

The City’s Municipal Code Sections 10-1-620.1 through 10-1-620.7 allow for ADUs in all residential zones, subject to specified City and State development regulations. The below checklist must be submitted with an application to the Planning Division for preliminary review prior to Plan Check submittal. More information can be found on the City's website:

<https://www.burbankca.gov/departments/community-development/planning/accessory-dwelling-units>

REQUIRED SUBMITTAL ITEMS

- Fill out Public Works application to obtain an address for the ADU: https://file.burbankca.gov/publicworks/OnlineCounter/permits/app_docs_procedures/address_assignment/address_assigt.pdf
Submit completed application to Public Works: pwonlinecounter@burbankca.gov

NOTE: This must be done PRIOR to submittal to Planning Division.

- Project Plans (site plan, floor plan, elevations, building cross-sections) and proof of Public Works address assignment submitted via Dropbox to the Planning Division.
- Application Fee. The fee will be collected once the pre-clearance request has been received.
- ADU Project Information:

ADU Type (check all applicable box below):

- New Construction
- Conversion of Existing Detached Garage
- Conversion of Existing Legal Accessory Structure (non-garage) Within Existing Primary Dwelling
- Junior ADU (Requires owner-occupancy covenant; Applicant to provide Grant Deed)
- ADU in Mutlifamily Zone or a lot with a multiple family dwelling

Square Footage of Proposed ADU: _____

Square Footage of any ADU existing or approved prior to Decemeber 17, 2019: _____

Height: to top plate _____ to top of roof/ architectural feature(s) _____

Location:

- Attached to Primary Dwelling
- Detached in Rear Yard
- Above Detached Garage
- Within Existing Primary Dwelling

On-Site Parking Exceptions (check one):

- The property is located within 1/2 mile walking distance of public transit stop or station Intersection for closest transit stop.
- The ADU is located within an architecturally and historic significant historic district.
- The ADU is part of the existing primary dwelling unit or an existing accessory structure.
- On-street parking permits are required but not offered to the occupant of the ADU.
- There is a car share vehicle located within one block of the accessory dwelling unit.

