

City of Malibu Planning Department

Submittal Checklist Coastal Development Permit (CDP)

Site Address/Location: _____ Project No. _____

Some items on this list may not be required at the time of submittal. Applicants are advised to discuss their projects with Planning Department staff to determine what documentation will be required at the time of submittal. A conformance review will begin after the time of submittal, and additional documentation may be requested.

DO NOT WRITE IN THE SHADED BOXES (staff use only)

Project Description:

Submittal Requirements

1. Uniform Application (Must include property owner(s) and applicant signatures) _____
2. Submittal Checklist (This form, with owner or applicant signature) _____
3. Application Fee(s) (Page three signed with Planning and other department fees) _____
4. Proof of Ownership
Grant deed for parcel(s); title report if parcel is vacant; and Operating Agreement for LLC or Trust Documents for Trusts to identify authorized representative. _____
5. Letter of Authorization
An applicant acting on behalf of the owner(s) shall present a notarized, written authorization signed by the property owner(s); a buyer in escrow shall present a notarized written authorization signed by the owner/seller; a lessee shall provide the property owner(s) written approval; authorizations shall give the applicant the authority to submit and process the application. _____
6. Declaration Regarding Issued Coastal Development Permits and Copies of Previously Issued Coastal Development Permits, if any (Both California Coastal Commission and City of Malibu issued) _____
7. Archaeological Survey (If needed, separate application and fee required) _____
8. Complete Set of Plans
 - Two **24" x 36"** size sets dimensioned to $\frac{1}{4}" = 1'$ or $\frac{1}{8}" = 1'$ scale and collated, stapled and folded to $8\frac{1}{2}" x 11"$ (one wet-stamped) for Planning _____
 - One additional set of plans per review from each department _____
 - One compact disc (include all plans, studies and exhibits saved as PDF) _____
 - One reduced $8\frac{1}{2}" x 11"$ sized set _____

Sets to include all of the following that are applicable to your project:

- A. Cover Sheet (See description on page five)
- B. Site Survey (See description on page five)
- C. Site Plan (See description on page five)
- D. Architectural Plans
(Floor Plans(s), Dimensioned Elevations and Sections – the existing **and** finished grade lines shall be shown; Roof Plan overlaid on topography – with roof slope indicated and equipment depicted; scale: $\frac{1}{8}" = 1'$ is preferred, provided it is legible)
- E. Grading, Drainage, Erosion and Storm Water Management Plans – or a letter _____ stating none proposed (Original prepared with wet-signature by a registered civil engineer)
- F. Demolition Plan

(Clearly show and label the existing (E) and proposed new (N) exterior walls, doors and large windows. Highlight those sections to be removed and/or replaced, both visually and in a table noting the existing and proposed linear feet of all exterior walls, doors and large windows. Account for removal/replacement of anticipated framing members necessary for the project due to structural requirements, shear walls, age and/or weathering. Scale: 1/8" = 1' acceptable provided it is legible.)

*Please note a remodel is defined as the upgrade of the interior or exterior faces of a building or structure (as measured by the removal/replacement of the exterior framing members, large windows and doors, without altering the existing foundation, footprint or building envelope.

G. Preliminary Foundation Plan

(Account for anticipated structural elements necessary for the project such as required support for additions, foundation pads, grade beams, caissons, alterations for FEMA flood elevation requirements, depth of understructure, excavation and underpinning. Include swimming pools and spas, if proposed.

*Please note that a remodel is defined as the upgrade of the interior or exterior faces of a building or structure without altering the existing foundation, footprint or building envelope. Please discuss Zoning Code requirements with Planning staff should foundation alterations be proposed as part of a remodel and/or repair and maintenance activity.

