

In order to provide a continued walk-up service to the planning counter, application submittals are accepted during afternoons only and by appointment only. A typical submittal in-take will take approximately 45 minutes to an hour. Applications cannot be mailed or electronically submitted at this time.

Forms and Fees are available at the public counter and on the City website.

When you are ready to submit your CDP application, make an appointment by calling 310-456-2489 x485.

For additional information:

- You may speak with a Planner or Planning Technician at the City Hall public counter during the following hours;
Monday through Thursday: 7:30 a.m. to 5:30 p.m.
Friday: 7:30 a.m. to 4:30 p.m.;
- You may contact the Planning hotline at (310) 456-2489 x485; or
- You may send an email to the Planning Department at mplanning@malibucity.org.

CITY OF MALIBU PLANNING DEPARTMENT

23825 Stuart Ranch Road
Malibu, CA 90265
www.malibucity.org

CITY OF MALIBU

A Guide to Coastal Development Permits

Application Procedures



How to apply for a Coastal Development Permit

An explanation of documentation required for a Coastal Development Permit application

What type of project?

The Planning review process is dependant on numerous variables including, but not limited to:

- The size of the project
- The geology of the property
- The extent to which the project conforms to the development standards set forth in the Local Coastal Program or Malibu Municipal Code
- The presence of an Environmentally Sensitive Habitat Area (ESHA)
- Whether the project is located in an “appealable” area, as determined by maps in the Local Coast Program
- Whether the current Onsite Wastewater Treatment System is of sufficient capacity to accommodate the proposed development
- The impact of the project on views

The nature of your project will determine which review process will be required.

For a very simple project, Planning approval may be issued “Over the Counter.” A simple interior remodel would be in this category.

More complex projects can be divided into two categories - those that require a Coastal Development Permit (CDP) and those that do not. For projects that do require a CDP, this brochure contains information about the application process.

In order to determine whether your project will require a CDP, please contact a Planner (see back of brochure for contact information).

A courtesy notice is typically mailed to property owners and occupants within 500 feet within the first 4 to 6 weeks of submittal.

You will also be contacted regarding the posting of a Notice of Development Application on your property and regarding the need for placement of story poles.

When all specialists have completed their review of the project, the Planner will conduct an in depth conformance review. Once that review has been completed, the Planner will begin drafting a staff report. Your project will be scheduled for a Planning Commission hearing and notices will be mailed to owners and occupants listed on the mailing labels provided as part of your application.



After Your Project is Submitted

After your project has been submitted, a set of your plans will be forwarded to some or all of the following: City Biologist, City Geologist, Coastal Engineer, Public Works Department, and City Environmental Health Specialist. A set of plans and a referral sheet will be returned to you for the Fire Department. It is the applicant's responsibility to deliver the plans and referral sheet to the Los Angeles County Fire Department and obtain the Fire Department's approval.

If you would like to contact any of the specialists regarding the progress of your project:

Dave Crawford, City Biologist 310-456-2489 x277

Mr. Crawford is also available at the public counter Tuesday from 9:00 a.m. to 11:00 a.m.

Chris Dean, City Geologist 310-456-2489 x306

Mr. Dean is also available at the public counter Tuesday and Thursday from 8:00 a.m. to 11:00 a.m.

Todd Curtis, Coastal Engineer 310-456-2489 x307

Mr. Curtis is also available at the public counter Tuesday and Thursdays from 8:00 a.m. to 11:00 a.m.

Andrew Sheldon, Environmental Health Specialist

310-456-2489 x364

Mr. Sheldon is also available at the public counter Tuesday and Thursday from 8:00 a.m. to 11:00 a.m.

Robert Duboux, Senior Civil Engineer 310-456-2489 x339

Mr. Duboux is also available at the public counter Tuesday and Thursdays from 8:00 a.m. to 11:00 a.m.

Your project will be assigned to a Planner who will do a preliminary conformance review while your plans are being reviewed by the specialists. Within 30 days after submittal of your project, you will receive a letter regarding any additional documents or information required for your project.

