

City of Malibu Planning Department

Submittal Checklist Coastal Development Permit (CDP)

Tentative Parcel/Tract Map or Lot Line Adjustment/Lot Merger

Site Address/Location: _____ Project # _____

Some items on this list may not be required at the time of submittal. Applicants are advised to discuss their projects with Planning Department staff to determine what documentation will be required at the time of submittal. A conformance review will begin after the time of submittal, and additional documentation may be requested.

DO NOT WRITE IN THE SHADED BOXES (staff use only)

Project Description:

Submittal Requirements:

1. Uniform Application (With property owner and applicant signatures) _____
2. Submittal Checklist (This form, with owner or applicant signature) _____
3. Application Fee(s) (Page three signed with Planning and other department fees) _____
4. Proof of Ownership (Grant Deed for all parcels; Title Report if parcel is vacant Operating Agreement for LLC or Trust Documents for Trusts to identify authorized representative) _____
5. Letter of Authorization _____
 (An applicant acting on behalf of the owner(s) shall present a notarized, written authorization signed by the property owner(s); a buyer in escrow shall present a notarized written authorization signed by the owner/seller; a lessee shall provide the property owner(s) written approval; authorizations shall give the applicant the authority to submit and process the application.)
6. Declaration Regarding Issued Coastal Development Permits and Copies of Previously Issued Coastal Development Permits, if any _____
 (Both California Coastal Commission and City of Malibu issued)
7. Archaeological Survey (If required, separate application and fees to be submitted) _____
8. Complete Set of Plans _____
 - i. Two **24" x 36"** size sets dimensioned to $\frac{1}{4}" = 1'$ or $\frac{1}{8}" = 1'$ scale and collated, stapled and folded to $8\frac{1}{2}" x 11"$ for Planning _____
 - ii. One additional set of plans per review from each department _____
 - iii. One compact disc (include all plans, studies and exhibits saved as PDF) _____
 - iv. One reduced $8\frac{1}{2}" x 11"$ set of plans _____
 - A. Site Survey (see description on page five) _____
 - B. Site Plan (see description on page five) _____
 - C. Tentative Parcel/Tract Map (see description on page six) _____
9. Color Coded Slope Analysis (Local Implementation Plan Chapter 15) _____
 (1 **original 24 x 36 color copy**; original to be wet-stamped and signed by a licensed Surveyor or Engineer based on the site survey identifying only those slopes greater than 30% using 10 foot contours, that has the proposed development and limits of grading overlain to evaluate and findings for TPM.)
10. Detailed Landscape Plan/Hardscape/Fence Plan- or a letter stating none proposed _____
 (Provide 3 sets; $\frac{1}{4}" = 1'$; the natural and finished grade lines shall be shown)
 (If proposed landscaping is subject to Landscape Water Conservation Ordinance please see item #24)
11. Documents Relating to Legality of the Lots (2 collated sets; see description on page six) _____

12. **Certified Public Notice Property Owner and Occupant Mailing Addresses & Radius Map;**
(Property owner & occupant addresses on mailing labels will not be accepted. See description of the requirements on page five).
13. **Feasible Alternatives Report** (see page five for description) _____
14. **Will Serve Letter** _____
(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: M-Th 8-11am and F 8:30-11am)

Department Referrals – please complete this section PRIOR to submittal

15. City Planning Department Review _____

CDP Level: ___ \$ _____ SPR \$ _____ Minor Modification \$ _____ Variance \$ _____

Comments:

16. City Environmental Health Administrator Review _____

No review required **Review required / No fee** **Review required / Fee required**

Non-OWTS Review Simple \$739 OWTS Review-Complex \$1,939 OWTS Commercial \$6,278
 Hourly fee ___ hours x \$185.00 = \$ _____ Document Retention Fees \$22 and/or \$6

Comments:

17. City Biologist Review _____

No review required **Review required / No fee** **Review required / Fee required**

Level: ___ \$ _____ Hourly fee ___ hours x \$163 = \$ _____

Comments:

18. City Public Works Department Review (See description on page six) _____

No review required **Review required / No fee** **Review required / Fee required**

Hourly fee ___ hours x \$198.00 = \$ _____

Comments:

19. City Geologist Review _____

No review required **Review required / No fee** **Review required / Fee required**

Level: ___ \$ _____ Document Retention \$22 Time & Materials + 30% = \$ _____
 No report required

Comments:

Submittal Requirements for Beachfront Properties

20. City Coastal Engineer Review _____

<input type="checkbox"/> No review required	<input type="checkbox"/> Review required / No fee	<input type="checkbox"/> Review required / Fee required
<input type="checkbox"/> Reports required (2 copies, wet-stamped with wet-signature by a registered coastal / civil engineer, and CD) <input type="checkbox"/> Complex \$2967 <input type="checkbox"/> Standard \$1484 <input type="checkbox"/> Minor \$688 <input type="checkbox"/> Hourly fee ___ hours x \$212 =\$_____ <input type="checkbox"/> Doc \$22		
Comments:		

