City of Malibu

23825 Stuart Ranch Road · Malibu, California · 90265-4861
Phone (310) 456-2489 · www.malibucity.org

OUTDOOR LIGHTING

APPLICATION SUBMITTAL PACKET

General - The installation of outdoor light fixtures is considered an exterior residential or commercial improvement and requires an application from the Planning Department. In order to process the permit, the items listed on this application submittal packet must be submitted. Upon approval of an Outdoor Lighting Review (OLR) from the Planning Department, a building permit is also required.

Complete Submittals Required - To submit a new application with the City of Malibu Planning Department, all items indicated on this application submittal packet must be provided at the time of submittal. Incomplete submittals will not be accepted. No appointment is necessary to submit an OLR to the Planning Department. See the City of Malibu Planning Department New Application Submittal Guide for more information.

A **complete submittal** shall consist of the following:

1. _____ **Application Submittal Packet**
   This page along with the items listed below.

2. _____ **Application**
   Page 2 of this packet signed by the property owner and the applicant.

3. _____**Authorization to Submit Application**
   Page 3 of this packet. 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.

4. _____ **Compliance Certification Form**
   Page 4 of this packet. Compliance with Chapter 17.41 (Dark Skies Ordinance) must be confirmed and certified by a lighting engineer or other lighting professional.

5. _____**Site Plan/Photometric**
   A site plan depicting the location of the existing and proposed outdoor light fixture(s). The plan shall be fully dimensioned and include project address, APN, property owner name, north arrow, and scale of drawing (e.g. 1⁄8" = 1'). Size - 24" x 36" electronic plan set. Clearly label all existing and new outdoor light fixtures. Provide a photometric to be prepared by a lighting engineer.

6. _____**Manufacturer Specifications/Fixture Exhibit**
   An exhibit of the outdoor light fixture(s) including details regarding the lumen counts and Kelvins proposed to be used in the fixture.

7. _____**Fee**
   Fee in the amount of $1,114 for Residential (Minor), $1,423 for Residential (3 or more structures), $1,114 for Commercial (Minor - Tenant Spaces), or $3,976 for Commercial (Major)

Staff use only

OLR No. _____ Date Received: _____

Address/Unit/Tenant: _____

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APPLICANT INFORMATION

The City of Malibu will not accept incomplete applications.

GENERAL INFORMATION

PROJECT ADDRESS: _____

TENANT: (Commercial only) _____

TENANT / CONTACT: First: _____ **Last:** _____

TENANT ADDRESS: _____ **Unit #:** _____

PROPERTY OWNER: First: _____ **Last:** _____

OWNER ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

OWNER PHONE #: _____

OWNER EMAIL: _____

***OWNER EMAIL REQUIRED**

APPLICANT / CONTACT: First: _____ **Last:** _____

APPLICANT ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

APPLICANT PHONE #: _____

APPLICANT EMAIL: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

OWNER/APPLICANT/CONTRACTOR CERTIFICATIONS

The property owners, and their successors in interest, shall indemnify and defend the City of Malibu and its officers, employees and agents from and against all liability and costs relating to the City's actions concerning this project, including (without limitation) any award of litigation expenses in favor of any person or entity who seeks to challenge the validity of any of the City's actions or decisions in connection with this project. The City shall have the sole right to choose its counsel and property owners shall reimburse the City's expenses incurred in its defense of any lawsuit challenging the City's actions concerning this project.

I certify that I am presently the legal owner of the above-described property. Further, I acknowledge the filing of this application and certify that all of the information on the application is true and correct. I grant permission to the City to conduct site visits necessary to investigate the proposed project. (If the undersigned is different from the legal property owner, then a letter of authorization must accompany this form.) A licensed contractor is authorized to submit an over-the-counter application and obtain permits on behalf of the property owner. I acknowledge that the City strongly encourages me to immediately calendar the expiration date of this permit, that it is my responsibility to monitor its status and that the City has no ability to provide relief when a permit has expired.

_____	_____	_____
PROPERTY OWNER SIGNATURE	PROPERTY OWNER NAME (PRINT)	DATE
_____	_____	_____
APPLICANT/CONTACT SIGNATURE	APPLICANT/CONTACT NAME (PRINT)	DATE

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AUTHORIZATION TO SUBMIT A PROJECT

_____ (print name) is authorized by me/us, as the owner(s) of the property located at _____, to submit an application to and obtain permits from the City of Malibu Planning Department and to act on my/our behalf to process that application. This authorization will be valid until revoked by me/us in writing.

Dated: _____

_____
Property Owner Signature

_____
Property Owner Name

Dated: _____

_____
Property Owner Signature

_____
Property Owner Name

This form must be notarized if not witnessed by City of Malibu staff.

Witnessed by:

Dated: _____

_____
Witness Signature (Staff)

_____

Print Name

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COMPLIANCE CERTIFICATION

PROJECT ADDRESS: _____ **APN:** _____

NOTE: This form must be signed by a lighting engineer or other lighting professional.

I HEREBY CERTIFY that all proposed outdoor lighting on the property meets the requirements Malibu Municipal Code Chapter 17.41 (Dark Sky Ordinance).

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Dated: _____

_____
Signature

_____
Print Name

_____
Title

_____
Company

_____
License #