



City of Malibu

Wireless Communication Facility Non-Public Right-of-Way Submittal Checklist

NOTE Pre-Design/Submittal meetings are mandatory for wireless communication facility applications. For an appointment, call 310-456-2489, ext. 485, or email mplanning@malibucity.org.

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.** An appointment is required for submittals. For an appointment, call 310-456-2489, ext. 485, or email mplanning@malibucity.org. See the [New Application Submittal Guide](#) for more information. For more information, visit the [Planning Department](#) website.

Staff Only - General Project Information
Date: _____
Address / Location: _____
Project Description: _____
Requires the following discretionary requests: _____
<input type="checkbox"/> Wireless Communication with SPR \$3,294.00 <input type="checkbox"/> Wireless Communication with CDP, Add'l fee \$3,372.00 <input type="checkbox"/> Wireless Communication with CUP \$3,458.00 <input type="checkbox"/> Consultant Conformance Review / Compliance Actual cost +30% _____ <input type="checkbox"/> Variance \$3,035 x _____ <input type="checkbox"/> Other \$ _____
*The City will charge a service fee for credit card transactions.

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	✓	-	✓	-		<input type="checkbox"/>
Archaeological Survey <small>If needed, submit as separate application. Guide</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NA		<input type="checkbox"/>
City Biologist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
City Environmental Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
City Public Works Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
City Geotechnical Staff Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
City Coastal Engineer Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Code Enforcement Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Los Angeles County Fire Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

Standard Requirements

Item #	Description	Required	Submitted
1	Submittal Checklist	✓	<input type="checkbox"/>
2	Uniform Application	✓	<input type="checkbox"/>
3	Proof of Ownership	✓	<input type="checkbox"/>
4	Letter of Authorization	✓	<input type="checkbox"/>
5	Declaration Regarding Previously Issued Coastal Development Permits & Deed Restrictions	✓	<input type="checkbox"/>
6	Grading Yardage Verification Certificate OR Letter stating none proposed	✓	<input type="checkbox"/>
7	Application Fees	✓	<input type="checkbox"/>
8	CD or Thumbdrive of All Documents	✓	<input type="checkbox"/>
9	Hardcopy Sets of Plans See Project Plan Requirements	✓	<input type="checkbox"/>

Notes

Digital Submittal

8. **A CD or thumbdrive, which will not be returned, of all submittal materials is required with the exception of the Uniform Application and Submittal Checklist.** All documents should be saved as an Adobe PDF.

-Each document shall be saved as a separate PDF. All documents should be numbered in the corresponding order of the submittal checklist, preferably titled with the same subject matter. For example:

- 3. Proof of Ownership
- 4. Letter of Authorization
- 5. Declaration Regarding previously issued CDPS & Deed Restrictions
 - 5a. Coastal Commission Permit_1992
 - 5b. Coastal Commission Permit_1996
- 6. Grading Yardage Verification

-Plans shall be grouped and named by discipline (e.g. architectural, grading, civil, etc.).