21. Public Beach Access Locations/Information (Beach Front Lots Only) _____

(On a separate page, provide the location of the nearest public beach access point, what type of access exists and whether or not the access is open to public)

22. Written Evidence of Review and Determination from the State Lands Commission _____

Submittal Requirements for Code Enforcement Cases

23. Code Enforcement Review

<input type="checkbox"/> No review required	<input type="checkbox"/> Review required / No fee	<input type="checkbox"/> Review required / Fee required
<input type="checkbox"/> Minor \$773	<input type="checkbox"/> Major \$1,546	<input type="checkbox"/> Hourly fee ___ hours x \$155 =\$_____ Code Enforcement Officer Signature: _____ Date _____

Additional Submittal Requirements for Landscaping Water Conservation Ordinance

(Provide 3 sets; 1/4 " = 1'; the existing and finished grade lines shall be shown)

24. Landscape Documentation Package:

- A. Water Budget Calculation Worksheet (see description on page four) _____
- B. Landscape Design Plan (see description on page five) _____
- C. Soil Test including report (see description on page five) _____
- D. Irrigation Design Plan (see description on page five) _____

I hereby certify that the attached application contains all of the above items. I understand that if any of the items are missing or subsequently found deficient, the application is not complete, may be rejected or may constitute grounds for revocation of any permit issued.

OWNER/APPLICANT SIGNATURE

DATE

The following items may be required depending on the location and type of development that is being sought. Please note that the processing of your application may require additional information that is not listed below:

- A. Groundwater Hydrology Study
- B. Native Tree Inventory and Mitigation Program
- C. Biological Assessment
- D. Slope Stability Analyses
- E. Beach Erosion Report
- F. Wave Uprush Report
- G. Other materials and/or reports deemed necessary by the Planning Director

Submittal Item Detail

Site Survey

Must include:

- Property boundaries with bearings, distance, and monuments, iron rods, or other markers clearly shown; show existing and proposed lot lines
- North arrow, date, scale, dimensions and record boundaries of total ownership
- Sufficient dimensions and record boundaries to define the boundaries of the subject properties
- Proposed boundaries and dimensions; show existing lot lines dashed and new lines solid and label accordingly; show the calculation of the square footage of each existing and proposed parcel
- A number for each lot
- Names, locations and widths of all adjoining streets or access ways
- Widths and alignments of all easements, whether public or private
- Location of the nearest fire hydrant found within five hundred feet of the lots
- Actual street names or identifying letter for proposed streets
- Indicate topography by showing approximate contours
- Location of existing structures or improvements – must be clearly and accurately drawn to scale and indicate the distance to proposed lot lines; if describing such structures or improvements on the tentative map is impossible or impractical, such information should be submitted on a separate sheet; show house number and disposition of each structure
- Approximate location and direction of flow of all defined watercourses
- Vicinity map
- ESHA boundaries (if applicable);
- Location of existing onsite wastewater treatment system and distance to lot lines
- Calculation of square footage of all existing parcels and newly configured parcels
- All easements, offers to dedicate, deed restrictions, and description of adjacent uses;
- Location of trees that are at least 4" in diameter at a point 4 ½ feet above the ground;
- ESHAs and ESHA buffers and location of onsite wastewater treatment system;
- 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;
- Beachfront lots include stringline and mean high tide line
- shall be prepared with wet-signature by a registered civil engineer or licensed surveyor.)

Site Plan

Must include:

- All proposed structures, including fences and walls; show existing structures if addition
- ESHA and ESHA buffer boundaries (as applicable)
- Location of onsite wastewater treatment systems
- Include the following information on the plans: Project address, Assessor's Parcel Number, Land Use Zone, General Plan Land Use Designation, Property Owner name, North Arrow, Scale of Drawing (e.g. 1/4" = 1')

Include a calculation of the following:

- Proposed impermeable surface area (footprint only)
- Existing impermeable surface area to be replaced by another impermeable surface
- Total Disturbed Area – include all structures, paving, grading, landscaping, and areas used for material storage and disposal; include a calculation of all impermeable surfaces within the Total Disturbed Area

Tentative Map Contents:

(MMC Section 16.12.070)

Must include:

- Map number (obtain Map Number from City of Malibu Engineer; contact City of Malibu, Public Works Dept.)
- Name, address and telephone number of applicant;
- Name, address and telephone number of record owner of property;
- Name, address and telephone number of registered civil engineer or licensed surveyor who prepared the tentative map;
- Sufficient legal description of the property as to define the boundaries of the proposed land division;
- Amount of acreage within the proposed parcel;
- Date, north point, and scale;
- Names, location, grade and width of proposed streets with approved access to the parcel;
- Location, width, and purpose of proposed easements and rights-of-way;
- Location, width, and purpose of existing recorded easements and public rights-of way;
- The name, if any, location, width, and approximate grade of existing streets, alleys, highways and easements which are within or adjacent to the proposed division of land;
- Vicinity map;
- Contour lines including the location and width of watercourses;
- Proposed land use classification of parcel;
- Location of existing utilities, water wells, septic tanks and leach lines;
- Number of each lot;
- Radius and length of curves;
- Location of underground irrigation and drainage lines;
- Number, type, location and size of all existing trees and vegetation as defined by State Biological Natural Diversity Database;
- All sensitive resource areas; All areas of archaeological, cultural or historic significance;
- Boundaries of all watersheds; Boundaries of all floodplains;
- Boundaries of all geo-sensitive areas. (Ord. 86 § 5 (part), 1993: prior code § 10306)

