



City of Malibu

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ELECTRONIC DOCUMENT SUBMITTAL REQUIREMENTS

The City has implemented a paperless office system to reduce paper use, increase efficiency, and provide a more effective way for staff and clients to interact. As of January 2, 2013, only electronic submittals will be accepted for project review. Environmental Health may require the submittal of paper copies of specific documents such as maps and plot plans to assist in the review process.

All reports and documents with associated maps and cross-sections must be submitted on a single CD in PDF format. Environmental Health reviews and correspondence will be provided to the applicant electronically including “Conformance” and “Final” reviews.

- Applicants must provide an email address to enable the transmittal of reviews and other correspondence from the City.
- All documents shall be a minimum of size 10 font
- All reports must be stamped and signed by the consultant
- All submittals must be accompanied by a stamped and signed Signature Form
- The CD shall be clearly labeled with the following information:
 - Project address and Assessor's Parcel Number
 - Name and address of consultant preparing the report
 - Space to add the Project number (e.g. Planning File: _____)