



City of Malibu

Administrative Plan Review

Submittal Checklist

NOTE To submit a new application with the City of Malibu Planning Department, all required items as specified by City Staff on the Submittal Checklist, including application fees and those materials required by City Departments, must be provided at the time of submittal. **Incomplete application submittals WILL NOT be accepted.** An appointment is required for submittals. For an appointment, call 310-456-2489, ext. 485, or email mplanning@malibucity.org. See the [New Application Submittal Guide](#) for more information. For more information, visit the [Planning Department](#) website.

Staff Only - General Project Information	
Date	_____
Address / Location:	_____
Project Description:	_____
Fees: <input type="checkbox"/> APR Level: _____ \$	<input type="checkbox"/> SPR \$ _____ <input type="checkbox"/> Other \$ _____
*CREDIT CARD: 2.9% Transaction Fee will apply 2.9% +\$0.30 (for online transactions)	
Woolsey Fire Fee Waiver:	<input type="checkbox"/> Project Eligible <input type="checkbox"/> Project Ineligible (all fees apply)
Requires the following discretionary requests:	_____

A complete submittal shall consist of the following City / County Department reviews, submittal documents, and fees:

Departments	Planning Review		Building Plan Check		Date	Submitted
	Req'd	Not Req'd	Req'd	Not Req'd		
Planning	✓	-	✓	-		<input type="checkbox"/>
Archaeological Survey If needed, submit as separate application. Guide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NA		<input type="checkbox"/>
City Biologist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
City Environmental Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
City Public Works Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
City Geotechnical Staff Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
City Coastal Engineer Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Code Enforcement Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Los Angeles County Fire Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Los Angeles County Waterwork District 29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

Standard Requirements

Item #	Description	Required	Submitted
1	Submittal Checklist	✓	<input type="checkbox"/>
2	Uniform Application	✓	<input type="checkbox"/>
3	Proof of Ownership	✓	<input type="checkbox"/>
4	Letter of Authorization	✓	<input type="checkbox"/>
5	Declaration Regarding Previously Issued Coastal Development Permits & Deed Restrictions	✓	<input type="checkbox"/>
6	Grading Yardage Verification Certificate OR Letter stating none proposed	✓	<input type="checkbox"/>
7	Application Fees	✓	<input type="checkbox"/>
8	CD, Thumb Drive, or Cloud Storage of All Documents	✓	<input type="checkbox"/>
9	Coastal Development Exemption Form for SFR Improvements (CDPE) (for all other forms see malibucity.org/planningforms)	✓	<input type="checkbox"/>

Notes

Digital Submittal

8. **A CD, thumbdrive, or online cloud storage service (i.e., DropBox, iCloud, Google Drive), of all submittal materials is required.** All documents should be saved as an Adobe PDF.

-Each document shall be saved as a separate PDF. All documents should be numbered in the corresponding order of the submittal checklist, preferably titled with the same subject matter. For example:

3. Proof of Ownership
4. Letter of Authorization
5. Declaration Regarding previously issued CDPS & Deed Restrictions
- 5a. Coastal Commission Permit_1992
- 5b. Coastal Commission Permit_1996
6. Grading Yardage Verification

-Plans shall be grouped and named by discipline (e.g., architectural, grading, civil, etc.).

Discretionary Requests Requirements

Item #	Description	Required	Submitted
10	Written Statement(s) Justifying EACH Discretionary Request	<input type="checkbox"/>	<input type="checkbox"/>
11	Property Owner / Occupant Mailing Data & Radius Map	<input type="checkbox"/>	<input type="checkbox"/>

Biological / Landscape Requirements

Item #	Description	Required	Submitted
12	Landscape Plan, Hardscape, Fence Plan OR letter stating none proposed	✓	<input type="checkbox"/>
13	Landscape Water Conservation Ordinance Documentation Package	<input type="checkbox"/>	<input type="checkbox"/>
	a. Cover Sheet	-	
	b. Water Budget Calculation Worksheet	-	<input type="checkbox"/>
	c. Landscape Design Plan	-	<input type="checkbox"/>
	d. Soil Report	-	<input type="checkbox"/>
	e. Irrigation Design Plan	-	<input type="checkbox"/>

Outdoor Lighting Submittal Requirements

Item #	Description	Required	Submitted
14	Outdoor Lighting Plan OR letter stating none proposed	✓	<input type="checkbox"/>
15	Outdoor Lighting Plan shall include:	<input type="checkbox"/>	<input type="checkbox"/>
	a. Site Plan depicting the location of existing (e) and proposed (n) outdoor light fixtures	-	<input type="checkbox"/>
	b. Manufacturer Specifications/Fixture Exhibit including details regarding the lumen counts and Kelvin for each fixture	-	<input type="checkbox"/>
	c. A photometric plan	-	<input type="checkbox"/>

Beachfront Lots Submittal Requirements

Item #	Description	Required	Submitted
16	Public Beach Access Locations/Information	<input type="checkbox"/>	<input type="checkbox"/>
17	CA State Lands Commission Determination Letter	<input type="checkbox"/>	<input type="checkbox"/>

Project Plan Requirements

Item #	Description	Required	Submitted
18	Project Plans	<input type="checkbox"/>	<input type="checkbox"/>
	a. Cover Sheet	<input type="checkbox"/>	<input type="checkbox"/>
	b. Site Survey	<input type="checkbox"/>	<input type="checkbox"/>
	c. Site Plan	<input type="checkbox"/>	<input type="checkbox"/>
	d. Architectural Plans	<input type="checkbox"/>	<input type="checkbox"/>
	e. Demolition Plan	<input type="checkbox"/>	<input type="checkbox"/>
	f. Preliminary Foundation Plan	<input type="checkbox"/>	<input type="checkbox"/>
19	Grading, Drainage, Erosion and Storm Water Management Plan	<input type="checkbox"/>	<input type="checkbox"/>
20	Color-coded Slope Analysis	<input type="checkbox"/>	<input type="checkbox"/>
21	Landscape Plan (see Item #12)	NA	NA
22	Irrigation Plans (see Item #13)	NA	NA

Plan Size Guidelines- the following shall be submitted:

- Plans should be dimensioned to $\frac{1}{4}'' = 1'$ or $\frac{1}{8}'' = 1'$ scale
- Landscape plan -dimensioned to $\frac{1}{4}'' = 1'$ or $\frac{1}{8}'' = 1'$ scale for City Biologist and Planning Staff
- Irrigation Design Plan -dimensioned to $\frac{1}{4}'' = 1'$ or $\frac{1}{8}'' = 1'$ scale for City Biologist and Planning Staff
- Requirements for each type of plan is provided for in the Submittal Document Guide.

