City of Malibu

Administrative Plan Review Submittal Checklist

NOTE: To submit a new application with the City of Malibu Community Development Department, all required items as specified by City Staff on the Submittal Checklist, including application fees and those materials required by City Departments, must be provided at the time of submittal. **Incomplete application submittals WILL NOT be accepted.** See the New Application Submittal Guide for more information. Additional resources are available on the Community Development Department website.

Staff Only - General Project Information

Date_____

Address / Location: _____

Project Description: _____

_____

Fees: ☐ APR Level: __$_____ ☐ SPR $_____ ☐ Other $_____

*CREDIT CARD FEES: 3.9% (in-house transactions)
2.9% +$0.30 (online transactions)

Fee Waiver: ☐ Project Eligible ☐ Project Ineligible (all fees apply)

Requires the following discretionary requests:_____

_____

A **complete submittal** shall consist of the following City / County Department reviews, submittal documents, and fees:

Departments	Planning Review		Building Plan Check		Date	Submitted
	Req'd	Not Req'd	Req'd	Not Req'd		
Planning	✓	-	✓	-		☐
Archaeological Survey If needed, submit as separate application. Guide	☐	☐	☐	NA		☐
City Biologist	☐	☐	☐	☐		☐
City Environmental Health	☐	☐	☐	☐		☐
City Public Works Department	☐	☐	☐	☐		☐
City Geotechnical	☐	☐	☐	☐		☐
City Coastal Engineering	☐	☐	☐	☐		☐
Code Enforcement	☐	☐	☐	☐		☐
Los Angeles County Fire Department	☐	☐	☐	☐		☐
Los Angeles County Waterwork District 29	☐	☐	☐	☐		☐

Standard Requirements

Item #	Description	Required	Submitted
1	Submittal Checklist	✓	☐
2	Uniform Application	✓	☐
3	Proof of Ownership	✓	☐
4	Declaration Regarding Previously Issued Coastal Development Permits & Deed Restrictions	✓	☐
5	Grading Yardage Verification Certificate **OR** Letter Stating None Proposed	✓	☐
6	Application Fees	✓	☐
7	Coastal Development Exemption Form for SFR Improvements (CDPE) (for all other forms see malibucity.org/planning forms)	✓	☐

Notes
Digital Submittal

- All documents should be saved as an Adobe PDF.
- Each document shall be saved as a separate PDF.
- Plans shall be grouped and named by discipline (e.g., architectural, grading, civil, etc.).

Discretionary Requests Requirements

Item #	Description	Required	Submitted
8	Written Statement(s) Justifying EACH Discretionary Request	☐	☐
9	Property Owner / Occupant Mailing Data & Radius Map (Must be submitted directly to the case planner via email)	☐	☐

Biological / Landscape Requirements

Item #	Description	Required	Submitted
10	Landscape Plan / Hardscape Plan / Fence Plan **OR** Letter Stating None Proposed	✓	☐
11	Landscape Water Conservation Ordinance Documentation Package	☐	☐
	a. Cover Sheet	-	☐
	b. Water Budget Calculation Worksheet	-	☐
	c. Landscape Design Plan	-	☐
	d. Soil Report	-	☐
	e. Irrigation Design Plan	-	☐

Outdoor Lighting Submittal Requirements

Item #	Description	Required	Submitted
12	Outdoor Lighting Plan OR Letter Stating None Proposed	✓	☐
13	Outdoor Lighting Plan shall include:	☐	☐
	a. Site Plan depicting the location of existing (e) and proposed (n) outdoor light fixtures	-	☐
	b. Manufacturer Specifications/Fixture Exhibit including details regarding the lumen counts and Kelvin for each fixture	-	☐
	c. A photometric plan	-	☐

Beachfront Lots Submittal Requirements

Item #	Description	Required	Submitted
14	Public Beach Access Locations / Information	☐	☐
15	CA State Lands Commission Determination Letter	☐	☐

Project Plan Requirements

Item #	Description	Required	Submitted
16	Project Plans	☐	☐
	a. Cover Sheet	☐	☐
	b. Site Survey	☐	☐
	c. Site Plan	☐	☐
	d. Architectural Plans	☐	☐
	e. Demolition Plan	☐	☐
	f. Preliminary Foundation Plan	☐	☐
17	Grading, Drainage, Erosion and Storm Water Management Plan	☐	☐
18	Color Coded Slope Analysis	☐	☐
19	Landscape Plan (see Item #10)	NA	NA
20	Irrigation Plans (see Item #11)	NA	NA

Plan Scale Guidelines - the following shall be submitted:

- Plans shall be drawn at a scale of ¼" = 1' or ⅛" = 1';
- Landscape plan shall be drawn at a scale of ¼" = 1' or ⅛" =1' for City Biologist and Planning Staff review;
- Irrigation Design Plan shall be drawn at a scale of ¼" = 1' or ⅛" = 1' scale for City Biologist and Planning Staff review;
- Requirements for each type of plan are provided for in the Submittal Document Guide.

Other Requirements

Item #	Description	Required Upon Submittal	Required Prior to Deeming Complete	Submitted
21	Will Serve Letter	☐	☐	☐
22	Visual Analysis	☐	☐	☐
23	Major Remodel Agreement	☐	☐	☐
24	Structural Plans	☐	☐	☐
25	Story Pole Plan(s) & Certification	☐	☐	☐
26	Title Report	☐	☐	☐
27	In-house Plan Check Review	☐	☐	☐
28	California Code Check Review	☐	☐	☐
Additional Documents				
29	Rebuild Option Acknowledgement Form (in lieu of a Planning Verification)	☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
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		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐

City Department Requirements

If a Department is marked as "Required" on page 1 of this form, please obtain fees and comments from each Department in the designated boxes below.

City Biologist Review

□ **Review Required / No Fee** □ **Review Required / Fee Required** □ **No Review Required**

Fees

□ Fee: $_____

Comments:

Required Documents:

Biological Report Submittal Guide & Other Landscaping Requirements

City Public Works Department Review

□ **Review Required / No Fee** □ **Review Required / Fee Required** □ **No Review Required**

Fees

□ Public Works Review = $_____

□ Traffic Review = $_____

□ Land Division = $_____

Comments:

Required Documents:

Public Works Project Plans and Report Requirements

City Department Requirements

If a Department is marked as "Required" on page 1 of this form, please obtain fees and comments from each Department in the designated boxes below.

