



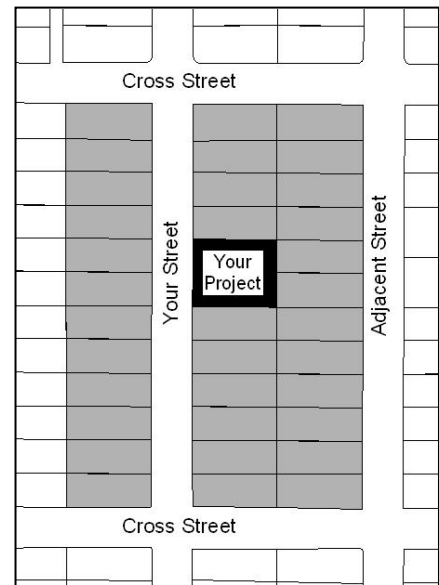
City of Burbank  
 Planning and Transportation Division  
**Development Review for Multifamily Residential Zones**  
**Neighborhood Compatibility Guidelines and Worksheet**

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The Community Development Director will consider, at a minimum, the features and neighborhood characteristics from the table below when evaluating your proposed project for neighborhood compatibility as required by Burbank Municipal Code Section 10-1-631. For the purposes of this analysis, your neighborhood includes all properties on both sides of your street between the two nearest cross streets, and all properties in the same block as your property including those on the closest side of the adjacent street to the rear of your property (all properties shown in gray on the diagram).

Please submit this completed worksheet with your Development Review application and attach any supporting information including photographs, sketches, and narratives that helps to show how your project is compatible with the neighborhood. If insufficient supporting information is submitted, the Community Development Director may require additional information to be submitted prior to rendering a decision on your application. Please see the attached application guidelines for additional information.

For the purposes of characterizing the surrounding neighborhood, consider the prevailing development pattern existing in the neighborhood. For those neighborhoods that are a mixture of project types with no clearly dominant development pattern, please check all boxes that apply in the 'Surrounding Neighborhood' column below and attach a narrative describing the mixed nature of the neighborhood character.



**REQUIRED INFORMATION**

**Applicant name** (Please Print) : \_\_\_\_\_ **Project address** : \_\_\_\_\_

**Units existing:** \_\_\_\_\_ **Units proposed:** \_\_\_\_\_ **Units to be demolished:** \_\_\_\_\_

**Age of Neighborhood:** New construction in older established neighborhoods should be sensitively designed to ensure that the existing character of the neighborhood is not significantly changed. The age of the neighborhood is often an important issue to consider.

Approximately how old is the existing structure or structures on your property?

Will the structure or structures be demolished, or maintained and integrated into your project (e.g. new units being constructed behind an existing dwelling that will remain)?  Structure(s) will be demolished  Structure(s) will be maintained

Approximately how old are most of the structures in the neighborhood?

**Neighborhood Characteristics:** Identify the neighborhood features that are most prevalent, or in neighborhoods where no feature is prevalent, check all that apply and attach a narrative describing the neighborhood.

Characteristics	Your Proposed Project	Surrounding Neighborhood
Project size (land area)	<input type="checkbox"/> Single Lot (<10,000 s.f.) <input type="checkbox"/> Double Lot (10,000-20,000 s.f.) <input type="checkbox"/> Multiple Lot (>20,000 s.f.)	<input type="checkbox"/> Single Lot (<10,000 s.f.) <input type="checkbox"/> Double Lot (10,000-20,000 s.f.) <input type="checkbox"/> Multiple Lot (>20,000 s.f.)
Predominant land use	<input type="checkbox"/> Duplex/triplex <input type="checkbox"/> Units added behind single family home or duplex <input type="checkbox"/> Older style garden apartment <input type="checkbox"/> Apartment – no courtyard <input type="checkbox"/> Apartment with courtyard	<input type="checkbox"/> Single family home <input type="checkbox"/> Duplex/triplex <input type="checkbox"/> Units added behind single family home or duplex <input type="checkbox"/> Older style garden apartment <input type="checkbox"/> Apartment – no courtyard <input type="checkbox"/> Apartment with courtyard
Number of stories	<input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Three	<input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Three

