



City of Malibu

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Submittal Checklist and Incomplete Submittal List for Upgrade or Modification of Existing Wireless Communications Facility (WCF)

Site Address/Location: _____ Project # _____

Some items on this list may not be required at time of submittal. Applicants are advised to discuss their projects with Planning Department staff to determine what documentation will be required at time of submittal. Upon submittal of this application, Planning Department staff will check the items that were submitted with the application and circle the items that were not submitted. A copy of this form will be returned to the applicant during the submittal appointment and will be used as an initial conformance review. After all the items are checked, staff will review the accuracy of the items and generate a list of corrections and/or a list of additional documentations, if needed.

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

Project Description: _____

Submittal Requirements (submit a hardcopy and a CD with PDFs of all document, project plans and materials. Name each digital file to correspond with the numbers listed below)

1. Uniform Application (With property owner(s) and applicant signatures) _____
2. Submittal Checklist and Incomplete Submittal List (This form, with applicant or owner signature) _____
3. Application Fee(s) (Pages 2-3 signed with Planning and other department fees) _____
4. Proof of Ownership, if not within the public right-of-way
(Grant Deed for projects on private properties and Title Report if parcel is vacant) _____
5. Letter of Authorization (from owner and wireless carrier to applicant) _____
An applicant action on behalf of the owner(s) shall present a notarized, written authorization signed by the property owner(s); a lessee shall provide the property owner(s) written approval; authorizations shall give the applicant the authority to submit and process the application)
6. Complete set of plans _____
2 full size 24 x 36 (1 additional copy for each department indicating "review is required" below); plus 1 8½ x 11 reduced set. Plans are to be collated, stapled and folded to 8½ x 11. Plans must be dimensioned to ¼" = 1' or ⅛" = 1' scale. Note that the maximum plan size is 24 x 36 unless absolutely necessary. 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 Plan(s), Dimensioned Elevations and Sections – the existing **and** finished grade lines shall be shown; Roof Plan – with roof slope indicated; scale: ¼" = 1')
 - E. Grading, Drainage, Erosion and Storm Water Management Plans – or a letter stating none is proposed (original must be prepared and wet-stamped with wet-signature by a registered Civil Engineer) _____
7. WCF Minimum application requirements (MMC 17.46.100) _____
 - A. Visual Impact Demonstration. (If not completely concealed) _____
Showing the maximum silhouette and proposed or required screening. Must include photo simulations, scaled models or architectural renderings, and include map depicting when taken.

B. Coverage Maps. (if adding or replacing antennas)

Provide coverage maps depicting existing and proposed coverage for the network requesting the cell site. Prepare the maps to a scale appropriate to clearly depict the areas which would benefit from the proposed coverage. Provide geographic references (i.e., streets, city boundaries, ocean, etc.), scale of the map, legend, and north arrow. If the maps are plotted on sheets larger than 8 1/2" x 11" provide 2 color copies at this reduced size.

C. Radio Frequency Emissions. (if adding or replacing antennas)

Provide a report listing the effective radiated power generated by the proposed facility. The report shall identify exposure levels for both controlled and uncontrolled areas where the levels are projected to be highest.

D. FCC Compliance. (if adding or replacing antennas)

Provide documentation certifying (by a licensed Engineer) all applicable licenses or other approvals required by the Federal Communications Commission to provide the services proposed have been obtained.

8. 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 five). If determined a site plan review is required.

Department Referrals – please complete this section PRIOR to submittal

9. City Planning Department Review

- Wireless Communication Facility: with OC \$540.00 Wireless Communication Facility: with SPR \$3,294.00
- Wireless Communication Facility: with CDP \$3,372.00 Wireless Communication Facility: with CUP \$3,458.00
- Consultant Conformance Review / Compliance: Actual Cost + 30% Variance: \$3,035.00
- Other: \$ _____

Comments:

10. City Biology Review (see separate handout for description)

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

Level: _____ \$ _____ Hourly fee _____ hours x \$215 = \$ _____

Comments:

*Please submit all Biology reports digitally.

