



City of Burbank – Planning Division
SINGLE FAMILY SPECIAL DEVELOPMENT PERMIT
Application Submittal Checklist and Project Information

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

PURPOSE: The Single Family Special Development Permit (SFSDP) is required for specific types of remodels and additions to single family homes in all R-1, R-1-H (Horsekeeping), and R-1 Hillside zones. The intent is to review the proposed project for code compliance and neighborhood compatibility design review. If you are unsure if your project requires a SFSDP, please contact the Planning Division.

TO ALL APPLICANTS: There is no guarantee, expressed or implied, that any permit or application will be granted. Each project matter must be carefully investigated, and the resulting decision may be contrary to a position taken or implied in any preliminary discussions. The burden of proof regarding this application rests upon the applicant.

Project Information. *Must complete with project submittal.*

Project Address: _____

Project Description: (example – “Add 300 sq.ft. at rear of first story and 600 sq.ft. to new second story, includes 55% demolition of existing house and new roof from hip to gable.”)

Lot Size:

(Can be found on LA County Assessor Portal
<https://portal.assessor.lacounty.gov/>)

Square Footage of Existing Structures:

House: _____
Garage: _____
Accessory Structure(s), if applicable: _____

Reason for Application (check all that apply):

- Addition and/or remodel is greater than 500 square feet and visible from street(s) (e.g. could include net new square footage, new roof of a different design, high volume area over 12 ft. in height)
- Demolishing more than 50% of existing house (includes interior and exterior walls)
- Construct new single-family dwelling with FAR over 0.35 OR larger than 3,000 sq. ft.

Required Submittal Items. *Check boxes to acknowledge the item is included in the submittal package.*

- Project Application** – Completed Single Family Residential permit application with original owner signature.
- Application fee** – Payment is required at the time of submittal by credit card or check. *Please make all checks payable to “City of Burbank.”* See Planning webpage for fees: <http://www.burbankca.gov/singlefamilyapplications>

Project Plans

- 7 full-size (24”x36”) sets of folded project plans
- 2 reduced size (11”x17”) sets of project plans
- 1 electronic set of plans (via USB or CD)

All plans shall include: **site plan, floor plan, demolition plan, FAR diagram, elevations, and building cross-sections** to show proposed alterations or new construction, drawn to scale and with adequate dimensions (see handout for Standard Plan Formatting Requirements).

- Completed Neighborhood Compatibility/Design Checklist** (see separate handout for Checklist)
- Photos of Project Site** – Provide one (1) set of color photos of the project site in hardcopy (either 8.5” x 11” or within the project plans) or digitally on USB or CD. Photos should include: all sides of the existing house and each yard area of the property, along with a photo key identifying where each photo is taken from.



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Additional Items. *For your reference, the below items will be required during the review of your project. Wait until you receive instructions from your assigned Project Planner before submitting.*

- **Radius Map and Mailing Labels** for properties within a 300-foot radius (see “Mailing Label Requirements” Handout for details).
- **A Project Sign** will be required to be posted on-site during the review process. Upon determination of project readiness, the Project Planner will provide the sign template, details, and instructions to you for installation. **The owner/applicant is responsible for installing the sign.**

What happens next?

Your application will be reviewed by the Planning Division pursuant to BMC Section 10-1-607(C)(3). The project plans will be routed to the appropriate City Departments for compliance review and preparation of permit conditions from any of the following: Planning, Building, Fire, Public Works, Burbank Water & Power, Parks and Recreation, and the Police Department. You may be required to submit additional information, clarifications, or revisions to your project plans and submittal materials to address comments from the City Departments.

For the City to approve your application, **all of the following findings must be made:**

- The house conforms to all of the required standards of Article 6, Division 1 of the Burbank Municipal Code (BMC) unless an exception has been approved.
- If the house has an FAR greater than .35, or is larger than 3,000 square feet, or involves an addition or remodel that requires a Permit (but the FAR remains less than .40) with the addition), the house has been reviewed against the Neighborhood Compatibility provisions and the house complies with the City’s Single Family Design Guidelines.
- Conditions are necessary for the purpose of satisfying the required findings, ensuring conformance with the Design Guidelines, mitigating environmental or other impacts of the project, and/or protecting the public health, safety, convenience, or welfare.

Before action is taken by the Community Development Director to approve or disapprove your application request, notice of the pending decision will be mailed to all property owners and tenants within a 300-foot radius of your property. Any person (including you as the applicant) may appeal the Community Development Director’s decision to the Planning Board within 15 days of the decision date. If no appeal is filed, the Director’s decision is final and you may submit to the Building Division for building plan check review. If an appeal is filed, the matter is scheduled for a public hearing before the Planning Board and you cannot submit for building plan check review until a final action is made by the Planning Board.