



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**

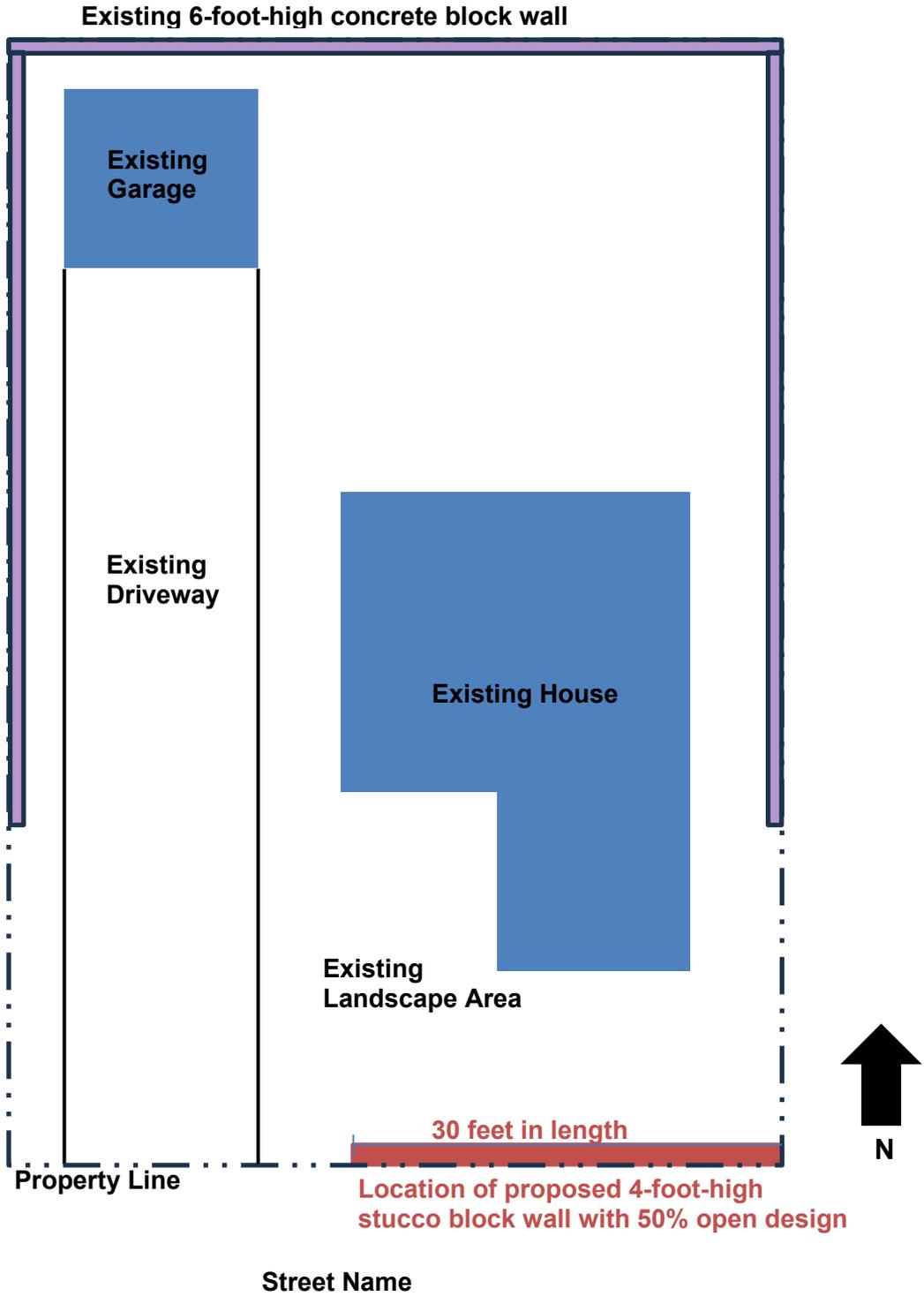
A complete wall/fence permit application form (see Universal Application; complete first page only) along with the following submittal requirements must be provided to the Planning Division for review. Incomplete application submittal will not be accepted.

- **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
  - ✓ wall or fence footing below grade with height measurement

**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)