Applying for a Coastal Development Permit:

Some or all of the following documents will be required in order to apply for a (CDP).

1. Uniform Application
2. Submittal Checklist
3. Proof of Ownership
4. Letter of Authorization
5. Application fee
6. Declaration of Posting
7. Copies of previously issued CDPs
8. Complete set of plans including: Site Survey, Site Plan, Color Coded Slope Analysis, Architectural Plans, Grading, Drainage and Erosion Control Plan
9. Biological Inventory
10. Septic Plot Plan
11. Water Quality Checklist
12. Preliminary Hydrology Report
13. Geology and Soils Reports
14. Wave Action Report
15. Public Beach Access Locations / Information
16. Written Evidence of Review and Determination from State Lands Commission
17. Site Access Information
18. Property Owner and Occupant Mailing Labels and Radius Map
19. Feasible Alternatives Report

Each of these documents is described in more detail on the following pages.

Depending on the location and type of development proposed, some of the following items may also be required. If additional documents are required, you will be notified by a Planner after initial review of your application.

- Title History
- Groundwater Hydrology Study
- Archeological Survey
- Visual Analysis, including story poles
- Biology Assessment
- Native Tree Inventory and Mitigation Program
- Slope Stability Analysis
- Beach Erosion Report

Additional information, not listed above, may also be required.

Uniform Application

This form is available at the public counter and on the City's website.

The application must be signed by the property owner and applicant (if different from owner).

Submittal Checklist

This form is available at the public counter and on the City's website.

The Submittal Checklist must be signed by the applicant.

The radius map and mailing labels must be certified as being correct no more than six months prior to the project submittal. A certification form is provided for applicants who prepare and certify their own maps and labels. A list of map companies is available at the public counter and online for applicants who would like to purchase the map and labels.

Feasible Alternatives Report

The Local Coastal Program (LCP) requires a finding that there are no feasible alternatives to development that would avoid or substantially lessen any significant adverse impacts. Provide a letter describing feasible alternatives that were considered by the applicant such as, different locations, sizes and configurations. Explain why the alternatives were rejected and why the applicant elected to choose the alternative submitted.

Preliminary Hydrology Report

This report is required for:

- Projects that add more than 500 square feet of impermeable surface area (footprint only)
- Projects that include grading or drainage improvements

The report shall include pre-development and post development runoff flow rates by the project site, for a 100 year clear flow storm event. If the post development flow rate exceeds the pre-development flow rate, show the proposed location of all detention and drainage facilities, existing and new, impacted by the project.

Please note that applications are accepted by appointment only and must be complete at time of submittal. To make an appointment, call 310-456-2489 x485.

Wave Action Report and CD (beachfront lots only)

The report (also known as a Wave Uprush Report) must be prepared by a Registered Structural or Civil Engineer.

Public Beach Access Locations / Information (beachfront lots only)

Provide the location of the nearest public beach access points, type of access, and whether currently open to the public.

Written Evidence of Review and Determination from the State Lands Commission (beachfront lots only)

The California State Lands Commission is the State agency responsible for determining the common boundary between public trust lands and private property. Contact: Drew Simpkin, Howe Avenue, Suite 100-South, Sacramento, CA, 95825; 916-574-2275 or simpkid@slc.ca.gov.

Site Access Information

If the community or property is gated, provide information about the location of the gate and how to gain access.

Mailing Labels and Radius Map

As part of your project processing, notices will be mailed to property owners who own property and occupants who live within 500 feet of the property where the project is proposed. The applicant must provide a certified map showing properties within a 500 foot radius of the subject property and must provide mailing labels for all property owners and occupants within 500 feet. (The map must show a minimum of 10 developed properties.) Note: the radius is 1000 feet if the project is on a property zoned RR-10, RR-20, or RR-40.

The radius map shall be 8½" x 11". The labels shall also be 8½" x 11", with labels in 3 columns and 10 rows (e.g. Avery 5160.) A minimum of 10 labels must be provided.

