



Planning Division
Universal Application

150 North Third Street
Burbank, California 91502
www.burbankca.gov
T: 818-238-5250
F: 818-238-5150

For all entitlement projects processed by the Planning Division, a Planning Application form, along with all applicable supplemental forms, the required submittal materials and applicable fees must be completed and submitted to the Planning Division. Please complete each section. If certain items do not apply to the project, please indicate with a "N/A." Incomplete application forms will not be accepted.

NOTE: Unless exempted, all project applications are subject to the requirements and guidelines of the California Environmental Quality Act (CEQA). Should you have any questions if CEQA may apply to your project and you need to complete the Environmental Assessment section, please call the Planning Division at 818-238-5250.

Project Information

Project Address:

APN:

Brief Project Description/Request:

Zoning:

General Plan Designation:

Application Type

Items marked with an asterisk * have supplemental instruction documents or eligibility checklists required for submittal.

Note: Projects highlighted are exempt from completing the Supplemental Environmental Assessment

- | | | | | |
|---|--|--|---|--|
| <input type="checkbox"/> AB-2011 Streamlined Review * | <input type="checkbox"/> Development Agreement | <input type="checkbox"/> Map (Tentative Tract, Parcel) | <input type="checkbox"/> SB-9 Urban Lot Split * | <input type="checkbox"/> Zone Text Amendment |
| <input type="checkbox"/> Administrative Use Permit | <input type="checkbox"/> Development Review | <input type="checkbox"/> Minor Setback Exception | <input type="checkbox"/> SB-35 Streamlined Review * | <input type="checkbox"/> Wall/Fence Permit * |
| <input type="checkbox"/> AUP/CUP Minor Modification | <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Parking Agreement | <input type="checkbox"/> SB-330 Preliminary App * | <input type="checkbox"/> Wireless Facility * |
| <input type="checkbox"/> Condominium Conversion | <input type="checkbox"/> Hillside Development Permit * | <input type="checkbox"/> Planned Development | <input type="checkbox"/> Sign/Banner Permit * | <input type="checkbox"/> Zone Map Amendment |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Lot Line Adjustment | <input type="checkbox"/> Pre-Development Review | <input type="checkbox"/> Sign Variance | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Covenant Agreement | <input type="checkbox"/> Major/Minor Fence Exception | <input type="checkbox"/> Residential Landscape DR | <input type="checkbox"/> Variance | |

Applicant/Designated Agent Information

Name/Firm:

Address:

Primary Phone Number:

Alternate Phone Number:

Email Address:

Property Owner Information

Name/Firm:

Address:

Primary Phone Number:

Alternate Phone Number:

Email Address:

For multiple property owners & properties, please attach filled out and signed additional sheets or Letter of Certification.
Note: For properties owned by an LLC please provide articles of organization or formation so we may confirm the authorized signer.

Indemnification Agreement

I, the Applicant, including my successors and assignees, hereby agree to defend, indemnify, and hold harmless the City of Burbank (the City) and its agents, officers, employees, agencies, boards, commissions, and City Council from any claim, action or proceeding brought against the City, its agents, officers, employees, agencies, boards, commissions, or City Council to attack, set aside, void or annul an approval of the subject application or related decision, including, but not limited to, the processing or adoption of any environmental documents or determinations under the California Environmental Quality Act or National Environmental Policy Act. The indemnification shall include damages awarded against the City, if any, cost of suit, attorney's fees, administrative expenses, and any other costs and expenses incurred in connection with such action, including, but not limited to, all such City costs and expenses incurred by enforcing this indemnification provision. In the event of a legal challenge, the provisions under BMC Section 10-1-19402 shall be applied.

Certification

Applicant and Property Owner Signature is required

Property Owner Affidavit: I hereby certify that I am the legally authorized owner of the property involved in this application or have been empowered to sign as the owner on behalf of a corporation, partnership, or business as evidenced by the documents attached hereto. I hereby grant to the applicant of this form permission to submit this application. I declare under penalty of perjury that the foregoing is true and correct.

Applicant Affidavit: I hereby certify that the information furnished in this application and the attached materials are true and correct to the best of my knowledge and belief. Further, should the stated information be found false or insufficient, I agree to revise the information as appropriate. I understand that the City of Burbank cannot process this application until all required information is provided. I understand there is no guarantee, expressed or implied, that any permit or application will be granted. I understand that each matter must be carefully investigated and the resulting recommendation or decision may be contrary to a position taken or implied in any preliminary discussions. I understand that I have the burden of proof in the matter arising under this application. I declare under penalty of perjury that the foregoing is true and correct.

