



# City of Malibu

23825 Stuart Ranch Road · Malibu, California · 90265-4861  
Phone (310) 456-2489 · Fax (310) 456-3356 · [www.malibucity.org](http://www.malibucity.org)

## PRE-SUBMITTAL QUESTIONNAIRE

The purpose of this questionnaire is for staff to obtain information for a proposed project to determine the application required and to provide a thorough Submittal Checklist with a list of submittal documents required and fees. This questionnaire should be used for projects that may have multiple components and will most likely require an Administrative Plan Review or Coastal Development Permit. When completed, email the completed form to [mplanning@malibucity.org](mailto:mplanning@malibucity.org) or submit to staff during [Planning public counter hours](#).

**\*A copy of plans is not required to be submitted with this questionnaire.**

This form is NOT required for the following types of applications: Over-the-Counter, Solar Permit, Onsite Wastewater Treatment System Only, Appeal, Excavation Permit, Cannabis Regulatory Permit, Outdoor Lighting Review only (aka Dark Sky Ordinance Compliance), Wireless Permits, Time Extension, Temporary Use Permit, Special Event Permit, Planning or Formula Retail Clearance, Temporary Housing, Vehicle Impact Protection Devices, Archeology Clearances, Primary View Determination, Tobacco Retailer Registration, Temporary Restaurant Recovery Permit, Certificate of Compliance, and Zoning Clearance.

### GENERAL PROJECT INFORMATION

Address / Location:

Project Description:

#### Code Enforcement

Is this application being submitted in response to a code violation?

YES  NO

If yes, please enter in the Code Enforcement Case No.

#### Woolsey Fire

Is this application to rebuild structures or improvements damaged, destroyed, or damaged in the Woolsey Fire?

YES  NO

Woolsey Fire Fee Waiver:

Project Eligible  Project Ineligible (all fees apply)

Have you previously submitted a Planning Verification for an in-kind or in-kind +10% application?

YES  NO

#### Type of Property

Single-Family Residence  Multi-Family  Commercial



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## Vacant Parcel

YES  NO

## Residential Care Facility

YES  NO

## Wastewater

Wastewater Treatment System  Wastewater Treatment Plan

If Wastewater Treatment Plant selected, please specify:

## Beachfront

To your knowledge, is this property considered a beachfront lot?

YES  NO

## Appealable Jurisdiction

To your knowledge, is the property within the California Coastal Commission's appealable jurisdiction as depicted on the [Post-LCP Certification Permit and Appeal Jurisdiction Maps](#)?

YES  NO

## ESHA

Is the development or property located with an?

ESHA  ESHA Buffer  Not sure

Map: [City GIS](#)

## Permit History

Does the property contain deed restrictions or other recorded documents on title that limit or prohibit future development on the property?

YES  NO

Has a coastal development permit been issued for the property that has NOT been amended by a City-issued coastal development permit?

YES  NO

## Overlay District

Is the property within an [Overlay District](#)?

YES  NO

If yes, specify:



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## Discretionary Requests

Are you proposing any of the following as part of your application?

- Construction over 18 feet in height on a non-beachfront lot to allow up to 24 feet for a flat roof or 28 feet for a pitched roof;
- Remedial grading
- Non-visually permeable sports court fencing.
- Reduction of certain yard setbacks and open space requirements.
- Development within the presence of ESHA.
- Development on slopes 3:1 and steeper located in the most feasible building area.
- Reduction in parking.

Other (please specify)

