



City of Malibu

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

RESIDENTIAL PLANNING CLEARANCE APPLICATION

GENERAL INFORMATION

BUSINESS NAME: _____

ADDRESS AND TENANT # (if applicable): _____

BUSINESS PHONE #: _____ BUSINESS FAX #: _____

BUSINESS EMAIL: _____

APPLICANT / CONTACT: First: _____ Last: _____

APPLICANT ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

APPLICANT PHONE #: _____ APPLICANT FAX #: _____

APPLICANT EMAIL: _____

PROPERTY OWNER: First: _____ Last: _____

OWNER ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PROPERTY OWNER PHONE #: _____ PROPERTY OWNER FAX #: _____

PROPERTY OWNER E-MAIL: _____

BUSINESS INFORMATION

1. Business Type:

2. ☐ Educational _____ Number of Nonresidential Students and/or Employees

3. ☐ Office/Studio _____ Number of Nonresidential Clients and/or Employees

4. ☐ Cottage Food _____ Number of Nonresidential Employees

5. ☐ Other: _____

6. Detailed Business Description: _____

7. Anticipated Hours of Operation: _____

8. Anticipated Storage of Materials and Supplies: _____

9. Anticipated amount of Pedestrian and/or Vehicular traffic generated: _____

10. Are Exterior Additions, Demolition, and/or any alterations proposed to the existing building:

☐ No ☐ Yes (If yes, explain): _____



11. Are any Interior Alterations, Plumbing / Mechanical systems to be, altered, added and/or moved (e.g., fixtures, wastewater, heating, air conditioning, etc.):

☐ No ☐ Yes (If yes, provide a general description): _____

12. Cottage Food Operations:

Have you registered with the Los Angeles County Department of Public Health: ☐ Yes ☐ No

When did you apply? ____ / ____ / ____ Class / License No.: _____

Type of Food Product to be made: _____

ADDITIONAL PERMITS

Approval of this Residential Planning Clearance does not eliminate the need for other permits, licenses, or certificates required. Additional permits may be required (e.g., Health Permit, Occupancy Permit, Development Permit etc.).

APPLICANT STATEMENT

I hereby certify under penalty of perjury that I have read and understand all of the sections above and that the information provided on this form is true and correct to the best of my knowledge. I also state that I have read and familiarized myself with the portions of the Malibu Municipal Code which apply to my business in this location. I agree to comply with these regulations and any other local, state, and federal regulation that my relation to this proposed business. 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.

Applicant Signature: _____

Date: _____

Property Owner Signature: _____

Date: _____

STAFF USE ONLY

1. ZONE: _____ **APN:** _____

2. PERMITTED USE: ☐ YES ☐ NO (if yes, home occupation permit is not required)

3. HOME OCCUPATION PERMIT REQUIRED: ☐ YES ☐ NO

4. DEVELOPMENT SCOPE:

▪ **BASIC REMODEL/INTERIOR:** ☐ YES ☐ NO (If yes, no Planning issues)

▪ **MINOR REMODEL/EXTERIOR:** ☐ YES ☐ NO (If yes, ☐ OC Level I - OR - ☐ OC Level II*)

*If OC II, referrals required by: ☐ Environmental Health ☐ Public Works ☐ Biology

☐ Geology ☐ LA County Fire Department ☐ Hazardous materials

▪ **MINOR ADDITION / EXTERIOR ALTERATIONS:** ☐ YES ☐ NO (If yes, APR required)

▪ **MAJOR ADDITION / RECONFIGURATION, AND/OR WASTEWATER SYSTEM UPGRADE:**

☐ YES ☐ NO (If yes, CDP required)

☐ APPROVED

☐ DENIED

DATE: _____

PLANNER SIGNATURE: _____

Next Steps: _____

RESIDENTIAL PLANNING CLEARANCE CONDITIONS OF APPROVAL

Per Malibu Municipal Code (M.M.C.) Section 17.40.040(A)(19), all home occupations shall comply with the requirements listed below:

1. The nonresidential use is ancillary to the residential use, conducted by a resident of the structure, and does not cause an impact which is substantially different from the impact of a residential use.
2. No flammable, hazardous or toxic materials other than those materials normally found in a dwelling and only in the quantities normally found in a dwelling.
3. The hours of operation for a home occupation shall begin no earlier than eight a.m. and end no later than nine p.m. daily. Any activity relating to the home occupation held outdoors will be required to cease at sunset.
4. With the exception of newspaper, magazine or other similar advertising, the home occupation shall not be apparent. The posting of flyers, or signs to advertise a home occupation, is prohibited except as permitted in M.M.C. Chapter 17.52.
5. No home occupation shall create objectionable noise, dust, vibration, odor, smoke, glare, electrical interference, fire hazard, radiation, or other hazard or nuisance in excess of what is normally found in the neighborhood in which the home occupation is located.
6. All noise shall comply with M.M.C. Chapter 8.24.
7. No more than six nonresident persons whether employees or clients may be present at any one time.
8. No vehicle, with signage identifying the existence of the home occupation shall be parked on the property or in the right-of-way such as to advertise the existence of the home occupation.
9. Required enclosed parking shall be maintained in compliance with M.M.C Chapter 17.48.
10. Materials and goods shall not be stored and no permanent work area, work bench, or structures shall be built within the required enclosed parking area in such a manner as to prevent the use of the area for vehicle parking. In addition, no supplies or equipment or equipment used for, or in any way related to, the home occupation may be stored outside

the dwelling unit except for those items necessary for outdoor instruction permitted in M.M.C. Section 17.40.040(A)(19)(a).

11. Pedestrian and/or vehicular traffic shall not be in excess of the normal amount in the zone in which the home occupation is located.
12. With the exception of newspaper deliveries, delivery or pick-up of materials, goods, or products to and from the home occupation shall only occur from eight a.m. to five p.m., Monday through Friday. The delivery vehicles used in conjunction with the delivery of materials, goods, or products to and from the location of a home occupation shall be limited to a single unit truck with a maximum of twenty-eight (28) foot length and a maximum gross vehicle weight of twenty-four thousand (24,000) pounds.
13. Motor vehicle repair businesses and day care facilities are prohibited.
14. The home occupation shall not occupy more than twenty (20) percent of the total floor area of all structures on the property, or two thousand (2,000) square feet, whichever is less. Any construction, structural alterations or addition(s) to any structure on the property in which the home occupation may be conducted, shall conform with requirements for residential structures within the zoning ordinance.
15. All Food Cottage Operations permitted in the City shall comply with all Los Angeles County Department of Public Health, Environmental Health Division regulations and operational requirements, as well as AB1616 (the California "Homemade Food Act").

16. **Special Conditions**

ACCEPTANCE OF CONDITIONS AFFIDAVIT

The undersigned applicant(s) and property owner(s) acknowledge and agree to abide by all terms and conditions of **Residential Planning Clearance Number** _____ for the use located at _____.

Date

Signature of Applicant/Owner

Print Applicant/Owner Name

