

# City of Burbank Development Review Process



The development review process for large residential and commercial development projects can be complex. Below is an overview of all required steps for planning entitlement applications.

1.

## Pre-Application Review Submittal *(optional, but encouraged)*

A developer, applicant, or property owner may request a pre-application review of their project.

## Application Submission

A developer, applicant, or property owner submits an application.



2.

## City Review

Staff reviews the following:

- Compliance with City's General Plan and Zoning Ordinance.
- Compliance with City's Development Standards.
- Compliance with Federal, State and local laws such as fire safety, utilities, traffic, etc.
- Comments from City departments are provided to applicant, including process and environmental review that will be required.



3.

## Community Meeting/Public Review

A community meeting is held for the public to ask questions and provide feedback and/or recommendations to City staff and the applicant. A notice is sent to residents and property-owners informing of these meetings through mailed postcards, emails, and newspaper ads.



4.

## Application Re-Submission

The applicant re-submits revised application materials and plans based on feedback as needed.



5.

## City Review

Staff continues review of the application and:

- Determines whether all matters have been addressed.
- Conducts an environmental review, per the California Environmental Quality Act (CEQA).

Once all matters have been addressed and the environmental review is complete, staff provides a recommendation to Planning Board and/or City Council.



6.

## Public Review

Prior to the Planning Board and/or City Council meetings, staff notifies residents and property owners of the meeting(s) through mailed postcards and newspaper ads 10 business days prior. The postcards identify the project and opportunities for the public to submit feedback. A sign is posted at the project site.



7.

## Planning Board Public Hearing and/or City Council

A decision from the Planning Board and/or City Council will be made whether to approve or deny the application. During the meeting, the public has an opportunity to share their comments.



8.

## Permits and Construction Phases

If approved, the applicant submits detailed construction plans for building permits. This process may take 6-9 months, depending on the complexity of the project. Construction activity may begin after receiving all required permits.