Other Requirements

Item #	Description	Required Upon Submittal	Required Prior to Deeming Complete	Submitted
23	Will Serve Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Visual Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	Major Remodel Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	Structural Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	Story Pole Plans & Certification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	Title Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	In-house Plan Check Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	California Code Check Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Documents				
31	Rebuild Option Acknowledgement Form (in lieu of a Planning Verification)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

City Department Requirements

If a Department is marked as "Required" on page 1 of this form, please obtain fees and comments from each Department in the designated boxes below.

City Biologist Review

Review required / No fee Review required / Fee required

Level: _____ \$ _____ Hourly fee = \$ _____

Comments:

Required Documents:

[Biological Report Submittal Guide & Other Landscaping Requirements](#)

City Public Works Department Review

Review required / No fee Review required / Fee required

Public Works Review = \$ _____

Traffic Review = \$ _____

Land Division = \$ _____

Comments:

Required Documents:

[Public Works Project Plans and Report Requirement](#)

City Department Requirements

If a Department is marked as "Required" on page 1 of this form, please obtain fees and comments from each Department in the designated boxes below.

City Environmental Health Administrator Review (for staff use only)

Initials: _____ Date: _____

- Review required / No fee
 Review required / Fee required
 No Review Required
- No Review required: Defer to Building Plan Check TOTAL: _____
- Non-OWTS* Review Simple OWTS* Review-Complex
- OWTS* Complex Commercial
- OWTS* Complex 3rd Party Review (710 Account) Operating Permit Fee: _____
- Hourly fee = \$ _____ Document Retention Fees \$28 and/or \$8
- *Onsite Wastewater Treatment System (OWTS)

Comments:

[Environmental Health Submittal Requirements](#)

Item #	Description	Required Upon Submittal	Required Upon Deeming Complete	Submitted
EH.1	Project Plans (see Project Plans under Project Plan Requirements)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EH.2	Grading Plans (see Grading, Drainage, Erosion and Storm Water Management Plan under Project Plan Requirements)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EH.3	Landscape/Hardscape/Irrigation Plans (see Landscape Plan and Landscape Water Conservation Ordinance Document Package under Biological / Landscape Requirements)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EH.4	Certified/Original Fixture Unit Worksheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EH.5	OWTS Plot Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EH.6	Prohibition Policy Acknowledgment Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EH.7	OWTS Inspection Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EH.8	Operating Permit Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EH.9	Compliance Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EH.10	OWTS Design Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EH.11	Soils Analysis / Percolation / Infiltration Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EH.12	OWTS Supporting Geology / Soils Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EH.13	Architect/Engineer Certification for Reduction In Setbacks to Buildings or Structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EH.14	Geotechnical Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EH.15	Hydrogeological Report (Water Wells)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EH.16	Coastal Engineer Report (Beachfront Property Only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

City Geotechnical Staff Review (fr staff use only)

Initials: _____ Date: _____

Review required / No fee
 Review required / Fee required
 TOTAL: _____

Fees
 Level: _____ \$ _____
 Document Retention \$28
 Time & Materials + 30% = \$ _____

Comments:

Required Documents:

[Geology Report Submittal Requirements](#)

Item #	Description	Required Upon Submittal	Required Upon Deeming Complete	Submitted
GEO.1	Project Plans (see item #16 under Project Plan Requirement)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GEO.2	Grading Plans (see items #17, #18 under Project Plan Requirements)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GEO.3	Landscape/Hardscape/Irrigation Plans (items #19, #20 under Project Plan Requirement)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GEO.4	OWTS Plot Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GEO.5	OWTS Design Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GEO.6	Soils Analysis / Percolation / Infiltration Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GEO.7	OWTS Supporting Geology / Soils Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GEO.8	Architect/Engineer Certification for Reduction in Setbacks to Buildings or Structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GEO.9	Geotechnical Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GEO.10	Hydrogeological Report (Water Wells)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GEO.11	Other items:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

City Coastal Engineer Review (Beachfront Properties)

Initials: _____ Date: _____

Review required / No fee
 Review required / Fee required
 TOTAL: _____

Reports required (electronically-stamped with electric-signature by a registered coastal / civil engineer, Thumb Drive, and Electronic Signature Page)

Complex
 Standard
 Minor
 Hourly fee = \$ _____

Document Retention \$28

Comments:

Required Documents:

[Coastal Engineering Report Submittal Requirements](#)

Item #	Description	Required Upon Submittal	Required Upon Deeming Complete	Submitted
CO.1	Project Plans (see item #16 under Project Plan Requirement)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CO.2	Grading Plans (see items #17, #18 under Project Plan Requirements)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CO.3	Landscape/Hardscape/Irrigation Plans (items #19, #20 under Project Plan Requirement)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CO.4	Coastal Engineer Report (Beachfront Property Only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CO.5	Geotechnical Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CO.6	OWTS Plot Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CO.7	OWTS Design Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CO.8	Soils Analysis / Percolation / Infiltration Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CO.9	OWTS Supporting Geology / Soils Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CO.10	Architect/Engineer Certification for Reduction In Setbacks to Buildings or Structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CO.11	Other items:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Code Enforcement Review

Review required / No fee

Review required / Fee required

Hourly fee =\$_____

Code Enforcement Officer Signature: _____ Date _____

Comments:

STAFF USE ONLY

Complete Submittal Date: _____

By: _____

(Print Name, Title)

Note: A conformance review will begin after the time of submittal, and additional documentation may be requested.

Planning Department **Submittal Document Guide**

This Submittal Document Guide is to provide you with document requirements for documents typically required for an administrative plan review application. This list is not comprehensive and does not contain document requirements for all City Departments. Contact individual City Departments for document requirements ([list of agency contacts](#)).

For a complete list of Planning Department forms, go to malibucity.org/planningforms.

Submittal Format

A CD, thumbdrive, or online cloud storage service (i.e., DropBox, iCloud, Google Drive), of all submittal materials is required. All documents should be saved as Adobe PDFs. Each document shall be saved as a separate PDF.

In addition to a digital version, project plans shall be submitted in **24" x 36" size hardcopy** sets dimensioned to 1/4" = 1' or 1/8" = 1' scale and collated stapled and folded. For the PDF version, plans shall be grouped and named by discipline (e.g. architectural, grading, civil, etc.).

Documents Descriptions

1. [Submittal Checklist](#)
Provide in original format. No need to digitize.
2. [Uniform Application](#)
Provide in original format. No need to digitize. Will not be accepted without Property Owner's signature. [Form: Uniform Application](#)
3. **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 representatives
4. [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. [Form: Letter of Authorization](#)
5. [Declaration Regarding Previously Issued Coastal Development Permits & Deed Restrictions](#)
Include permits from California Coastal Commission and City of Malibu issued.
6. [Grading Yardage Verification Certificate OR Letter Stating None Proposed](#)
Include licensed civil engineer wet-signed and wet-stamped grading yardage calculations. [Form: Grading Yardage Verification Certificate](#)
7. [Application Fees](#)
City accepts cash, checks, money orders, or credit cards. A service fee will be charged for credit card transactions. See the [City Fee Schedule](#) for comprehensive list of fees.