## STEP 2 - PROJECT COMPONENTS

DOES YOUR PROJECT INCLUDE THE FOLLOWING?	
Check the boxes below as applicable.	
<input type="checkbox"/>	Accessory structure, for storage, tools, playhouse (less than 120 square feet floor area), no foundations
<input type="checkbox"/>	Accessory structure, for storage, tools, playhouse (less than 120 square feet floor area), no foundations - <b>IN FEMA FLOOD ZONE</b>
<input type="checkbox"/>	Accessory structure detached; bath house, garage, greenhouse, not a second unit or guest home
<input type="checkbox"/>	Accessory structure detached; bath house, garage, greenhouse, not a second unit or guest home - <b>IN FEMA FLOOD ZONE</b>
<input type="checkbox"/>	Accessory structure; second unit or guest house
<input type="checkbox"/>	Accessory structure; second unit or guest house - <b>IN FEMA FLOOD ZONE</b>
<input type="checkbox"/>	Beach Stairs (Less than 50 percent repair to existing stairs. No work on beach sand or rock revetments)
<input type="checkbox"/>	Beach Stairs (Less than 50 percent repair to existing stairs. No work on beach sand or rock revetments) - <b>IN FEMA FLOOD ZONE</b>
<input type="checkbox"/>	Beach Stairs (New)
<input type="checkbox"/>	Beach Stairs (New) - <b>IN FEMA FLOOD ZONE</b>
<input type="checkbox"/>	Dark Sky Lighting Compliance (New Outdoor Lighting) proposed with other improvements/development
<input type="checkbox"/>	Deck – Non-beachfront, remove and replace decking boards same size and location, and Minor repairs



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## DOES YOUR PROJECT INCLUDE THE FOLLOWING?

Check the boxes below as applicable.

<input type="checkbox"/>	Deck – Beachfront, remove and replace decking boards like for like and Minor repairs – <b>IN FEMA FLOOD ZONE</b>
<input type="checkbox"/>	Deck – Non beachfront (New – including extensions)
<input type="checkbox"/>	Deck – Beachfront (New)
<input type="checkbox"/>	Driveway/Hardscape on grade – New (no grading, no retaining walls)
<input type="checkbox"/>	Driveway/Hardscape on grade – Replace like-for-like (no grading, no retaining walls)
<input type="checkbox"/>	Driveway/Hardscape on grade – Resurface or slurry coat
<input type="checkbox"/>	Driveway/Hardscape on grade – New (with grading and/or retaining walls)
<input type="checkbox"/>	Erosion Control Plan (Temporary)
<input type="checkbox"/>	Excavation for testing, beach front property
<input type="checkbox"/>	Excavation for Testing, non-beach front property
<input type="checkbox"/>	Fence – 6 feet or less (Replace in same location)
<input type="checkbox"/>	Fence – 6 feet or less (New)
<input type="checkbox"/>	Gate (Entry – motorized for driveway)
<input type="checkbox"/>	Grading
<input type="checkbox"/>	Grading - <b>IN FEMA FLOOD ZONE</b>
<input type="checkbox"/>	Heating/Air Conditioning Ground and Roof Mounted – remove/replace (existing unit)
<input type="checkbox"/>	Mezzanine/Loft (All within existing space)
<input type="checkbox"/>	Mezzanine/Loft (All within existing space) - <b>IN FEMA FLOOD ZONE</b>
<input type="checkbox"/>	New or Expanded Confined Animal Facilities in a Rural Residential Zone
<input type="checkbox"/>	New Single-Family Residence (+OWTS) <i>Note: Includes remodels over 50% demolition of exterior wall.</i>
<input type="checkbox"/>	New Single-Family Residence (+OWTS) - <b>IN FEMA FLOOD ZONE</b> <i>Note: Includes remodels over 50% demolition of exterior wall.</i>
<input type="checkbox"/>	OWTS, Replace/Repair Existing Components <i>Note: No change in size of components.</i>
<input type="checkbox"/>	OWTS, NEW Upgraded System
<input type="checkbox"/>	Parking Lot Re-Stripe (No additional spaces)
<input type="checkbox"/>	Pile Repair – No new underpinning or footing (Wrap/jacket only) - <b>IN FEMA FLOOD ZONE</b>
<input type="checkbox"/>	Interior Remodel Only (see criteria below) No change in height; <ul style="list-style-type: none"> <li>✓ No increase in square footage;</li> <li>✓ No change in exterior linear square footage;</li> <li>✓ No change in use;</li> <li>✓ &lt;= 5% exterior demolition</li> </ul>



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## DOES YOUR PROJECT INCLUDE THE FOLLOWING?

Check the boxes below as applicable.

