



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**

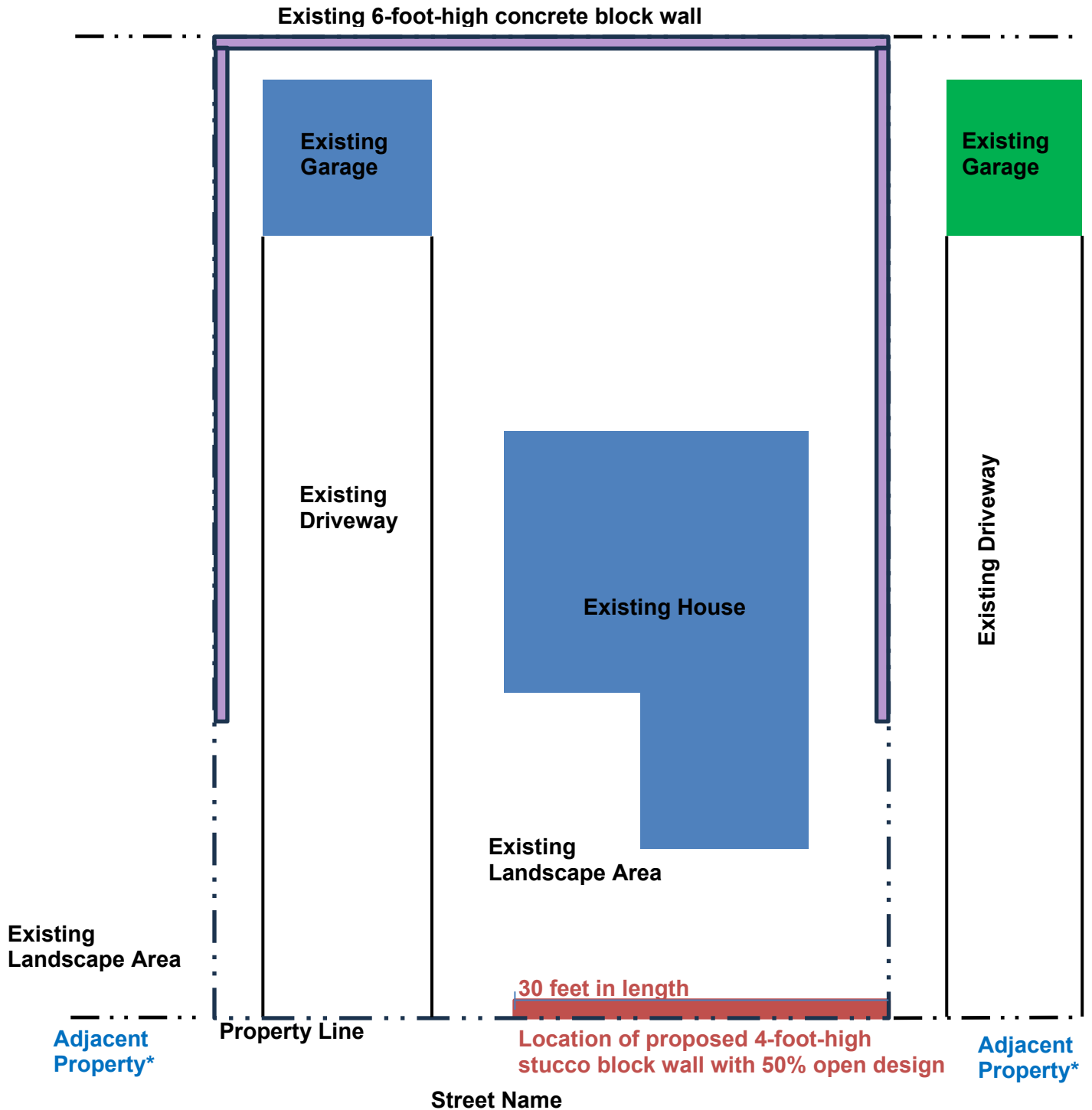
A complete wall/fence permit application form (see Universal Application; complete first page only) along with the following submittal requirements must be provided to the Planning Division for review. Incomplete application submittal will not be accepted.

- **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) / alley
  - ✓ 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 properties and their 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)**

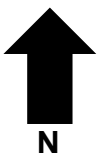
|                                                      |                                                        |                                                          |
|------------------------------------------------------|--------------------------------------------------------|----------------------------------------------------------|
| 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)



\*Show all driveways of adjacent properties that are near the required corner cut-off area as stated in Burbank Municipal Code Section 10-1-1303. All required corner cut-off dimensions shall be provided on the plans. Walls/fences/hedges within the required corner cut-off area are limited to a maximum height of three (3) feet. If a driveway exists along an alley, the alley must also be shown on the site plan.

Property Address:  
APN:  
Zone:  
Project Description:



Example of Elevation Plan (Residential Property)

