



CITY OF BURBANK
Public Works Department

PARKWAY IMPROVEMENT PERMIT APPLICATION

PLEASE PRINT ALL INFORMATION

Refer to **PARKWAY IMPROVEMENT PROCESS** on reverse side and **CITY OF BURBANK PARKWAY POLICY** attached.

Parkway (Property) Address: _____

Legal Description: Tract No. _____ Block _____ Lot _____

Applicant's Name: _____

Applicant's Address: _____

REASONS FOR PERMIT REQUEST:

TYPE AND METHOD OF IMPROVEMENT PROPOSED: (AN EXHIBIT PLAN IS REQUIRED)

Applicant's Signature _____ Date: _____

Approval Routing:

Department	Date	Signature	Comments
1. Community Dev. Director			
2. Parks & Rec. Director			
3. Public Service Dept. Gen. Mgr.			

☐ **Approved subject to signed Agreement prepared by City Attorney** _____

☐ **Disapproved** _____

PARKWAY IMPROVEMENT PROCESS

1. Completed application and proposed improvement plans are submitted to Public Works Department permit counter for routing to other Departments concerned.
2. Disapproval by any Department will cause the permit to be denied.
3. An approved application will be conditional upon the applicant signing an agreement prepared by the City Attorney that requires the property owner (and subsequent property owners) to be fully responsible for all maintenance and public liability related to the new parkway improvement, with indemnification of the City of Burbank.
4. An Excavation Permit will be issued for an approved parkway improvement in accordance with BMC Title 7 Chapter 1 Article 202.
5. For further guidance and information please refer to CITY OF BURBANK PARKWAY POLICY as adopted by Resolution No. 15,708 on December 22,1970 by the Council of the City of Burbank, and as amended by Resolution No.17,083 on April 8, 1975 (attached).



CITY OF BURBANK PUBLIC WORKS DEPARTMENT PARKWAY POLICY

As Adopted by Resolution No. 15,708 and amended by Resolution No. 17,083

I. Statement

It is the policy of the Council of the City of Burbank to control the improvement and landscaping of parkway areas throughout the City.

II. Definitions

As used herein, unless the context otherwise clearly indicates:

- A. "Parkway" means that portion of a public street or highway right-of-way which lies between the roadway and the street property line.
- B. "Roadway" means that portion of a public street or highway right-of-way intended to accommodate the movement of vehicular traffic.
- C. "Secondary pedestrian walkway" means a paved portion of a parkway area intended for occasional pedestrian use and travel between the roadway and the abutting property.
- D. "Sidewalk" means the portion of a parkway area paved with Portland cement concrete and intended for general pedestrian use and travel.

III. Improvements

Subject to the conditions hereinafter set forth, the following improvements are authorized for construction in parkway areas:

A. Sidewalks

Sidewalks constructed of Portland Cement Concrete 3 ½ inches thick. In R-1-E, R-1, R-1-II and R-2 areas, sidewalks shall be 5 feet in width. Upon request of the property owner a permit may be issued by the Director of Public Works to improve the remaining portion of the parkway with an approved material. Full parkway width sidewalk may be installed in R-3 and more dense residential areas as well as commercial and industrial areas subject to the approval of the Public Works Director.

B. Secondary Pedestrian Walkways

Secondary pedestrian walkways constructed of the following materials:

- 1. Portland cement concrete.

2. Masonry products, if such products are securely set in a Portland cement concrete base and the interstices between the masonry products filled with Portland cement concrete in such a manner that a smooth walking surface is provided. Masonry products will not be approved for sidewalks.
3. Natural rock, if the irregularities in the natural rock surface do not exceed 1/8 of an inch and the rock is securely set in a Portland cement concrete base with the interstices between the natural rock filled with Portland cement concrete so as to provide an over-all relatively smooth surface. Natural rock will not be approved for sidewalks.

C. Planters

Raised planting areas constructed of masonry or natural rock products, if so constructed as not to interfere with pedestrian traffic or present a hazard to pedestrians.

D. Irrigation Devices

Irrigation devices such as sprinklers, hosebibs, bubblers, etc., if such devices do not project above the planting in the parkway and are maintained in such a manner as to not constitute a hazard to pedestrians.

E. House Numbers

House number signs of metal, wood or other materials when installed as close as possible to the base of a parkway tree, bush, etc., so as not to constitute a hazard to pedestrians. Such signs may be single or double faced or "V" type and the numerals may be made of light-reflective materials so as to be visible at night.

F. Statuary

Statuary will be permitted only with the approval of the Public Works Director and subject to such conditions and restrictions as he may impose.

G. Tree Wells

Tree wells in sidewalk or paved areas. Tree wells shall be constructed in accordance with standard construction methods practiced by Public Works and Park Departments.

H. Walls and Fences

1. Except for retaining walls constructed by or under the authority of the City of Burbank to protect persons or property from hazard or damage, retaining walls shall not be constructed in parkway areas or be

permitted to project into parkway areas except for footings, and then only when it can be demonstrated that it is necessary to have the footing in the parkway area in order to maintain difference in elevations between private property and the parkway.

2. Decorative walls or fences shall not be constructed in parkway areas or be permitted to encroach into parkway areas, except walls, fences or other enclosures constructed by or under the authority of the City of Burbank to protect persons or property from hazard or damage.

J. Drainage Deflection Devices

In certain areas where a history of parkway flooding is a matter of record, drainage deflection devices may be permitted by the Public Works Director if such devices do not constitute a hazard to pedestrian use of the parkway area.

IV. Landscaping

The following types of landscaping are permitted in parkway areas:

- A. Grass, Dichondra or turf (natural or artificial).

- B. Ground Cover

Growing Plants, as designated by the Park Department, if such plantings are maintained at a maximum height of 8 inches and are not allowed to entwine or grow up or upon tree trunks, utility poles, street and traffic signs or fire hydrants, or grow over sidewalks or curbs.

- C. Trees

All trees in parkway areas shall be designated by the Park Department as to type and location and be installed and maintained by the Park Department, except for normal watering which shall be accomplished by the abutting property owner or his agent.

- D. Landscaping Materials

Landscaping materials consisting of decorative rock, decomposed granite, granulated bark and similar materials.

V. Zoning Considerations

- A. Residential Zones

All types of improvements and landscaping noted in Sections III and IV may be permitted by the Public Works Director in residential parkways providing such improvements and landscaping do not constitute hazards to pedestrians.

B. Commercial and Industrial Zones

Improvements in these zones shall be limited to sidewalks, planters, tree wells, and irrigation devices. Landscaping shall be limited to grass, dichondra, turf, trees, and growing plants in planters.

VI. Permits

- A. Improvements of a permanent nature constructed with Portland cement concrete, masonry or natural rock shall be accomplished only by permit issued by the Public Works Director.
- B. Irrigation devices shall be installed only under a permit issued by the Building Department.
- C. Landscaping and other easily removed plantings will not require a permit but must be removed upon notification by the Public Works Director that such landscaping is hazardous to pedestrians.

VII. Exceptions

- A. In areas where the grade of the abutting property is materially different than the normal parkway slope of $\frac{1}{4}$ inch to one foot, and the need for sidewalk is not of prime importance or imminent, special landscaping treatment may be permitted upon submittal of a plan to the Public Works Director.
- B. The provisions of this policy shall not be applicable to planting within a parkway area adjacent to publicly owned property where the City Council finds that the public welfare requires special landscaping treatment. The public agency involved shall submit a detailed landscaping plan to Public Works Department for approval. All such landscaping shall be installed and maintained at the expense of such public agency.