City Environmental Health Administrator Review (for staff use only) Initials:___Date:_____

□ **Review Required / No Fee** □ **Review Required / Fee Required** □ **No Review Required**

□ **No Review required: Defer to Building Plan Check** **TOTAL**:$_____

Fees

□ Non-OWTS* Review – Simple:$1,175 □ OWTS* Review – Complex: $3,085

□ OWTS* Review – Complex Commercial:$8,000

□ OWTS* Complex 3rd Party Review (710 Account):$8,000 □ Operating Fee:$ _____

*Onsite Wastewater Treatment System (OWTS)

□ Review – Hourly: $294/hr x____ hrs = $_____ □ Document Imaging Fee: $34

Comments:

Environmental Health Submittal Requirements

Item #	Description	Required Upon Submittal	Required Upon Deeming Complete	Submitted
EH.1	**Project Plans** (see item #16 under Project Plan Requirements)	☐	☐	☐
EH.2	**Grading Plans** (see item #17 under Project Plan Requirements)	☐	☐	☐
EH.3	**Landscape / Hardscape / Irrigation Plans** (see items #10, #11, #20 under Biological / Landscape and Project Plan Requirements)	☐	☐	☐
EH.4	Certified / Original Fixture Unit Worksheet	☐	☐	☐
EH.5	OWTS Plot Plan (11x17)	☐	☐	☐
EH.6	Prohibition Policy Acknowledgment Form	☐	☐	☐
EH.7	OWTS Inspection Report	☐	☐	☐
EH.8	Operating Permit Required	☐	☐	☐
EH.9	Compliance Agreement	☐	☐	☐
EH.10	OWTS Design Report	☐	☐	☐
EH.11	Soils Analysis / Percolation / Infiltration Report	☐	☐	☐
EH.12	OWTS Supporting Geology / Soils Report	☐	☐	☐
EH.13	Architect / Engineer Certification for Reduction in Setbacks to Buildings or Structures	☐	☐	☐
EH.14	Geotechnical Report	☐	☐	☐
EH.15	Hydrogeological Report (Water Wells)	☐	☐	☐
EH.16	Coastal Engineering Report (Beachfront Property Only)	☐	☐	☐

City Geotechnical Staff Review (for staff use only) Initials:_____Date:_____

□ **Review Required / No Fee** □ **Review Required / Fee Required** □ **No Review Required**

TOTAL:$_____

Fees

□ Fee: $_____ □ Hourly Fee: $294/hr x____ hrs = $_____ □ Document Imaging Fee: $34

Comments:

Required Documents:

Geology Report Submittal Requirements

Item #	Description	Required Upon Submittal	Required Upon Deeming Complete	Submitted
GEO.1	**Project Plans** (see item #16 under Project Plan Requirements)	☐	☐	☐
GEO.2	**Grading Plans** (see item #17 under Project Plan Requirements)	☐	☐	☐
GEO.3	**Landscape / Hardscape / Irrigation Plans** (see items #10, #11, #20 under Biological / Landscape and Project Plan Requirements)	☐	☐	☐
GEO.4	OWTS Plot Plan (11x17)	☐	☐	☐
GEO.5	OWTS Design Report	☐	☐	☐
GEO.6	Soils Analysis / Percolation / Infiltration Report	☐	☐	☐
GEO.7	OWTS Supporting Geology / Soils Report	☐	☐	☐
GEO.8	Architect / Engineer Certification for Reduction in Setbacks to Buildings or Structures	☐	☐	☐
GEO.9	Geotechnical Report	☐	☐	☐
GEO.10	Hydrogeological Report (Water Wells)	☐	☐	☐
GEO.11	Other items:	☐	☐	☐

City Coastal Engineering Review (Beachfront Properties) Initials:____Date:_____

□ **Review Required / No Fee** □ **Review Required / Fee Required** □ **No Review Required**

TOTAL:$_____

□ Reports Required (electronically- stamped with a digital signature by a registered coastal / civil engineer, and a Digital Signature Page)

Fees

□ Complex: $3,753 □ Standard: $1,876 □ Minor: $870

□ Time & Materials Fee: $264/hr x _____ hrs = $ _____ □ Document Imaging Fee: $34

Comments:

Required Documents:

Coastal Engineering Report Submittal Requirements

Item#	Description	Required Upon Submittal	Required UponDeeming Complete	Submitted
CO.1	**Project Plans** (see item #16 under Project Plan Requirements)	☐	☐	☐
CO.2	**Grading Plans** (see item #17 under Project Plan Requirements)	☐	☐	☐
CO.3	**Landscape / Hardscape / Irrigation Plans** (see items #10, #20 under Biological / Landscape and Project Plan Requirements)	☐	☐	☐
CO.4	Coastal Engineering Report (BeachfrontProperty Only)	☐	☐	☐
CO.5	Geotechnical Report	☐	☐	☐
CO.6	OWTS Plot Plan (11x17)	☐	☐	☐
CO.7	OWTS Design Report	☐	☐	☐
CO.8	Soils Analysis / Percolation / Infiltration Report	☐	☐	☐
CO.9	OWTS Supporting Geology / Soils Report	☐	☐	☐
CO.10	Architect / Engineer Certification for Reduction in Setbacks to Buildings or Structures	☐	☐	☐
CO.11	Other items:	☐	☐	☐

Code Enforcement Review

□ **Review Required / No Fee** □ **Review Required / Fee Required** □ **No Review Required**

TOTAL: $_____

□ Review Fee: $175/hr

Code Enforcement Officer Signature:_____ Date _____

Comments:

STAFF USE ONLY

Complete Submittal Date: _____

By:_____
(Print Name, Title)

Note: A conformance review will begin after the time of submittal, and additional documentation may be requested.

Community Development Department
Submittal Document Guide

This Submittal Document Guide is to provide you with document requirements for documents typically required for an Administrative Plan Review application. This list is not comprehensive and does not contain document requirements for all City Departments. Contact individual City Departments for document requirements (list of agency contacts).

For a complete list of Community Development Department forms, go to malibucity.org/planningforms.

Submittal Format

All documents should be saved as Adobe PDFs. Each document shall be saved as a separate PDF.

For the PDF version, plans shall be grouped and named by discipline (e.g. architectural, grading, civil, etc.).

Documents Descriptions

1. Submittal Checklist
   Provide in original format. No need to digitize.

2. Uniform Application
   Provide in original format. No need to digitize. Will not be accepted without Property Owner's signature. Form: Uniform Application.

3. Proof of Ownership
   Grant deed for parcel(s); title report if parcel is vacant; and Operating Agreement for LLC or Trust Documents for Trusts to identify authorized representatives.

4. Declaration Regarding Previously Issued Coastal Development Permits & Deed Restrictions
   Include permits from California Coastal Commission and City of Malibu issued.

5. Grading Yardage Verification Certificate OR Letter Stating None Proposed
   Include grading yardage calculations signed and stamped by a licensed civil engineer.

6. Application Fees
   City accepts cash, checks, money orders, or credit cards. A service fee will be charged for credit card transactions. See the City Fee Schedule for comprehensive list of fees.

7. Coastal Development Exemption Form
   Complete and submit the Coastal Development Exemption Form, if applicable.
   Form: Coastal Development Exemption Form.

8. Written Statement(s) Justifying EACH Discretionary Request

9. Certified Public Notice Property Owner and Occupant Addresses and Radius Map

- Microsoft Excel Workbook - All properties, residential units, and commercial suites within the 500-foot mailing radius shall be provided in a Microsoft Excel spreadsheet. Each distinct address within the radius shall be listed twice, one reflecting the tenant's address and the other reflecting the property owner's address. The project applicant's mailing address should be added at the end of thelist. Column headers must include:
- Street Address including Apartment Unit or Commercial Suite Number;
- City; State Abbreviation; Five-digit ZIP Code; and
- Accessor's Parcel Number (APN).

An additional column for "arbitrary number" may be included if the supplied radius map utilizes such numbers for the purpose of correlating the addressee to their maplocation.

- Radius Map (showing a 500 foot radius from the subject property, which intersectsall—or a portion—of at least ten developed properties).

- Certification Letter (signed and dated by the preparer).

Note: The mailing data is valid for six months from the preparation date.

