City of Burbank
Planning Division

**SB-9 URBAN LOT SPLIT
TENTATIVE PARCEL MAP**
Application

150 North Third Street
Burbank, California 91502
www.burbankca.gov
T: 818-235-5250
F: 818-238-5150

To all applicants: There is no guarantee, expressed or implied, that any permit or application will be granted. The applicant shall 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. Also note the burden of proof regarding this application rests upon the applicant.

PLEASE PROVIDE THE FOLLOWING:

1. Application Fees

2. The Single Family Residential general application

3. Electronic copy of the preliminary parcels.

4. Electronic copy of grading plan, if any portion of the site exceeds a 20 percent (20%) slope, or if more than 20,000 cubic yards of dirt are moved.

5. Electronic copy of soils and geological reports, if required, which includes a hydrological investigation if any portion of the site exceeds a 20 percent (20%) slope or if more than 20,000 cubic yards of dirt are moved.

6. Electronic copy of the topography of the site using five (5) foot intervals

7. Electronic copy of current, complete title report encompassing all property within the subdivision and including map exhibits identifying the property described therein.
   NOTE: All easements of record enumerated in the title report shall be shown on the preliminary parcel map

8. Electronic copy of the tentative parcel map colored as follows: cut areas - brown, fill areas-yellow, natural terrain - green, streets - gray, and building pad areas - white.

REQUIRED INFORMATION (ATTACH ADDITIONAL SHEETS AS NECESSARY):

Parcel map No.

Reason for proposed parcel division:

Total area of existing parcel:	Average slope of existing parcel:

Number of new parcels proposed:

Total square footage for each proposed parcel:

Total building pad area for each proposed parcel:

Will grading need to take place in order to subdivide the property? Yes ☐ No ☐

Are there any buildings on the property proposed for division? Yes ☐ No ☐
If Yes, please describe and indicate how the proposed parcel division will impact existing structure(s)?

Project No. _____ Address: _____ Date: _____

URBAN LOT SPLIT REQUIREMENTS

The tentative map shall be prepared by or under the direction of a registered civil engineer or licensed land surveyor. The subdivider must obtain a parcel number from the Los Angeles County Engineer prior to submitting this application.

The tentative map must include the following:

- Scale of not less than 1 inch = 100 feet.

- Date, north arrow and scale.

- Sufficient legal description of land to define boundaries of proposed division of land.

- A key map indicating the location of the proposed division of land in relation to the surrounding area.

- The name and address of the record owner, the subdivider, and the civil engineer or licensed surveyor under whose direction the map was prepared, including the registration number of the engineer or surveyor.

- The existing topography of the land proposed to be divided using contour intervals of not more than five (5) feet and of not more than two (2) feet where the grade of the land is less than five percent (5%). Contours of adjacent land affect the design and/or improvement of the proposed division. The tentative parcel map shall contain a statement by the person preparing the map stating the source of contours shown on the map.

- The location and outline to scale of each building or structure on the property proposed for division with dimensions of front, rear and side yards. Buildings or structures on adjacent property shall also be shown if such buildings or structures affect the design of the proposed division. Each building shown shall be identified by house number or other identifying feature including a notation on each building or structure to be retained.

- The approximate location of all areas subject to inundation or storm water overflow and the location, width and direction of flow of each water course.

- The location of each area covered by trees with a statement of the size, nature of the cover and the kind and approximate location of all trees standing within the boundaries of proposed public right-of-way.

- The location, width, approximate grade and curb radii of all existing and proposed streets and highways within and adjacent to the proposed division.

- The radius of all curves including the arc distances and delta angles.

- The exact lot layout and the bearings and dimensions of each parcel, including the area. New lot lines to be shown as solid lines, original lot lines as dashed lines. Engineering data shall show the finished grading of each lot, the preliminary design of all grading, the elevation of proposed building pads, the top and toe cut and fill slopes to scale, and the number of each parcel.

- The proposed areas for public use and the angle of intersecting streets or highways if such angle deviates from a right angle by more than four (4) degrees.

- Each parcel shall be designated with a letter and land hooks shall be placed across abandoned property lines. Any property shown on the map but not included in the parcel split shall be labeled "not part of this parcel split".

- The widths and locations of all existing and proposed easements for drainage, sewers, or public utility purposes.

- The location of all cut and fill slopes or a separate grading plan.

- Existing street improvements (pavement width, walks, gutters, sewers, etc) and each proposed street shown by its actual street name or by a temporary name or letter for purpose of identification until the proper name of such street is determined.

- The name or names of any geologist or soils engineer whose services were required in the preparation of the design of the tentative map.

- The person filing the tentative map shall submit a preliminary soils report, prepared by a civil engineer who is registered by the state, based upon adequate test borings or excavations unless the building division shall determine that, due to the knowledge such division has as to the soil qualities of the soil of such subdivision or lot no preliminary analysis is necessary.

Applicant's name: _____   Signature: _____   Date: _____

City of Burbank
Planning Division

Indemnification Agreement

150 North Third Street
Burbank, CA 91502
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T: 818-238-5250
E: Planning@burbankca.gov

TO ALL APPLICANTS: This must be submitted with your application.

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.

Property Owner Signature *(must be original wet signature):*	Applicant Signature *(must be original wet signature):*
Date:	Date:

Note: Pursuant to Burbank Municipal Code (BMC) 10-1-19401 this duty to defend, indemnify, and hold harmless the City and its agents, officials, employees, agencies, commissions, or City Council shall apply even if the applicant fails or refuses to enter into the indemnification agreement.