8. CD or Thumdrive of all Documents
See Submittal Format section above.
9. Written Statement(s) Justifying EACH Discretionary Request
10. [Certified Public Notice Property Owner and Occupant Addresses and Radius Map](#)
 - A. [Microsoft Excel Workbook](#) - All properties, residential units, and commercial suites within the 500-foot mailing radius shall be provided in a Microsoft Excel spreadsheet. Each distinct address within the radius shall be listed twice, one reflecting the tenant's address and the other reflecting the property owner's address. The project applicant's mailing address should be added at the end of the list. Column headers must include:
 - Street Address including Apartment Unit or Commercial Suite Number
 - City; State Abbreviation; Five-digit ZIP Code; and
 - Accessor's Parcel Number (APN)

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.
 - B. [Radius Map](#) (showing a 500 foot radius from the subject property, which intersects all—or a portion—of at least ten developed properties).
 - C. [Certification Letter](#) (signed and dated by the preparer)
Note: The mailing data is valid for six months from the preparation date.
11. Landscape Plan / Hardscape / Fence Plan OR [letter stating none proposed](#)
Provide **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, see next item.
[Native Plans of Santa Monica Mountains](#), [List of Prohibited Invasive Plants](#), and [Guide](#)
12. [Landscaping Water Conservation Ordinance / Landscape Documentation Package \(LDP\)](#)
Provide **3 sets**; scale: 1/8" = 1' is preferred, provided it is legible; the existing and finished grade lines shall be shown

Plant lists must include Common and Botanical names as well as planted and potential height/growth rate
- 13A. Landscape Package Cover Sheet
 - Include the following information on the Plan: project address, APN, MMC zoning designation, General Plan land use designation, property owner name, North arrow, scale of drawing (e.g. 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:

13B. Water Budget Calculation Worksheet

- 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).

13C. [Landscape Design Plan](#)

- 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.

13D. [Soil Report](#)

- 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.

13E. [Irrigation Design Plan](#)

- 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.

13. Outdoor Lighting Plan OR [letter stating none proposed](#)

14A. Outdoor Lighting Basics

For Existing Lighting (Applicable upon the effective date):

- Outdoor light fixtures that have the ability to be redirected, shall be directed downward so as to minimize sky glow, glare and light trespass onto adjacent properties.
- Outdoor light fixtures that have adjustable dimmers with color temperature that exceeds 3000 Kelvin shall be dimmed to comply with MMC Section 17.41.050(G) to minimize glare and light trespass onto adjacent properties.
- String lights may be allowed in occupied dining and entertainment areas only and must not exceed 3000 Kelvin. String lights shall not be used as landscape lights. This does not apply to seasonal lighting.

For New Lighting: (Basic Residential Requirements):

- Lighting shall be fully shielded and directed downward.
 - “Fully shielded” means a light fixture constructed and installed in such a manner that all light emitted, either directly from the lamp or a diffusing element, or indirectly by reflection or refraction from any part of the fixture, is projected below the horizontal plane through the fixture’s lowest light-emitting part.
 - The Dark Sky Ordinance includes a requirement to direct the light “downward” or towards the ground. This is done to concentrate the light in a fixed area, thereby improving the visibility within that area and reducing light pollution, light trespass and sky glow.
 - Additional definitions, such as light pollution, light trespass and sky glow can be found in Section 17.41.030 of the Dark Sky Ordinance
- Lumen count shall not exceed 850 lumens.
- Security lighting shall be attached to buildings and controlled by motion sensors which extinguish no later than 10 minutes after activation.
- Color temperature shall not exceed 3000 Kelvin.
- Curfew: Unless controlled by motion sensors, outdoor Lighting shall be extinguished by 11:00 pm or when people are no longer present in exterior areas.
- Outdoor lighting shall only be used within 50 feet of a residentially habitable building or pool with the exception of security, driveway and walkway lighting.

14B. Compliance Deadlines

Per MMC Section 17.41, the Dark Sky Ordinance became effective on October 15, 2018. Compliance periods for existing non-conforming lighting are established by zoning district. Notwithstanding the provisions in MMC Chapter 17.60 (Non-conforming Structures and Uses) and MMC Section 17.04.070, a property owner shall comply with the requirements of this chapter by the following compliance deadlines. Any non-compliant lighting still in place after the compliance deadline shall remain extinguished at all times.

- A. Gas Stations: Outdoor lighting at gas station properties shall comply by October 15, 2019 (1 Year from the effective date).
- B. Commercial and Recreations Zones: Outdoor lighting in commercial zones, including but not limited to CN, CC, CV, CG, RVP, and RD zoning districts shall comply by October 15, 2020 (2 Years from the effective date).

- C. Residential and Institutional Zones: Outdoor lighting in all remaining zones, including but not limited to SF, MF, MFBF, RR, PD, MH, and I zoning districts shall comply by October 15, 2021 (3 Years from the effective date).

14. Outdoor Lighting Plan Requirements:

- Site Plan depicting the location of existing and proposed outdoor light fixtures.
 - Include the following information on the Plan: project address, APN, MMC zoning designation, General Plan land use designation, property owner name, North arrow, scale of drawing (e.g. $\frac{1}{8}'' = 1'$);
- Manufacturer Specifications/Fixture Exhibit
 - Include details regarding the lumen counts and Kelvin for each fixture
- A photometric plan

15. 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.

16. Written Evidence of Review and Determination from the CA 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.

17. Project Plans

For size and quantity, see Submittal Format section on page 1.

18A. Cover Sheet

Must include:

- Project address, Assessor's Parcel Number (APN), Malibu Municipal Code (MMC) 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;
- Gross and Net lot area (see separate handout for description);
- Required and proposed setbacks;
- Proposed and existing 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 and existing impermeable coverage;
- Detailed project description (include any green or sustainable features);
- Two-thirds calculation (refer to MMC Section 17.40.040(A)(13)(b)); and
- List of discretionary requests.

18B. Boundary and Topographic Survey

Shall be prepared, wet-stamped and wet-signed by a registered civil engineer or licensed surveyor (NAVD88 must be used for vertical datum).

Must include:

- Project address, APN, property owner name, north arrow, scale of drawing (e.g. $1'' = 10'$);
- Topography showing two-foot contours;
- Property boundaries with metes and bounds including bearings, distance and radius;
- Property boundaries, including existing monuments found or set during any field work, must be plotted based on existing markers such as iron rods, pipes, nails set in concrete or asphalt or other markers clearly shown. Markers must be identified or property corners must be set as part of the survey;

- All easements, offers to dedicate, deed restrictions and servitudes that have the potential to affect future development;
- Location of all trees with trunks at least 4 inches in diameter at a point 4½ feet above the ground;
- 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, slope repair or any other improvement;
- 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 recorded per the California State Lands Commission);
 - Building and deck stringlines by connecting the nearest adjacent neighboring corners);
 - Shoreline protection devices for adjacent properties and their stringline using nearest corners;
 - FEMA flood zones; and

Front yard setback dimension for the two adjacent neighboring buildings.

