



City of Malibu

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

PRE-SUBMITTAL QUESTIONNAIRE

The purpose of this questionnaire is for staff to obtain information for a proposed project to determine the application required and to provide a thorough Submittal Checklist with a list of submittal documents required and fees. This questionnaire should be used for projects that may have multiple components and will most likely require an Administrative Plan Review, Coastal Development Permit, or Conditional Use Permit. When completed, submit a request to submit a NEW APPLICATION on the [Planning Department's Online Submittal Portal](#) and staff will provide a submission link to upload this form. ***A copy of plans is required to be submitted with this questionnaire.**

STEP 1 – DETERMINE APPLICATION TYPE

If your project is for one of the following types of applications listed below, DO NOT fill out this form. For all other application types, proceed to Step 2.

Other Applications

Over-the-Counter
Archeology Clearance
Cannabis Regulatory Permit
Determination of Use
[Emergency Coastal Development Permit](#)
[Excavation Permit](#)
[Formula Retail Clearance](#)
Home Occupation Permit
[Outdoor Lighting Review only \(aka Dark Sky Ordinance Compliance\)](#)
[Planning Clearance](#)
Pre-Application
Sign Permit
Sign Permit – Master Sign Program
Solar Permit
[Temporary Housing Permit](#)
[Temporary Restaurant Recovery Permit](#)
[Time Extension](#)
[Time Extension for Planning Verification](#)
[Tobacco Retailer Registration](#)
[Vehicle Impact Protection Devices](#)
Zoning Clearance

Onsite Wastewater Treatment System

[De Minimis Waiver](#) (Woolsey Fire Rebuild)
[Coastal Development Permit](#)

Event Permits

[Temporary Use Permit](#), [Special Event Permit](#)

Wireless Permits

[Wireless Permits](#)

Appeals

[Appeal of Coastal Development Permit](#)
[Appeal of a Non-CDP Permit](#)
[Request Review of an Administration Plan Review](#)

Short-Term Rental Permit

Short-Term Rental Permit
[Short-Term Rental Appeal](#)

View Permits

Primary View Determination
View Restoration
View Preservation Permit



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STEP 2- GENERAL PROJECT INFORMATION

Address / Location: _____

Project Description: _____

Code Enforcement

Is this application being submitted in response to a code violation? YES NO

If yes, please enter in the Code Enforcement Case No. _____

Woolsey Fire

Is this application to rebuild structures or improvements damaged, destroyed, or damaged in the Woolsey Fire? YES NO

Woolsey Fire Fee Waiver: Project Eligible Project Ineligible (all fees apply)

Have you previously submitted a Planning Verification for an in-kind or in-kind +10% application?

YES NO

Type of Property

Single-Family Residence Multi-Family Commercial Institutional / Educational

Vacant Parcel

YES NO

Property within FEMA Flood Zone

YES NO

Map: [City GIS](#)

Residential Care Facility

YES NO

Wastewater

Onsite Wastewater Treatment System Within Prohibition Zone

Wastewater Treatment Plant

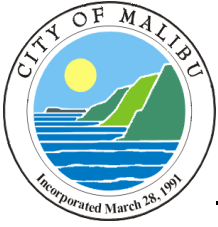
If Wastewater Treatment Plant selected, please specify: _____

Beachfront

To your knowledge, is this property considered a beachfront lot? YES NO

Permit History

Does the property contain deed restrictions settlement agreement, or other recorded documents on title that limit or prohibit future development on the property? YES NO



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Has a coastal development permit been issued for the property that has NOT been amended by a City-issued coastal development permit? YES NO

Discretionary Requests

Are you proposing any of the following as part of your application?

- Non-beachfront Lots - Construction over 18 feet in height
- Beachfront Lots - Construction over 24 feet for flat roof and 28 feet for pitched roof
- Remedial grading
- Non-visually permeable sports court fencing.
- Reduction of certain yard setbacks and open space requirements.
- Development within the presence of ESHA.
- Development on slopes 3:1 and steeper located in the most feasible building area.
- Reduction in parking.

Other (please specify)

STEP 3 - PROJECT COMPONENTS

Select components applicable to your project.

<input type="checkbox"/>	Adding plumbing fixtures
<input type="checkbox"/>	Accessory structure, for storage, tools, playhouse (less than 120 square feet floor area), no foundations
<input type="checkbox"/>	Accessory structure detached; bath house, garage, greenhouse, not a second unit or guest home
<input type="checkbox"/>	Accessory structure; second unit or guest house
<input type="checkbox"/>	Beach Stairs (Less than 50 percent repair to existing stairs. No work on beach sand or rock revetments)
<input type="checkbox"/>	Beach Stairs (New)
<input type="checkbox"/>	Dark Sky Lighting Compliance (New Outdoor Lighting) proposed with other improvements/development
<input type="checkbox"/>	Deck – Non-beachfront, remove and replace decking boards same size and location, and Minor repairs
<input type="checkbox"/>	Deck – Beachfront, remove and replace decking boards like-for-like and minor repairs
<input type="checkbox"/>	Deck – Non-beachfront (New – including extensions)
<input type="checkbox"/>	Deck – Beachfront (New) Is the proposed deck within the allowable deck stringline? <input type="checkbox"/> Yes <input type="checkbox"/> No Is mechanical equipment being used on the beach? <input type="checkbox"/> Yes <input type="checkbox"/> No Is new beach access stair proposed? <input type="checkbox"/> Yes <input type="checkbox"/> No



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STEP 3 - PROJECT COMPONENTS

Select components applicable to your project.

