

# City of Malibu Environmental Sustainability Department Permit Services

## Plan Check Submittal Checklist – Grading, Drainage & Erosion Control for Properties Affected by Natural Disasters

Site Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Prior to submitting to building plan check, applicants are advised to discuss their projects with a Building Permit Technician to determine what documentation will be required at time of submittal. Submittal fees, including City specialist fees shall be collected or waived at time of submittal.

Planning Project #: \_\_\_\_\_

Project Description: \_\_\_\_\_

**Submittal Requirements:**

1. Submittal Checklist (this form)

2. City Specialist Review Fee	Review Required (Yes or No)	Comment
Coastal Engineering \$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Environmental Health \$ _____ (Project Review)	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Environmental Health \$ _____ (OWTS Review)	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Geology \$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Public Works \$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
PW – WQMP \$ _____ (*Water Quality Mitigation Plan)	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

3. Three (3) sets of Grading, Drainage, and Erosion Control. Include: Storm Water Management Plan (SWMPP)
- a) Two (2) sets of plans shall be **“green” or “red”** stamped (conformance approval) by Planner of record
  - b) Complete Planning Commission Resolution or Notice of Decision (copied on plan size sheet), if applicable
  - c) Civil drawings shall be a minimum plan size of 24” x 36”. Plans shall include, but not limited to:
    - Drawn to scale to indicate project address, assessor’s parcel number, property owner’s name, nature and extent of the work proposed. Grading quantities, proposed cut and fill slope locations showing proposed setbacks from property lines, when applicable.
    - Proposed grades for the pad area around the proposed structure(s) to establish drainage and building height
    - Proposed drainage system including the proposed points of discharge
    - Total Grading Yardage Verification Certificate, 8½” x 11” (photocopied on plan cover sheet)

4. Type of Grading, (select one):
- Re-establish Pre-Existing Ground Surface
  - Fine Grading (drainage plan)
  - Removal & Recompaction: (R&R) \_\_\_\_\_ cyds.    Cut \_\_\_\_\_    Fill \_\_\_\_\_    Import \_\_\_\_\_    Export \_\_\_\_\_
  - Standard Grading: Total cubic yards:    Cut \_\_\_\_\_    Fill \_\_\_\_\_    Import \_\_\_\_\_    Export \_\_\_\_\_

5. \*Total Grading Yardage Verification Certificate - 8½” x 11” (wet-stamped and signed by licensed civil engineer)

6. Hydrology and Hydraulic Computations - One (1) 8½” x 11” report

7. Earthwork / Grading Calculations - One (1) 8½” x 11” report

8. Soils Reports – All reports and addendums shall be submitted on electronic media. In addition, provide a memo for all Geology, Geotechnical and/or Coastal Engineering reports and addendums, outlining the date of each soils report and reference number associated with each review.