

**Planning Department  
In-Person and E-Services Guide**

Prepared on 8/4/21

Services/Submittal Types	Online Appointment Portal	Via Email	Fee Associated	How to Submit Documents
<b>General Planning Questions</b>				Visit the planning public counter public counter hours M-F 8:00 AM - 12:00 PM, call the Planning Hotline at (310) 456-2489, ext. 485, or email <a href="mailto:mplanning@malibucity.org">mplanning@malibucity.org</a>
<b>Pay Fees</b>				Visit <a href="http://malibucity.org/Planning">malibucity.org/Planning</a> for update to date information.
<b>Fire Rebuilds</b>				For an in-person or virtual appointment with the Planning Fire Rebuild Team, call (310) 456-2489, ext. 385.
<b>Biology</b>				The City's contract Biologist holds public counter hours on Tuesdays from 9:00 AM to 11:00 AM. Walk-ins are welcomed and will be seen on a first come-first serve basis. For more information, visit the Biology webpage at <a href="http://malibucity.org/biology">malibucity.org/biology</a> .
<b>New Applications - In-Person or Virtual Appointments Required</b>				Schedule an in-person appointment or virtual meeting online with the online Appointment Request Portal. *All documents are required to be submitted in a digital format. Submittal Checklists with input from City Departments shall be completed prior to the appointment.
Administrative Plan Reviews	<a href="#">Online Appointment Portal</a>		X	
Coastal Development Permits	<a href="#">Online Appointment Portal</a>		X	
Conditional Use Permits	<a href="#">Online Appointment Portal</a>		X	
De Minimis Waivers	<a href="#">Online Appointment Portal</a>		X	
Temporary Use Permits	<a href="#">Online Appointment Portal</a>		X	
Wireless Communications Facilities Applications			X	*Email <a href="mailto:mplanning@malibucity.org">mplanning@malibucity.org</a> to schedule an appointment.
<b>New Applications - No Appointment Required / Requires In-Person Submittal</b>				Submit documents during Planning public counter hours M-F 8:00 AM - 12:00 PM. All documents required to be submitted in digital format.
Emergency CDP Permit Application			X	
Outdoor Lighting Review Application			X	
Over-the-Counter			X	*Roof-mounted solar applications may be emailed to <a href="mailto:mplanning@malibucity.org">mplanning@malibucity.org</a> .
Planning Clearance / Formula Retail Clearance			X	
Special Event Permit Application			X	
VIPD - Vehicle Impact Protection Device Application			X	

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<b>New Applications - E-Submittal / No appointment Required</b>				You may email your application and support documents to the staff member listed below. Fees may be paid online. You may also submit these applications in-person during regular counter hours.
Archaeology Clearance Application		X	X	<a href="mailto:mplanning@malibucity.org">mplanning@malibucity.org</a>
Cannabis Regulatory Permit Application		X	X	<a href="mailto:rbrooks@malibucity.org">rbrooks@malibucity.org</a>
Over-the-Counter for Roof-Mounted Solar Panels		X	X	<a href="mailto:mplanning@malibucity.org">mplanning@malibucity.org</a>
Planning Verification for Disaster Rebuild Application		X	X	<a href="mailto:ashah@malibucity.org">ashah@malibucity.org</a>
Primary View Determination		X	X	<a href="mailto:mplanning@malibucity.org">mplanning@malibucity.org</a>
Sign Permit		X	X	<a href="mailto:mplanning@malibucity.org">mplanning@malibucity.org</a>
Temporary Residential Mobilehome or Trailer Application		X	X	<a href="mailto:ashah@malibucity.org">ashah@malibucity.org</a>
Temporary Restaurant Recovery Application		X		<a href="mailto:jkendall@malibucity.org">jkendall@malibucity.org</a>
Tobacco Retailer Registration		X		<a href="mailto:psalazar@malibucity.org">psalazar@malibucity.org</a>
Zoning Verification Request		X	X	<a href="mailto:mplanning@malibucity.org">mplanning@malibucity.org</a>
<b>Certificate of Compliance</b>			X	Email <a href="mailto:mplanning@malibucity.org">mplanning@malibucity.org</a> to schedule an in-person appointment. Documents shall be submitted in a digital <b>and</b> hardcopy format.
<b>Revised Plans Submittal Checklist</b>	<a href="#">Online Appointment Portal</a>		TBD	Please contact your Case Planner to obtain preliminary clearance for your Revised Plans Submittal Checklist. Visit the City's Counter Hours to obtain City Department input on the submittal checklist. Once completed, to submit, schedule an in-person appointment or virtual meeting by using the City's online Appointment Request Portal. All documents are required to be submitted in a digital format.
<b>Responses to City Department Reviews</b>			TBD	Submittal of documents may require fees. As such, submit documents during Planning public counter hours M-F 8:00 AM - 12:00 PM. All documents required to be submitted in digital format.
<b>Substantial Conformance Submittals</b>	<a href="#">Online Appointment Portal</a>		X	Please contact your Case Planner to obtain preliminary clearance if the proposed revisions meet the criteria of a substantial conformance change to the project. Visit the City's Counter Hours to obtain City Department input on the Substantial Conformance Review Submittal. Once completed, to submit, schedule an in-person appointment or virtual meeting by using the City's online Appointment Request Portal. All documents are required to be submitted in a digital format.

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<b>Appeals</b>				
Appeals		X	X	<a href="mailto:psalazar@malibucity.org">psalazar@malibucity.org</a>
Request for Review -Administrative Plan Reviews		X		<a href="mailto:psalazar@malibucity.org">psalazar@malibucity.org</a>
<b>Time Extension Requests</b>				
		X	TBD	<a href="mailto:psalazar@malibucity.org">psalazar@malibucity.org</a>
<b>Planning Support Documents</b>				
Affidavit - Property Posting		X		Email Case Planner
Change of Ownership		X	X	Email <a href="mailto:mplanning@malibucity.org">mplanning@malibucity.org</a> . A signed uniform application, proof of ownership, and fee required.
Concurrent Submittal Submittal Request		X		Email Case Planner
Letter of Authorization to Submit Project		X		Email Case Planner
Mailing Data - Certification		X		Email Case Planner
<b>Post-Approval Documents</b>				
Affidavit of Acceptance of Conditions		X		Email Case Planner
Height Verification		X		Email Case Planner
Major Remodel Agreement		X		Email Case Planner
Monitoring / Restoration/ Compliance Reports		X	TBD	Email Case Planner
Planning Stamp for Building Plan Check "Green Stamp"		X		Email Case Planner
PVD - Acknowledgement of Primary View Determination		X		Email Case Planner