<input type="checkbox"/>	Driveway/Hardscape on grade – New (no grading, no retaining walls)
<input type="checkbox"/>	Driveway/Hardscape on grade – Replace like-for-like (no grading, no retaining walls)
<input type="checkbox"/>	Driveway/Hardscape on grade – Resurface or slurry coat
<input type="checkbox"/>	Driveway/Hardscape on grade – New (with grading and/or retaining walls)
<input type="checkbox"/>	Erosion Control Plan (Temporary)
<input type="checkbox"/>	Excavation for Testing
<input type="checkbox"/>	Fence or Hedge – (Replace in same location) <input type="checkbox"/> Front Yard 42 inches or less <input type="checkbox"/> Side or Rear Yard 6 feet or less
<input type="checkbox"/>	Gate (Entry – motorized for driveway)
<input type="checkbox"/>	Generator
<input type="checkbox"/>	Grading
<input type="checkbox"/>	Heating/Air Conditioning Ground and Roof Mounted – <input type="checkbox"/> Remove/replace (existing unit) <input type="checkbox"/> New
<input type="checkbox"/>	Mezzanine/Loft (All within existing space)
<input type="checkbox"/>	New or Expanded Confined Animal Facilities in a Rural Residential Zone
<input type="checkbox"/>	New Single-Family Residence (+OWTS) <i>Note: Includes remodels over 50% demolition of exterior wall.</i>
<input type="checkbox"/>	OWTS, Replace/Repair Existing Components <i>Note: No change in size of components.</i>
<input type="checkbox"/>	OWTS, NEW Upgraded System <input type="checkbox"/> New Shoreline Device <input type="checkbox"/> Upgraded Shoreline Device <input type="checkbox"/> Not Applicable
<input type="checkbox"/>	Parking Lot <input type="checkbox"/> Restriping Only <input type="checkbox"/> Restriping and Change Space Sizes <input type="checkbox"/> Change # of Spaces
<input type="checkbox"/>	Pile Repair – No new underpinning or footing (Wrap/jacket only)
<input type="checkbox"/>	Interior Remodel Only (see criteria below) Equal to or less than 5% exterior walls demolition No change in height; No increase in square footage; No change in exterior linear square footage; and No change in use.
<input type="checkbox"/>	Exterior Remodel (see Remodels and Addition Policy) <i>Estimated percentage of exterior walls to be demolished. See Major Remodel Policy.</i> <input type="checkbox"/> 5% - 34% <input type="checkbox"/> 35-49% <input type="checkbox"/> 50% or more
<input type="checkbox"/>	Additions
<input type="checkbox"/>	Window/Doors (Remove and replace existing, no change in size or location)
<input type="checkbox"/>	Re-roof (No change in height or size)
<input type="checkbox"/>	Solar Panels (Ground-Mounted)



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STEP 3 - PROJECT COMPONENTS

Select components applicable to your project.

<input type="checkbox"/>	Solar Panel (Roof-Mounted)
<input type="checkbox"/>	Spa, prefab/portable (above ground)
<input type="checkbox"/>	Spa (In ground)
<input type="checkbox"/>	Swimming Pool (Prefabricated, accessory to Group R, Division 3 Occupancy, entirely above grade and capacity does not exceed 5,000 gallons)
<input type="checkbox"/>	Swimming Pool (In ground)
<input type="checkbox"/>	Swimming Pool (backfill)
<input type="checkbox"/>	Tenant Improvements (Commercial; Interior only, no change in use)
<input type="checkbox"/>	Tennis Court, New (No grading proposed and no retaining walls)
<input type="checkbox"/>	Trellis/Patio Cover
<input type="checkbox"/>	Vapor Recovery System
<input type="checkbox"/>	Wall (Non retaining, 6 feet or less in height)
<input type="checkbox"/>	Wall (Retaining)
<input type="checkbox"/>	Sea Wall/Revetment
<input type="checkbox"/>	Water Heater (remove/replace)
<input type="checkbox"/>	Water Wells (New Construction)
<input type="checkbox"/>	Vineyard/Orchard
<input type="checkbox"/>	Foundation <input type="checkbox"/> Repairs <input type="checkbox"/> New
<input type="checkbox"/>	Slope Repairs
	Land Division
<input type="checkbox"/>	Lot Line Adjustment as proposed with other development
<input type="checkbox"/>	Lot Line Adjustment Only
<input type="checkbox"/>	Lot Merger as proposed with other Development
<input type="checkbox"/>	Lot Merger Adjustment Only
<input type="checkbox"/>	Other Type of Land Division Application. Please specify:
	Biology See Biological Report Submittal Guide & Other Landscaping Requirements



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STEP 3 - PROJECT COMPONENTS

Select components applicable to your project.

<input type="checkbox"/>	Landscape <input type="checkbox"/> Project for an industrial, commercial, institutional, or multi-family or subdivision <input type="checkbox"/> New SFR proposing new or altered landscape area of 500 fee or more <input type="checkbox"/> Existing SFR proposing new or altered landscape area of 2,500 or more <input type="checkbox"/> Vegetation that can grow more than six feet tall <input type="checkbox"/> Vegetation that may act as a property boundary hedge I
<input type="checkbox"/>	Hardscape
<input type="checkbox"/>	Removal of Tree Native Non-Native Tree

STEP 4 – ACKNOWLEDGMENT

I hereby acknowledge that City staff will rely on this questionnaire to determine application type and submittal requirements and fees as well as determine which departments and agencies would need to review the application. If any information is omitted from the questionnaire or the questionnaire is incorrect, additional submittal requirements and fees may be requested and further delays may be incurred as a result.

Applicant and Organization Name: _____

Address: _____

City, State Zip Code: _____

Phone Number: _____ Email: _____

Signature: _____ Date: _____