10. Landscape Plan / Hardscape Plan / Fence Plan **OR** Letter Stating None Proposed

If proposed landscaping is subject to Landscape Water Conservation, see next item.
Native Plants of Santa Monica Mountains, List of Prohibited Invasive Plants, and Guide.

11. Landscape Water Conservation Ordinance Documentation Package / Landscape Documentation Package (LDP)

Provide scale: ⅛" = 1' is preferred, provided it is legible; the existing and finished grade lines shall be shown;

Plant lists must include Common and Botanical names as well as planted and potential height/growth rate.

11.a. Landscape Package Cover Sheet

- Include the following information on the Plan: project address, APN, MMC zoning designation, General Plan land use designation, property owner name, North arrow, scale of drawing (e.g. ⅛" = 1');
- Complete project description including: total irrigated landscape area, landscape type (square footage of turf areas, edible areas, hardscape, etc. with percentage of coverage area i.e. turf less than 40% or 1,500 square feet of landscape area), water supply type; and
- Include the following Statement of Compliance.

11.b. Water Budget Calculation Worksheet

- Maximum Applied Water Allowance (MAWA);
- Estimated Total Water Use (ETWU);
- Water Budget Calculators are available from the California Department of Water Resources (DWR) website;
- Hydrozone Information Table: a numerical plant factor that reflects the water needs of the majority of the plants (and other non-plant materials, as applicable) must be assigned to each hydrozone. The assigned plant factor should be consistent with the water needs category specified by Water Use Classification of Landscape Species (WUCOLS).

11.c. Landscape Design Plan

- Include the following information on the Plan: project address, APN, property owner name, applicant name, North arrow, scale of drawing (e.g. ⅛" = 1');
- Label each hydrozone by number, letter or other method. Identify each hydrozone as low, moderate, high or mixed water use area (temporary irrigated areas shall be included in the lowwater use hydrozone);

- Identify existing plant materials to be retained or removed by common and scientific name;
- Identify planting areas with: plant spacing, location, size and quantity of each specimen. Include a legend with common and botanical name of species. Include description of seed mixeswith application rates and germination specifications; and
- Identify all pervious and non-pervious hardscape, including areas used for storm water management. Include the type of water features and their surface area.

11.d. Soil Report

- If no onsite grading will occur, submit a soils test and report including recommendations for fertilizers, amendments and horticultural maintenance practices, along with a letter stating no onsite grading will occur. See MMC §§ 17.53.080(A)(3)(a)(vi) and 17.53.090(A)(9), and applicable Landscape Design Guidelines for additional soil testing requirements.
- If onsite grading will be conducted as part of the project, soil testing shall be conducted after completion of finish grading and the project grading plan shall be part of the LDP submittal. TheSoils Test Report shall be submitted with the Certificate of Completion.

11.e. Irrigation Design Plan

- Include the following information on the Plan: project address, APN, property owner name, applicant name, North arrow, scale of drawing (e.g. ⅛" = 1');
- Hydrozones and valves labeled by number, letter or other method as used in the hydrozone information table of the water budget calculation worksheet (this labeling can also assist with programming the controller and inspections of the system);
- Size and type of water meter and any separate water meters for landscape;
- Location, size and type of all components of the irrigation system, including controllers, main and lateral lines, valves, irrigation heads, moisture sensing devices, rain switches, quick couplers,pressure regulators and backflow prevention devices, as applicable;
- Electrical service for the irrigation controllers, including battery operated valves or solar powered controllers;
- Static water pressure at the point of connection to the public water supply;
- The flow rate in gallons per minute, application rate in inches per hour, and design operating pressure in pressure per square inch for each station;
- Any non-potable water irrigation systems, as applicable;
- All planting areas, especially those less than eight feet in width, designed so they can be irrigatedwithout residual overspray and runoff; and
- Include the following Statement of Compliance.

12. Outdoor Lighting Plan **OR** Letter Stating None Proposed

12.a. Outdoor Lighting Basics

For Existing Lighting (Applicable upon the effective date):

- Outdoor light fixtures that have the ability to be redirected, shall be directed downwardso as to minimize sky glow, glare and light trespass onto adjacent properties.

- Outdoor light fixtures that have adjustable dimmers with color temperature that exceeds3000 Kelvin shall be dimmed to comply with MMC Section 17.41.050(G) to minimize glareand light trespass onto adjacent properties.

- String lights may be allowed in occupied dining and entertainment areas only and must not exceed 3000 Kelvin. String lights shall not be used as landscape lights. This does notapply to seasonal lighting.

For New Lighting: (Basic Residential Requirements):

- Lighting shall be fully shielded and directed downward.

    - "Fully shielded" means a light fixture constructed and installed in such a mannerthat all light emitted, either directly from the lamp or a diffusing element, or indirectly by

reflection or refraction from any part of the fixture, is projected below the horizontal plane through the fixture's lowest light-emitting part.

- The Dark Sky Ordinance includes a requirement to direct the light "downward" or towards the ground. This is done to concentrate the light in a fixed area, thereby improving the visibility within that area and reducing light pollution, light trespass and sky glow.

- Additional definitions, such as light pollution, light trespass and sky glow can befound in Section 17.41.030 of the Dark Sky Ordinance.

- Lumen count shall not exceed 850 lumens.

- Security lighting shall be attached to buildings and controlled by motion sensors which extinguish no later than 10 minutes after activation.

- Color temperature shall not exceed 3000 Kelvin.

- Curfew: Unless controlled by motion sensors, outdoor Lighting shall be extinguished by 11:00 pm or when people are no longer present in exterior areas.

- Outdoor lighting shall only be used within 50 feet of a residentially habitable building orpool with the exception of security, driveway and walkway lighting.

12.b. Compliance Deadlines

Per MMC Section 17.41, the Dark Sky Ordinance became effective on October 15, 2018. Compliance periods for existing non-conforming lighting are established by zoning district. Notwithstanding the provisions in MMC Chapter 17.60 (Non-conforming Structures and Uses) andMMC Section 17.04.070, a property owner shall comply with the requirements of this chapter bythe following compliance deadlines. Any non-compliant lighting still in place after thecompliance deadline shall remain extinguished at all times.

- Gas Stations: Outdoor lighting at gas station properties shall comply by October 15, 2019(1 Year from the effective date);
- Commercial and Recreations Zones: Outdoor lighting in commercial zones, including butnot limited to CN, CC, CV, CG, RVP, and RD zoning districts shall comply by October 15,2022.
- Residential and Institutional Zones: Outdoor lighting in all remaining zones, including but not limited to SF, MF, MFBF, RR, PD, MH, and I zoning districts shall comply by October 15, 2022.

13. Outdoor Lighting Plan Requirements:

a. Site Plan depicting the location of existing and proposed outdoor light fixtures.
   - Include the following information on the Plan: project address, APN, MMC zoning designation, General Plan land use designation, property owner name, North arrow, scale of drawing (e.g. ⅛" = 1');

b. Manufacturer Specifications/Fixture Exhibit
   - Include details regarding the lumen counts and Kelvin for each fixture;

c. A photometric plan.

14. Public Beach Access Locations/Information (Beachfront lots only)

On a separate page, provide the location of the nearest public beach access point, what type of access exists and whether the access is open to public.

15. Written Evidence of Review and Determination from the CA State Lands Commission

The California State Lands Commission is the State agency responsible for determining the common boundary between public trust lands and private property. Per LIP Section 10.5(C), review by State Lands is required for all applications for proposed development on a beach oralong the shoreline. Contact: California State Lands Commission, Land Management, 100 Howe Avenue, Suite 100-South, Sacramento, CA 95825; Office: (916) 574-0990;
Email: CSLC.LandManagementCoordinator@slc.ca.gov.