18C. Site Plan

Must include:

- Project address, APN, property owner name, North arrow, scale of drawing (e.g. 1/8" = 1');
- All proposed structures, including fences and walls; show existing structures if addition;
- Required setbacks and lot dimensions;
- ESHA and ESHA buffer boundary(ies) (as applicable);
- Location of OWTS; existing and proposed (as applicable);
- Location of ground mounted equipment;
- 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).

18D. 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: 1/8" = 1' is preferred, provided it is legible

18F. 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. *See [Remodel Policy](#) for details.

18G. 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. *See [Remodel Policy](#) for details.

18. [Grading, Drainage, Erosion](#) and [Storm Water Management Plans](#) OR [letter stating none proposed](#)

- 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. [Form: Grading Yardage Verification Certificate](#)

[*See Public Works Submittal Requirements](#)

19. **Color Coded Slope Analysis**

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 2½:1, 2½:1 to 1:1 and 1:1 and greater. The plan shall include the footprint of all proposed structures (including walls, pools, etc.

- 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.

20. [Landscape Plan](#)

See Item #12.

21. [Irrigation Plans](#)

See Item #13.

22. **Will Serve Letter**

A Will Serve Letter is required for all new construction, including additions and swimming pools. Obtain this letter from Los Angeles County Waterworks District No. 29, 23533 Civic Center Way, Malibu, (310) 317-1388; counter hours: Mon-Thurs 8-11 a.m. and Fri 8:30-11 a.m.

23. **Visual Analysis**

Include site photographs and/or photo simulations of the proposed development.

24. [Major Remodel Agreement](#)

Should the project be deemed a "major remodel," an original executed agreement shall be provided to the Case Planner. The Case Planner will then route to the Planning Director and Building Official for signatures. [Form: Major Remodel Agreement](#)

25. **Structural Plans**

In addition to architectural plans, structural plans are required to demonstrate the percentage of exterior walls and foundation that will be altered as part of the remodel. Structural plan must include a calculation of exterior walls to be altered. See the City's [Remodel Policy](#) for a definition for what constitutes a new or altered exterior wall and/or foundation. Please note that these plans will be routed to the Building Safety Division and additional fees may apply.

26. **Story Pole Plan, Certification, and Photos**

Upon receiving Department approvals, a Story Pole Plan must be submitted showing the location and heights of all proposed new structures. See [Story Pole Policy](#) for additional information. Forms: [Story Pole Providers](#) and [Story Pole Certification](#)

27. **Title Report**

Title Report for the vacant parcel that includes information pertaining to a Certificate of Compliance (COC), validating the parcel as a legal parcel. If the parcel has not previously received a COC, please apply for a COC through the Planning Department which may require a CDP application.

Environmental Health Submittal Document Guide for Over-The-Counter, Administrative Plan Review, and Coastal Development Permits

This Submittal Document Guide is to provide you with document requirements for documents typically required for Coastal Development Permit applications in Building Plan Check. This list is not comprehensive and does not contain document requirements for all City Departments. Contact individual City Departments for document requirements ([list of agency contacts](#)).

Submittal Format

A CD or thumbdrive, which will not be returned, of all submittal materials is required with the exception of the Uniform Application and Submittal Checklist. All documents should be saved as Adobe PDFs. Each document shall be saved as a separate PDF.

In addition to a digital version, project plans shall be submitted in **24" x 36" size hardcopy** sets dimensioned to 1/4" = 1' or 1/8" = 1' scale and collated stapled and folded. For the PDF version, plans shall be grouped and named by discipline (e.g. architectural, grading, civil, etc.).

Documents Descriptions

EH.1 Project Plans (see Project Plans under Planning Project Plan Requirements)

EH.2 Grading Plans (see Grading, Drainage, Erosion and Storm Water Management Plan under Project Plan Requirements)

EH.3 Landscape/Hardscape/Irrigation Plans (see Landscape Plan and Landscape Water Conservation Ordinance Document Package under Biological / Landscape Requirements)

EH.4 Certified/Original Fixture Unit Worksheet: A fixture unit worksheet showing all existing and proposed drainage fixture units must be completed and certified by a licensed Architect, Civil Engineer, Environmental Health Specialist, or an "A", "C-42", "C-36" Contractor License. The fixture unit count presented on the worksheet must match the submitted architectural floor plans. For a Fixture Unit Worksheet go to, <https://www.malibucity.org/documentcenter/view/218>

EH.5 OWTS Plot Plan / (11x17): Submit an onsite wastewater treatment system (OWTS) plot plan showing all existing improvements, proposed improvements, property lines, and the existing OWTS (including the designated future expansion disposal area). The building sewer and all points of connection between habitable structures and the existing septic system(s) must be shown on the OWTS plot plan. The plot plan must be drawn to scale. The OWTS plot plan must demonstrate conformance with the minimum requirements of the Malibu Municipal Code and the City of Malibu Local Coastal Plan/Local Implementation Plan (LCP/LIP). At least one copy of the plot plan showing essential features of the OWTS must fit on an 11" x 17" sheet leaving a 5" left margin in clear.

EH.6 Prohibition Policy Acknowledgment Form: The subject property is located within Phase I , II, or III of the Malibu Civic Center Area Prohibition Area. The property owner must sign the attached acknowledgement form stating they have read and understand the provisions of the Basin Plan Amendment and the MOU. For a copy of the form go to, <https://www.malibucity.org/documentcenter/view/310>

EH.7 OWTS Inspection Report: An OWTS registered inspector practitioner must submit an inspection of any and all OWTS located at the subject property. For a list of OWTS Registered Inspector Practitioners go to, <https://www.malibucity.org/DocumentCenter/View/600>

EH.8 Operating Permit Required: Enrollment into the Operating Permit program for all the OWTS(s) located on the subject property is required, per the Malibu Municipal Code (Section 15.44. For a list of OWTS Registered Inspector Practitioners go to, <https://www.malibucity.org/DocumentCenter/View/600>

EH.9 Compliance Agreement: A compliance agreement running with the land shall be executed between the City of Malibu and the owner of the subject real property and recorded with the Los Angeles County Recorder's Office. Said agreement shall serve as constructive notice to the owner or any future purchaser for value that any remodel of the subject building requires an upgrade of the onsite wastewater treatment system serving the subject property to include tertiary treatment pursuant to the Malibu Municipal Code Section 15.40.050. Said agreement shall be provided by the City of Malibu Environmental Health Administrator. Please notify the City of Malibu Environmental Health Administrator upon completion of the recorded agreement.