9. Color Coded Slope Analysis

Pursuant to Local Implementation Plan Chapters 3, 4 and 6 (**1 original 24" x 36" color copy**; original to be wet-stamped and signed by a licensed surveyor or engineer based on the site survey, measured at 5' contours, indicating slope categories and the square footage of **the following categories: Less than 4:1, 4:1 to 3:1; 3:1 to 2.5:1, 2.5:1 to 1:1, and 1:1 and greater.** The plan shall include the footprint of all proposed structures (including walls, pools, etc.).

10. Detailed Landscape Plan / Hardscape / Fence Plan – or letter stating none proposed

3 sets; scale: 1/8" = 1' preferred, provided it is legible; existing **and** finished grade lines shall be shown. If proposed landscaping is subject to Landscape Water Conservation Ordinance please see Item No. 25.

11. Will Serve Letter

Required for all new construction, including additions and swimming pools.(Obtain this letter from Los Angeles County Waterworks District 29, 23533 Civic Center Way, Malibu, (310) 317-1388; counter hours: Mon-Thurs 8-11 a.m. and Fri 8:30-11 a.m.)

12. Certified Public Notice Property Owner and Occupant Mailing Addresses & Radius Map;

Property owner & occupant addresses on *mailing labels will not be accepted*. See description of the requirements on page six.

13. Feasible Alternatives Report (See description on page six)

14. Grading Yardage Verification Certificate

(Including licensed civil engineer wet-signed and wet-stamped grading yardage calculations)

Department Referrals – please complete this section PRIOR to submittal

15. City Planning Department Review _____

CDP Level: ___ \$ _____ SPR \$ _____ Minor Modification \$ _____ Variance \$ _____

Comments:

16. City Environmental Health Administrator Review _____

No review required **Review required / No fee** **Review required / Fee required**

Non-OWTS Review Simple \$739 OWTS Review-Complex \$1,939 OWTS Commercial \$6,278
 Hourly fee ___ hours x \$185.00 = \$ _____ Document Retention Fees \$22 and/or \$6

Comments:

17. City Biologist Review _____

No review required **Review required / No fee** **Review required / Fee required**

Level: ___ \$ _____ Hourly fee ___ hours x \$163 = \$ _____

Comments:

18. City Public Works Department Review (See description on page six) _____

No review required **Review required / No fee** **Review required / Fee required**

Hourly fee ___ hours x \$198.00 = \$ _____

Comments:

19. City Geologist Review _____

No review required **Review required / No fee** **Review required / Fee required**

Fees

Level: ___ \$ _____ Document Retention \$22 Time & Materials + 30% = \$ _____

No report required

Comments:

Submittal Requirements for Beachfront Properties

20. City Coastal Engineer Review _____

<input type="checkbox"/> No review required	<input type="checkbox"/> Review required / No fee	<input type="checkbox"/> Review required / Fee required
<input type="checkbox"/> Reports required (2 copies, wet-stamped with wet-signature by a registered coastal / civil engineer, and CD) <input type="checkbox"/> Complex \$2967 <input type="checkbox"/> Standard \$1484 <input type="checkbox"/> Minor \$688 <input type="checkbox"/> Hourly fee ___ hours x \$212 =\$_____ <input type="checkbox"/> Doc \$22 Comments: _____		

21. Public Beach Access Locations/Information (Beachfront lots only) _____
On a separate page, provide the location of the nearest public beach access point, what type of access exists and whether the access is open to public.

22. Written Evidence of Review and Determination from the CA State Lands Commission _____

Submittal Requirements for Code Enforcement Cases

23. Code Enforcement Review _____

<input type="checkbox"/> No review required	<input type="checkbox"/> Review required / No fee	<input type="checkbox"/> Review required / Fee required
<input type="checkbox"/> Minor \$773	<input type="checkbox"/> Major \$1,546	<input type="checkbox"/> Hourly fee ___ hours x \$155 =\$_____
Code Enforcement Officer Signature: _____ Date _____		

Additional Submittal Requirements for Site Plan Review, Stringline Modification Review, Variance, Neighborhood Standards and Conditional Use Permit Requests