16. Project Plans

See Digital Submittal requirements on page 1.

16.a. Cover Sheet

Must include:

- Project address, Assessor's Parcel Number (APN), Malibu Municipal Code (MMC) Zoning Designation, General Plan Land Use Designation, property owner name, applicant name, North arrow, scale of drawing (e.g. ⅛" = 1'); beachfront lots must note applicable NGVD29 or NAVD88vertical datum;
- Gross and Net lot area (see separate handout for description);
- Required and proposed setbacks;
- Proposed and existing Total Development Square Footage (TDSF);
- Proposed and existing unenclosed covered areas (e.g., terraces, balconies and loggias that project more than 6 feet from the building face);
- Proposed and existing impermeable coverage;
- Detailed project description (include any green or sustainable features);
- Two-thirds calculation (refer to MMC Section 17.40.040(A)(13)(b)); and
- List of discretionary requests.

16.b. Boundary and Topographic Survey (Site Survey)

Shall be prepared, signed, and stamped by a registered civil engineer or licensed surveyor (NAVD88 must be used for vertical datum).

Must include:

- Project address, APN, property owner name, north arrow, scale of drawing (e.g. 1" = 10');
- Topography showing two-foot contours;
- Property boundaries with metes and bounds including bearings, distance and radius;
- Property boundaries, including existing monuments found or set during any field work, must be plotted based on existing markers such as iron rods, pipes, nails set in concrete or asphalt or other markers clearly shown. Markers must be identified or property corners must be set as part of the survey;
- All easements, offers to dedicate, deed restrictions and servitudes that have the potential toaffect future development;
- Location of all trees with trunks at least 4 inches in diameter at a point 4½ feet above the ground;
- Location of any buildings or structures of adjacent owners that are within 15 feet of the propertyor that may be affected by proposed grading, slope repair or any other improvement;
- Show entire access way from the nearest public street to the property; and
- Beachfront lots include:
  - Elevation at street centerline:
  - Mean high tide line (most landward surveyed and recorded per the California State Lands Commission);
  - Building and deck stringlines by connecting the nearest adjacent neighboring corners);
  - Shoreline protection devices for adjacent properties and their stringline using nearest corners;
  - FEMA flood zones; and
  - Front yard setback dimension for the two adjacent neighboring buildings.

16.c. Site Plan

Must include:

- Project address, APN, property owner name, North arrow, scale of drawing (e.g. ⅛" = 1');
- All proposed structures, including fences and walls; show existing structures if addition;
- Required setbacks and lot dimensions;
- ESHA and ESHA buffer boundary(ies) (as applicable);
- Location of OWTS; existing and proposed (as applicable);
- Location of ground mounted equipment;
- Fire Dept accessways, including driveway, turnaround and a five foot clearance around thestructure(s);
- Sustainable building elements (e.g., solar panels, wind turbines, rain capturing devices, etc.);
- Easements and any offers to dedicate;
- Bluff-top lots, include required bluff setbacks;
- Beachfront and creek-side projects, include the FEMA floodplains and Base Flood Elevation; and
- Beachfront lots, include elevation at street centerline, mean high tide line and deck and buildingstringlines, and note the vertical datum (preference is NAVD88).

16.d. Architectural Plans

Floor Plan(s), Dimensioned Elevations and Sections – the existing and finished grade lines shall be shown; Roof Plan overlaid on topography – with roof slope indicated and equipment depicted;scale: ⅛" = 1' is preferred, provided it is legible

16.e. Demolition Plan

Clearly show and label the existing (E) and proposed new (N) exterior walls, doors and large windows. Highlight those sections to be removed and/or replaced, both visually and in a table noting the existing and proposed linear feet of all exterior walls, doors and large windows. Account for removal/replacement of anticipated framing members necessary for the project dueto structural requirements, shear walls, age and/or weathering. Scale: ⅛" = 1' acceptable provided it is legible. *See Remodel Policy for details.

16.f. Preliminary Foundation Plan

Account for anticipated structural elements necessary for the project such as required support for additions, foundation pads, grade beams, caissons, alterations for FEMA flood elevation requirements, depth of understructure, excavation and underpinning. Include swimming pools and spas, if proposed. *See Remodel Policy for details.

17. Grading, Drainage, Erosion and Storm Water Management Plans **OR** Letter Stating None Proposed

- Proposed grades for the pad area around the proposed structure or structures to establish drainage and building height information. Beachfront lots must note NAVD88 vertical datum. Beachfront and creek-side projects must include the FEMA floodplains and Base Flood Elevation;
- Grading Yardage Verification Certificate signed by the civil engineer, copied directly onto the cover sheet of the Grading Plan. Form: Grading Yardage Verification Certificate.

*See Public Works Submittal Requirements.

18. Color Coded Slope Analysis

Submit one digital 24" × 36" color copy, signed and stamped by a licensed surveyor or engineer, based on the site survey, measured at 5' contours, indicating slope categories and the square footage of the following categories: Less than 4:1; 4:1 to 3:1; 3:1 to 2½:1; 2½:1 to 1:1; and 1:1 and greater. The plan shall include the footprint of all proposed structures (including walls, pools, etc.);

- Proposed cut and fill slope locations showing proposed setbacks from property lines when applicable; and
- Show the proposed drainage system including the proposed point of discharge.

19. Landscape Plan

See Item #10.

20. Irrigation Plans

See Item #11.

21. Will Serve Letter

A Will Serve Letter is required for all new construction, including additions and swimming pools.Obtain this letter from Los Angeles County Waterworks District 29, 23533 Civic Center Way,Malibu, (310) 317-1388; counter hours: Mon-Thurs 8-11 a.m. and Fri 8:30-11 a.m.

22. Visual Analysis

Include site photographs and/or photo simulations of the proposed development.

23. Major Remodel Agreement

Should the project be deemed a "major remodel," an original executed agreement shall be provided to the Case Planner. The Case Planner will then route to the Community Development Director for signatures. Form: Major Remodel Agreement.

24. Structural Plans

In addition to architectural plans, structural plans are required to demonstrate the percentage of exterior walls and foundation that will be altered as part of the remodel. Structural plan mustinclude a calculation of exterior walls to be altered. See the City's Remodel Policy for a definitionfor what constitutes a new or altered exterior wall and/or foundation. Please note that these plans will be routed to the Building Safety Division and additional fees may apply.

25. Story Pole Plan(s), Certification, and Photos

Upon receiving Department approvals, a Story Pole Plan(s) must be submitted showing thelocation and heights of all proposed new structures. See Story Pole Policy for additionalinformation. Forms: Story Pole Providers and Story Pole Certification.

26. Title Report

Title Report for the vacant parcel that includes information pertaining to a Certificate of Compliance (COC), validating the parcel as a legal parcel. If the parcel has not previously received a COC, please apply for a COC through the Planning Division which may require a CDP application.

Environmental Health Submittal Document Guide for Over-The-Counter, Administrative Plan Review, and Coastal Development Permits

This Submittal Document Guide is to provide you with document requirements for documents typically required for Coastal Development Permit applications in Building Plan Check. This list is not comprehensive and does not contain document requirements for all City Departments. Contact individual City Departments for document requirements (list of agency contacts).

