

Rancho Project Review Worksheet

Work out, before you offer or before you draw plans, whether a project inside the Burbank Rancho Master Plan Area needs Development Review and whether it reaches the Rancho Review Board. Burbank Municipal Code sections are given so you can check each answer yourself.

1 The parcel

Address

APN

Zone on the parcel record

Inside the Rancho Master Plan Area? ☐ Yes ☐ No Checked with Planning Division on

2 Which zone, and what that means

Tick one. The first five carry a Development Review section inside Article 24.

- | | |
|--|---|
| ☐ NB Neighborhood Business
10-1-2418 | ☐ CR Commercial Recreation
10-1-2442 |
| ☐ GO Garden Office
10-1-2426 | ☐ RBP Rancho Business Park
10-1-2451 |
| ☐ RC Rancho Commercial
10-1-2434 | ☐ R-1-H Single Family Horsekeeping
Article 6, Div. 1; 10-1-601(B) |

3 Is the project exempt from Development Review?

Section 10-1-1914 requires Development Review before any building, grading or demolition permit in any zone unless exempted by that section or other provisions of the chapter. Tick every line that describes your project.

- ☐ 1 Single family residential construction in a single family residential zone
- ☐ 2 Interior remodeling with no change of use
- ☐ 3 Additions to or new construction of a single family home, including accessory structures thereto, on a multiple family zoned lot used for single family residential purposes
- ☐ 4 Additions or detached accessory structures to an existing non-residential structure, not exceeding 1,000 sq ft gross floor area
- ☐ 5 Additions or detached accessory structures to an existing multiple family structure, not exceeding 500 sq ft, adding no dwelling units and no parking-triggering bedrooms
- ☐ 6 Minor revisions to an unexpired Development Review approval
- ☐ 7 Demolition found beneficial to public health, safety or welfare, or demolition not done in preparation for a building permit subject to Development Review
- ☐ 8 Minor project the Director finds highly consistent with adopted plans

The code says "do not exceed", so a structure at exactly 1,000 or exactly 500 sq ft is inside the exemption, not outside it.

4 So does the Rancho Review Board see it?

No box ticked in section 3

Development Review is required. Section 10-1-2453 sends the project to the Rancho Review Board.

A box ticked in section 3

No Development Review, so no Rancho Review Board. The permit counter handles it.

Commercial stable on any Rancho lot, including R-1-H

Not single family residential construction. Conditional use permit under 10-1-2454, Development Review, and the board.

5 Dates to put in the calendar

Application deemed complete

Community meeting held (10-1-1909.1)

Director's decision issued (10-1-1909.2)

Appeal deadline: 5:00 p.m. on the 15th day after the decision (10-1-1907.2). If City offices are closed that day, the next open day.

Where a conditional use permit runs alongside it, the Planning Commission or City Council decides, not the Director (10-1-1909.2(C)).