



City of Burbank  
Planning and Transportation Division  
**CONDITIONAL/ADMINISTRATIVE USE PERMIT**  
Application

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

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

**PLEASE PROVIDE THE FOLLOWING:**

1. Application Fees. A Los Angeles County Clerk filing fee for CEQA may be required at time of application and another fee may be necessary depending on the type of environmental review required
2. A general application, radius map, and labels (in accordance with attached requirements)
3. 18 full sized copies of site plan, floor plans, and elevations to show alterations or new construction proposed, drawn to scale and adequately dimensioned and one reduced copy of the plans (11" x 17"). (See attached plan requirements)
4. 18 copies of any supporting documents that are in color
5. Evidence to support the required findings. The required findings must be made in order for the Planning Board to approve your request. You may use the following section, or provide separate sheets as necessary

**REQUIRED CONDITIONAL USE PERMIT FINDINGS (ATTACH ADDITIONAL SHEETS AS NECESSARY):**

Is the proposed use authorized through a conditional use permit by Title 10 of the Municipal Code?

Is the use detrimental to existing uses or to uses specifically permitted in the zone in which the proposed use is to be located?

Will the use be compatible with other uses on the same lot, and in the general area in which the use is proposed to be located?

Is the site for the proposed use adequate in size and shape to accommodate the use and are all of the yards, setbacks, walls, fences, landscaping and other features required to adjust the use to the existing or future uses permitted in the neighborhood?

Is the site for the proposed use related to streets and highways properly designed and improved to carry the type and quantity of traffic generated or to be generated by the proposed use? Are the conditions imposed necessary to protect the public health, convenience, safety and welfare?

Statement of additional facts:

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