Submittal Format

All documents should be saved as Adobe PDFs. Each document shall be saved as a separate PDF. Project plans shall be designed to a 24" × 36" sheet size dimensioned to ¼" = 1' or ⅛" = 1' scale. Plans shall be grouped and named by discipline (e.g. architectural, grading, civil, etc.).

Documents Descriptions

EH.1 **Project Plans** (see Project Plans under Planning Project Plan Requirements).

EH.2 Grading Plans (see Grading, Drainage, Erosion and Storm Water Management Plan under Project Plan Requirements).

EH.3 Landscape / Hardscape / Irrigation Plans (see Landscape Plan and Landscape Water Conservation Ordinance Documentation Package under Biological / Landscape Requirements).

EH.4 Certified / Original Fixture Unit Worksheet: A fixture unit worksheet showing all existing and proposed drainage fixture units must be completed and certified by a licensed Architect, Civil Engineer, Environmental HealthSpecialist, City Registered practitioner, or an "A", "C-42", "C-36" Contractor License. The fixture unit count presented on the worksheet must match the submitted architectural floor plans.

EH.5 OWTS Plot Plan / (11x17): Submit an onsite wastewater treatment system (OWTS) plot plan showing all existing improvements, proposed improvements, property lines, and the existing OWTS (including the designated future expansion disposal area). The building sewer and all points of connection between habitable structures and the existing septic system(s) must be shown on the OWTS plot plan. The plot plan must be drawn to scale. The OWTS plot plan must demonstrate conformance with the minimum requirements of the Malibu Municipal Code andthe City of Malibu Local Coastal Plan/Local Implementation Plan (LCP/LIP). At least one copy of the plot plan showing essential features of the OWTS must fit on an 11" x 17" sheet leaving a 5" left margin in clear.

EH.6 Prohibition Policy Acknowledgment Form: The subject property is located within Phase I ,II, or III of the Malibu Civic Center Area Prohibition Area. The property owner must sign the attached acknowledgement form stating they have read and understand the provisions of the Basin Plan Amendment and the MOU.

EH.7 OWTS Inspection Report: An OWTS registered inspector practitioner must submit an inspection of any and all OWTS located at the subject property. For a list of OWTS Registered Inspector Practitioners go to, https://www.malibucity.org/DocumentCenter/View/600.

EH.8 Operating Permit Required: Enrollment into the Operating Permit program for all the OWTS(s) located on the subject property is required, per the Malibu Municipal Code (Section 15.44). For a list of OWTS Registered Inspector Practitioners go to, https://www.malibucity.org/DocumentCenter/View/600.

EH.9 Compliance Agreement: A compliance agreement running with the land shall be executed between the City of Malibu and the owner of the subject real property and recorded with the Los Angeles County Recorder's Office. Said agreement shall serve as constructive notice to the owner or any future purchaser for value that any remodel of the subject building requires an upgrade of the onsite wastewater treatment system serving the subject property to include tertiary treatment pursuant to the Malibu Municipal Code Section 15.40.050. Said agreement shallbe provided by the City of Malibu Environmental Health Administrator. Please notify the City of Malibu Environmental Health Administrator upon completion of the recorded agreement.

EH.10 OWTS Design Report: A preliminary design report and plan drawings shall be submitted so as to demonstrate the feasibility of the proposed project with respect to conformance with the Malibu Municipal Code and Local Coastal Program/Local Implementation Plan. The preliminary design drawings and calculations must be signed and stamped (where applicable) by a California-registered Civil Engineer, a Registered Environmental Health Specialist, or a Professional Geologist who is responsible for the design, and is a registered practitioner with the City of Malibu. For a list of OWTS Registered Design Practitioners go to, https://www.malibucity.org/DocumentCenter/View/599.

EH.11 Soils Analysis / Percolation / Infiltration Report: The location and construction dimensions of any proposed subsurface sewage effluent disposal system shall be based on a percolation/infiltration test report and/or soils analysis report that are performed for the express purpose of providing information to be used for design of anonsite wastewater treatment system. Percolation or infiltration tests shall be conducted by a California Certified Engineering Geologist, a California Registered Civil Engineer, or a California Registered Environmental Health Specialist. Soils analysis shall be conducted by a California Registered Professional Geotechnical Engineer, and the results shall include descriptions of both texture (expressed in United States Department of Agriculture terminology) and structure in accordance with the United States Environmental Protection Agency (2002) Onsite Wastewater Treatment Systems Manual. All failed test locations must be described in the report. The report must be stamped and signed by the consultant.

EH.12 OWTS Supporting Geology / Soils Report: A report from the project geologist and/or soils engineer shall be submitted that conforms to Section 5.8 of the City's Geotechnical Guidelines, and contains the items listed below. The report must be performed for the express purpose of providing information to be used for design of an onsite wastewater treatment system. The report must be stamped and signed by the consultant.

a. Geology/Soils Description. Provide an analysis as to the natural soils and/or rock material locatedat the proposed subsurface sewage effluent dispersal area(s). For natural soils, United States Department of Agriculture soil texture triangle terminology shall be used. For rock material, major geologic units and rock types shall be described. Provide a soil profile extending from the base of the effluent dispersal system (i.e., infiltrative surface) to either the groundwater depth, or to the depth of the design boundary for effluent migration, whichever is most restrictive. For leaching bed or drip dispersal systems, the soil profile shall be obtained from test pits/trenches (or borings) extending at least 5 feet below the base of the effluent dispersal system. Describe geological and hydrogeological conditions at all effluent dispersal system design boundaries (see USEPA 2002);

b. Groundwater Statement. The consultant shall state where (i.e., at what depth) in his/herprofessional opinion: (i) the annual average groundwater level is beneath the location of the effluent dispersal system and (ii) the seasonal high groundwater level is beneath the location of the effluent dispersal system. Any indication of historical high groundwater (i.e., soil mottling, etc.) shall be noted and considered. If groundwater is found during field exploration, then the consultant shall indicate where groundwater was found. The consultant shall also consider what effect, if any,the onsite wastewater dispersal system will have on groundwater (i.e., mounding, migration, daylighting, etc.) and describe the anticipated path of effluent in the subsurface;

c. Anticipated Path of Effluent. Geologic cross section(s) of the most critical slope shall be providedwhich depict the proposed development, proposed wastewater treatment system, and anticipated paths of effluent. The project geologist and/or soils engineer shall provide sufficient

geologic datato substantiate their conclusions regarding the effects of effluent on groundwater levels under thesite, the potential for mounding of groundwater, and the potential for effluent to daylight on the ground surface. The supporting geologic discussion shall include interpretations of geologic structure, stratigraphy (specifically, lithologic changes across the site that could affect hydraulic conductivities across the site), and discontinuities such as fractures, faults, clay seams, and joint systems;

d. Cap Depth Statement. Provide a recommended cap depth for each proposed present and future seepage pit. The recommended cap depth shall be referenced to existing grade at the time the boreholes were logged and tested for percolation capacity;

e. Stability Statement. Addressing the current development proposal, the consultant shall unequivocally state whether the disposal of sewage effluent in the proposed subsurface dispersal areas on subject property will cause any instability either for the subject property or for any neighboring property.