EH.10 OWTS Design Report: A preliminary design report and plan drawings shall be submitted so as to demonstrate the feasibility of the proposed project with respect to conformance with the Malibu Municipal Code and Local Coastal Program/Local Implementation Plan. The preliminary design drawings and calculations must be signed and stamped (where applicable) by a California-registered Civil Engineer, a Registered Environmental Health Specialist, or a Professional Geologist who is responsible for the design, and is a registered practitioner with the City of Malibu. For a list of OWTS Registered Design Practitioners go to, <https://www.malibucity.org/DocumentCenter/View/599>

EH.11 Soils Analysis / Percolation / Infiltration Report: The location and construction dimensions of any proposed subsurface sewage effluent disposal system shall be based on a percolation/infiltration test report and/or soils analysis report that are performed for the express purpose of providing information to be used for design of an onsite wastewater treatment system. Percolation or infiltration tests shall be conducted by a California Certified Engineering Geologist, a California Registered Civil Engineer, or a California Registered Environmental Health Specialist. Soils analysis shall be conducted by a California Registered Professional Geotechnical Engineer, and the results shall include descriptions of both texture (expressed in United States Department of Agriculture terminology) and structure in accordance with the United States Environmental Protection Agency (2002) Onsite Wastewater Treatment Systems Manual. All failed test locations must be described in the report. Please note only original "wet signature" documents are acceptable.

EH.12 OWTS Supporting Geology / Soils Report: A report from the project geologist and/or soils engineer shall be submitted that conforms to Section 5.8 of the City's Geotechnical Guidelines, and contains the items listed below. The report must be performed for the express purpose of providing information to be used for design of an onsite wastewater treatment system. **Please note only original "wet signature" documents are acceptable.**

- a. **Geology/Soils Description.** Provide an analysis as to the natural soils and/or rock material located at the proposed subsurface sewage effluent dispersal area(s). For natural soils, United States Department of Agriculture soil texture triangle terminology shall be used. For rock material, major geologic units and rock types shall be described. Provide a soil profile extending from the base of the effluent dispersal system (i.e., infiltrative surface) to either the groundwater depth, or to the depth of the design boundary for effluent migration, whichever is most restrictive. For leaching bed or drip dispersal systems, the soil profile shall be obtained from test pits/trenches (or borings) extending at least 5 feet below the base of the effluent dispersal system. Describe geological and hydrogeological conditions at all effluent dispersal system design boundaries (see USEPA 2002).
- b. **Groundwater Statement.** The consultant shall state where (i.e., at what depth) in his/her professional opinion: (i) the annual average groundwater level is beneath the location of the effluent dispersal system and (ii) the seasonal high groundwater level is beneath the location of the effluent dispersal system. Any indication of historical high groundwater (i.e., soil mottling, etc.) shall be noted and considered. If groundwater is found during field exploration, then the consultant shall indicate where groundwater was found. The consultant shall also consider what effect, if any, the onsite wastewater dispersal system will have on groundwater (i.e., mounding, migration, daylighting, etc.) and describe the anticipated path of effluent in the subsurface.
- c. **Anticipated Path of Effluent.** Geologic cross sections(s) of the most critical slope shall be provided which depict the proposed development, proposed wastewater treatment system, and anticipated paths of effluent. The project geologist and/or soils engineer shall provide sufficient geologic data to substantiate their conclusions regarding the effects of effluent on groundwater levels under the site, the potential for mounding of groundwater, and the potential for effluent to daylight on the

ground surface. The supporting geologic discussion shall include interpretations of geologic structure, stratigraphy (specifically, lithologic changes across the site that could affect hydraulic conductivities across the site), and discontinuities such as fractures, faults, clay seams, and joint systems.

- d. Cap Depth Statement. Provide a recommended cap depth for each proposed present and future seepage pit. The recommended cap depth shall be referenced to existing grade at the time the boreholes were logged and tested for percolation capacity.
- e. Stability Statement. Addressing the current development proposal, the consultant shall unequivocally state whether the disposal of sewage effluent in the proposed subsurface dispersal areas on subject property will cause any instability either for the subject property or for any neighboring property.

EH.13 Architect/Engineer Certification for Reduction In Setbacks to Buildings or Structures:

All proposed reductions in setbacks from the onsite wastewater treatment system to structures or other features less than those shown in Malibu Municipal Code (MMC) Section 15.42 must be supported by letters from the project consultants. The wastewater plans and the construction plans must be specifically referenced in all certification letters. The construction plans for all structures and/or buildings with reduced setback must be approved by City of Malibu Building Safety prior to Environmental Health final approval. The architectural and/or structural plans submitted for Building Safety plan check must detail methods of construction that will compensate for the reduction in setback (e.g., waterproofing, concrete additives). For complex waterproofing installations, submittal of a separate waterproofing plan may be required. All plans must show the location of onsite wastewater treatment system components in relation to those structures from which the setback is reduced, and the plans must be signed and stamped by the architect, structural engineer, and geotechnical consultants (as applicable).

- Structures – All proposed reductions in setback from the onsite wastewater treatment system to structures (i.e., setbacks less than those shown in MMC Section 15.42) must be supported by a letter from the project Structural Engineer and a letter from the project Soils Engineer (i.e., a Geotechnical Engineer or Civil Engineer practicing in the area of soils engineering). Both engineers must certify unequivocally that the proposed reduction in setbacks from the treatment tank and effluent dispersal area will not adversely affect the structural integrity of the onsite wastewater treatment system, and will not adversely affect the structural integrity of the structures for which the setback is reduced.
- Buildings – All proposed reductions in setback from the onsite wastewater treatment system to buildings (i.e., setbacks less than those shown in MMC Section 15.42) also must be supported by a letter from the project Architect, who must certify unequivocally that the proposed reduction in setbacks will not produce a moisture intrusion problem for the proposed building(s). If the building designer is not a California licensed architect, then the required Architect's certification may be supplied by an Engineer who is responsible for the building design with respect to mitigation of potential moisture intrusion from reduced setback to the wastewater system; in this case the Engineer must include in the letter an explicit statement of responsibility for mitigation of potential moisture intrusion. If any specific construction features are proposed as part of a moisture intrusion mitigation system in connection with the reduced setback(s), then the Architect (or Engineer) must provide associated construction documents for review and approval during Building Plan Check.