Applicant/Designated Agent Signature:

Date:

Property Owner Signature:

Date:



Planning Division
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Supplemental – Existing Conditions

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Please complete the following supplemental forms. This is for informational purpose only regarding the **existing conditions** of the project site. The applicant and/or owner shall provide additional information in a separate attachment, if necessary.

Existing Property Information

Project Address:

APN:

Property Square-footage:

Slope *Required with Hillside Development Permit Application Submittals. Include Topographic Map with submittal*

Identify the property's average slope percentage (refer to [BMC 10-1-603\(D\)\(10\)](#) for formula calculation):

Surrounding Land Uses

North:

South:

East:

West:

Residentially Adjacent (150 feet of any residentially zoned property): ☐ yes ☐ no

Existing Building(s) Information:	Building A	Building B	Building C	Building D
Type of use (i.e. residential, commercial, mixed uses, etc.)				
Total gross square footage				
Total commercial gross square footage				
Total residential gross square footage				
Total industrial gross square footage				
Year built				
Building footprint/ lot coverage in square feet				
Open space / landscaping square footage				
Hardscaping square footage				
Number of parking spaces				
Height of building in feet				
Number of stories				
Number of housing units				
Vacant (Yes/No) *if Yes, how long?				

Changes to Existing *Note: Projects proposing housing units for demolition must attach Demolition of Residential Units Form with Submittal*

Total square footage to be demolished				
Number of housing units to be demolished				
Number of covenanted affordable units to be demolished				
Number of hotel / motel rooms to be demolished				
To be altered/remodeled? (Y/N) + Total Square Footage				
To be relocated? (Y/N)				

Address of Locations of Existing Building(s)

Building A:

Building B:

Building C:

Building D:



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Supplemental – Proposed Project/ Site

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Please complete the following supplemental forms. This is for informational purpose only regarding the **proposed** project only. The applicant and/or owner shall provide additional information in a separate attachment, if necessary.

Proposed Project/ Site Information

Project Address:

APN:

Brief Project Description/Request:

Zoning: (Existing) _____ (Proposed) _____ **GP Land Use:** (Existing) _____ (Proposed) _____

Proposed Uses

Residential Use Only:

☐ Single Family ☐ Two-Unit/Duplex ☐ Multifamily ☐ Condominium (for sale) ☐ Condominium (for rent) ☐ Other:

Commercial/ Industrial/ Mixed Use:

☐ Retail and Service: ☐ Office and Professional Use: ☐ Eating and Drinking Place:
☐ Manufacturing and Assembly: ☐ Distribution: ☐ Warehousing:
☐ Mixed-Use: ☐ Other:

Public or Institutional Use:

☐ Utility ☐ Government use ☐ Wireless Telecommunication Facility
☐ Place of Religious Assembly ☐ School ☐ Social Club

Special Events:

Will there be special events not normally associated with day to day operations? ☐ yes ☐ no

If yes, please describe:

Proposed Building(s) Information:	Building A	Building B	Building C	Building D
Type of use (i.e. residential, commercial, mixed uses, etc.)				
Total gross square footage				
Total commercial gross square footage				
Total residential gross square footage				
Total industrial gross square footage				
Building footprint/lot coverage in square feet				
Open space / landscaping square footage				
Number of parking spaces				
Height of building in feet				
Number of stories				
Number of housing units				
Number of bedrooms				
Number of hotel / motel rooms				
Hours of operation				
Number of employees				
UBC Occupancy Group				
UBC Construction Type				
Fire sprinklers (yes/ no)				



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Supplemental – Environmental Assessment

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Before a discretionary project may be approved by the City, staff must determine the appropriate level of CEQA review and conduct the corresponding type of environmental analysis if required. The purpose of this supplemental form is to assist planning staff in their review and in determining the appropriate level of environmental clearance for a project. The applicant and/or owner shall provide additional information in a separate attachment, as necessary.

Environmental Information

Project Site Conditions:

Briefly describe the conditions of the project site as it relates to the following: (Existing land uses / structures, Topography / slope, Vegetation, Wildlife, Surface Waters, Cultural/Historical Resources)

Will the proposed project change the pattern, scale or character of the surrounding general area? If yes, describe.

☐ Yes ☐ No

Have the water, sewer, fire and flood control agencies serving the project been contacted to determine their ability to provide adequate service to the proposed project? If yes, attach response.

☐ Yes ☐ No

Geology

Are there identifiable landslide risk, fault lines or zones, liquefaction hazards, expansive soils, or subsidence risks which that would impact the project? Is the project site located on uncompacted fill?

☐ Yes ☐ No ☐ Unknown

If yes, describe.