EH.13 Architect / Engineer Certification for Reduction in Setbacks to Buildings or Structures:

All proposed reductions in setbacks from the onsite wastewater treatment system to structures or other features less than those shown in Malibu Municipal Code (MMC) Section 15.42 must be supported by letters from the project consultants. The wastewater plans and the construction plans must be specifically referenced in all certification letters. The construction plans for all structures and/or buildings with reduced setback must be approved by City of Malibu Building Safety prior to Environmental Health final approval. The architectural and/or structural plans submitted for Building Safety plan check must detail methods of construction that will compensate for the reduction in setback (e.g., waterproofing, concrete additives). For complex waterproofing installations, submittal of a separate waterproofing plan may be required. All plans must show the location of onsite wastewater treatment system components in relation to those structures from which the setback is reduced, and the plans must be signed and stamped by the architect, structural engineer, and geotechnical consultants (as applicable).

- Structures – All proposed reductions in setback from the onsite wastewater treatment system to structures (i.e., setbacks less than those shown in MMC Section 15.42) must be supported by a letter from the project Structural Engineer and a letter from the project Soils Engineer (i.e., a Geotechnical Engineer or Civil Engineer practicing in the area of soils engineering). Both engineers must certify unequivocally that the proposed reduction in setbacks from the treatment tank and effluent dispersal area will not adversely affect the structural integrity of the onsite wastewater treatment system, and will not adversely affect the structural integrity of the structures for which the setback is reduced.

- Buildings – All proposed reductions in setback from the onsite wastewater treatment system to buildings (i.e., setbacks less than those shown in MMC Section 15.42) also must be supported by a letter from the project Architect, who must certify unequivocally that the proposed reduction in setbacks will not produce a moisture intrusion problem for the proposed building(s). If the building designer is not a California licensed architect, then the required Architect's certification may be supplied by an Engineer who is responsible for the building design with respect to mitigation of potential moisture intrusion from reduced setback to the wastewater system; in this case the Engineer must include in the letter an explicit statement of responsibility for mitigation of potential moisture intrusion. If any specific construction features are proposed as part of a moisture intrusion mitigation system in connection with the reduced setback(s), then the Architect (or Engineer) must provide associated construction documents for review and approval during Building Plan Check.

EH.14 Geotechnical Report: All reports must conform to the City of Malibu's current Geotechnical Guidelines andBuilding Codes.

EH.15 Hydrogeological Report (Water Wells): A groundwater evaluation must be prepared by the Project Geologic systems to contaminate the proposed water well.

The groundwater evaluation shall be submitted for review by both Environmental Health and the City Geology/Geotechnical reviewers. The site plan must show, and the groundwater evaluation must consider, all onsite wastewater treatment systems located within a 250-foot radius of the proposed well location. The report should also provide recommendations (or concurrence) for the minimum depths below ground surface to the top of the well screen and the bottom of the sanitary seal. The proposed site for subsurface sewage effluent dispersal system/soil absorption system shall also be free from poorly drained soils and soils or formations containing continuous channels, cracks, or fractures, unless a setback of 250 ft. to domestic water supply wellor surface water is assured, or unless secondary or tertiary wastewater pre-treatment is provided prior to discharging to the system. The applicant must also submit to Los Angeles County Department of Public Healthfor Approval for potable supply well (water quality and well yield test approval).

EH.16 Coastal Engineering Report **(Beachfront Property Only):** A Wave Uprush Report by a Coastal Engineer shall be submitted as to necessity of a bulkhead/seawall, and the location and design of any existing, or proposed bulkhead/seawall, meant to protect any existing, or new onsite wastewater treatment system. The report must describe the design beach profile and beach scour line subject to significant storm events. Provide a cross section drawn to scale with a precise datum reference showing the design beach profile and the proposed location for a structural protection device. The beach scour line shall be clearly labeled to facilitate development of an integrated cross section drawing showing geologic units and the anticipated path of effluent (fill, bedrock, beach sand). A copyof the report shall be submitted to both Environmental Health and to the City of Malibu Coastal Engineering reviewer. The report must be stamped and signed by the consultant.

EH.17 **Other items:** _____

Geotechnical Department Submittal Document Guide for Over-The-Counter, Administrative Plan Review, and Coastal Development Permits

This Submittal Document Guide is to provide you with document requirements for documents typically required for an Over-The-Counter, Administrative Plan Review, and Coastal Development Permit applications. This list is not comprehensive and does not contain document requirements for all City Departments. Contact individual City Departments for document requirements (list of agency contacts).

Submittal Format

All documents should be saved as Adobe PDFs. Each document shall be saved as a separate PDF. Project plans shall be designed to a 24" × 36" sheet size dimensioned to ¼" = 1' or ⅛" = 1' scale. Plans shall be grouped and named by discipline (e.g. architectural, grading, civil, etc.).

Documents Descriptions

GEO.1 **Project Plans** (see Project Plans under Project Plan Requirements).

GEO.2 Grading Plans (see Grading, Drainage, Erosion and Storm Water Management Plan under Project Plan Requirements).

GEO.3 Landscape / Hardscape / Irrigation Plans (see Landscape Plan and Landscape Water Conservation Ordinance Documentation Package under Biological / Landscape Requirements).

GEO.4 OWTS Plot Plan (11x17)**:** Submit an onsite wastewater treatment system (OWTS) plot plan showing all existing improvements, proposed improvements, property lines, and the existing OWTS (including the designated future expansion disposal area). The building sewer and all points of connection between habitable structures and the existing septic system(s) must be shown on the OWTS plot plan. The plot plan must be drawn to scale. The OWTS plot plan must demonstrate conformance with the minimum requirements of the City of Malibu Plumbing Code, i.e. Title 28 of the Los Angeles County Code, incorporating the California Plumbing Code, latest Edition, withCity of Malibu local amendments (Malibu Municipal Code Section 15.12; hereinafter MPC), and the City of Malibu Local Coastal Plan/Local Implementation Plan (LCP/LIP). At least one copy of the plot plan showing essential features of the OWTS must fit on an 11" x 17" sheet leaving a 5" left margin in clear.

GEO.5 OWTS Design Report**:** A preliminary design report and plan drawings shall be submitted so as to demonstrate the feasibility of the proposed project with respect to conformance with the MPC and LCP/LIP. The preliminary design drawings and calculations must be signed and stamped (where applicable) by a California-registered Civil Engineer, a Registered Environmental Health Specialist, or a Professional Geologist who is responsible for the design, and is a registered practitioner with the City of Malibu. For a list of OWTS Registered Design Practitioners go to, https://www.malibucity.org/DocumentCenter/View/599.

GEO.6 Soils Analysis / Percolation / Infiltration Report**:** The location and construction dimensions of any proposed subsurface sewage effluent disposal system shall be based on a percolation/infiltration test report and/or soils analysis report that are performed for the express purpose of providing information to be used for design of anonsite wastewater treatment system. Percolation or infiltration tests shall be conducted by a California Certified Engineering Geologist, a California Registered Civil Engineer, or a California Registered Environmental Health Specialist. Soils analysis shall be conducted by a California Registered Professional Geotechnical Engineer, and the results shall include descriptions of both texture (expressed in United States Department of Agriculture terminology) and structure in accordance with the United States Environmental Protection Agency (2002) Onsite Wastewater Treatment Systems Manual. All failed test locations must be described in the report. The report must be stamped and signed by the consultant.

