

City of Malibu Planning Department

Submittal Checklist Emergency Coastal Development Permit (ECDP)

The City of Malibu will not accept incomplete applications.

Site Address/Location: _____ Project No. _____

Some items on this list may not be required at the time of submittal. Applicants are advised to discuss their projects with Planning Department staff to determine what documentation will be required at the time of submittal. A conformance review will begin after the time of submittal, and additional documentation may be requested.

DO NOT WRITE IN THE SHADED BOXES (staff use only)

Project Description: _____

Submittal Requirements

1. Submittal Checklist _____
(This form completed, with owner or applicant signature)
2. Application Fee(s) _____
3. Proof of Ownership _____
(Grant deed for parcel(s); title report if parcel is vacant)
4. Letter of Authorization _____
(An applicant acting on behalf of the owner(s) shall present a notarized, written authorization signed by the property owner(s); a buyer in escrow shall present a notarized written authorization signed by the owner/seller; a lessee shall provide the property owner(s) written approval; authorizations shall give the applicant the authority to submit and process the application.)
5. Letter from an Expert Verifying the Emergency _____
6. Site Plan Showing Existing and Proposed Development _____

GENERAL INFORMATION

7. Property Owner Name: _____
8. Property Owner Address: _____
9. Property Owner Phone No.: _____ Email: _____
10. Applicant Name: _____
11. Applicant Address: _____
12. Applicant Phone No.: _____ Email: _____

DETAILED PROJECT DESCRIPTION (Attached additional sheets if necessary)

13. Date and Nature of the Emergency: _____

14. Cause of the Emergency: _____

15. Proposed remedial, protective or preventive work required to deal with the emergency: _____

16. Circumstances that justify the course(s) of action taken, including the probable consequences of failing to take action: _____

Department Referrals – please complete this section PRIOR to submittal

17. City Planning Department Review _____

<input type="checkbox"/> ECDP \$843.00 <input type="checkbox"/> Other \$ _____	
Does the project require an Archaeology Report?	Yes No
Comments: 	

18. City Biologist Review _____

<input type="checkbox"/> No review required	<input type="checkbox"/> Review required / No fee	<input type="checkbox"/> Review required / Fee required
		\$ _____
Comments: 		

19. City Environmental Health Administrator Review _____

<input type="checkbox"/> No review required	<input type="checkbox"/> Review required / No fee	<input type="checkbox"/> Review required / Fee required
<input type="checkbox"/> Non-OWTS Review Simple \$806 <input type="checkbox"/> OWTS Review-Complex \$2,115 <input type="checkbox"/> OWTS Commercial \$6,847		
<input type="checkbox"/> Hourly fee ____ hours x \$202.00 = \$ _____ Document Retention Fees <input type="checkbox"/> \$25 and/or <input type="checkbox"/> \$6		
Comments: 		

20. City Public Works Department Review (See description on page five)

Public Works comments: Hydrology report not required at submittal No review required
Fee: Hourly fee ____ hours at \$216.00 per hour No fee

Comments:

21. City Geologist Review

Geologist comments: No reports required No review required
Fee: _____ \$25.00 Document retention fee No fee

Comments:

22. City Coastal Engineer Review

Coastal Engineer comments: No reports required No review required
 Reports required (**2 copies**, wet-stamped with wet-signature by a registered coastal / civil engineer)
Fee: \$750 (Minor) \$1,618 (Standard) \$3,236 (Major) \$25.00 Doc Ret Fee No Fee

Comments:

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

Certification

I hereby certify that the attached application contains all of the above items. I understand that additional information may be required to process my application, and if any of the items are missing or subsequently found deficient, the application is not complete, may be rejected or may constitute grounds for revocation of any permit issued. 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.

OWNER/APPLICANT SIGNATURE

DATE