



City of Malibu

Wireless Permit (WP) and Wireless ROW Permit (WRP) Submittal Checklist / Packet

NOTE Pre-Design/Submittal meetings are highly recommended for wireless communications facility applications. To schedule a pre-design/submittal appointment, please call 310-456-2489, ext. 485, or email mplanning@malibucity.org.

At this time, the Planning Department will only be accepting digital submittals of all submittal documents instead of any otherwise required hardcopy items described in the list below. Applications may be submitted by making an appointment with the public counter by contacting mplanning@malibucity.org. Applications will only be processed on Mondays and Tuesdays of every week. Prior to your application submittal, you are required to submit a request for an address using the same email address, if one has not been previously issued by the City. A site plan, aerial photograph and coordinates would facilitate identifying the site location for proper addressing. Please also include a detailed written project description with the submittal.

Staff Only - General Project Information

Date: _____
 Address / Location: _____
 Project Description: _____

Requires the following discretionary requests: _____

- Upgrade Existing Facilities \$1,395.00
- Small Cell or Collocation \$3,406.00
- All Other \$6,171.00
- Consultant Conformance Review / Compliance Actual cost +30% _____
- Waiver from Wireless Design Standards \$716 each
- Other \$ _____

*The City will charge a service fee for credit card transactions.

Type of Application (Select all that apply) _____

- a. Eligible Facilities Request
- b. Small Cell - Collocation
- c. Small Cell - New Structure
- d. Collocation (Non-Small Cell)
- e. All Other Wireless Communications Facilities
- f. Permit Renewal
- g. Waiver

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 If needed, submit as separate application. Guide	<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"/>

Standard Requirements

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

Notes

Digital Submittal

8. **A CD or thumbdrive.** 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, if applicable

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

WP/WRP Application Requirements

Provide a packet with the following information. The following items are required upon submittal of the application unless an item is not applicable.

*For FCC Section 6409 exemptions, coverage maps and displaying a clear need for the facility are not required.

10. Contact information: _____

- a. Applicant and their representatives
- b. Owner of proposed wireless communications facility
- c. If different from facility owner, the identity of the person or entity responsible for operating the proposed wireless communications facility
- d. The property owner or owner of the structure on which the proposed wireless facility would be installed
- e. Names, addresses, telephone numbers, and email addresses of anyone acting on behalf of the applicant with regard to the application;
- f. The name, address and phone number of all persons that prepared or assisted in preparing the application and any required reports;
- g. The postal address, parcel number, or utility pole identifier of the property;
- h. The location of the schools, playgrounds and parks within 500 feet of the project site;
- i. Local contact person for emergencies
- j. Assessor's Parcel Number

11. Purpose of new wireless communications facility or amendment _____

12. Letter of authorization _____

Signed by the property owner authorizing the applicant to submit and process the application, including executed copies of any leases, letters of agency, or proof of ownership, of private property involved in the project.

13. Authorizations, and licenses _____

Any additional authorizations per the carrier, FCC, CPUC, ROW agency, etc.

14. Provide previous approvals, if applicable, and Certificate of Completion _____

Site inspection fees may apply if a final inspection was never requested.

15. Identify and provide other required permits and approvals for the subject facility _____

16. Electrical and Structural Safety Information _____

The following engineering documents prepared under the responsible charge of and sealed by a California licensed Professional Engineer must be included in the application:

- a. A short circuit and coordination study ("SCCS") calculated pursuant to the IEEE 551-2006: Recommended Practice for Calculating AC Short-Circuit Currents in Industrial and Commercial Power Systems or the latest version of that standard. The study must demonstrate the protection devices will ensure the equipment enclosure will not be breached. The SCCS must include analysis of Voltage Transient Surges due to contact of conductors of different voltages;
- b. A one-line diagram of the electrical system;
- c. Voltage Drop & Load Flow Study;
- d. Load Calculation;
- e. Panel Directories;
- f. A plot plan showing the location of the mounting structure including address, or structure designation, or GPS location on the front sheet;
- g. A plot plan showing the location of the service disconnecting means; and
- h. An elevation drawing of the equipment and the service disconnecting means

17. Structural Safety Information _____

The structural/civil engineering documents prepared under the responsible charge of and sealed by a California licensed professional civil engineer.