GEO.7 OWTS Supporting Geology / Soils Report: A report from the project geologist and/or soils engineer shall be submitted that conforms to Section 5.8 of the City's Geotechnical Guidelines, and contains the items listed below. The report must be performed for the express purpose of providing information to be used for design of an onsite wastewater treatment system. The report must be stamped and signed by the consultant.

a. Geology/Soils Description. Provide an analysis as to the natural soils and/or rock material locatedat the proposed subsurface sewage effluent dispersal area(s). For natural soils, United States Department of Agriculture soil texture triangle terminology shall be used. For rock material, major geologic units and rock types shall be described. Provide a soil profile extending from the base of the effluent dispersal system (i.e., infiltrative surface) to either the groundwater depth, or to the depth of the design boundary for effluent migration, whichever is most restrictive. For leaching bed or drip dispersal systems, the soil profile shall be obtained from test pits/trenches (or borings) extending at least 5 feet below the base of the effluent dispersal system. Describe geological andhydrogeological conditions at all effluent dispersal system design boundaries (see USEPA 2002).

b. Groundwater Statement. The consultant shall state where (i.e., at what depth) in his/herprofessional opinion: (i) the annual average groundwater level is beneath the location of the effluent dispersal system and (ii) the seasonal high groundwater level is beneath the location of the effluent dispersal system. Any indication of historical high groundwater (i.e., soil mottling, etc.) shall be noted and considered. If groundwater is found during field exploration, then the consultantshall indicate where groundwater was found. The consultant shall also consider what effect, if any,the onsite wastewater dispersal system will have on groundwater (i.e., mounding, migration, daylighting, etc.) and describe the anticipated path of effluent in the subsurface.

c. Anticipated Path of Effluent. Geologic cross section(s) of the most critical slope shall be provided which depict the proposed development, proposed wastewater treatment system, and anticipated paths of effluent. The project geologist and/or soils engineer shall provide sufficient geologic data to substantiate their conclusions regarding the effects of effluent on groundwater levels under thesite, the potential for mounding of groundwater, and the potential for effluent to daylight on the ground surface. The supporting geologic discussion shall include interpretations of geologic structure, stratigraphy (specifically, lithologic changes across the site that could affect hydraulic conductivities across the site), and discontinuities such as fractures, faults, clay seams, and jointsystems.

d. Cap Depth Statement. Provide a recommended cap depth for each proposed present and future seepage pit. The recommended cap depth shall be referenced to existing grade at the time the boreholes were logged and tested for percolation capacity.

e. Stability Statement. Addressing the current development proposal, the consultant shall unequivocally state whetherthe disposal of sewage effluent in the proposed subsurface dispersal areas on subject property will cause any instability either for the subject property or for any neighboring property.

GEO.8 Architect / Engineer Certification for Reduction in Setbacks to Buildings or Structures**:** All proposed reductions in setback from the onsite wastewater treatment system to structures (i.e., setbacks less than those shown in Malibu Plumbing Code Table H 101.8) must be supported by a letter from the project Structural Engineer and a letter from the project Soils Engineer (i.e., a Geotechnical Engineer or Civil Engineer practicing in the area of soils engineering). Both engineers must certify unequivocally that the proposed reduction in setbacks from the treatment tank and effluent dispersal area will not adversely affect the structural integrity of the onsite wastewater treatment system, and will not adversely affect the structural integrity of the structures for which the Table H 101.8 setback is reduced.

All proposed reductions in setback from the onsite wastewater treatment system to buildings (i.e., setbacks less than those shown in Table H 101.8) also must be supported by a letter from the project Architect, who must certify unequivocally that the proposed reduction in setbacks will not produce a moisture intrusion problem for the proposed building(s). If the building designer is not a California licensed architect, then the required Architect's certification may be supplied by an Engineer who is responsible for the building design with respect to mitigation of potential moisture intrusion from reduced setback to the wastewater system; in this case the Engineer must include in his letter an explicit statement of responsibility for mitigationof potential moisture intrusion. If any specific construction features are proposed as part of a moisture intrusionmitigation system in connection with the reduced setback(s), then the Architect (or Engineer) must provide associated construction documents for review and approval during Building Plan Check.

The wastewater plans and the construction plans must be specifically referenced in all certification letters. The construction plans for all structures and/or buildings with reduced setback must be approved by City of Malibu Building Safety prior to Environmental Health final approval. The architectural and/or structural plans submitted for Building Safety plan check must detail methods of construction that will compensate for the reduction in setback (e.g., waterproofing, concrete additives, etc.). For complex waterproofing installations, submittal of a separate waterproofing plan may be required. The architectural/structural/waterproofing plans must show the location of onsite wastewater treatment system components in relation to those structures from which the setback is reduced,and the plans must be signed and stamped by the architect, structural engineer, and geotechnical consultants (as applicable).

GEO.9 Geotechnical Report: All reports must conform to the City of Malibu's current Geotechnical Guidelines and Building Codes.

GEO.10 Hydrogeological Report **(Water Wells):** A groundwater evaluation must be prepared by the Project Geologic Consultant to substantiate whether or not any subsurface pathway has a significant likelihood of enabling effluent from surrounding onsite wastewater treatment systems to contaminate the proposed water well. The groundwater evaluation shall be submitted for review by both Environmental Health and the City Geology/Geotechnical reviewers. The site plan must show, and the groundwater evaluation must consider, all onsite wastewater treatment systems located within a 250-foot radius of the proposed well location. The report should also provide recommendations (or concurrence) for the minimum depths below ground surface to the top of the well screen and the bottom of the sanitary seal. The proposed site for subsurface sewage effluent dispersal system/soil absorption system shall also be free from poorly drained soils and soils or formations containing continuous channels, cracks, or fractures, unless a setback of 250 ft. to domestic water supply well or surface water is assured, or unlesssecondary or tertiary wastewater pre-treatment is provided prior to discharging to the system. The applicant must also submit to Los Angeles County Department of Public Health for Approval for potable supply well (water quality and well yield test approval).

GEO.11 **Other items:** _____

Coastal Engineering Submittal Document Guide for Over-The-Counter, Administrative PlanReview, and Coastal Development Permits

This Submittal Document Guide is to provide you with document requirements for documents typically required for an Over-The-Counter, Administrative Plan Review, and Coastal Development Permit applications. This list is not comprehensive and does not contain document requirements for all City Departments. Contact individual City Departments for document requirements (list of agency contacts).

Submittal Format

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Documents Descriptions

CO.1 **Project Plans** (see Project Plans under Project Plan Requirements).

CO.2 Grading Plans (see Grading, Drainage, Erosion and Storm Water Management Plan under Project Plan Requirements).

CO.3 Landscape / Hardscape / Irrigation Plans (see Landscape Plan and Landscape Water Conservation Ordinance Documentation Package under Biological / Landscape Requirements).

CO.4 Coastal Engineering Report **(Beachfront Property Only):** A Wave Uprush Report by a Coastal Engineer shall be submitted as to necessity of a bulkhead/seawall, and the location and design of any existing, or proposed bulkhead/seawall, meant to protect any existing, or new onsite wastewater treatment system. The report must describe the design beach profile and beach scour line subject to significant storm events. Provide a cross section drawn to scale with a precise datum reference showing the design beach profile and the proposed location for a structural protection device. The beach scour line shall be clearly labeled to facilitate development of an integrated cross section drawing showing geologic units and the anticipated path of effluent (fill, bedrock, beach sand). A copy of the report shall be submitted to the City of Malibu Coastal Engineering reviewer and other City agencies as needed. The report must be stamped and signed by the consultant.

