



City of Burbank
 Planning and Transportation Division
GENERAL COMMERCIAL AND INDUSTRIAL DEVELOPMENT PERMIT
 Application

150 North Third Street
 Burbank, California 91502
 www.burbankusa.com
 T: 818-238-5250
 F: 818-238-5150

A General Commercial and Industrial development permit application form, along with all applicable specific application forms and other required materials must be completed and submitted to the Planning and Transportation Division for all projects that are subject to review and/or approval by the City of Burbank. Please complete each section. If certain items do not apply to this project, please indicate with a "N/A." Incomplete application forms may result in processing delays.

NOTE: Unless exempt, all project applications are subject to the requirements and guidelines of the California Environmental Quality Act (CEQA). Should you have any questions please call the Planning Division at 818-238-5250.

Application Types		
<input checked="" type="checkbox"/> Administrative Use Permit	<input type="checkbox"/> General Plan Amendment	<input type="checkbox"/> Sign Variance
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Lot Line Adjustment	<input type="checkbox"/> Variance
<input type="checkbox"/> Covenant Agreement	<input type="checkbox"/> Map (Tentative Tract Map, Parcel Map)	<input type="checkbox"/> Zone Map Amendment
<input type="checkbox"/> Development Agreement	<input type="checkbox"/> Planned Development	<input type="checkbox"/> Zone Text Amendment
<input type="checkbox"/> Development Review	<input type="checkbox"/> Parking Agreement	<input type="checkbox"/> Other _____

Project Information	
Project Address: 800 South Main St.	Zoning: NB - Neighborhood Commercial
Current use of site: Commercial Professional Office	Existing Covenants: <input type="checkbox"/> No <input type="checkbox"/> Yes. If yes, attach copies
Lot Area: 1.13 ac	Year(s) structure(s) built: 1996
APN: 2451-031-001	Legal Description: Lots 1,2,3,5 & 5 of Tract No. 5370
Number of existing on-site parking spaces: 44	Existing square footage: 47,868
Current Site Description: Describe the project site as it currently exists, including information about topography, soil stability, plants (including mature trees) and animals, and any cultural historical or scenic attributes. Describe any existing structure(s) on the site and the use of the structure(s). Attach photographs of the site. (Prepare/attach separate exhibit(s) as necessary)	
The subject site is currently developed with a 3-story commercial office building. The ground floor is under building parking with 2 floors above built out for office uses. The building is additionally supported with at grade parking. The site is relatively flat however the building does present a somewhat submerged appearance from Main St. The location contains non-native ornamental landscaping with mature trees around the perimeter of the property. There is no habitat to support wildlife although there is normal urban animal life in the area. There are no on-site culture resources present on-site or within the area and no scenic attributes are present onsite.	
Project Description/Applicant Request: (You may need to prepare and attach separate exhibits)	
<ol style="list-style-type: none"> 1. If the project involves demolition and new construction, describe total project. e.g. demolition, age of building to be demolished, grading, excavation, construction, etc. 2. If commercial, indicate the type, whether neighborhood, city, or regionally oriented, square footage of sales area, square footage of office area, loading facilities, and number of employees. 3. If industrial, indicate type, estimated employment per shift, number of shifts and loading facilities. 4. If institutional, indicate the major function, estimated employment per shift, number of shifts, estimated occupancy, loading facilities, and community benefits to be derived from the project. 5. Will project be owner-occupied or will it be leased to tenants not currently identified? If tenants are known, please list them. 	
The proposed wireless telecommunications facility is a part of the initial buildout of the DISH Wireless telecommunications network. The facility is an unmanned roof mounted telecommunications facility that will be constructed in a location in a manner that will aesthetically conform with aesthetics of the existing building architecture. The facility will be comprised of a three sector 2 antenna array with the accessory equipment located on the roof as The antenna arrays will be constructed with an FRP visual screen to minimize the visibility and the accessory equipment will be centrally located on the roof behind an existing mechanical wall and will not be visible to the general public.	