- a. Photo simulations, from at least three different angles, showing the pole and streetscape before and after installation. In some cases, more than three different angles may be required;
- b. The azimuth, size and center-line height location of all proposed and existing antenna(s) on the supporting structure;
- c. The number, type and model of the antenna(s) that will be used with a copy of the specification sheet;
- d. The make, model, type and manufacturer of any tower involved and a design plan stating the tower's capacity to accommodate multiple users.

18. Site and Construction Plans _____

Complete and accurate plans, drawn to scale, signed, and sealed by a California-licensed engineer, land surveyor, and/or architect, which include the following items.

- (1) A site plan and elevation drawings for the facility as existing and as proposed with all height and width measurements explicitly stated.
- (2) A site plan describing the proposed tower and antenna(s) and all related fixtures, structures, appurtenances and apparatus, including height above pre-existing grade, materials, color and lighting;
- (3) A depiction, with height and width measurements explicitly stated, of all existing and proposed transmission equipment.
- (4) A depiction of all existing and proposed utility runs and points of contact.
- (5) A depiction of the leased or licensed area of the site with all rights-of-way and easements for access and utilities labeled in plan view.

19. Detailed map _____

With locations of the poles or other property on which equipment is to be located, including specific pole identification number, if applicable, and the areas it will service.

20. Description as to why the desired location is superior to other similar locations, _____ from a community perspective, including, but not limited to:

- (1) Proximity to residential buildings and descriptions of efforts to prevent any blocking of views of impressive scenes; and
- (2) Written documentation demonstrating a good faith effort to locate the proposed facility in the least intrusive location in accordance with the location requirements of this Resolution.

21. A description in writing and a visual rendering demonstrating effective _____ screening of all ground-mounted or roof-mounted equipment of the facility from view.

22. Radio frequency emissions report _____

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.

23. Color-coded carrier-generated RF Coverage (propagation) maps _____

At a scale no smaller than 1 inch (1") to a quarter (1/4) mile with all appropriate legends, showing the coverage for the highest and lowest frequencies to be used by the facility. Frequencies are to be stated numerically, not qualitatively. Provide a represented value in dB of each colors it specifically represents.

24. If the project involves, modifies or will use an existing facility or structure _____

A description of the type of structure (e.g., guyed, self-supporting lattice or monopole), and a report on the physical condition of the facility certified by a professional engineer licensed in the state of California.

25. If the application is for a new tower _____

Clear and convincing technical evidence by a carrier or wireless service provider justifying the total height of the proposed facility and the need for such to the exclusion of all reasonable alternatives. Evidence in the form of propagation studies must include all modeling data and assumptions used to produce the studies at the requested height and should take into consideration the ability to collocate other carriers in the future.

26. A siting analysis _____

Identify other feasible locations within or outside the City which could serve the area intended to be served by the facility, unless the applicant provides compelling technical reasons for providing fewer than the minimum.

27. FCC compliance affirmation _____

Statement under penalty of perjury, that the proposed installation will be FCC compliant in that it will not cause members of the general public to be exposed to RF levels that exceed the emissions levels deemed safe by the FCC. A copy of the fully completed FCC form "A Local Government Official's Guide to Transmitting Antenna RF Emission Safety: Rules, Procedures, and Practical Guidance: Appendix A" titled "Optional Checklist for Determination of Whether a Facility is Categorically Excluded" for each frequency band of RF emissions to be transmitted from the proposed facility upon the approval of the application. All planned radio frequency emissions on all frequency bands must be shown on the Appendix A form(s) attached to the application. All planned radio frequency emissions are to be entered on each Appendix A form only in wattage units of "effective radiated power."