24. Written Statement(s) Justifying EACH Discretionary Request _____

Additional Submittal Requirements for Landscaping Water Conservation Ordinance

(Provide 3 sets; scale: 1/8" = 1' is preferred, provided it is legible; the existing and finished grade lines shall be shown)

25. Landscape Documentation Package _____
Plant lists must include Common and Botanical names as well as planted and potential height/growth rate

- A. Cover Sheet (See description on page five) _____
- B. Water Budget Calculation Worksheet (See description on page five) _____
- C. Landscape Design Plan (See description on page five) _____
- D. Soil Report (See description on page six) _____
- E. Irrigation Design Plan (See description on page six) _____

I hereby certify that the attached application contains all of the above items. I understand that additional information may be required to process my application, and if any of the items are missing or subsequently found deficient, the application is not complete, may be rejected or may constitute grounds for revocation of any permit issued.

OWNER/APPLICANT SIGNATURE

DATE

The following items may be required depending on the location and type of development that is being sought:

- A. Title History
- B. Substantial Remodel Agreement
- C. Structural Plans (e.g., wall and/or foundation plans to confirm the percentage removed and/or replaced)
- D. Groundwater Hydrology Study
- E. Visual Analyses (include site photographs and/or photo simulations of the proposed development)
- F. Protected Tree Report and Mitigation Program
- G. Slope Stability Analyses
- H. Beach Erosion Report
- I. Other materials and/or reports deemed necessary by the Planning Director

Submittal Item Details

8.A. Cover Sheet

Must include:

- Project address, Assessor's Parcel Number (APN), Local Coastal Program (LCP) Zoning Designation, General Plan Land Use Designation, property owner name, applicant name, North arrow, scale of drawing (e.g. $\frac{1}{8}'' = 1'$); beachfront lots must note applicable NGVD29 or NAVD88 vertical datum;
- Detailed project description (include any green or sustainable features);
- List of discretionary requests;
- Gross and Net lot area (see separate handout for description);
- Required and proposed setbacks;
- Proposed, existing and total allowable Total Development Square Footage (TDSF);
- Proposed and existing unenclosed covered areas (e.g., terraces, balconies and loggias that project more than 6 feet from the building face);
- Proposed, existing and total allowable impermeable coverage;
- Proposed and existing structure heights
- Two-thirds calculation (refer to LIP Section 3.6(K)(2));
- Number of enclosed and unenclosed parking spaces.

8.B. Site Survey

Shall be prepared and wet-stamped with wet-signature by a registered civil engineer or licensed surveyor (preferred vertical datum is NAVD88).

Must include:

- Property boundaries with bearings, distance, and monuments, iron rods, or other markers clearly shown;
- Project address, APN, property owner name, North arrow, scale of drawing (e.g. $\frac{1}{8}'' = 1'$);
- Topography showing approximate contours;
- All easements, offers to dedicate, deed restrictions and description of adjacent uses;
- Gross and Net lot area (*Gross Lot Area minus $\leq 1:1$ slopes and public and private easements) (see separate handout for description)
- Location of all trees with trunks at least 4 inches in diameter at a point $4\frac{1}{2}$ feet above the ground;
- Environmentally Sensitive Habitat Area (ESHA) and ESHA buffer(s) (as applicable);
- Location of any buildings or structures of adjacent owners that are within 15 feet of the property or that may be affected by proposed grading;
- Show entire access way from the nearest public street to the property; and
- Beachfront lots include: elevation at street centerline, mean high tide line (most landward surveyed) and building and deck stringlines (from nearest adjacent neighboring corners).