EH.14 Geotechnical Report: All reports must conform to the City of Malibu's current Geotechnical Guidelines and Building Codes. The current guidelines may be viewed on the City's website at: <https://www.malibucity.org/documentcenter/view/215>

EH.15 Hydrogeological Report (Water Wells): A groundwater evaluation must be prepared by the Project Geologic Consultant to substantiate whether or not any subsurface pathway has a significant likelihood of enabling effluent from surrounding onsite wastewater treatment systems to contaminate the proposed water

well. The groundwater evaluation shall be submitted for review by both Environmental Health and the City Geology/Geotechnical reviewers. The site plan must show, and the groundwater evaluation must consider, all onsite wastewater treatment systems located within a 250-foot radius of the proposed well location. The report should also provide recommendations (or concurrence) for the minimum depths below ground surface to the top of the well screen and the bottom of the sanitary seal. The proposed site for subsurface sewage effluent dispersal system/soil absorption system shall also be free from poorly drained soils and soils or formations containing continuous channels, cracks, or fractures, unless a setback of 250 ft. to domestic water supply well or surface water is assured, or unless secondary or tertiary wastewater pre-treatment is provided prior to discharging to the system. The applicant must also submit to Los Angeles County Department of Public Health for Approval for potable supply well (water quality and well yield test approval).

EH.16 Coastal Engineering Report (Beachfront Property Only): A Wave Uprush Report by a Coastal Engineer shall be submitted as to necessity of a bulkhead/seawall, and the location and design of any existing, or proposed bulkhead/seawall, meant to protect any existing, or new onsite wastewater treatment system. The report must describe the design beach profile and beach scour line subject to significant storm events. Provide a cross section drawn to scale with a precise datum reference showing the design beach profile and the proposed location for a structural protection device. The beach scour line shall be clearly labeled to facilitate development of an integrated cross section drawing showing geologic units and the anticipated path of effluent (fill, bedrock, beach sand). A copy of the report shall be submitted to both Environmental Health and to the City of Malibu Coastal Engineering reviewer. Please note only original "wet signature" documents are acceptable.

EH.17 Other items:

Geotechnical Department Submittal Document Guide for Over-The-Counter, Administrative Plan Review, and Coastal Development Permits

This Submittal Document Guide is to provide you with document requirements for documents typically required for an Over-The-Counter, Administrative Plan Review, and Coastal Development Permit applications. This list is not comprehensive and does not contain document requirements for all City Departments. Contact individual City Departments for document requirements ([list of agency contacts](#)).

Submittal Format

A CD or thumbdrive, which will not be returned, of all submittal materials is required with the exception of the Uniform Application and Submittal Checklist. All documents should be saved as Adobe PDFs. Each document shall be saved as a separate PDF.

In addition to a digital version, project plans shall be submitted in **24" x 36" size hardcopy** sets dimensioned to ¼" = 1' or ⅛" = 1' scale and collated stapled and folded. For the PDF version, plans shall be grouped and named by discipline (e.g. architectural, grading, civil, etc.).

Documents Descriptions

GEO.1 Project Plans (see Project Plans under Project Plan Requirements)

GEO.2 Grading Plans (see Grading, Drainage, Erosion and Storm Water Management Plan under Project Plan Requirements)

GEO.3 Landscape/Hardscape/Irrigation Plans (see Landscape Plan and Landscape Water Conservation Ordinance Document Package under Biological / Landscape Requirements)

GEO.4 Geotechnical Report: All reports must conform to the City of Malibu's current Geotechnical Guidelines and Building Codes. The current guidelines may be viewed on the City's website at: <https://www.malibucity.org/documentcenter/view/215>

GEO.5 OWTS Plot Plan (11x17): Submit an onsite wastewater treatment system (OWTS) plot plan showing all existing improvements, proposed improvements, property lines, and the existing OWTS (including the designated future expansion disposal area). The building sewer and all points of connection between habitable structures and the existing septic system(s) must be shown on the OWTS plot plan. The plot plan must be drawn to scale. The OWTS plot plan must demonstrate conformance with the minimum requirements of the City of Malibu Plumbing Code, i.e. Title 28 of the Los Angeles County Code, incorporating the California Plumbing Code, latest Edition, with City of Malibu local amendments (Malibu Municipal Code Section 15.12; hereinafter MPC), and the City of Malibu Local Coastal Plan/Local Implementation Plan (LCP/LIP). At least one copy of the plot plan showing essential features of the OWTS must fit on an 11" x 17" sheet leaving a 5" left margin in clear.

GEO.6 OWTS Design Report: A preliminary design report and plan drawings shall be submitted so as to demonstrate the feasibility of the proposed project with respect to conformance with the MPC and LCP/LIP. The preliminary design drawings and calculations must be signed and stamped (where applicable) by a California-registered Civil Engineer, a Registered Environmental Health Specialist, or a Professional Geologist who is responsible for the design, and is a registered practitioner with the City of Malibu. For a list of OWTS Registered Design Practitioners go to, <https://www.malibucity.org/DocumentCenter/View/599>

GEO.7 Soils Analysis / Percolation / Infiltration Report: The location and construction dimensions of any proposed subsurface sewage effluent disposal system shall be based on a percolation/infiltration test report and/or soils analysis report that are performed for the express purpose of providing information to be used for design of an onsite wastewater treatment system. Percolation or infiltration tests shall be conducted by a California Certified Engineering Geologist, a California Registered Civil Engineer, or a California Registered Environmental Health Specialist. Soils analysis shall be conducted by a California Registered Professional Geotechnical Engineer, and the results shall include descriptions of both texture (expressed in United States Department of Agriculture terminology) and structure in accordance with the United States Environmental Protection Agency (2002) Onsite Wastewater Treatment Systems Manual. All failed test locations must be described in the report. Please note only original "wet signature" documents are acceptable.

GEO.8 OWTS Supporting Geology / Soils Report: A report from the project geologist and/or soils engineer shall be submitted that conforms to Section 5.8 of the City's Geotechnical Guidelines, and contains the items listed below. The report must be performed for the express purpose of providing information to be used for design of an onsite wastewater treatment system. **Please note only original "wet signature" documents are acceptable.**

- a. **Geology/Soils Description.** Provide an analysis as to the natural soils and/or rock material located at the proposed subsurface sewage effluent dispersal area(s). For natural soils, United States Department of Agriculture soil texture triangle terminology shall be used. For rock material, major geologic units and rock types shall be described. Provide a soil profile extending from the base of the effluent dispersal system (i.e., infiltrative surface) to either the groundwater depth, or to the depth of the design boundary for effluent migration, whichever is most restrictive. For leaching bed or drip dispersal systems, the soil profile shall be obtained from test pits/trenches (or borings) extending at least 5 feet below the base of the effluent dispersal system. Describe geological and hydrogeological conditions at all effluent dispersal system design boundaries (see USEPA 2002).
- b. **Groundwater Statement.** The consultant shall state where (i.e., at what depth) in his/her professional opinion: (i) the annual average groundwater level is beneath the location of the effluent dispersal system and (ii) the seasonal high groundwater level is beneath the location of the effluent dispersal system. Any indication of historical high groundwater (i.e., soil mottling, etc.) shall be noted and considered. If groundwater is found during field exploration, then the consultant shall indicate where groundwater was found. The consultant shall also consider what effect, if any, the onsite wastewater dispersal system will have on groundwater (i.e., mounding, migration, daylighting, etc.) and describe the anticipated path of effluent in the subsurface.
- c. **Anticipated Path of Effluent.** Geologic cross sections(s) of the most critical slope shall be provided which depict the proposed development, proposed wastewater treatment system, and anticipated paths of effluent. The project geologist and/or soils engineer shall provide sufficient geologic data to substantiate their conclusions regarding the effects of effluent on groundwater levels under the site, the potential for mounding of groundwater, and the potential for effluent to daylight on the ground surface. The supporting geologic discussion shall include interpretations of geologic structure, stratigraphy (specifically, lithologic changes across the site that could affect hydraulic conductivities across the site), and discontinuities such as fractures, faults, clay seams, and joint systems.
- d. **Cap Depth Statement.** Provide a recommended cap depth for each proposed present and future seepage pit. The recommended cap depth shall be referenced to existing grade at the time the boreholes were logged and tested for percolation capacity.

