City of Malibu

Request for Pre-Design Meeting

The purpose of the **optional** Pre-Design Meeting is to provide you with information by a City Planner regarding City policies, regulations, and constraints that may have a major effect upon a contemplated project and also to assist you with identifying application submittal requirements for a future application submittal. A Pre-Design Meeting is **not mandatory** but is strongly recommended for the following types of projects:

- Proposed Development on Vacant Land
- New Commercial Development
- Proposed Code Amendments
- Tract and Parcel Maps
- Intensification of Use
- Parking/Traffic Impacts
- Wireless Communication Facilities **(required)**

HOW TO REQUEST A PRE-DESIGN MEETING

1. **Request Meeting** - To request a Pre-Design Meeting, email Planning staff at mplanning@malibucity.org with the following information: 1) applicant's name and phone number; 2) the APN number and address of the proposed project site; and 3) a narrative describing the proposed project, including any specific questions and any options under consideration.

2. **Staff Confirmation** - Staff will evaluate if a Pre-Design Meeting is suited for your project. Please note: staff reserves the right to decline a meeting should staff determine that the request does not warrant a meeting and can be fulfilled by other means (e.g. email, etc.). Planning staff will contact you to schedule your meeting. Depending upon the number of requests at the time, meetings may be scheduled two weeks from the date of request.

3. **Fee** - If a meeting is confirmed, staff will transmit a fee statement in the amount of $191. The fee is non-refundable and is required prior to scheduling the meeting.

YOUR PRE-DESIGN MEETING

The information provided during the meeting is based on project information provided by you and is limited to Planning concerns and does not address other laws or regulations. Further consultation with other agencies is recommended prior to, or as part of, preparation of a project application. The information provided will not be memorialized in written form and is non-binding. However, the Planner will identify submittal requirements on a submittal checklist for your records.

(next page)

What to bring to your Pre-Design Meeting? Though not required, the following materials are very useful:

1. A conceptual Site Plan drawn to scale showing the general area and type of development existing on the project site and adjacent lots, lot layout, and preliminary designs if available. Also include approximate sizes for all proposed structure improvements and/or new developments.
2. For Parcel Map or Tract Map applications, include a conceptual site plan drawn to scale showing the proposed subdivision lines and all existing structures on the project site.
3. Photographs of the site (plus an aerial photograph for large and/or physically constrained sites).
4. Any available information describing or depicting site constraints such as slopes, natural vegetation, streams, and existing structures.
5. A summary of historical and current uses of the property including permits and deed restrictions.
6. Any other information that may be useful in completing preliminary review of the proposal, including floor plans, architectural elevations, and available special study reports (such as biology, archaeology, traffic).

*Please do not submit materials prior to your meeting. Materials will not be accepted nor evaluated prior to your meeting.

APPLICATION SUBMITTAL

If considerable time passes (e.g., approximately six (6) months), between the time of the Pre-Design meeting and filing of an application with the City of Malibu Planning Department, please verify the information and application requirements with the Planning Department prior to submitting an application. In addition, future zone changes, ordinance changes, General Plan amendments, or policy changes that may affect the subject property will supersede information provided during your Pre-Design Meeting by Planning staff or other agencies.

CONTACT US

Planning Hotline
310-456-2489, extension 485
mplanning@malibucity.org

Public Counter Hours
Monday – Friday 7:30 am – 12:30 pm

Location
Malibu City Hall, 23825 Stuart Ranch Road, Malibu, CA 90265