<input checked="" type="checkbox"/>	Change in configuration of existing floor plan; OR <input checked="" type="checkbox"/> Increase in number of bedrooms; OR <input checked="" type="checkbox"/> Increase in number of bathrooms; OR <input checked="" type="checkbox"/> Change in number of plumbing fixtures
<input type="checkbox"/>	Exterior Remodel ( <a href="#">see Remodels and Addition Policy</a> ) <i>Estimated percentage of exterior walls to be demolished. See Major Remodel Policy.</i> <input type="checkbox"/> 5% - 34% <input type="checkbox"/> 35-49% <input type="checkbox"/> 50% or more
<input type="checkbox"/>	Exterior Remodel ( <a href="#">see Remodels and Addition Policy</a> ) - <b>IN FEMA FLOOD ZONE</b> <i>Estimated percentage of exterior walls to be demolished. See Major Remodel Policy.</i> <input type="checkbox"/> 5% - 34% <input type="checkbox"/> 35-49% <input type="checkbox"/> 50% or more
<input type="checkbox"/>	Additions
<input type="checkbox"/>	Additions - <b>IN FEMA FLOOD ZONE</b>
<input type="checkbox"/>	Window/Doors (Remove and replace existing, no change in size or location)
<input type="checkbox"/>	Re-roof (No change in height or size)
<input type="checkbox"/>	Solar Panels (Ground-Mounted)
<input type="checkbox"/>	Solar Panel (Roof-Mounted)
<input type="checkbox"/>	Spa, prefab/portable (above ground)
<input type="checkbox"/>	Spa, prefab/portable (above ground) - <b>IN FEMA FLOOD ZONE</b>
<input type="checkbox"/>	Spa (In ground)
<input type="checkbox"/>	Swimming Pool (Prefabricated, accessory to Group R, Division 3 Occupancy, entirely above grade and capacity does not exceed 5,000 gallons)
<input type="checkbox"/>	Swimming Pool (In ground)
<input type="checkbox"/>	Tenant Improvements (Commercial; Interior only, no change in use)
<input type="checkbox"/>	Tenant Improvements (Commercial; Interior only, no change in use) - <b>IN FEMA FLOOD ZONE</b>
<input type="checkbox"/>	Tennis Court, New (No grading proposed and no retaining walls)
<input type="checkbox"/>	Trellis/Patio Cover
<input type="checkbox"/>	Vapor Recovery System
<input type="checkbox"/>	Wall (Non retaining, 6 feet or less in height)
<input type="checkbox"/>	Wall (Retaining)
<input type="checkbox"/>	Sea Wall/Revetment
<input type="checkbox"/>	Water Heater (remove/replace)
<input type="checkbox"/>	Water Wells (New Construction)
<input type="checkbox"/>	Vineyard/Orchard
<input type="checkbox"/>	Foundation Repairs



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<b>DOES YOUR PROJECT INCLUDE THE FOLLOWING?</b>	
Check the boxes below as applicable.	
<input type="checkbox"/>	Foundation Repairs - <b>IN FEMA FLOOD ZONE</b>
<input type="checkbox"/>	Slope Repairs
	<b>Land Division</b>
<input type="checkbox"/>	Lot Line Adjustment as proposed with other development
<input type="checkbox"/>	Lot Line Adjustment Only
<input type="checkbox"/>	Lot Merger as proposed with other Development
<input type="checkbox"/>	Lot Merger Adjustment Only
<input type="checkbox"/>	Other Type of Land Division Application. Specify
	<b>Biology</b> <a href="#">See Biological Report Submittal Guide &amp; Other Landscaping Requirements</a>
<input type="checkbox"/>	Landscape
<input type="checkbox"/>	Hardscape
<input type="checkbox"/>	Removal of Tree
<input type="checkbox"/>	Removal of Tree (Native)

### STEP 3 – ACKNOWLEDGMENT

I hereby acknowledge that City staff will rely on this questionnaire to determine application type and submittal requirements and fees as well as determine which departments and agencies would need to review the application. If any information is omitted from the questionnaire or the questionnaire is incorrect, additional submittal requirements and fees may be requested and further delays may be incurred as a result.

Applicant and Organization Name:

Address:

City, State Zip Code:

Phone Number:

Email:

Signature:

Date: