City of Malibu

Coastal Development Permit
Onsite Wastewater Treatment System
Submittal Checklist

NOTE: To submit a new application with the City of Malibu Planning 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: ☐ CDP OWTS only Level: 1 $5,569 ☐ Other $_____ ☐ Other $_____

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

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 Division	✓	-	✓	-		☐
Archaeological Survey If needed, submit as separate application. Guide	☐	☐	☐	NA		☐
City Biologist	☐	☐	☐	☐		☐
City Environmental Health	☐	☐	☐	☐		☐
City Public Works Department	☐	☐	☐	☐		☐
City Geotechnical Staff	☐	☐	☐	☐		☐
City Coastal Engineering	☐	☐	☐	☐		☐
Code Enforcement	☐	☐	☐	☐		☐
Los Angeles County Fire Department	☐	☐	☐	☐		☐

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	Application Fees	✓	☐
6	Sets of Plans See Project Plan Requirements	✓	☐

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.).

Project Plan Requirements

Item #	Description	Required	Submitted
7	Project Plans	✓	☐
	a. Cover Sheet	✓	☐
	b. Site Survey	✓	☐
	c. Site Plan	✓	☐
	d. Septic Plot Plan	✓	☐

Other Requirements

Item #	Description	Required Upon Submittal	Required Prior to Deeming Complete	Submitted
8	Title Report	☐	☐	☐
9	Notice of Coastal Development Permit Posting Affidavit	-	✓	-
10	Written Statement(s) Justifying Each Discretionary Request	☐	☐	☐
11	CA State Lands Commission Determination Letter	☐	☐	☐
12	Feasible Alternatives Report	☐	☐	☐
13	Plan Sets for Hearing	☐	☐	☐
Additional Documents				
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐

Requirements for each type of plan are provided for in the Submittal Document Guide.

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**:$_____

□ Non-OWTS* Review – Simple: $1,175
□ OWTS* Review – Complex Commercial: $8,000
□ OWTS* Complex 3rd Party Review (710 Account): $8,000
*Onsite Wastewater Treatment System (OWTS)

□ OWTS* Review – Complex: $3,085

□ Operating Fee: $_____

□ Review – Hourly: $294/hr x_____ hrs = $ _____

□ Document Imaging Fee: $34

Comments:

Environmental Health Submittal Requirements

Item #	Description	Required Upon Submittal	Submitted
EH.1	**Project Plans** (see item #7 under Project Plan Requirements)	☐	☐
EH.2	Grading Plans	☐	☐
EH.3	Landscape / Hardscape / Irrigation Plans	☐	☐
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)	☐	☐
EH.17	Other items:	☐	☐

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	Submitted
GEO.1	**Project Plans** (see item #7 under Project Plan Requirements)	☐	☐
GEO.2	Grading Plans	☐	☐
GEO.3	Landscape / Hardscape / Irrigation Plans	☐	☐
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)

□ 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	Submitted
CO.1	**Project Plans** (see item #7 under Project Plan Requirements)	☐	☐
CO.2	Grading Plans	☐	☐
CO.3	Landscape / Hardscape / Irrigation Plans	☐	☐
CO.4	Coastal Engineering Report (Beachfront Property 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 a Coastal Development Permit application for an Onsite Wastewater Treatment System. 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 Planning 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. 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.

6. Sets of Plans
   See Submittal Format section above.

7. Project Plans
   For size and quantity, see Submittal Format section on page 1.

   7.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 NAVD88 vertical 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.

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

Shall be prepared, wet-stamped and wet-signed 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 to affect 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 property or 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.

7.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 the structure(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 building stringlines, and note the vertical datum (preference is NAVD88).

7.d. Septic Plot Plan

A f septic plot plan shall be submitted showing an OWTS design meeting the minimum requirements of the MPC, and the LCP/LIP, including necessary construction details, the proposed drainage plan for the developed property, and the proposed landscape plan for the developed property. The OWTS Plot Plan shall show essential features of the OWTS and fit on an 11" X 17" sheet leaving a 5" left margin clear to provide space for a City-Applied legend. If the plan scale is such that more space is needed to clearly show construction details and/ or all necessary setbacks. Larger sheets may also be provided (up to a maximum size of 18" X 22" for review by Environmental Health).

8. 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 Department which may require a CDP application.

9. Notice of Coastal Development Permit Posting Affidavit

This document is only required for coastal development permits including amendments. The notice will be mailed to you. Upon receipt, post the notice on the property as instructed and complete and return the Notice of Coastal Development Permit Posting Affidavit, prepared for the subject application.

10. Written Statement(s) Justifying EACH Discretionary Request

11. 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 or along the shoreline. Contact: Drew Simpkin, 100 Howe Avenue, Suite 100-South, Sacramento, CA 95825-8202; Office (916) 574-2275.

12. Feasible Alternatives Report

The Local Coastal Program requires a finding that there are no feasible alternatives to development that would avoid or substantially lessen any significant adverse impacts, and requires a Feasible Alternatives Report from the applicant. The report shall describe feasible alternatives that were considered by the applicant for the project. Possible alternatives include, but are not limited to, different location, different size and different configurations. The report should describe why these alternatives were rejected, why the applicant elected the alternative proposed and how it is the least environmentally damaging alternative.

13. Plan Sets for Hearing

Seven (7) 11" x 17" reduced sets, stapled and collated, and one (1), 8½' x 11" set of the final plans will be required prior to deeming the application complete. Staff will coordinate with applicant after the development plans have been accepted as complete.

Environmental Health Submittal Document Guide

This Submittal Document Guide provides information on documents typically required by Environmental Health for applicable development 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

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 Document 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 Health Specialist, 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 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.

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 shall be 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 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.

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 located at 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/her professional 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 sections(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 the site, 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 and Building Codes.

EH.15 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 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 Health for 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 copy of 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:** _____

_____

_____

_____

_____

_____

Geology Submittal Document Guide

This Submittal Document Guide provides information on documents typically required by Geology for applicable development 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 Document 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, with City 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 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.

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 located at 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/her professional 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 sections(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 the site, 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.

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 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.
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 and Safety prior to Environmental Health final approval. The architectural and/or structural plans submitted for Building and 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 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 Health for Approval for potable supply well (water quality and well yield test approval).

GEO.11 **Other items:** _____

Coastal Engineering Submittal Document Guide

This Submittal Document Guide provides information on documents typically required by Coastal Engineering for applicable development 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

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 Document 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. Please note only original "wet signature" documents are acceptable.

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, with City 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 located at 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/her professional 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 sections(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 the site, 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.

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 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.

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 and Safety prior to Environmental Health final approval. The architectural and/or structural plans submitted for Building and 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:** _____

_____

_____

_____

_____

_____

_____