

**Planning Department
In-Person and E-Services Guide**

Prepared on 3/24/22

Services/Submittal Types	Online Appointment Portal	Via Email	Fee Associated	How to Submit Documents
General Planning Questions				Visit the planning public counter hours M-F 8:00 AM - 12:00 PM, call the Planning Hotline at (310) 456-2489, ext. 485, or email mplanning@malibucity.org
Pay Fees				Visit malibucity.org/Planning for update to date information.
Fire Rebuilds				For an in-person or virtual appointment with the Planning Fire Rebuild Team, call (310) 456-2489, ext. 385.
Biology				The City's contract Biologist holds public counter hours on Tuesdays from 9:00 AM to 11:00 AM. Walk-ins are welcomed and will be seen on a first come-first serve basis. For more information, visit the Biology webpage at malibucity.org/biology . Submittals - If your resubmittal includes revised plans, see the Revised Plans Submittal section below. If your resubmittal to Biology staff does not include plans, you may email your documents to mplanning@malibucity.org .
New Applications - In-Person or Virtual Appointments Required				Schedule an in-person appointment or virtual meeting online with the online Appointment Request Portal. *All documents are required to be submitted in a digital format. Submittal Checklists with input from City Departments shall be completed prior to the appointment.
Administrative Plan Reviews	Online Appointment Portal		X	
Coastal Development Permits	Online Appointment Portal		X	
Conditional Use Permits	Online Appointment Portal		X	
De Minimis Waivers	Online Appointment Portal		X	
Temporary Use Permits	Online Appointment Portal		X	
Wireless Communications Facilities Applications			X	*Email mplanning@malibucity.org to schedule an appointment.
New Applications - No Appointment Required / Requires In-Person Submittal				Submit documents during Planning public counter hours M-F 8:00 AM - 12:00 PM. All documents required to be submitted in digital format.
Emergency CDP Permit Application			X	
Outdoor Lighting Review Application			X	
Over-the-Counter			X	*Roof-mounted solar applications may be emailed to mplanning@malibucity.org . Same day approvals.
Planning Clearance / Formula Retail Clearance			X	
Special Event Permit Application			X	
VIPS - Vehicle Impact Protection Device Application			X	

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New Applications - E-Submittal / No appointment Required				You may email your application and support documents to the staff member listed below. Fees may be paid online. You may also submit these applications in-person during regular counter hours.
Archaeology Clearance Application		X	X	mplanning@malibucity.org
Cannabis Regulatory Permit Application		X	X	rbrooks@malibucity.org
Over-the-Counter for Roof-Mounted Solar Panels		X	X	mplanning@malibucity.org
Planning Verification for Disaster Rebuild Application		X	X	ashah@malibucity.org
Primary View Determination		X	X	mplanning@malibucity.org
Sign Permit		X	X	mplanning@malibucity.org
Temporary Residential Mobilehome or Trailer Application		X	X	ashah@malibucity.org
Temporary Restaurant Recovery Application		X		ikendall@malibucity.org
Tobacco Retailer Registration		X		psalazar@malibucity.org
Zoning Verification Request		X	X	mplanning@malibucity.org
Certificate of Compliance			X	Email mplanning@malibucity.org to schedule an in-person appointment. Documents shall be submitted in a digital and hardcopy format.
Revised Plans Submittal Checklist	Online Appointment Portal		TBD	Please contact your Case Planner to obtain preliminary clearance for your Revised Plans Submittal Checklist. Visit the City's Counter Hours to obtain City Department input on the submittal checklist. Once completed, to submit, schedule an in-person appointment or virtual meeting by using the City's online Appointment Request Portal. All documents are required to be submitted in a digital format.
Responses to City Department Reviews (NO REVISED PLANS)		X	TBD	mplanning@malibucity.org
Substantial Conformance Submittals	Online Appointment Portal		X	Please contact your Case Planner to obtain preliminary clearance if the proposed revisions meet the criteria of a substantial conformance change to the project. Visit the City's Counter Hours to obtain City Department input on the Substantial Conformance Review Submittal. Once completed, to submit, schedule an in-person appointment or virtual meeting by using the City's online Appointment Request Portal. All documents are required to be submitted in a digital format.

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Appeals				
Appeals		X	X	psalazar@malibucity.org
Request for Review -Administrative Plan Reviews		X		psalazar@malibucity.org
Time Extension Requests				
		X	TBD	psalazar@malibucity.org
Planning Support Documents				
Affidavit - Property Posting		X		Email Case Planner
Change of Ownership		X	X	Email mplanning@malibucity.org . A signed uniform application, proof of ownership, and fee required.
Concurrent Submittal Submittal Request		X		Email Case Planner
Letter of Authorization to Submit Project		X		Email Case Planner
Mailing Data - Certification		X		Email Case Planner
Post-Approval Documents				
Affidavit of Acceptance of Conditions		X		Email Case Planner
Height Verification		X		Email Case Planner
Major Remodel Agreement		X		Email Case Planner
Monitoring / Restoration/ Compliance Reports		X	TBD	Email Case Planner
Planning Stamp for Building Plan Check "Green Stamp"		X		Email Case Planner
PVD - Acknowledgement of Primary View Determination		X		Email Case Planner