



# City of Malibu

23825 Stuart Ranch Road · Malibu, California · 90265-4861  
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## SHORT-TERM RENTAL PERMIT APPEAL SUBMITTAL

**Actions Subject to Appeal:** Pursuant to Malibu Municipal Code (MMC) Chapter 17.55, an individual may appeal the denial of an application for a short-term rental permit or the renewal of such permit, or the revocation of such permit, by submitting this form detailing the basis for the appeal and any additional documentation the appellant would like to be considered. The appeal will be scheduled for a hearing before the Planning Commission in accordance with the procedure detailed in MMC Section 17.04.220. The decision of the Planning Commission may be appealed to the City Council.

**Short-Term Rental Permit Date of Action:** \_\_\_\_\_

**Short-Term Rental Permit No. (if applicable):** \_\_\_\_\_

**Site Address/Location:** \_\_\_\_\_

**Note:** This form must be completed and submitted with any appeal. The appeal shall state the basis/grounds for the appeal and identify the decision or portion of the decision being appealed. Only matters raised in the appeal shall be subject to review. Any matters not raised in the appeal shall not be subject to consideration by the appellate body. The purpose of this limitation is to provide adequate notice to all parties with respect to the issues on appeal and eliminate the necessity of rehearing matters not subject to challenge. Although the issues on appeal will be limited by the appeal, the appellate body will accept new evidence (de novo appeal) and will not be bound by the previous record. [MMC Section 17.04.220(B)]

An appeal shall be filed with the Patricia Salazar, Senior Administrative Analyst, within thirty (30) calendar days following the date notice is sent informing the applicant of the City's decision. Appeals shall be accompanied by the filing fee as specified by the City Council.

### To Submit an Appeal:

The appeal must be timely received by Patricia Salazar, Senior Administrative Analyst, either in person, by mail addressed to City of Malibu, Attn: Patricia Salazar, Senior Administrative Analyst, 23825 Stuart Ranch Road, Malibu, CA 90265 or by email addressed to [psalazar@malibucity.org](mailto:psalazar@malibucity.org). Appeals postmarked before the deadline but not received until after the deadline are not timely. For more information, contact Patricia Salazar, Senior Administrative Analyst, at (310) 456-2489, ext. 245.



**ALL of the following must be timely filed to perfect an appeal.**

1. Appeal Letter \_\_\_\_\_  
An appeal letter setting for the grounds for the appeal
2. Appeal Fees(s) \_\_\_\_\_  
In the form of a check or money order made payable to the City of Malibu. Cash will not be accepted.
3. Appeal Checklist (This form with appellant's signature) \_\_\_\_\_
4. Certified Public Notice Property Owner and Occupant Mailing 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.

I hereby certify that the appeal submittal contains all of the above items. I understand that if any of the items are missing or subsequently deficient, the appeal shall be deemed to have been withdrawn and the filing fee shall be returned.

\_\_\_\_\_  
PRINT APPELLANT'S NAME

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
APPELLANT'S SIGNATURE

\_\_\_\_\_  
DATE

Appellant's mailing address: \_\_\_\_\_

Appellant's telephone: \_\_\_\_\_

**OFFICE USE ONLY**

Action Appealed: \_\_\_\_\_

Appeal Period: \_\_\_\_\_

Date Appeal Form submitted: \_\_\_\_\_

Received by: \_\_\_\_\_

Date of Mailing Labels/Radius Map submitted: \_\_\_\_\_

Received by: \_\_\_\_\_

Appeal Completion Date: \_\_\_\_\_ By: \_\_\_\_\_

Name, Title