Project Plan Requirements

Item #	Description	Required	Submitted
10	Project Plans	<input type="checkbox"/>	<input type="checkbox"/>
	a. Cover Sheet	<input type="checkbox"/>	<input type="checkbox"/>
	b. Site Survey	<input type="checkbox"/>	<input type="checkbox"/>
	c. Site Plan	<input type="checkbox"/>	<input type="checkbox"/>
	d. Architectural Plans	<input type="checkbox"/>	<input type="checkbox"/>
	e. Demolition Plan, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
	f. Preliminary Foundation Plan, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
11	Visual Impact Demonstration	<input type="checkbox"/>	<input type="checkbox"/>
12	Coverage Maps	<input type="checkbox"/>	<input type="checkbox"/>
13	Radio Frequency Emissions	<input type="checkbox"/>	<input type="checkbox"/>
14	FCC Compliance	<input type="checkbox"/>	<input type="checkbox"/>
15	Sensitive Land Uses	<input type="checkbox"/>	<input type="checkbox"/>
16	Narrative	<input type="checkbox"/>	<input type="checkbox"/>
	a. Antennas / Equipment	<input type="checkbox"/>	<input type="checkbox"/>
	b. Location	<input type="checkbox"/>	<input type="checkbox"/>
	c. Height	<input type="checkbox"/>	<input type="checkbox"/>
	d. Radio Frequency	<input type="checkbox"/>	<input type="checkbox"/>
	e. Maintenance	<input type="checkbox"/>	<input type="checkbox"/>
	f. Noise / Acoustical Information	<input type="checkbox"/>	<input type="checkbox"/>
	g. Site Selection Process	<input type="checkbox"/>	<input type="checkbox"/>
	h. Geographic Service Area	<input type="checkbox"/>	<input type="checkbox"/>
	i. Preferred Location Sites	<input type="checkbox"/>	<input type="checkbox"/>
	j. Preferred Mounting Technique	<input type="checkbox"/>	<input type="checkbox"/>
	k. Cumulative Effects	<input type="checkbox"/>	<input type="checkbox"/>
	1. Height	<input type="checkbox"/>	<input type="checkbox"/>
	2. Antennas	<input type="checkbox"/>	<input type="checkbox"/>
	3. Facilities within Five Hundred Feet	<input type="checkbox"/>	<input type="checkbox"/>

17	Co-location Agreements	<input type="checkbox"/>	<input type="checkbox"/>
----	------------------------	--------------------------	--------------------------

Plan Size and Quantities - In addition to a digital version, the following shall be submitted:

- Two (2) 24" x 36" size hardcopy sets dimensioned to 1/4" = 1' or 1/8" = 1' scale and collated stapled and folded
 - One additional set of plans per review from each department
 - Color Coded Slope Analysis – One (1) original 24" x 36" color copy
 - Landscape plan – Three (3) 24" x 36" size hardcopy sets dimensioned to 1/4" = 1' or 1/8" = 1' scale and collated stapled and folded. (2 for City Biologist / 1 for Planning Staff)
 - Irrigation Design Plan – Three (3) 24" x 36" size hardcopy sets dimensioned to 1/4" = 1' or 1/8" = 1' scale and collated stapled and folded. (2 for City Biologist / 1 for Planning Staff)
- Requirements for each type of plan is provided for in the Submittal Document Guide.

Other Requirements

Item #	Description	Required Upon Submittal	Required Prior to Deeming Complete	Submitted
18	Property Owner / Occupant Mailing Data & Radius Map	-	✓	<input type="checkbox"/>

Additional Documents

Item #	Description	Required	Submitted
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

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

<input type="checkbox"/> Review required / No fee	<input type="checkbox"/> Review required / Fee required
<input type="checkbox"/> Level: ___ \$ _____	<input type="checkbox"/> Hourly fee ___ hours x \$215 = \$ _____
Comments:	
Required Documents:	
Biological Report Submittal Guide & Other Landscaping Requirements	

City Public Works Department Review

<input type="checkbox"/> Review required / No fee	<input type="checkbox"/> Review required / Fee required
<input type="checkbox"/> Public Works Review ___ hours x 216.00 = \$ _____	
<input type="checkbox"/> Traffic Review ___ hours x 216.00 = \$ _____	
<input type="checkbox"/> Land Division ___ hours x 216.00 = \$ _____	
Comments:	
Required Documents:	
Public Works Project Plans and Report Requirement	

City Geologist Review (see separate handout for description)

<input type="checkbox"/> No review required	<input type="checkbox"/> Review required / No fee	<input type="checkbox"/> Review required / Fee required
<input type="checkbox"/> Level: ___ \$ _____	<input type="checkbox"/> Document Retention \$25	<input type="checkbox"/> Time & Materials + 30% = \$ _____
<input type="checkbox"/> No report required		
Comments:		

Code Enforcement Review

Review required / No fee

Review required / Fee required

Hourly fee ___ hours x \$169 =\$ _____

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.

Planning 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. 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

A CD or thumbdrive, which will not be returned, of all submittal materials is required with the exception of the Uniform Application and Submittal Checklist. All documents should be saved as Adobe PDFs. Each document shall be saved as a separate PDF.

