



Planning Division
WALL / FENCE 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 property walls and fences, including hedges, shall first be reviewed with the City's Planning Division for compliance with the zoning regulations of Burbank Municipal Code (BMC) - Title 10 (Zoning Regulations).

Request for Review

☐ Wall ☐ Fence ☐ Other _____

Submittal Requirements

A complete wall/fence 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
 - ✓ existing footprint and use of structure(s) onsite
 - ✓ north arrow
 - ✓ street name(s)
 - ✓ location of the proposed wall(s), fence(s), and/or hedge(s)
 - ✓ location of any existing wall(s), fence(s), and/or hedge(s)
 - ✓ height of the proposed wall(s), fence(s), and/or hedge(s) measured from existing grade
 - ✓ length of the proposed wall(s), fence(s), and/or hedge(s)
 - ✓ front or street side yard setback dimension if required
 - ✓ wall and/or fence material(s)
 - ✓ proposed hedge(s) (name of hedge)
 - ✓ adjacent driveways (if applicable) for corner cut-off requirements
- **Elevation plan (minimum plan sheet size of 8.5 x 11 inches)** with the following information:
 - ✓ grade of the property where the fence/wall is installed including the foundation below grade
 - ✓ height of the proposed wall(s), fence(s), and/or hedge(s) measured from existing grade
 - ✓ material of proposed wall(s) and/or fence(s)
 - ✓ cardinal direction of each elevation view (north, south, east, and west), where applicable

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"/> Wall/Fence Application Fee Paid

Example of a Site Plan (Residential Property)



Property Address:
APN:
Zone:
Project Description:

Example of Elevation Plan (Residential Property)

