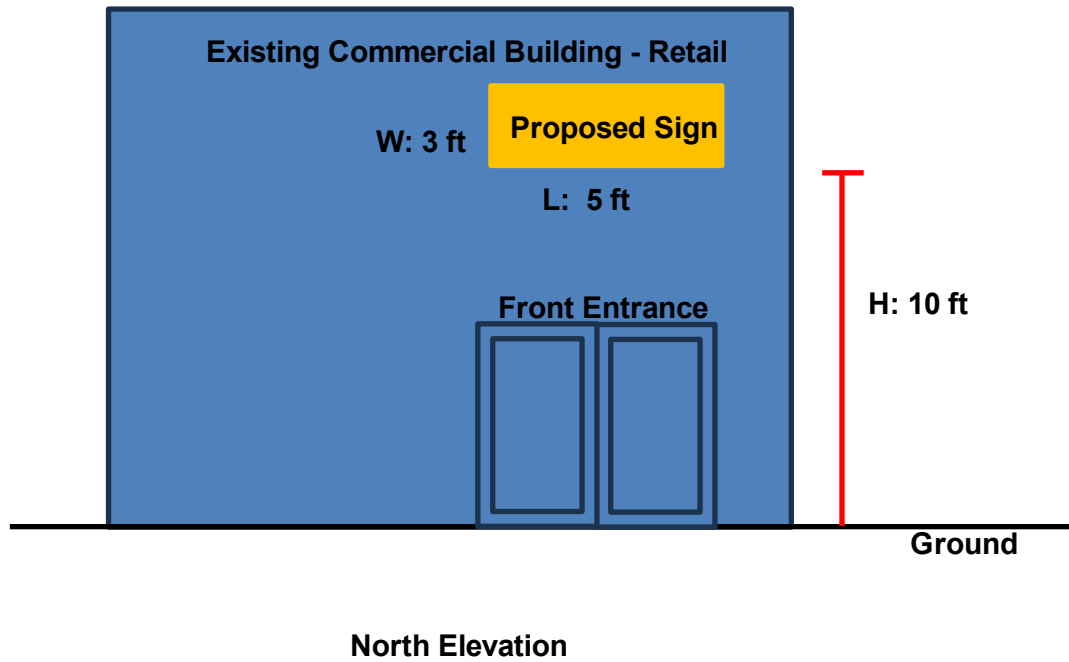
Zone:

Project Description:

Sign Type/Material:

Total Allowable Sign Area:

Example of Elevation Plan (Commercial Property)



Aluminum Channel Letter Wall Sign

Side Section View of Proposed Sign