8.C. Site Plan

Must include:

- Project address, APN, property owner name, North arrow, scale of drawing (e.g. $\frac{1}{8}'' = 1'$);
- Property boundaries, lot depth and width, and all proposed structures, including equipment, fences, and walls;
- Identify free standing and retaining wall heights.
- Show existing structures if addition;
- Required and proposed front, side and rear yard setbacks;
- Enclosed and Unenclosed parking spaces;
- ESHA and ESHA buffer boundary(ies) (as applicable);
- Location of onsite wastewater treatment system (OWTS); existing and proposed (as applicable);
- Fire Dept accessways, including driveway, turnaround and a five foot clearance around the structure(s);
- Sustainable building elements (e.g., solar panels, wind turbines, rain capturing devices, etc.);
- Easements and any offers to dedicate;
- Bluff-top lots, include required bluff setbacks;

- Beachfront and creek-side projects, include the FEMA floodplains and Base Flood Elevation; and
- Beachfront lots, include elevation at street centerline, mean high tide line and deck and building stringlines, and note the vertical datum (preference is NAVD88).

8.E. Grading, Drainage, Erosion and Storm Water Management Plans

Must include:

- Proposed grades for pad area around proposed structure(s) to establish drainage and building height information;
- Grading Yardage Verification Certificate signed by the civil engineer, copied directly onto the cover sheet of the Grading Plan;
- Proposed cut and fill slope locations showing proposed setbacks from property lines when applicable;
- Retaining wall heights;
- Proposed drainage system including the proposed point of discharge;
- Site Design and Source Control BMPs contained in LIP Chapter 17 Appendix A incorporated into the project for water quality purposes;
- If no Site Design or Source Control BMPs have been incorporated, the plan shall explain the site conditions which prohibit their implementation;
- Beachfront lots must note applicable NGVD29 or NAVD88 vertical datum; and
- Beachfront and creek-side projects must include the FEMA floodplains and Base Flood Elevation.

12. Public Notice Property Owner/Occupant Mailing Addresses and Radius Map

- The addresses of the property owners and occupants within the mailing radius shall be provided on a compact disc in a Microsoft Excel spreadsheet. The spreadsheet shall have the following column headers in row one: 1) name, 2) address, 3) city, state & zip code, and 4) parcel (for APN). The owners should be listed first followed by the occupants. The project applicant's mailing address should be added at the end of the list.
- An additional column for "arbitrary number" may be included if the supplied radius map utilizes such numbers for the purpose of correlating the addressee to their map location.
- Printouts of the excel spreadsheet and radius map, certified by the preparer as being accurate, must be provided.
- The radius map (8½" x 11") shall show a 500 foot radius* from the subject property and must show a minimum of 10 developed properties. A digital copy of the map shall be submitted on the same cd as the mailing addresses.

*Properties zoned RR-10, RR-20, or RR-40 requires a 1,000-foot radius notification.

**Note: notification materials may need to be updated prior to deeming the application complete.

13. Feasible Alternatives Report

The LCP requires a finding that there are no feasible alternatives to development that would avoid or substantially lessen any significant adverse impacts, and requires a Feasible Alternatives Report from the applicant. The report shall describe feasible alternatives that were considered by the applicant for the project. Possible alternatives include, but are not limited to, different location, different size and different configurations. The report should describe why these alternatives were rejected, why the applicant elected the alternative proposed and how it is the least environmentally damaging alternative.

18. Public Works Department Review (Grading, Drainage, Erosion and Storm Water Management Plans)

Must include:

- Proposed grades for the pad area around the proposed structure or structures to establish drainage and building height information. Beachfront lots must note NAVD88 vertical datum. Beachfront and creek-side projects must include the FEMA floodplains and Base Flood Elevation;
- Grading Yardage Verification Certificate signed by the civil engineer, copied directly onto the cover sheet of the Grading Plan;
- Proposed cut and fill slope locations showing proposed setbacks from property lines when applicable; and
- Show the proposed drainage system including the proposed point of discharge.