Parking type	<input type="checkbox"/> Surface uncovered <input type="checkbox"/> Surface tuck-under <input type="checkbox"/> Surface garage <input type="checkbox"/> Semi-subterranean garage <input type="checkbox"/> Fully subterranean garage	<input type="checkbox"/> Surface uncovered <input type="checkbox"/> Surface tuck-under <input type="checkbox"/> Surface garage <input type="checkbox"/> Semi-subterranean garage <input type="checkbox"/> Fully subterranean garage
Parking location	<input type="checkbox"/> Front of property <input type="checkbox"/> Rear of property <input type="checkbox"/> Beneath residential units <input type="checkbox"/> Combination	<input type="checkbox"/> Front of property <input type="checkbox"/> Rear of property <input type="checkbox"/> Beneath residential units <input type="checkbox"/> Combination
Parking access	<input type="checkbox"/> From street <input type="checkbox"/> From alley <input type="checkbox"/> From both street and alley	<input type="checkbox"/> From street <input type="checkbox"/> From alley <input type="checkbox"/> From both street and alley
Pedestrian access	<input type="checkbox"/> Common access from front <input type="checkbox"/> Common access from side <input type="checkbox"/> Individual access from front <input type="checkbox"/> Individual access from side or interior	<input type="checkbox"/> Common access from front <input type="checkbox"/> Common access from side <input type="checkbox"/> Individual access from front <input type="checkbox"/> Individual access from side or interior
Architectural style	Describe:	Describe:
Architectural features	<input type="checkbox"/> Entry porches <input type="checkbox"/> Balconies <input type="checkbox"/> Rooftop decks <input type="checkbox"/> Entry gardens <input type="checkbox"/> Dormers <input type="checkbox"/> Bay windows <input type="checkbox"/> Trim/fascia/shutters <input type="checkbox"/> Cornice <input type="checkbox"/> Chimneys <input type="checkbox"/> Other:	<input type="checkbox"/> Entry porches <input type="checkbox"/> Balconies <input type="checkbox"/> Rooftop decks <input type="checkbox"/> Entry gardens <input type="checkbox"/> Dormers <input type="checkbox"/> Bay windows <input type="checkbox"/> Trim/fascia/shutters <input type="checkbox"/> Cornice <input type="checkbox"/> Chimneys <input type="checkbox"/> Other:
Roof design	<input type="checkbox"/> Flat roof <input type="checkbox"/> Hip roof <input type="checkbox"/> Gable roof <input type="checkbox"/> Mansard roof <input type="checkbox"/> Combination	<input type="checkbox"/> Flat roof <input type="checkbox"/> Hip roof <input type="checkbox"/> Gable roof <input type="checkbox"/> Mansard roof <input type="checkbox"/> Combination
Briefly explain how you believe your project is compatible with your neighborhood (attach additional sheets if necessary):		

**Neighborhood Compatibility Application Guidelines**

All Development Review applications for projects in multiple-family residential zones must be accompanied by a completed *Neighborhood Compatibility Worksheet* and any supplemental materials including but not limited to photographs, sketches, or narratives as needed to demonstrate that the proposed project would be compatible with surrounding development.

**Supplemental Materials**

Supplemental materials must be adequate to provide an overview of existing development in the neighborhood, including development on all properties shown on the *Neighborhood Compatibility Worksheet*. Applicants for projects on corner properties or near the ends of a block should also submit materials to describe properties located near the project site on adjacent blocks. If insufficient supporting information is submitted with an application, the application may be deemed incomplete and processing will not commence until adequate supporting documentation is provided.

**Photographs are required** to be included as supplemental materials. Photographs must include, at a minimum:

- Photos of the project site from the street and alley (if applicable) as it exists at the time of application
- Photos of all sides of any structures that will remain on the project site
- Photos looking in both directions from in front of the project site clearly showing the street frontage on both sides of the street, and additional photos as necessary to clearly show all of the street frontage of all properties on the block (and adjacent blocks as necessary), as shown on the *Neighborhood Compatibility Worksheet* diagram
- Photos looking in both directions from the rear of the project site clearly showing the alley frontage on both sides of the alley (if applicable)
- Photos from the adjacent street to the rear of the project site showing development to the rear of the project site and views onto the project site from the adjacent street

Narrative text, sketches, or any other supplemental materials are optional but should be used as necessary to supplement the photographs.

Project No. \_\_\_\_\_ Address: \_\_\_\_\_ Date: \_\_\_\_\_