



# City of Malibu

23825 Stuart Ranch Road · Malibu, California · 90265-4861  
Phone (310) 456-2489 · Fax (310) 456-7650 · [www.malibucity.org](http://www.malibucity.org)

## PROJECT SUBMITTAL INFORMATION

As part of the Planning Department review of your project, the agencies checked below must review the project. A referral sheet has been completed for each agency indicated below. The referral sheets for City Department/Division reviews will be transmitted in-house. However, it is the applicant's responsibility to assure that any additional information or documentation is provided as requested. Contact information is provided for each City Department/Division.

### Environmental Health

A referral sheet and one set of plans will be transmitted to Melinda Talent, City Environmental Health Specialist. If you have any questions about your project or the status of the review, you may contact him at extension 364, via email at [mtalent@malibucity.org](mailto:mtalent@malibucity.org) or by coming to the public counter on Tuesdays and Thursdays from 8:00 a.m. to 11:00 a.m.

### Biology

A referral sheet and one set of plans (include landscape plans if submitted) will be transmitted to City Biological Staff.

Dave Crawford, Contract Biologist, [dcrawford@malibucity.org](mailto:dcrawford@malibucity.org), (310) 456-2489, extension 277  
Steven Hongola, Contract Biologist, [shongola@malibucity.org](mailto:shongola@malibucity.org), (310) 456-2489, extension 301  
Christopher Julian, Contract Biologist, [cjulian@malibucity.org](mailto:cjulian@malibucity.org), (310) 456-2489, extension 301

For general biological and landscaping questions, you may visit the public counter on Tuesdays from 9:00 a.m. to 11:00 a.m. or call the Planning Hotline at (310) 456-2489, ext. 485, or email the Planning Department at [mplanning@malibucity.org](mailto:mplanning@malibucity.org).

### Geology

A referral sheet, two sets of plans and the electronic version of the geology report will be transmitted to Chris Dean, City Geotechnical Reviewer. If you have any questions about your project or the status of the review, you may contact him at extension 306, via email at [cdean@malibucity.org](mailto:cdean@malibucity.org) or by coming to the public counter on Tuesdays and Thursdays from 8:00 a.m. to 11:00 a.m.

### Coastal Engineering

A referral sheet, one set of plans and one of coastal engineering reports will be transmitted to Michael Phipps, City Coastal Engineering Reviewer. If you have any questions about your project or the status of the review, you may contact him at extension 307, via email at [mphipp@malibucity.org](mailto:mphipp@malibucity.org) or by coming to the public counter on Thursdays from 8:00 a.m. to 11:00 a.m.

### Public Works

A referral sheet and one set of plans will be transmitted to Jorge Rubalcava, Assistant Civil Engineer, in the City Public Works Department for review. If you have any questions about your project or the status of the review, you may contact him at extension 351, via email at [jrubicava@malibucity.org](mailto:jrubalcava@malibucity.org) or by coming to the public counter on Tuesdays and Thursdays from 8:00 a.m. to 11:00 a.m.

### Fire Department

A referral sheet for the Los Angeles County Fire Department (LACFD) is returned to the applicant. It is your responsibility to deliver the referral sheet and plans to the LACFD and to follow up to obtain the signed referral sheet. The LACFD office is located at 26600 Agoura Road, Suite 110, Calabasas, CA 91302-1954. The general phone number is (818) 880-0341 and public counter hours are Monday-Thursday 7:00 a.m. to 11:00 a.m.



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## **Los Angeles County Waterworks District No. 29**

A Will Serve Letter is required for all new construction, including additions and swimming pools. The applicant is responsible for obtaining this letter from District No. 29 which is located at 23533 Civic Center Way, Malibu, CA. The general phone number is (310) 317-1388 and public counter hours are Monday – Thursday 8:00 a.m. to 11:00 a.m. and Friday 8:30 a.m. to 11:00 a.m.