

City of Malibu Planning Department

Submittal Guide

(revised 9/26/22)

For update to date information on the submittal process and access to forms and the online portal, visit malibucity.org/planning.

Designing Your Project - If you are unfamiliar with the Malibu Planning submittal process, please review the [Designing Your Project](#) section of this handout.

In-Person Application Submittals

REQUIRED TO BE SUBMITTED IN-PERSON

Event Permits

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

Appeals

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

OPTIONAL IN-PERSON SUBMITTALS DURING COUNTER HOURS

Archaeology Clearance
Home Occupation Permit
[Outdoor Lighting Review \(Dark Sky Compliance\)](#)
Over-the-Counter
[Planning Clearance](#)
[Primary View Determination](#)
Sign Permit

Solar Permit
[Temporary Housing Permit](#)
[Time Extension](#)
[Time Extension for Planning Verification](#)
[Tobacco Retailer Registration](#)
[Vehicle Impact Protection Devices](#)

EXPRESS PLAN REVIEW FOR TENANT IMPROVEMENTS

Express Tenant Improvement Plan Check appointments are available on Wednesdays only. Appointments will be conducted at City Hall. After your appointment request is approved, you will receive a confirmation email with instructions for the appointment.

The appointment will be cancelled if Applicant is more than 10 minutes late. The appointment will be cancelled if Applicant fails to bring any of the required documents:

- Plan Check Submittal Review: One set of Architectural and Structural Drawings (prior to electronic submittal)
- View the [Express Plan Review Process](#) for details.

***A Planning Clearance and tenant improvement may be processed concurrently during the appointment.**

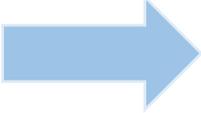
Online Pre-Submittal Guide

<p>Step 1</p> 	<p>Submit your Request</p> <p>Submit your request for a submittal checklist and fees, request to submit a new application, revised plans and documents for an existing application, and substantial conformance request by accessing Planning Pre-Submittal Portal.</p> <p>Fill out all the fields in the online submittal portal. If you have a previously completed submittal checklist by staff, please add that information to the project description field. For revised submittals, please detail the documents you would like to submit in the project description field. Payment is not due at this time. The payor information collected will be used if you choose to pay fees by credit card.</p>
<p>Step 2</p> 	<p>Project Screening & Establish Submittal Requirements</p> <p>*If you have a submittal checklist completed by staff, skip to Step 3 below.</p> <p>New Applications: Once your request is received, staff will determine the type of planning application, submittal documents, and fees required. Staff will provide you with a link to deposit documents. If staff does not have adequate information to complete a submittal checklist, staff may request that you fill out a pre-submittal questionnaire for more information. This process may take up to one week.</p> <p>Revised Plans & Document Submittals: Staff will assess if fees are due prior to your revised plans or document submittal for an existing planning application. Once screened, staff will provide you with a link to deposit documents. Please note that a detailed memorandum is required outlining all changes to plans and listing documents to be submitted. This process with typically take three business days.</p>
<p>Step 3</p> 	<p>Upload Documents</p> <p>Once you have gathered the required documents as requested by staff, you may upload your documents using the link as provided by staff. Payment is not due at this time.</p>
<p>Step 4</p> 	<p>Submittal Intake</p> <p>Once your documents have been submitted utilizing the link as provided by staff, staff will determine if you have satisfactorily met all the requirements as specified on the submittal checklist.</p>
<p>Step 5</p> 	<p>Make Payment</p> <p>Once you have satisfactorily provided all document submittal requirements, within one business day, staff will email you instructions on how to proceed with payment. For more information on how to make a payment, visit malibucity.org/planning.</p>
<p>Step 6</p> 	<p>Planning Submittal Acceptance</p> <p>Upon receiving payment, you will receive an email confirming acceptance of your submittal, assigning your case planner and routing it for review by City Departments. For coastal development permits, you will receive an email within a week.</p>

REVISED SUBMITTAL PROTOCOL

The Planning Department is implementing a new protocol to streamline the routing of revised plans and documents to City Departments. Day forward, applicants will only be able to re-submit revised plans or documents once all Departments have reviewed the project, with the exception of the Planning Department. This new protocol will reduce the amount of unnecessary reviews conducted by each Department and may save applicants fees and time.

Designing your Project

<p>Step 1</p> 	<p>Consultations/Research</p> <p>Early in the process of designing a project, you should first review the City's Zoning Ordinance (Malibu Municipal Code Title 17) and the Local Coastal Program Local Implementation Plan, as well as other applicable Code sections. You may consult with the City and County Departments that will be involved in reviewing and processing the application. See the Planning Agency Contact handout for a complete list of Departments. For Woolsey Fire Rebuild projects, contact Aakash Shah at Ashah@malibucity.org.</p>
<p>Step 2</p> 	<p>Pre-Design Meetings</p> <p>The City is offers optional Pre-Design Meetings to provide you with information by a City Planner regarding City policies, regulations and constraints that may have a major effect upon a contemplated project. A Pre-Design Meeting is not mandatory but strongly recommended for the following types of projects:</p> <ul style="list-style-type: none"> • Proposed Development on Vacant Land • New Commercial Development • Proposed Code Amendments • Tract and Parcel Maps • Intensification of Use • Parking / Traffic Impacts • Wireless Communication Facilities (required) <p>A non-refundable fee is required for a Pre-Design Meeting. Fees must be paid prior to scheduling an appointment. To schedule an appointment, email mplanning@malibucity.org.</p>

Contact Us:

Planning Hotline

310-456-2489, extension 485
mplanning@malibucity.org

Public Counter Hours

Monday - Friday 8:00 am - 12:00 pm

Location

Malibu City Hall, 23825 Stuart Ranch Road, Malibu, CA 90265