



City of Burbank – Planning Division
HILLSIDE DEVELOPMENT PERMIT
Application Submittal Checklist and Project Information

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

PURPOSE: Pursuant to Section 10-1-606(H) of the Burbank Municipal Code, a Hillside Development Permit (HDP) is required for specific types of remodels and additions to single family homes on properties in the designated R-1 Hillside area. The intent is to review the proposed project for code compliance and neighborhood compatibility design review. If you are unsure if your project requires an HDP, please contact the Planning Division.

TO ALL APPLICANTS: Approval of an HDP planning entitlement is contingent on planning staff being able to justify findings for an HDP as specified in Section 10-1-606(H). There is no guarantee, expressed or implied, that an entitlement will be granted by submitting an application. 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 to provide evidence regarding the ability to make the required findings necessary to approve an application rests upon the applicant.

Project Information. *Must complete with project submittal.*

Project Address: _____

Project Description: (example – “Install new swimming pool in rear yard, increase plate heights of 2nd floor master bedroom from 17 ft to 20 ft, add 100 square-feet to rear of first story.”)

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: _____

Cut/Fill Amount (in cubic yards): _____

% Slope of Lot: _____

Reason for Application (check all that apply):

- The project includes a new building pad; cut or fill activity to expand/alter an existing building pad; or any other grading activity, including but not limited to grading for structures, swimming pools, and expanded yard areas.
- The structure extends beyond the front or rear yard setback lines established by adjacent homes, per diagram in BMC section 10-1-606(E).
- The height of the proposed new structure/addition exceeds 16 feet, measured from natural adjacent grade to the top of the roof.
- The total gross square footage of all structures is greater than 3,000 sq. ft. (except areas exempt from FAR)



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Required Submittal Items. *Check the 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: <https://www.burbankca.gov/web/community-development/forms-and-fees>

Project Plans

- 1 full-size (24”x36”) sets of folded project plans
- 1 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 Details & General Requirements).
- **Preliminary grading plan** if proposed, showing all cut and fill volumes labeled and color-coded as follows: *cut areas* – brown; *fill areas*-yellow; *natural terrain* – green; *streets* – gray; and *building pad areas* – white.
- **Topographic site elevation survey** showing existing and proposed topography of the site may be required based on project scope and site conditions.

Soils and Geological Reports – If any portion of the site exceeds a 20 percent (20%) slope, OR more than 20,000 cubic yards of soil is to be moved, two (2) copies of soils and geological reports are required, including a hydrological investigation. *Note: If reports are not required for Planning review, your may still be required to provide during Building plan check review.*

Photos of Project Site – Provide one (1) set of color photos of the project in hardcopy (either 8.5” x 11” or within 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.

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

- **A View Study**, pursuant to BMC Section 10-1-607(D), must be completed for all HDP applications documenting the impacts of the proposed structure(s) on views from adjacent properties. **A view study consists of installed story poles representing the footprint and height of the proposed new house or addition with photographs taken from neighboring properties to properly analyze potential view impacts. Massing models or photosimulations will not be accepted in lieu of a view study. The assigned Project Planner will provide specific direction on how to prepare the view study based on project characteristics and requirements for story pole verification.**
- **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.



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What happens next?

The application will be reviewed by the Planning Division pursuant to Article 6 Division 1 of BMC. The project plans will be routed to the appropriate City Departments for a 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. Additional information, clarifications, or revisions to the project plans and submittal materials may be required to address the comments from the City Departments.

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

Findings for Hillside Development Permit

- The vehicle and pedestrian access to the house and other structures do not detrimentally impact traffic circulation and safety or pedestrian circulation and safety and are compatible with existing traffic circulation patterns in the surrounding neighborhood. This includes, but is not limited to: driveways and private roadways, access to public streets, safety features such as guardrails and other barriers, garages and other parking areas, and sidewalks and pedestrian paths.
- The house and other structures are reasonably consistent with the natural topography of the surrounding hillside.
- The house and other structures are designed to reasonably incorporate or avoid altering natural topographic features.
- The house and other structures will not unnecessarily or unreasonably encroach upon the scenic views from neighboring properties, including both downslope and upslope views.
- For the purpose of evaluating required finding (d) above, a view study must be submitted with all Hillside Development Permit applications documenting the impacts of the proposed structure(s) on views from adjacent properties. The view study must be prepared in a manner approved by the Director or his/her designee and contain all information and documentation deemed necessary by the Director for the purpose of analyzing view impacts and establishing setback lines for view determination pursuant to Section 10-1-606(E). This study is separate from the Ridgeline setback analysis required by Section 10-1-606(D).
- The view impacts of the proposed project must be considered by the Director, or Planning Board or City Council if appealed, and may be used as a basis for requiring modifications to a project or denying a Hillside Development Permit due to inability to make the required finding; and
- The project conforms to all of the required standards of Article 6, Division 1 of the Burbank Municipal Code (BMC) unless an exception has been approved.

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 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 an application may be submitted to the Building Division for building plan check review. If an appeal is filed, the matter will be scheduled for a public hearing before the Planning Board. The project may not be submitted for building plan check until a final action is made by the Planning Board.