Stability Statement. Addressing the current development proposal, the consultant shall unequivocally state whether the disposal of sewage effluent in the proposed subsurface dispersal areas on subject property will cause any instability either for the subject property or for any neighboring property.

GEO.9 Architect/Engineer Certification for Reduction In Setbacks to Buildings or Structures: All proposed reductions in setback from the onsite wastewater treatment system to structures (i.e., setbacks less than those shown in Malibu Plumbing Code Table H 101.8) must be supported by a letter from the project Structural Engineer and a letter from the project Soils Engineer (i.e., a Geotechnical Engineer or Civil Engineer practicing in the area of soils engineering). Both engineers must certify unequivocally that the proposed reduction in setbacks from the treatment tank and effluent dispersal area will not adversely affect the structural integrity of the onsite wastewater treatment system, and will not adversely affect the structural integrity of the structures for which the Table H 101.8 setback is reduced.

All proposed reductions in setback from the onsite wastewater treatment system to buildings (i.e., setbacks less than those shown in Table H 101.8) also must be supported by a letter from the project Architect, who must certify unequivocally that the proposed reduction in setbacks will not produce a moisture intrusion problem for the proposed building(s). If the building designer is not a California licensed architect, then the required Architect's certification may be supplied by an Engineer who is responsible for the building design with respect to mitigation of potential moisture intrusion from reduced setback to the wastewater system; in this case the Engineer must include in his letter an explicit statement of responsibility for mitigation of potential moisture intrusion. If any specific construction features are proposed as part of a moisture intrusion mitigation system in connection with the reduced setback(s), then the Architect (or Engineer) must provide associated construction documents for review and approval during Building Plan Check.

The wastewater plans and the construction plans must be specifically referenced in all certification letters. The construction plans for all structures and/or buildings with reduced setback must be approved by City of Malibu Building and Safety prior to Environmental Health final approval. The architectural and/or structural plans submitted for Building and Safety plan check must detail methods of construction that will compensate for the reduction in setback (e.g., waterproofing, concrete additives, etc.). For complex waterproofing installations, submittal of a separate waterproofing plan may be required. The architectural/structural/waterproofing plans must show the location of onsite wastewater treatment system components in relation to those structures from which the setback is reduced, and the plans must be signed and stamped by the architect, structural engineer, and geotechnical consultants (as applicable).

GEO.10 Hydrogeological Report (Water Wells): A groundwater evaluation must be prepared by the Project Geologic Consultant to substantiate whether or not any subsurface pathway has a significant likelihood of enabling effluent from surrounding onsite wastewater treatment systems to contaminate the proposed water well. The groundwater evaluation shall be submitted for review by both Environmental Health and the City Geology/Geotechnical reviewers. The site plan must show, and the groundwater evaluation must consider, all onsite wastewater treatment systems located within a 250-foot radius of the proposed well location. The report should also provide recommendations (or concurrence) for the minimum depths below ground surface to the top of the well screen and the bottom of the sanitary seal. The proposed site for subsurface sewage effluent dispersal system/soil absorption system shall also be free from poorly drained soils and soils or formations containing continuous channels, cracks, or fractures, unless a setback of 250 ft. to domestic water supply well or surface water is assured, or unless secondary or tertiary wastewater pre-treatment is provided prior to discharging to the system. The applicant must also submit to Los Angeles County Department of Public Health for Approval for potable supply well (water quality and well yield test approval).

GEO.11 Other items: _____

Coastal Engineering Submittal Document Guide for Over-The-Counter, Administrative Plan Review, and Coastal Development Permits

This Submittal Document Guide is to provide you with document requirements for documents typically required for an Over-The-Counter, Administrative Plan Review, and Coastal Development Permit applications. This list is not comprehensive and does not contain document requirements for all City Departments. Contact individual City Departments for document requirements ([list of agency contacts](#)).

Submittal Format

A CD or thumbdrive, which will not be returned, of all submittal materials is required with the exception of the Uniform Application and Submittal Checklist. All documents should be saved as Adobe PDFs. Each document shall be saved as a separate PDF.

In addition to a digital version, project plans shall be submitted in **24" x 36" size hardcopy** sets dimensioned to ¼" = 1' or ⅛" = 1' scale and collated stapled and folded. For the PDF version, plans shall be grouped and named by discipline (e.g. architectural, grading, civil, etc.).

Documents Descriptions

CO.1 **Project Plans** (see Project Plans under Project Plan Requirements)

CO.2 **Grading Plans** (see Grading, Drainage, Erosion and Storm Water Management Plan under Project Plan Requirements)

CO.3 **Landscape/Hardscape/Irrigation Plans** (see Landscape Plan and Landscape Water Conservation Ordinance Document Package under Biological / Landscape Requirements)

CO.4 **Coastal Engineering Report (Beachfront Property Only):** A Wave Uprush Report by a Coastal Engineer shall be submitted as to necessity of a bulkhead/seawall, and the location and design of any existing, or proposed bulkhead/seawall, meant to protect any existing, or new onsite wastewater treatment system. The report must describe the design beach profile and beach scour line subject to significant storm events. Provide a cross section drawn to scale with a precise datum reference showing the design beach profile and the proposed location for a structural protection device. The beach scour line shall be clearly labeled to facilitate development of an integrated cross section drawing showing geologic units and the anticipated path of effluent (fill, bedrock, beach sand). A copy of the report shall be submitted to the City of Malibu Coastal Engineering reviewer and other City agencies as needed. Please note only original "wet signature" documents are acceptable.