28. A statement detailing the frequency, modulation and class of service of radio or other transmitting equipment _____
29. A copy of the FCC license applicable for the intended use of the proposed facilities _____
30. A HazMat Business Plan for all new generators, and any storage and/or use of hazardous materials during the project, to include: _____
 i. A list of toxic substances that may develop during arcing or fire that may impede fire suppression efforts;
 ii. A list of hazards that may develop during arcing or fire that may impede fire suppression efforts.
31. A demolition plan, if applicable _____
32. Collocation agreement _____
 A written statement of the applicant's willingness to allow other carriers to co-locate on the proposed personal wireless service facility where technically and economically feasible and aesthetically desirable, subject to the qualification that collocation should not occur when public exposures from the resulting higher cumulative sources would exceed FCC limits.
33. A statement signed by a person with legal authority _____
 To bind the applicant attesting under penalty of perjury to the accuracy of the information provided in the application. If attester not an authorized employee of the applicant, then the attester must demonstrate that it is an authorized agent of the applicant, with lawful Power of Attorney from the applicant.

Other Requirements

Item #	Description	Required Upon Submittal	Required Prior to Deeming Complete	Submitted
32.	Concurrent Submittal Form (Attached)	✓	-	<input type="checkbox"/>
33.	Building Plan Check The applicant is required to submit plans and engineering documents to the City of Malibu Building Safety Division for plan check review concurrently with Planning review.	-	✓	<input type="checkbox"/>
34.	Fire Department Approval	-	✓	<input type="checkbox"/>
35.	Property Owner / Occupant Mailing Data & Radius Map (1,000 foot radius)	-	✓	<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"/>

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

<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

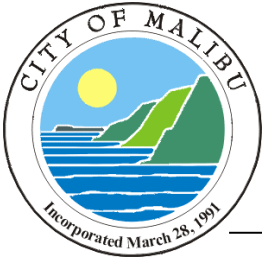
Review required / No fee **Review required / Fee required**

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

Code Enforcement Officer Signature: _____ Date _____

Comments:

Note: A conformance review will begin after the time of submittal, and additional documentation may be requested.



City of Malibu

23825 Stuart Ranch Road · Malibu, California · 90265-4861
Phone (310) 456-2489 · Fax (310) 456-3356 · www.malibucity.org

PLANNING DEPARTMENT - UNIFORM APPLICATION

The City of Malibu will not accept incomplete applications.

GENERAL INFORMATION

PROJECT ADDRESS: _____

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: _____

TENANT: (Commercial only) _____

TENANT / CONTACT: First: _____ Last: _____

TENANT ADDRESS: _____ Unit #: _____

CITY: _____ STATE: _____ ZIP: _____

TENANT PHONE #: _____

TENANT EMAIL: _____

Is the subject property located within a homeowners/property owners association?

Yes No If yes, please list: _____

PROJECT DESCRIPTION

CODE ENFORCEMENT

If this application pertains to a Code Enforcement case, the City of Malibu Code Enforcement Officer must sign this application prior to submittal.

Code Enforcement Officer Comments:

Code Enforcement Officer Signature: _____ Date: _____ Fees: _____

FEES

Planning Fees

- Archaeology Review (Phase ____)
- Over the Counter
 Level I Level II
- Solar Panels
 Roof Ground
- Primary View Determination
- Sign Permit
 Indv. Temp Master

City Specialists Fees

- Biology
\$ _____
- Coastal Engineering
\$ _____
- Doc Ret Fee \$25.00
- Geology
\$ _____
- Doc Ret Fee \$25.00
- Environmental Health
\$ _____
- Doc Ret Fee \$25.00
- Public Works
\$ _____

*See associated submittal checklists for the following applications: Administrative Plan Review, Certificate of Compliance Review, Coastal Development Permit, Conditional Use Permit, and Wireless Telecommunication Facilities.

INDEMNIFICATION CLAUSE

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.

PROPERTY OWNER SIGNATURE

PROPERTY OWNER NAME (PRINT)

DATE

APPLICANT/CONTRACTOR CERTIFICATION

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

STAFF USE

CASE #(s): _____ DATE RECEIVED: _____



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LETTER OF 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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DECLARATION REGARDING PREVIOUSLY ISSUED COASTAL DEVELOPMENT PERMITS

PROJECT ADDRESS: _____

I declare that I/we am/are the owner(s) of the above-referenced property.