11. City Public Works Department Review (see separate handout for description)

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

Public Works Review _____ hours x \$216.00 = \$ _____

Comments:

12. City Geologist Review (see separate handout for description)

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

Level: _____ \$ _____ Document Retention \$25 Time & Materials + 30% = \$ _____

No report required

Comments:

Submittal Requirements for Code Enforcement Cases

13. 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"/> Hourly fee ___ hours x \$169 = \$ _____	<input type="checkbox"/> Other: \$ _____	
Code Enforcement Officer Signature: _____ Date _____		

Additional Submittal Requirements for Minor Modification, Site Plan Review, Variance and Neighborhood Standards Requests

14. Written Statement(s) Justifying EACH Additional Request _____

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. I acknowledge that the City strongly encourages me to immediately calendar the expiration date of this permit, that it is my responsibility to monitor its status and that the City has no ability to provide relief when a permit has expired.

OWNER/APPLICANT SIGNATURE

DATE

The following items may be required depending on the location and type of development that is being sought. Any changes to applicable zoning regulations, policies and/or interpretations may result in additional items needed for review.

- A. Archeological Study
- B. Independent Consultant Review – Pursuant to MMC Section 17.46.100(E) and LIP Section 3.14.9(E)
- C. Story Poles (Per Plan Approved by Staff, Certified by a Licensed Architect or Surveyor)
- D. Slope Stability Analysis
- E. Biological Assessment
- F. Acoustic Report
- G. Other materials and/or reports deemed necessary by the Planning Director

Submittal Item Details

6.A. Cover Sheet

Must include:

- Detailed Project Description (include any green or sustainable features);
- Setback Calculations (for existing setbacks, proposed setbacks and those required by code); and
- List of Discretionary requests.

6.B. Site Survey

Must include:

- Property boundaries with bearings, distance, and monuments, iron rods, or other markers clearly shown; show existing and proposed lot lines when subdivisions or lot line adjustments are included;
- North arrow, date, scale, dimensions and recorded boundaries of total ownership;
- Indicate topography by showing approximate contours;
- All easements, offers to dedicate, deed restrictions and description of adjacent uses;
- Location of trees that are at least 4 inches in diameter at a point 4½ feet above the ground, if applicable;
- ESHAs and ESHA buffers and location of onsite wastewater treatment system, if 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; and
- Shall be prepared and wet-stamped with wet-signature by a Registered Civil Engineer or licensed surveyor.

6.C. Site Plan

Must include:

- All proposed structures, including fences and walls; show existing structures if addition;
- ESHA and ESHA buffer boundaries, as applicable;
- Include the following information on the plans: Project address, Assessor's Parcel Number, Land Use Zone, General Plan Land Use Designation, Property Owner name, North Arrow, Scale of Drawing (e.g., 1/4" = 1');
- Fire Dept access ways, including driveway, turnaround and a five foot clearance around the structure(s), if applicable;
- Show sustainable building elements (e.g., solar panels, wind turbines, rain capturing devices, etc.), if applicable; and
- Easements, offers to dedicate, required setbacks and lot dimensions.

6.E. Grading, Drainage, Erosion and Storm Water Management Plan

Must include:

- Proposed grades for the pad area around the proposed structure(s) to establish drainage and building height information;
- The Total Yardage Grading Verification Certificate form signed by the Civil Engineer; copy directly onto the Grading Plan;
- Proposed cut and fill slope locations showing proposed setbacks from property lines when applicable;
- Show the proposed drainage system including the proposed point of discharge;
- List all Site Design Best Management Practices (BMPs) contained in LIP Appendix A incorporated into the project for water quality purposes;
- List all Source Control BMP's contained in LIP Appendix A incorporated into the project for water quality purposes;
- If no Site Design or Source Control BMPs have been incorporated into the project, the plan shall explain the site conditions that prohibit their implementation; and

8. Certified Public Notice Property Owner and Occupant Addresses and Radius Map

8.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 1
- Street Address 2 (Apartment Unit or Commercial Suite Number)
- City;
- State Abbreviation;
- Five-digit ZIP Code; and
- Assessor'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.

8.B. Radius Map (showing a 500 foot radius from the subject property, which intersects all—or a portion—of at least ten developed properties).

8.C. Certification Letter (signed and dated by the preparer)

Note: The mailing data is valid for six months from the preparation date.

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

**Note that updated mailing labels may be requested by the project planner prior to deeming the application complete.