CO.5 **Geotechnical Report:** All reports must conform to the City of Malibu's current Geotechnical Guidelines and Building Codes. The current guidelines may be viewed on the City's website at: <https://www.malibucity.org/documentcenter/view/215>

CO.6 **OWTS Plot Plan (11x17):** Submit an onsite wastewater treatment system (OWTS) plot plan showing all existing improvements, proposed improvements, property lines, and the existing OWTS (including the designated future expansion disposal area). The building sewer and all points of connection between habitable structures and the existing septic system(s) must be shown on the OWTS plot plan. The plot plan must be drawn to scale. The OWTS plot plan must demonstrate conformance with the minimum requirements of the City of Malibu Plumbing Code, i.e. Title 28 of the Los Angeles County Code, incorporating the California Plumbing Code, latest Edition, with City of Malibu local amendments (Malibu Municipal Code Section 15.12; hereinafter MPC), and the City of Malibu Local Coastal Plan/Local Implementation Plan (LCP/LIP). At least one copy of the plot plan showing essential features of the OWTS must fit on an 11" x 17" sheet leaving a 5" left margin in clear.

CO.7 **OWTS Design Report:** A preliminary design report and plan drawings shall be submitted so as to demonstrate the feasibility of the proposed project with respect to conformance with the MPC and LCP/LIP. The preliminary design drawings and calculations must be signed and stamped (where applicable) by a California-registered Civil Engineer, a Registered Environmental Health Specialist, or a Professional Geologist who is responsible for the design, and is a registered practitioner with the City of Malibu. For a list of OWTS Registered Design Practitioners go to, <https://www.malibucity.org/DocumentCenter/View/599>

CO.8 Soils Analysis / Percolation / Infiltration Report: The location and construction dimensions of any proposed subsurface sewage effluent disposal system shall be based on a percolation/infiltration test report and/or soils analysis report that are performed for the express purpose of providing information to be used for design of an onsite wastewater treatment system. Percolation or infiltration tests shall be conducted by a California Certified Engineering Geologist, a California Registered Civil Engineer, or a California Registered Environmental Health Specialist. Soils analysis shall be conducted by a California Registered Professional Geotechnical Engineer, and the results shall include descriptions of both texture (expressed in United States Department of Agriculture terminology) and structure in accordance with the United States Environmental Protection Agency (2002) Onsite Wastewater Treatment Systems Manual. All failed test locations must be described in the report. Please note only original "wet signature" documents are acceptable.

CO.9 OWTS Supporting Geology / Soils Report: A report from the project geologist and/or soils engineer shall be submitted that conforms to Section 5.8 of the City's Geotechnical Guidelines, and contains the items listed below. The report must be performed for the express purpose of providing information to be used for design of an onsite wastewater treatment system. **Please note only original "wet signature" documents are acceptable.**

- e. **Geology/Soils Description.** Provide an analysis as to the natural soils and/or rock material located at the proposed subsurface sewage effluent dispersal area(s). For natural soils, United States Department of Agriculture soil texture triangle terminology shall be used. For rock material, major geologic units and rock types shall be described. Provide a soil profile extending from the base of the effluent dispersal system (i.e., infiltrative surface) to either the groundwater depth, or to the depth of the design boundary for effluent migration, whichever is most restrictive. For leaching bed or drip dispersal systems, the soil profile shall be obtained from test pits/trenches (or borings) extending at least 5 feet below the base of the effluent dispersal system. Describe geological and hydrogeological conditions at all effluent dispersal system design boundaries (see USEPA 2002).
- f. **Groundwater Statement.** The consultant shall state where (i.e., at what depth) in his/her professional opinion: (i) the annual average groundwater level is beneath the location of the effluent dispersal system and (ii) the seasonal high groundwater level is beneath the location of the effluent dispersal system. Any indication of historical high groundwater (i.e., soil mottling, etc.) shall be noted and considered. If groundwater is found during field exploration, then the consultant shall indicate where groundwater was found. The consultant shall also consider what effect, if any, the onsite wastewater dispersal system will have on groundwater (i.e., mounding, migration, daylighting, etc.) and describe the anticipated path of effluent in the subsurface.
- g. **Anticipated Path of Effluent.** Geologic cross sections(s) of the most critical slope shall be provided which depict the proposed development, proposed wastewater treatment system, and anticipated paths of effluent. The project geologist and/or soils engineer shall provide sufficient geologic data to substantiate their conclusions regarding the effects of effluent on groundwater levels under the site, the potential for mounding of groundwater, and the potential for effluent to daylight on the ground surface. The supporting geologic discussion shall include interpretations of geologic structure, stratigraphy (specifically, lithologic changes across the site that could affect hydraulic conductivities across the site), and discontinuities such as fractures, faults, clay seams, and joint systems.
- h. **Cap Depth Statement.** Provide a recommended cap depth for each proposed present and future seepage pit. The recommended cap depth shall be referenced to existing grade at the time the boreholes were logged and tested for percolation capacity.

Stability Statement. Addressing the current development proposal, the consultant shall unequivocally state whether the disposal of sewage effluent in the proposed subsurface dispersal areas on subject property will cause any instability either for the subject property or for any neighboring property.

CO.10 Architect/Engineer Certification for Reduction In Setbacks to Buildings or Structures: All proposed reductions in setback from the onsite wastewater treatment system to structures (i.e., setbacks less than those shown in Malibu Plumbing Code Table H 101.8) must be supported by a letter from the project Structural Engineer and a letter from the project Soils Engineer (i.e., a Geotechnical Engineer or Civil Engineer practicing in the area of soils engineering). Both engineers must certify unequivocally that the proposed reduction in setbacks from the treatment tank and effluent dispersal area will not adversely affect the structural integrity of the onsite wastewater treatment system, and will not adversely affect the structural integrity of the structures for which the Table H 101.8 setback is reduced.

All proposed reductions in setback from the onsite wastewater treatment system to buildings (i.e., setbacks less than those shown in Table H 101.8) also must be supported by a letter from the project Architect, who must certify unequivocally that the proposed reduction in setbacks will not produce a moisture intrusion problem for the proposed building(s). If the building designer is not a California licensed architect, then the required Architect's certification may be supplied by an Engineer who is responsible for the building design with respect to mitigation of potential moisture intrusion from reduced setback to the wastewater system; in this case the Engineer must include in his letter an explicit statement of responsibility for mitigation of potential moisture intrusion. If any specific construction features are proposed as part of a moisture intrusion mitigation system in connection with the reduced setback(s), then the Architect (or Engineer) must provide associated construction documents for review and approval during Building Plan Check.

The wastewater plans and the construction plans must be specifically referenced in all certification letters. The construction plans for all structures and/or buildings with reduced setback must be approved by City of Malibu Building and Safety prior to Environmental Health final approval. The architectural and/or structural plans submitted for Building and Safety plan check must detail methods of construction that will compensate for the reduction in setback (e.g., waterproofing, concrete additives, etc.). For complex waterproofing installations, submittal of a separate waterproofing plan may be required. The architectural/structural/waterproofing plans must show the location of onsite wastewater treatment system components in relation to those structures from which the setback is reduced, and the plans must be signed and stamped by the architect, structural engineer, and geotechnical consultants (as applicable).

CO.11 Other items: _____