Does the project propose grading or alteration of topography, or contain slopes over 15 percent?

☐ Yes ☐ No

If yes, describe.

Specify total amount
of soil removed

Cut:

Fill:

Balance:

Imported:

Exported:

Does the project site contain a drainage course or waterway? If yes, describe.

☐ Yes ☐ No ☐ Unknown

Is the project located within or contain a floodway, flood plain or designated 100-year flood hazard zone?

☐ Yes ☐ No ☐ Unknown

If yes, describe.

Will the project alter the existing drainage pattern of the site or area? Do offsite drainage facilities have capacity to accommodate site runoff? If yes, describe.

☐ Yes ☐ No ☐ Unknown

Fire

Is the property located within a Very High Fire Hazard Severity Zone (VHFHSZ) as determined by the Office of the State Fire Marshall or hillsides area with moderately-to-very dense vegetation?

☐ Yes ☐ No ☐ Unknown

Distance from project site to nearest fire station:

_____ Miles

Noise

Describe existing noise sources and noise levels that now affect the site (aircraft, roadway noise, railroads, industry, etc.) and how they will affect proposed uses:

Describe the type of short-term and long-term noise to be generated, including the source and amount:



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Noise (Continued)

Are sensitive receptors, e.g., schools hospitals, residences, located near the project site? How will project noise levels affect adjacent properties and on-site uses?

Water Quality

Does the project propose the use of a private water well?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
Does the project propose private wastewater disposal or on-site septic systems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
How much wastewater will the project generate? _____			<input type="checkbox"/> Unknown
Are there any bodies of water (including domestic water supplies) into which the site drains? If yes, describe.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown

Air Quality

Will the project result in increased air emissions or create objectionable odors during or after construction?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
If yes, describe.			

Biological Resources/ Plant Life

Will grading, fire clearance or other improvements remove natural habitat or relatively undisturbed area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
If yes, describe.			

Cultural Resources

Does the project site contain rock formations indicating potential paleontological resources?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
If yes, describe.			

Does the project site contain or alter known archeological resources, or historic structures or sites?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
If yes, describe.			

Aesthetics

Will the project impact a riding or hiking trail, ridgeline, shoreline view, significant natural feature or previously undisturbed area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
If yes, describe.			

Is the proposed use out-of-character in comparison to adjacent uses due to height, bulk or other features?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
If yes, describe			

Will the project create sun shadow, light or glare problems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
If yes, describe			

Traffic/Access

What year is the project estimated to be operational?

Is the project new construction?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the project have an existing or will build one (or multiple) direct access point(s), such as a driveway, pedestrian, or bicycle path connecting to the City's public right-of-way? (sidewalks, streets, alleys, bicycle lane, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes to either of the above, please complete the City's Complete Streets Objective Development Standards Questionnaire
(<https://www.burbankca.gov/web/community-development/complete-streets-objective-development-standards>)

Is the project 100% affordable housing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Traffic/Access (Continued)

Is the project requesting additional density or waiver due to being within a ½ mile of a Major Transit Stop?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the project add, remove, or modify a driveway?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Unknown
Are there any public transit facilities (bus and rail) or bicycle facilities (e.g. bicycle lanes) adjacent to the project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Unknown

If yes, describe

Explain the type of vehicle traffic the project is expected to generate (e.g., private passenger vehicles, vanpool/carpool, commercial delivery vehicles, food delivery services, etc.).

Energy Conservation

Describe energy sources for the proposed project, and proposed designs, materials or features of the project that promote energy conservation or use of non-fossil-fuel energy sources.

Hazardous Materials

In the known history of the property, has there been any use, storage, or discharge of hazardous or toxic materials? Examples of hazardous or toxic materials include, but are not limited to, PCB's; radioactive substances; and herbicides, pesticides; paints; fuels, oils, solvents, or other flammable liquids or gases.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
If yes, please list the materials and describe their use, storage, or discharge on the property, including the dates of use, if known. Also note underground storage of the above. If a Phase I or Phase II Environmental Site Assessment has been completed for the subject property submit with the application:			

Will the proposed project involve the temporary or long-term use, storage, discharge, or disposal of hazardous and/or toxic materials, including but not limited to those examples listed above? If yes, provide an inventory of all such materials to be used and method of disposal:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, provide an inventory of all such materials to be used and method of disposal:		

Is the project site listed in any of the databases that compose the Cortese List of hazardous wastes and substances, maintained by the California Environmental Protection Agency (CalEPA)? These database resources can be located online at the following address: https://calepa.ca.gov/SiteCleanup/CorteseList/ If yes, check which apply:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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- ☐ Department of Toxic Substances Control (DTSC) EnviroStor database
- ☐ State Water Board: GeoTracker database of leaking underground storage tank sites
- ☐ State Water Board: List of solid waste disposal sites with waste constituents above hazardous waste levels
- ☐ State Water Board: List of active Cease and Desist Orders and Cleanup and Abatement Orders
- ☐ DTSC: List of hazardous waste facilities subject to corrective action

Notwithstanding the checklist above, is the project proposed on land that is or was developed with dry cleaning, automobile repair, gasoline station, or industrial/ manufacturing use, or other similar type of use that may have resulted in site contamination?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, describe.		