22. Written Evidence of Review and Determination from the State Lands Commission

The California State Lands Commission is the State agency responsible for determining the common boundary between public trust lands and private property. Per LIP Section 10.5(C), review by State Lands is required for all applications for proposed development on a beach or along the shoreline. Contact: Drew Simpkin, 100 Howe Avenue, Suite 100-South, Sacramento, CA 95825-8202; Office (916) 574-2275; Email simpkid@slc.ca.gov.

25.A. Cover Sheet

Must include:

- Include the following information on the Plan: project address, APN, M.M.C. zoning designation, General Plan land use designation, property owner name, North arrow, scale of drawing (e.g. $\frac{1}{8}$ " = 1');
- Complete project description including: total irrigated landscape area, landscape type (square footage of turf areas, edible areas, hardscape, etc with percentage of coverage area i.e. turf less than 40% or 1,500 square feet of landscape area), water supply type; and
- Include the following Statement of Compliance.

Example:

Statement of Compliance

I have complied with the criteria of the Landscape Water Conservation Ordinance and applied them for the efficient use of water in the landscape design plan.

Preparer Name: _____

Preparer Signature: _____

Professional License/Designation: _____

25.B. Water Budget Calculation Worksheet

Must include:

- Maximum Applied Water Allowance (MAWA)
- Estimated Total Water Use (ETWU)
- Online water budget spreadsheets available at the Department of Water Resources (DWR) website: <http://www.water.ca.gov/wateruseefficiency/docs/WaterBudget.xls>
- Hydrozone Information Table: a numerical plant factor that reflects the water needs of the majority of the plants (and other non-plant materials, as applicable) must be assigned to each hydrozone. The assigned plant factor should be consistent with the water needs category specified by Water Use Classification of Landscape Species (WUCOLS).

25.C. Landscape Design Plan

Must include:

- Include the following information on the Plan: project address, APN, property owner name, applicant name, North arrow, scale of drawing (e.g. $\frac{1}{8}$ " = 1');
- Label each hydrozone by number, letter or other method. Identify each hydrozone as low, moderate, high or mixed water use area (temporary irrigated areas shall be included in the low water use hydrozone);
- Identify existing plant materials to be retained or removed by common and scientific name;
- Identify planting areas with: plant spacing, location, size and quantity of each specimen. Include a legend with common and botanical name of species. Include description of seed mixes with application rates and germination specifications; and
- Identify all pervious and non-pervious hardscape, including areas used for storm water management. Include the type of water features and their surface area.

25.D. Soil Report

Must include:

- If no onsite grading will occur, submit a soils test and report including recommendations for fertilizers, amendments and horticultural maintenance practices, along with a letter stating no onsite grading will occur. See Ordinance and Guidelines for more details and a list of soil testing labs in this region.

- If onsite grading will be conducted as part of the project, soil testing shall be conducted after completion of finish grading and the project grading plan shall be part of the LDP submittal. The Soils Test Report shall be submitted with the Certificate of Completion.

25.E. Irrigation Design Plan

Must include:

- Include the following information on the Plan: project address, APN, property owner name, applicant name, North arrow, scale of drawing (e.g. $\frac{1}{8}'' = 1'$);
- Hydrozones and valves labeled by number, letter or other method as used in the hydrozone information table of the water budget calculation worksheet (this labeling can also assist with programming the controller and inspections of the system);
- Size and type of water meter and any separate water meters for landscape;
- Location, size and type of all components of the irrigation system, including controllers, main and lateral lines, valves, irrigation heads, moisture sensing devices, rain switches, quick couplers, pressure regulators and backflow prevention devices, as applicable;
- Electrical service for the irrigation controllers, including battery operated valves or solar powered controllers;
- Static water pressure at the point of connection to the public water supply;
- The flow rate in gallons per minute, application rate in inches per hour, and design operating pressure in pressure per square inch for each station;
- Any non-potable water irrigation systems, as applicable;
- All planting areas, especially those less than eight feet in width, designed so they can be irrigated without residual overspray and runoff; and
- Include the following Statement of Compliance.