- To my knowledge, no Coastal Development Permits have been previously issued for this property. I have contacted the California Coastal Commission and was told that they have no record of a Coastal Development Permit having previously been issued for this property.

- A Coastal Development Permit was previously issued for this property and a copy of all previously issued permits are attached hereto.

Dated: _____

Property Owner Signature

Property Owner Name

Dated: _____

Property Owner Signature

Property Owner Name

California Coastal Commission (Ventura Office): (805) 585-1800



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TOTAL GRADING YARDAGE VERIFICATION CERTIFICATE PLANNING DEPARTMENT REVIEW LEVEL

PROJECT NUMBER: _____

PROJECT ADDRESS: _____

The completed form must be provided at the time of Planning Department application for grading approval. All applicable cubic yardages shall be completed in the table. **All calculations utilized to estimate the cubic yardages indicated shall be attached to this form.** This form and the required calculations must be prepared by a State of California Licensed Civil Engineer. The form and the calculations shall be stamped and wet signed by the preparing party.

	<i>Exempt</i>			<i>Non-Exempt</i>	<i>Remedial</i>	Total
	<i>R&R</i>	<i>Understructure</i>	<i>Safety</i>			
Cut						
Fill						
Total						
Import						
Export						

All quantities indicated shall be in cubic yards only.

R&R = Removal and Recompaction – *R&R must be balanced.*

Safety Grading is required grading for L.A. County Fire Department access approval beyond the 15 foot minimum access and may include turnouts, hammerheads, turnarounds, and access roadway widening.

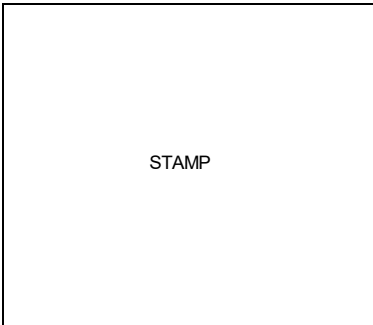
Remedial grading is grading recommended by a full site geotechnical or soils report prepared by a licensed geologist or soils engineer which is necessary to correct physical deficiencies on the site for the construction of a primary residential structure or access to the lot.

Imported means soil that is brought on to the site. Exported means soil that is leaving the site. This information will be used to calculate the number of truck trips required for site preparation.

PREPARED BY: _____
PRINT NAME

SIGN NAME

DATE: _____



City of Malibu
Planning Department / Building Safety Division
Concurrent Submittal Agreement: Wireless Permits/ Wireless ROW Permits

Project Address: _____ Planning Case Number: _____

Project Description: _____

All wireless communications facilities require engineering review from the City of Malibu Building Safety Division. The review shall be done concurrently with the City Planning Department's review of project materials prior to the application being deemed complete.

Concurrent Submittal Agreement

The Owner and Applicant assume all risks associated with this concurrent submittal and understand that if changes in the project are required for any reason, additional fees will be charged and revised building plans will be required. Owner and Applicant also acknowledge that submittal into, or approval of, plan check does not guarantee that the Planning Director will not rescind the WCF approval in the event an error in its approval is discovered. Building permits will not be issued until the WCF has been approved. The Owner and Applicant acknowledges that the City strongly encourages to immediately calendar the expiration date of this permit, that it is the Owner/Applicant responsibility to monitor its status and that the City has no ability to provide relief when a permit has expired.

The property owners, applicants and their successors in interest, agree that they 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.

*Owner (print name) _____
Signature: _____

Date: _____

*Applicant (print name) _____
Signature: _____

Date: _____

*This form **MUST BE NOTARIZED** if not witnessed by City of Malibu staff.

Witnessed by:
Staff (print name) _____
Signature: _____

Date: _____

For Staff Use Only

Planner (print name) _____
Signature: _____

Building Official (print name) Yolanda Bundy

Signature: Yolanda Bundy
