

City of Malibu Environmental Sustainability Department Permit Services Plan Check Submittal Checklist – Grading

Site Address: _____

Owner Name: _____

Applicant Name: _____

Phone: _____

Submittal documents may vary based upon the scope of work. Prior to submitting to plan check applicants are advised to discuss their projects with a Building Permit Technician to determine what documentation will be required at time of submittal. **All plan check review fees, including City specialist fees shall be collected at time of submittal. All forms shall be completed at time of submittal.**

Planning Project #:

Project description:

Submittal Requirements:

This column is
for staff use only

1. Submittal Checklist _____

2. City Specialist Review Fee (Staff to check if No Review Required)

a) Coastal Engineering	\$ _____	No Review Required	_____
b) EH Project Review	\$ _____	No Review Required	_____
c) EH – OWTS Review	\$ _____	No Review Required	_____
d) Geology	\$ _____	No Review Required	_____
e) Public Works	\$ _____	No Review Required	_____
f) PW – WQMP*	\$ _____	No Review Required	_____

*Water Quality Mitigation Plan

3. Three (3) sets* of Grading, Drainage, Erosion Control & Storm Water Management Plan (SWMP)
 - a) Two (2) sets* of plans shall be “**green**” stamped (conformance approval) by Planner of record
 - b) Complete Planning Commission Resolution or Notice of Decision (copied on plan size sheet)
 - c) Civil drawings shall be a minimum plan size of 24” x 36”. Plans shall include, but not limited to:
 - Drawn to scale to indicate project address, assessor’s parcel number, property owner’s name, nature and extent of the work proposed. Grading quantities, proposed cut and fill slope locations showing proposed setbacks from property lines when applicable.
 - Proposed grades for the pad area around the proposed structure(s) to establish drainage and building height
 - Proposed drainage system including the proposed points of discharge
 - d) Total Grading Yardage Verification Certificate 8½” x 11” (copied on plan size sheet)

4. Hydrology and Hydraulic Computations - One (1) set 8½” x 11” _____

5. Total Grading Yardage Verification Certificate* (wet-stamped and signed by licensed civil engineer) _____

6. Earthwork / Grading Calculations – One (1) set 8½” x 11” _____

7. Soils Reports – Provide a memo of all Geology and Geotechnical and/or Coastal Engineering reports including report date and reference number associated with review and verify reports are available in, [OnBase](#). _____