CO.5 Geotechnical Report**:** All reports must conform to the City of Malibu's current Geotechnical Guidelines and Building Codes. The current guidelines may be viewed on the City's website at: https://www.malibucity.org/documentcenter/view/215.

CO.6 OWTS Plot Plan (11x17)**:** Submit an onsite wastewater treatment system (OWTS) plot plan showing all existing improvements, proposed improvements, property lines, and the existing OWTS (including the designated future expansion disposal area). The building sewer and all points of connection between habitable structures and the existing septic system(s) must be shown on the OWTS plot plan. The plot plan must be drawn to scale. The OWTS plot plan must demonstrate conformance with the minimum requirements of the City of Malibu Plumbing Code, i.e. Title 28 of the Los Angeles County Code, incorporating the California Plumbing Code, latest Edition, withCity of Malibu local amendments (Malibu Municipal Code Section 15.12; hereinafter MPC), and the City of Malibu Local Coastal Plan/Local Implementation Plan (LCP/LIP). At least one copy of the plot plan showing essential features of the OWTS must fit on an 11" x 17" sheet leaving a 5" left margin in clear.

CO.7 OWTS Design Report**:** A preliminary design report and plan drawings shall be submitted so as to demonstrate the feasibility of the proposed project with respect to conformance with the MPC and LCP/LIP. The preliminary design drawings and calculations must be signed and stamped (where applicable) by a California-registered Civil Engineer, a Registered Environmental Health Specialist, or a Professional Geologist who is responsible for the design, and is a registered practitioner with the City of Malibu. For a list of OWTS Registered Design Practitioners go to, https://www.malibucity.org/DocumentCenter/View/599.

CO.8 Soils Analysis / Percolation / Infiltration Report: The location and construction dimensions of any proposed subsurface sewage effluent disposal system shall be based on a percolation/infiltration test report and/or soils analysis report that are performed for the express purpose of providing information to be used for design of an onsite wastewater treatment system. Percolation or infiltration tests shall be conducted by a California Certified Engineering Geologist, a California Registered Civil Engineer, or a California Registered Environmental Health Specialist. Soils analysis shall be conducted by a California Registered Professional Geotechnical Engineer, and the results shall include descriptions of both texture (expressed in United States Department of Agriculture terminology) and structure in accordance with the United States Environmental Protection Agency (2002) Onsite Wastewater Treatment Systems Manual. All failed test locations must be described in the report. The report must be stamped and signed by the consultant.

CO.9 OWTS Supporting Geology / Soils Report: A report from the project geologist and/or soils engineer shall be submitted that conforms to Section 5.8 of the City's Geotechnical Guidelines, and contains the items listed below. The report must be performed for the express purpose of providing information to be used for design of an onsite wastewater treatment system. The report must be stamped and signed by the consultant.

a. Geology/Soils Description. Provide an analysis as to the natural soils and/or rock material locatedat the proposed subsurface sewage effluent dispersal area(s). For natural soils, United States Department of Agriculture soil texture triangle terminology shall be used. For rock material, major geologic units and rock types shall be described. Provide a soil profile extending from the base of the effluent dispersal system (i.e., infiltrative surface) to either the groundwater depth, or to the depth of the design boundary for effluent migration, whichever is most restrictive. For leaching bed or drip dispersal systems, the soil profile shall be obtained from test pits/trenches (or borings) extending at least 5 feet below the base of the effluent dispersal system. Describe geological and hydrogeological conditions at all effluent dispersal system design boundaries (see USEPA 2002).

b. Groundwater Statement. The consultant shall state where (i.e., at what depth) in his/herprofessional opinion: (i) the annual average groundwater level is beneath the location of the effluent dispersal system and (ii) the seasonal high groundwater level is beneath the location of the effluent dispersal system. Any indication of historical high groundwater (i.e., soil mottling, etc.) shall be noted and considered. If groundwater is found during field exploration, then the consultantshall indicate where groundwater was found. The consultant shall also consider what effect, if any,the onsite wastewater dispersal system will have on groundwater (i.e., mounding, migration, daylighting, etc.) and describe the anticipated path of effluent in the subsurface.

c. Anticipated Path of Effluent. Geologic cross section(s) of the most critical slope shall be provided which depict the proposed development, proposed wastewater treatment system, and anticipated paths of effluent. The project geologist and/or soils engineer shall provide sufficient geologic data to substantiate their conclusions regarding the effects of effluent on groundwater levels under thesite, the potential for mounding of groundwater, and the potential for effluent to daylight on the ground surface. The supporting geologic discussion shall include interpretations of geologic structure, stratigraphy (specifically, lithologic changes across the site that could affect hydraulic conductivities across the site), and discontinuities such as fractures, faults, clay seams, and jointsystems.

d. Cap Depth Statement. Provide a recommended cap depth for each proposed present and future seepage pit. The recommended cap depth shall be referenced to existing grade at the time the boreholes were logged and tested for percolation capacity.

e. Stability Statement. Addressing the current development proposal, the consultant shall unequivocally state whetherthe disposal of sewage effluent in the proposed subsurface dispersal areas on subject property will cause any instability either for the subject property or for any neighboring property.

CO.10 Architect / Engineer Certification for Reduction in Setbacks to Buildings or Structures: All proposed reductions in setback from the onsite wastewater treatment system to structures (i.e., setbacks less than those shown in Malibu Plumbing Code Table H 101.8) must be supported by a letter from the project Structural Engineer and a letter from the project Soils Engineer (i.e., a Geotechnical Engineer or Civil Engineer practicing in the area of soils engineering). Both engineers must certify unequivocally that the proposed reduction in setbacks from the treatment tank and effluent dispersal area will not adversely affect the structural integrity of the onsite wastewater treatment system, and will not adversely affect the structural integrity of the structures for which the Table H 101.8 setback is reduced.

All proposed reductions in setback from the onsite wastewater treatment system to buildings (i.e., setbacks less than those shown in Table H 101.8) also must be supported by a letter from the project Architect, who must certify unequivocally that the proposed reduction in setbacks will not produce a moisture intrusion problem for the proposed building(s). If the building designer is not a California licensed architect, then the required Architect's certification may be supplied by an Engineer who is responsible for the building design with respect to mitigation of potential moisture intrusion from reduced setback to the wastewater system; in this case the Engineer must include in his letter an explicit statement of responsibility for mitigationof potential moisture intrusion. If any specific construction features are proposed as part of a moisture intrusionmitigation system in connection with the reduced setback(s), then the Architect (or Engineer) must provide associated construction documents for review and approval during Building Plan Check.

The wastewater plans and the construction plans must be specifically referenced in all certification letters. The construction plans for all structures and/or buildings with reduced setback must be approved by City of Malibu Building Safety prior to Environmental Health final approval. The architectural and/or structural plans submitted for Building Safety plan check must detail methods of construction that will compensate for the reduction in setback (e.g., waterproofing, concrete additives, etc.). For complex waterproofing installations, submittal of a separate waterproofing plan may be required. The architectural/structural/waterproofing plans must show the location of onsite wastewater treatment system components in relation to those structures from which the setback is reduced,and the plans must be signed and stamped by the architect, structural engineer, and geotechnical consultants (as applicable).

CO.11 **Other items:** _____