Project No. _____ Address: _____ Date: _____

Applicant	
Name/Firm:	Becky Rhodes for DISH Wireless
Address:	5701 South Santa Fe Dr. Littleton, CA 80120
Primary phone number	951. 801.1923
Alternate phone number	
E-mail address:	becky.rhodes@dish.com
Primary contact for this application:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Property Owner of Record	
Name/Firm:	Del Rey Properties, LLC
Address:	480 W. Riverside Dr. Burbank, CA 91506
Primary phone number	
Alternate phone number	
E-mail address:	
Primary contact for this application:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Contact Person (If different from above)	
Name/Firm:	Rob Searcy SureSite Consulting
Address:	2000 Auburn Dr. Suite No. 200 Beachwood, OH 44122
Primary phone number	881.627.7067
Alternate phone number	
E-mail address:	r.searcy@sure-site.com
Primary contact for this application:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Property Owner's Affidavit	Applicant's Affidavit
I hereby certify that I am the legally authorized owner of the property involved in this application or have been empowered to sign as the owner on behalf of a corporation, partnership, or business as evidenced by the documents attached hereto. I hereby grant to the applicant of this form permission to submit this application. I declare under penalty of perjury that the foregoing is true and correct.	I hereby certify that the information furnished in this application and the attached materials are true and correct to the best of my knowledge and belief. Further, should the stated information be found false or insufficient, I agree to revise the information as appropriate. I understand that the City of Burbank cannot process this application until all required information is provided. I understand there is no guarantee, expressed or implied, that any permit or application will be granted. I 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. I understand that I have the burden of proof in the matter arising under this application. I declare under penalty of perjury that the foregoing is true and correct.
Property owner's signature: See LOA	Applicant signature: <i>Robert Searcy</i>
Date:	Date: 12/12/23

Staff Comments (For City Use Only)			
Filing fee:	Date received:		
Project No.:	Received by:		
<input type="checkbox"/> Plans	<input type="checkbox"/> Labels	<input type="checkbox"/> Radius Map	
Notes:			

Project No. _____ Address: _____ Date: _____

ENVIRONMENTAL INFORMATION

1. List and describe all other related permits and other public approvals required for the project, including those required by City, Regional, State and Federal agencies.

There are no other required permits once all permits have been received from the City of Burbank.

Are the following items applicable to the project or its effects? Discuss below all items checked yes. (Attach additional sheets as necessary.)

2. Are Federal, State and/or County funds involved in this project? If yes, please specify:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
3. Will paints, solvents, asbestos, pressurized gas, cleaning fluids, acids or other chemicals be used in the business? If yes, please specify:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
4. Do you have a hazardous materials list on file with the Burbank Fire Department?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
5. Change in existing features of any hills or substantial alteration of topography	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
6. Change in scenic views or vistas from existing residential areas, public lands or roads	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
7. Change in pattern, scale or character of general area of project	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
8. Significant amounts of solid waste or litter	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
9. Change in dust, ash, smoke, fumes or odors in vicinity	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
10. Change in ground water quality or quantity, or alteration of existing drainage patterns	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
11. Substantial change in existing noise or vibration levels in the vicinity	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
12. Site on filled land or on slope of 10% or more	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
13. Use or disposal of potentially hazardous materials, such as toxic substances, flammable or explosives	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
14. Substantial change in demand for municipal services (police, fire, water, electricity, sewage, etc.)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
15. Substantial increase in fossil fuel consumption (electricity, oil, natural gas, etc.)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
16. Is there a relationship to a larger project or series of projects? If new construction or expansion of present facilities will take place after demolition, the action is part of a larger project.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<p>17. Describe the surrounding properties, including information on plants (including mature trees) and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.), intensity of land use (single-family, apartment houses, commercial, industrial, etc...). Photographs may accompany written description (Prepare/attach separate exhibit(s) as necessary.)</p> <p>The site for the proposed project is a low density three-story office building with under-building and at grade surface parking.</p> <p>The surrounding area is a mix of single family, multi-family institutional use and professional office land uses. To the north, multi-family is developed on both sides of Elmwood Ave. with single family homes and a pre-school to the north and east on Valencia Ave. The land uses east on Main St. are comprised of multi-media and tech land uses as well as professional office uses. The parcel is surrounded by mature trees and ornamental landscape with no natural habitat to support significant wildlife colonies. There are no know historic resources identified in the immediate area and the proposed project will not affect any scenic corridors or vistas.</p>		
<p>18. Describe how the project will affect existing patterns of land use. If new construction alters land use from existing patterns, requires a variance or conditional use permit, or increases size or bulk of existing uses please describe. (Prepare/attach separate exhibit(s) as necessary.)</p> <p>The proposed unmanned wireless telecommunication project will not create changes to land use patterns nor will it create changes to traffic patterns within the area. The project will not appreciably increase the size, bulk or intensity of land uses within the vicinity of the project and will not expand the footprint of the structure. The addition proposed by the project will only add more roof mounted equipment which will be screened from view with an FRP material to integrate with the existing building materials and will assimilate with the aesthetics of the building.</p>		

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