



City of Burbank – Planning Division

150 North Third Street
Burbank, California 91502
www.burbankca.gov
T: 818-238-5250
F: 818-238-5150
E: planning@burbankca.gov

NOTICE OF INTENT TO SUBMIT SB35 APPLICATION

PURPOSE: Government Code (GC) Section [65913.4](#), also known as Senate Bill 35 (SB 35), requires the City to review qualifying housing development projects using a streamlined ministerial review process. An SB35 Notice of Intent (NOI) to Submit an SB35 Application is required to be submitted to the City prior to the submittal of the Application for an SB35 Streamlined Ministerial Review Process. A NOI must include a preliminary application as well as the applicable Permit Processing Fee.

Please fill out this form and provide supporting documentation for each item (*as applicable*) to demonstrate eligibility. Incomplete submittals that do not include required attachments or supporting documentation will be deemed incomplete for processing. Determination that a NOI to submit an SB35 Application is incomplete for processing does not preclude the applicant from correcting any deficiencies and resubmitting an application for streamlined review, or from applying for the project under standard processes procedures.

The NOI process includes Tribal Consultation with the California Native American tribes that are traditionally and culturally affiliated with the geographic area of the Project site. The City will initiate the tribal consultation process within 30 days of receipt of NOI. The NOI process is deemed complete once Tribal Consultation process is concluded, and the City will issue a NOI Completeness Letter. At this point the applicant may submit the application for [SB35 Streamlined Ministerial Review](#).

NOTE: In the event of any conflict or inconsistency between state law and the requirements of this application, the provisions of state law shall prevail and take precedence.

Project Information. *Must complete with project submittal.*

Project Address: _____

APNs: _____

Is your Project Located in a moderate resource area, low resource area, or an area of high segregation or poverty, as shown on the CTCAC/HCD [Opportunity Map](#)? YES NO

Current Use of Site: _____

Project Description: _____

Required* and Recommended Submittal Items. *Check boxes to acknowledge the item is included in the submittal package.*

SB 330 Preliminary Application Form* – Pursuant to GC Section 65913.4(b)(1)(A)(i), an NOI must be submitted with all the information described in GC Section 65941.1 as that section read on January 1, 2020.

Permit Processing Fee* – The application requires an NOI processing fee and a Tribal Consultation fee. See the current [fee schedule](#) for applicable fees. Payment of both NOI & Tribal Consultation fees are required at the time of submittal by credit card or check. *Please make all checks payable to “City of Burbank”*

Complete Project Plans – All plans shall include: site plan, floor plan, demolition plan, elevations, building cross-sections, and conceptual landscape and civil plans, drawn to scale and with adequate dimensions (for more information see [Standard Plan Details](#) handout). It is recommended that a PDF of the plans is provided.

SB35 Supplemental Application: Eligibility Checklist – Recommended for preliminary screening of Project eligibility for the SB35 process.

Applicant Signature. *Acknowledgement that all Required Submittal Items are included in the submittal package.*

Owner Name:	Signature:	Date:
Applicant Name:	Signature:	Date:



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Planning Division

Indemnification Agreement

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TO ALL APPLICANTS: This must be submitted with your application.

Indemnification Agreement:

I, the Applicant, including my successors and assignees, hereby agree to defend, indemnify, and hold harmless the City of Burbank (the City) and its agents, officers, employees, agencies, boards, commissions, and City Council from any claim, action or proceeding brought against the City, its agents, officers, employees, agencies, boards, commissions, or City Council to attack, set aside, void or annul an approval of the subject application or related decision, including, but not limited to, the processing or adoption of any environmental documents or determinations under the California Environmental Quality Act or National Environmental Policy Act. The indemnification shall include damages awarded against the City, if any, cost of suit, attorney's fees, administrative expenses, and any other costs and expenses incurred in connection with such action, including, but not limited to, all such City costs and expenses incurred by enforcing this indemnification provision. In the event of a legal challenge, the provisions under BMC Section 10-1-19402 shall be applied.

Property Owner Signature
(must be original wet signature):

Applicant Signature
(must be original wet signature):

Date:

Date:

Note: Pursuant to Burbank Municipal Code (BMC) 10-1-19401 this duty to defend, indemnify, and hold harmless the City and its agents, officials, employees, agencies, commissions, or City Council shall apply even if the applicant fails or refuses to enter into the indemnification agreement.