In addition to a digital version, project plans shall be submitted in **24" x 36" size** hardcopy sets dimensioned to $\frac{1}{4}" = 1'$ or $\frac{1}{8}" = 1'$ scale and collated stapled and folded. 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. **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. [Form: Letter of Authorization](#)
5. **Declaration Regarding Previously Issued Coastal Development Permits & Deed Restrictions**
Include permits from California Coastal Commission and City of Malibu issued.
6. **Grading Yardage Verification Certificate OR Letter Stating None Proposed**
Include licensed civil engineer wet-signed and wet-stamped grading yardage calculations. [Form: Grading Yardage Verification Certificate](#)
7. **Application Fees**
City accepts cash, checks, money orders, or credit cards. A service fee will be charged for credit card transactions. See the [Planning Department and City Specialists Fee Schedule](#) or the [City Fee Schedule](#) for comprehensive list of fees.

8. CD or Thumdrive of all Documents
See Submittal Format section above.

9. Hardcopy Sets of Plans
See Submittal Format section above.

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

10.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. $\frac{1}{8}'' = 1'$); 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.

10.B. Site Survey

Shall be prepared and wet-stamped with wet-signature by a registered civil engineer or licensed surveyor (preferred vertical datum is NAVD88).

Must include:

- Project address, APN, property owner name, North arrow, scale of drawing (e.g. $\frac{1}{8}'' = 1'$);
- Topography showing approximate contours;
- Property boundaries with bearings, distance, and monuments, iron rods, or other markers clearly shown;
- All easements, offers to dedicate, deed restrictions and description of adjacent uses;
- Location of all trees with trunks at least 4 inches in diameter at a point $4\frac{1}{2}$ 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;
- 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 building and deck stringlines (from nearest adjacent neighboring corners).

10.C. Site Plan

Must include:

- Project address, APN, property owner name, North arrow, scale of drawing (e.g. $\frac{1}{8}'' = 1'$);
- 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).

10.D. Architectural Plans

Floor Plans(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: 1/8" = 1' is preferred, provided it is legible

10.F. Demolition Plan, if applicable

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 due to structural requirements, shear walls, age and/or weathering. Scale: 1/8" = 1' acceptable provided it is legible.

*See [Remodel Policy](#) for details.

10.G. Preliminary Foundation Plan, if applicable

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.

11. Visual Impact Demonstration

Showing the maximum silhouette and proposed or required screening. Must include photo simulations, scaled models or architectural renderings, and include map depicting when taken.

12. Coverage Maps

Provide coverage maps depicting existing and proposed coverage for the network requesting the cell site. Prepare the maps to a scale appropriate to clearly depict the areas which would benefit from the proposed coverage. Provide geographic references (i.e., streets, city boundaries, ocean, etc.), scale of the map, legend, and north arrow. If the maps are plotted on sheets larger than 8 1/2" x 11" provide 2 color copies at this reduced size.

13. Radio Frequency Emissions

Provide a report listing the effective radiated power generated by the proposed facility. The report shall identify exposure levels for both controlled and uncontrolled areas where the levels are projected to be highest.

14. FCC Compliance

Provide documentation certifying (by a licensed Engineer) all applicable licenses or other approvals required by the Federal Communications Commission to provide the services proposed have been obtained.

15. Sensitive Land Uses

Identify any school ground, playground or park located within 500 feet of the project site. Should any of these sensitive land uses be located within a 500-foot radius of the project site, the applicant must make a finding, based on technical evidence acceptable to the Planning Director, as appropriate, showing a clear need for the facility and that no technical feasible alternative site exists that would maintain a 500-foot radius from these sensitive land uses.