Documents relating to the Legality of the Lots – collate all documents and provide 2 sets

- Proof that the existing parcels are legal (lawfully subdivided)
 - Copies of the latest Assessor's Map of the parcels and surrounding area on all sides
 - Provide copies of deeds creating the existing configuration and the deeds of acquisition by current owners. Deeds to adjacent properties may be required to show seniority.
 - Copies of underlying record maps
 - Provide a title report, not more than 3 months old, for each existing parcel, covering:
 - Record owners
 - Trust deed holders
 - Lien holders
 - Statement as to whether covered parcel appears to constitute a "subdivision" of land within the meaning of the Subdivision Map Act
 - Any and all other deeds or documents, such as certificates of compliance, which may be necessary to provide the legality of the existing parcels or to complete the interpretation of legal description in other documents.
 - Copy of recent tax bill for all affected parcels.
- Provide legal description on an 8 ½ x 11" sheet labeled "Exhibit A-1", "A-2, etc. for each proposed parcel with engineer/surveyors signature and registration stamp.
- Provide one plat map on an 8 ½ x 11" sheet labeled "Exhibit B" showing the configuration of all existing and proposed parcels with engineer/surveyor's signature and registration stamp. This plat map must demonstrate that no parcel will be landlocked.
- Provide traverse closures of existing and proposed parcels.

Certified Public Notice Property Owner and Occupant Addresses and Radius Map

- The addresses of the property owners and occupants within the mailing radius shall be provided on a compact disc in a Microsoft Excel spreadsheet. The spreadsheet shall have the following column headers in row one: 1) name, 2) address, 3) city, state & zip code, and 4) parcel (for APN). The owners should be listed first followed by the occupants. The project applicant's mailing address should be added at the end of the list.

- 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 map location.
- Printouts of the excel spreadsheet and radius map, certified by the preparer as being accurate, must be provided.
- The radius map (8½” x 11”) shall show a 500 foot radius* from the subject property and must show a minimum of 10 developed properties. A digital copy of the map shall be submitted on the same cd as the mailing addresses.

*Properties zoned RR-10, RR-20, or RR-40 require a 1,000-foot radius notification.

**Note that updated mailing labels may be requested by the project planner prior to deeming the application complete.

Feasible Alternatives Report

The LCP requires a finding that there are no feasible alternatives to development that would avoid or substantially lessen any significant adverse impacts. In order to make this finding, an Alternative Analysis is required. The Alternatives Analysis shall describe feasible alternatives that were considered by the applicant for the project. Possible alternatives include, but are not limited to, different location, different sizes, and different configurations. The Analysis should describe why these alternatives were rejected, and why the applicant elected to choose to alternative submitted.

Landscape Documentation Packet

Cover Sheet

- Include the following information on the plans: Project address, Assessor’s Parcel Number, Land Use Zone, General Plan Land Use Designation, Property Owner name, North Arrow, Scale of Drawing (e.g. 1/4” = 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 1500 sq.ft. of landscape area), water supply type.
- Include Statement of Compliance on landscape plans,

Example:

<p><u>Statement of Compliance</u> <u>I have complied with the criteria of the Landscape Water Conservation Ordinance and applied them for the efficient use of water in the landscape design plan.</u> <u>Preparer Name: _____</u> <u>Preparer Signature: _____</u> <u>Professional License/designation: _____</u></p>
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Water Budget Calculation Worksheet

- Maximum Applied Water Allowance (MAWA)
- Estimated Total Water Use (ETWU)
- Online water budget spreadsheets available at the Department of Water Resources (DWR) website: <http://www.water.ca.gov/wateruseefficiency/docs/WaterBudget.xls>
- Hydrozone Information table, include 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)

Landscape Design Plan

- Include the following information on the plans: Project address, Assessor’s Parcel Number, Property Owner name, Applicant Name, North Arrow, Scale of Drawing (e.g. 1/4” = 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 low water 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 mixes with application rates and germination specifications.

- Identify all pervious and non-pervious hardscape, including areas used for storm water management. Include the type of water features and their surface area,

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 Ordinance and Guidelines for more details and a list of soil testing labs in this region.
- 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. The Soils Test Report shall be submitted with the Certificate of Completion.

Irrigation Design Plan

- Include the following information on the plans: Project address, Assessor's Parcel Number, Property Owner name, Applicant Name, North Arrow, Scale of Drawing (e.g. 1/4" = 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 8 feet in width, designed so they can be irrigated without residual overspray and runoff.
- Include Statement of Compliance on irrigation plans.