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Greenhouse Gases

Will the project generate greenhouse gas (GHGs) emissions, either directly or indirectly, that may have a significant impact on the environment (i.e., on global climate change)? The significance of the impacts of a project's GHG emissions should be evaluated as a cumulative impact rather than a project-specific impact.

☐ Yes

☐ No

☐ Unknown

If yes, describe.

Will the project conflict with any applicable plan, policy, or regulation adopted for the purpose of reducing the emissions of greenhouse gases including regulations implementing California AB 32 of 2006, the General Plan policies for implementing actions to reduce greenhouse gas emissions?

☐ Yes

☐ No

☐ Unknown

If yes, describe.

CEQA / Greenhouse Gas Checklist *Applicable only for plans/projects with a pre-2030 buildout. Ask staff if this checklist is applicable to your project

Energy

BE-1.1.a	The proposed project would be 100% electrified.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	<input type="checkbox"/> All Electric <input type="checkbox"/> Electric Kitchen <input type="checkbox"/> Electric HVAC <input type="checkbox"/> Gas Kitchen
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Transportation

T-1.1.b	The proposed project applicant has completed the Complete Streets "Questionnaire" and submitted the checklist alongside the project for review. Link to Complete Streets Objective Development Standards Questionnaire: https://www.burbankca.gov/web/community-development/complete-streets-objective-development-standards	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
T-1.1f	The proposed project design would include installation of bicycle parking areas in instances where off-street parking is required.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
T-3.1a	Major retrofits, with either a building permit with square footage larger than 10,000 square feet or including modification of electric service panels, would meet CalGreen requirements for "EV Ready" charging spaces and infrastructure. The California Green Building Standards Code—Part 11, Title 24, California Code of Regulations—known as CALGreen: https://www.dgs.ca.gov/BSC/CALGreen	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
T-3.1.h	All new commercial and multi-family construction would install the minimum number of EV chargers based on Tier 2 CalGreen requirements (20% of total).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	

Solid Waste

SW-1.1.c	If the project site would include an edible food generator when operational, then the proposed project applicant would commit to donating edible food to food recovery organizations.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
SW-1.1.e	The proposed project design includes space for appropriate organic waste collection and, when operational, the project applicant would commit to participating in an organic waste hauling program.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	

Carbon Sequestration

CS-1.1.c	The proposed project would include street trees; shade trees; greening of parking lots; and permeable surfaces that exceed the baseline.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
CS-1.1.e	The project would expand the urban tree canopy by placing vegetative barriers between busy roadways and developments to reduce exposure to air pollutants from traffic.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	

Projects that are identified as not consistent with the GGRP Update through the use of this CEQA GHG Checklist (items above are marked as "no" or "not Applicable") must provide an explanation with substantial evidence of how the project's emissions are less than the applicable GHG emission threshold (3.12 MT of CO₂e per service person) and why any measures in the checklist are not applicable to the plan/project.



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Staff Comments (City Use Only)

Received By:		Date Received:	
Project No:		Fees (Amount and Date Paid):	
Items Included with Submittal:			
<input type="checkbox"/> Complete Application Page (page 1)	<input type="checkbox"/> Supplemental – Environmental (pages 1-4)	<input type="checkbox"/> Mailing Labels	
<input type="checkbox"/> Supplemental – Existing (page 2)	<input type="checkbox"/> Complete Plan Set	<input type="checkbox"/> Other (listed in Notes)	
<input type="checkbox"/> Supplemental – Proposed (page 3)	<input type="checkbox"/> Radius Map		
Is the proposed project's use consistent with the General Plan and zoning designation?			<input type="checkbox"/> yes <input type="checkbox"/> no
Is the proposed project consistent with the CEQA/ GHG Checklist?			<input type="checkbox"/> yes <input type="checkbox"/> no
If the plan/project is not consistent with the GHG Checklist, does the applicant provide information substantial evidence showing the proposed project's emissions are less than the applicable GHG emission threshold (3.12 MT of CO ₂ e per service person)?			<input type="checkbox"/> yes <input type="checkbox"/> no
Notes:			