Proof of Ownership

A Grant Deed must be provided for all CDP applications. A Title Report is required if the proposed project is on a vacant parcel.

Letter of Authorization

An applicant acting on behalf of the property owner(s) shall present a written authorization signed by the property owner(s). The property owner(s) signature must be notarized if the letter is not signed in the presence of City staff. A buyer in escrow and a lessee must also both provide a Letter of Authorization.

Application Fee

The Planning Review and Specialist fees will depend on the nature of the project.

The application fee for Geology, Biology, Environmental Health, Public Works and Coastal Engineering will be accessed when you route the checklist to the referred agencies. (See page 10 of the brochure for City specialist counter hours). The complete City fee schedule is available at www.malibucity.org/download/index.cfm/fuseaction/download/cid/15716/

Declaration Regarding Previously Issued Coastal Development Permits and Copies of Prior CDPs

It is the applicant's responsibility to provide copies of any previously issued California Coastal Commission (CCC) CDPs or provide a declaration stating that there are no prior CDPs. The declaration form is available in the CDP application packet. (To research previously issued CDPs, please contact the Ventura Office of the California Coastal Commission at 805-585-1800.)

Complete Set of Plans

A complete set of plans must include the following:

- Site Survey
- Site Plan
- Color Coded Slope Analysis
- Architectural Plans, including elevations and sections
- Grading, Drainage and Erosion Control Plan (or submit letter stating none proposed)

These plans must be full sized (24" x 36") and shall include one original and eight copies, 1 compact disc (include all plans, exhibits and studies) plus two reduced sets (8½" x 11"). The plans must be collated so that each set has each of the above described plans. The plans are to be folded to 8½" x 11" so that the project address is visible.

The **Site Survey** must be prepared by a Registered Civil Engineer or licensed surveyor and based on either the NGVD29 or NAVD88 datum only. The Site Survey shall show:

- Property boundaries with bearings, distance, and monuments, iron rods or other markers clearly shown
- Topography, existing structures, Environmentally Sensitive Habitat Area (ESHA) boundaries (if applicable)
- All easements, offers to dedicate, deed restrictions, and a description of adjacent uses
- Streams, ESHAs; and ESHA buffers, and the location of onsite wastewater treatment systems (OWTS)
- Location of any buildings or structures on adjacent properties that are within 15 feet of the property, or that may be affected by proposed grading
- Location of trees that are at least 4-inches in diameter at a point of 4½ feet above the ground
- If the property is a beachfront lot, show the string line and mean high tide line.

The **Site Plan** must include:

- All proposed structures, including fences and walls
- All existing structures if the project is an addition
- ESHA and ESHA buffer boundaries (as applicable)
- Location of onsite wastewater treatment systems (OWTS), both existing and proposed
- Plans must show the project address, assessor's parcel number, Local Coastal Program Zoning, General Plan Zoning, Property Owner name, North Arrow, and include the scale (e.g. ½" = 1 foot)

The **Site Plan** should also include a calculation of:

- Proposed impermeable surface area (footprint only)
- Existing impermeable surface area to be replaced by another impermeable surface
- Total Disturbed Area—including all structures, paving, grading, landscaping, and areas used for material storage
- Project setback calculations

Biological Inventory

Refer to the link titled Biology Reporting Requirements from the City Website. <http://www.malibucity.org/download/index.cfm/fuseaction/download/cid/9316/>

Septic Plot Plan

The applicant must route the submittal checklist to the Environmental Health Specialist to determine whether or not a Private Sewage System Plot Plan approval is required.

Water Quality Checklist

This form is available at the public counter and online. If you need assistance filling out this form, contact the Public Works Department at 310-456-2489 x352.

Geology and Soils Reports

These reports are required for most but not all projects. Contact the Planning Department if you are not sure whether these reports will be required for your project. If required, an electronic copy (CD) must be provided; four copies of the maps and cross-sections will be distributed to the City Geologist, Coastal Engineering, Environmental Health Specialist and Public Works Department.