16. Narrative – Address each of the following – organized according to subject headings listed below.

a. **Antennas/Equipment**

List the number of proposed antennas and base transceiver stations and/or equipment cabinets and any existing facilities on the site.

b. **Location.**

Describe the location and type of antenna installations (stand-alone rooftop, rooftop attached to a mechanical penthouse, building façade, or existing utility towers and poles) and location of the base transceiver station(s), equipment cabinets and/or buildings.

c. **Height**

List the height of the antenna installation. Carriers must provide documentation that establishes that the proposed facilities have been designed to the minimum height required from a technological standpoint for the proposed site.

d. **Radio Frequency.**

List the radio frequency range in megahertz and the wattage output of the equipment

e. **Maintenance.**

Describe the anticipated maintenance and monitoring program for the facility.

f. **Noise/Acoustical Information.**

Provide noise and acoustical information for equipment, such as air conditioning units, fans, pumps and back-up generators. Demonstrate that the proposed facility will not emit a noise greater than 50 decibels as measured from the base of the facility.

g. **Site Selection Process.**

Provide a map and narrative description the site selection process including information about other sites considered and reason for their rejection. This information is necessary to determine whether there will be a significant gap in coverage if the project is not approved or whether alternatives exist for providing coverage.

h. **Geographic Service Area.**

Identify the geographic service area for the subject installation, including a map showing the site and the associated “next” cell sites within the network. Describe the distance between cell sites. Describe how this service area fits into and is necessary for the company’s service network. Illustrate the geographic area in which the facility could be located showing all other sites that could be used for antenna location. This information is necessary to determine whether there will be a significant gap in coverage if the project is not approved or whether alternatives exist for providing coverage.

i. **Preferred Location Sites.**

Application shall identify the location preference, listed in MMC Section 17.46.120, the proposed facility is meeting. If the proposed location is not a preferred location, the applicant shall provide a list (by address and Assessor’s Parcel Number) and a map at 1:200 scale of all preferred location sites within the service area; what good faith efforts and measures were taken to secure each other of these preferred location sites; describe why such site was not technologically, legally or economically feasible and why such efforts were unsuccessful; how and why the proposed site is essential to meet service demands for the geographic service area and the citywide network. This information is necessary to determine whether there will be significant gap in coverage if the project is not approved or whether alternatives exist for providing coverage.

j. **Preferred Mounting Technique.**

Applicant shall identify the antenna mounting preference, listed in MMC Section 17.46.110, the proposed facility is meeting. If the proposed mounting technique is not a preferred technique, the applicant shall provide a list (by address and Assessor’s Parcel Number) and a map at 1:200 scale of all such building/sites within the service area; what good faith efforts and measures were taken to secure each of these preferred mounting location/sites; describe why each such site was not technologically or legally feasible and why such efforts were unsuccessful; and how and why the proposed site is essential to meet service demands for the geographic service area and the citywide network.

k. **Cumulative Effects.** Identify the location of proposed and existing antennas and backup facilities and on and near the property; include the following:

1. **Height.**

The height of all existing and proposed wireless communications facilities on the property, shown in relation to the height limit for the zoning district;

2. **Antennas.**

The dimension of each existing and proposed antenna, base transceiver station, Equipment cabinet and associated building and backup equipment on the property;

3. **Facilities within Five Hundred (500) feet.**

The number and types of wireless telecommunication facilities within 500' of the proposed site. Also provide estimates of the cumulative electromagnetic radiation emissions at the proposed sites.

17. **Co-location Agreement.**

All wireless telecommunications carriers shall provide a letter stating their willingness to allow other carriers to co-locate on their facilities wherever technically feasible. When determined to be technically feasible and appropriate, the Planning Director may require unutilized space to be made available for co-location of other wireless telecommunications facilities, including space for entities providing similar, competing services. Co-location is not required in cases where the addition of the new service or facilities would cause quality of service impairment to the existing facility or if it becomes necessary for the host to go off-line for a significant period of time. As used herein, "Co-location" means an arrangement whereby multiple wireless communication devices share the same structure of site.

18. **Certified Public Notice Property Owner and Occupant Addresses and Radius Map**

a. 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 the list. Column headers must include:

- Street Address 1
- Street Address 2 (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 map location.

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

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

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

*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 Certified Public Notice Property Owner and Occupant Addresses and Radius Map

[List of Vendors Certification Form](#)