



**CITY OF BURBANK
PUBLIC WORKS DEPARTMENT**

**OUTSIDE DINING ENCROACHMENT
SUBMITTAL REQUIREMENTS**

1. Encroachment application with the following information:
 - (a) Business name, address, and phone number
 - (b) Responsible party: name, address, and phone number of person who will sign agreement
 - (c) Contact person: name and phone number
 - (d) 8-1/2" x 11" detailed drawing with measurements showing:
 - Lot width and depth
 - Parkway and street width
 - Building location and distance from property line
 - Door and window placement
 - All parkway topography (light poles, traffic signals, fire hydrants, tree wells, etc)
 - Business address
 - Legal description
 - Proposed table and chair placement (see drawing example)

2. Final agreements (2), original and duplicate original, will require:
 - (a) Signatures to be notarized
 - (b) A \$50 permit fee, payable to the City of Burbank (when permit is approved)
 - (c) Recording fees that will be determined by the number of sheets to be recorded (check made out to the L. A. County Recorder)
 - (d) An original Certificate of Insurance and Separate Endorsement, naming the City of Burbank as an additional insured, must be on file with the Public Works Department



APPLICATION FOR PERMIT/AGREEMENT TO ENCROACH ON CITY PROPERTY

TO: PUBLIC WORKS DIRECTOR OF THE CITY OF BURBANK

I/we am/are the owner(s) of or person(s) lawfully entitled to use as owner in fee, lessee, or easement owner the real property commonly known as _____, Burbank, California, and hereby apply for a permit from the City of Burbank pursuant to the provisions of Title 7, Chapter 3, Article 7, of the Burbank Municipal Code to encroach subject to terms and conditions to be prescribed by the Public Works Director, on the real property owned by, and situated in, the City of Burbank, County of Los Angeles, State of California, particularly described as follows (attach sketch if necessary):



For the purpose of:

I/We understand and agree that any permit/agreement entered into by separate instrument shall be issued and subject to the provisions of Title 7, Chapter 3, Article 7 of the Burbank Municipal Code, that such permit/agreement may be canceled by the City of Burbank, acting by and through its Public Works Director, at any time, and that the encroachment must be removed within thirty (30) days thereafter; that no right, title, or interest in any property owned by the City of Burbank shall vest or accrue to me/you by reason of such permit/agreement or exercise of the privilege given thereby; that I/we will not suffer or permit any dangerous or defective condition of property to exist in condition with exercise of the privilege; and that I/we assume and will pay for all injuries and damage to persons or property arising from or in connection with the exercise of the privilege. I/we understand that this application is not a permit/agreement, that the Public Works Department will create the agreement with the assistance of the City Attorney's office, and that I/we are responsible for preparing exhibits of encroachment to satisfy the City of Burbank Public Works Department and the Los Angeles County Recorder.

BY: _____
NAME DATE

BY: _____
NAME DATE

PRINT: _____

PRINT: _____

CONTACT PERSON (PRINT)

MAILING ADDRESS

PHONE

CITY/STATE/ZIP