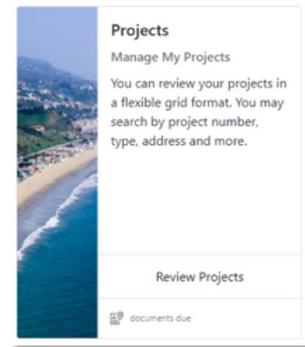


RESUBMITTAL HOW-TO GUIDE

Visit the City of Malibu website www.MalibuCity.org/DevelopmentPortal. Register or login with the email address used to submit your applications. You can review your projects in a flexible grid format. You may search by project number, type, address and more.

STEP 1

Click on “**Review Projects**” on the Projects tile, enter Parcel Address, and select from the drop-down menu.



STEP 2

The Portal will list the Application Type which determines where you are in the development process: Planning, Building Safety (Plan Check or Permits). Click on “**Detail**” to view requested documents.

Applicant Projects

[Show Documents Due](#)
[Show Fees Due](#)
[Show All](#)
[Export List](#)

Application Type	Case No	Project Address	Project Description	Status	Requested	Submitted	Due	Fees Due	Action
Planning	MA 91-111	23825 STUART RANCH RD		Open	0	0	0	\$0.00	Detail
Plan Check	IPC 50-1235	23825 STUART RANCH RD	TEST TEST TEST...	In Review	1	1	0	\$0.00	Detail

STEP 3

To upload documents, scroll down to Project Documents and click “**Up**” on the document line item. Upload each document individually, then click “**Save Document**” after each upload.

Project Documents

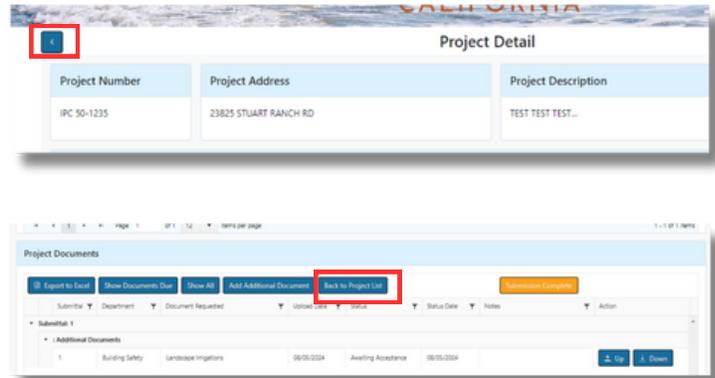
[Export to Excel](#)
[Show Documents Due](#)
[Show All](#)
[Add Additional Document](#)
[Submission Complete](#)

Submitted	Department	Document Requested	Applicable Code	Status	Status Date	Notes	Action
Submitted: 1							
Additional Documents							
1	Building Safety	Planning approved plans		Awaiting Acceptance			Up
1	Building Safety	Architectural Plans		Awaiting Acceptance			Up
1	Building Safety	Miscellaneous		Awaiting Acceptance		MEP PLANS	Up
1	Building Safety	Structural Plans		Awaiting Acceptance			Up

RESUBMITTAL HOW-TO GUIDE

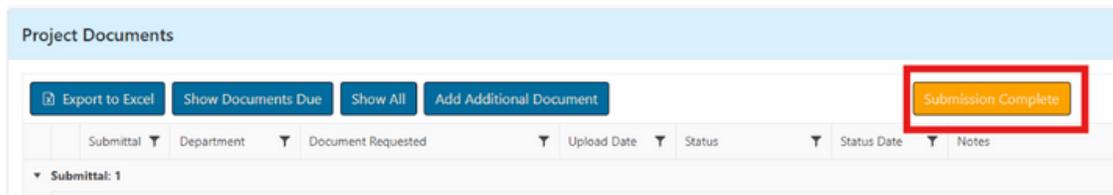
STEP 4

Click **“Add Additional Document”** to upload documents that are not specifically listed. Click **“Back”** to return to previous page.



STEP 5

Once you have finished uploading all necessary documents for our review, click on **“Submission Complete.”** After clicking on “Submission Complete” you may no longer upload documents for the current review. A Permit Technician will process your submittal and fees, then contact you to initiate the review.



STEP 6

Department Reviews

Submittal No.	Department	Intake Date	Response Date	Result	Action
4	Planning	01/11/2024	02/06/2024	Complete	View
4	Biology	01/11/2024	01/22/2024	Approved	View
3	Planning	11/01/2023	12/06/2023	Incomplete	View
3	Biology	11/01/2023	11/07/2023	Incomplete	View
2	Planning	08/21/2023	09/13/2023	Incomplete	View
2	Biology	08/21/2023	09/03/2023	Incomplete	View
2	Env. Health	08/21/2023	08/24/2023	Approved	View
2	Geology	08/21/2023	09/13/2023	Approved	View
2	Public Works	08/21/2023	08/28/2023	Approved	View

To view the status of all project documents (requested and uploaded), click on **“Detail”** and scroll down to Department Reviews. Each department will provide an intake date, response date, and status and response date in the Portal.