



# Public Hearing Requirements

Community Development Department  
Planning Division  
100 Civic Center Drive / P.O. Box 1768 / Newport Beach, CA 92658-8915  
949-644-3204 [www.newportbeachca.gov](http://www.newportbeachca.gov)

For projects requiring a public hearing, the application shall include the items listed below. Please be advised that the items are required to be no older than 6 months utilizing names and addresses from the last equalized assessment roll and utilizing the most recent assessor's maps or alternatively, from such other records that contain more recent information.

## Mailing Labels

**For Applications that do not include a Coastal Development Permit**

2 (two) sets and 1 (one) copy of Mailing Labels shall be printed on Avery 5160 address labels (or equivalent to) and contain the parcel numbers, names, and mailing addresses for all owners of property located within a 300-foot radius, excluding intervening right-of-ways and waterways, of the exterior boundaries of the subject parcel.

**For Applications that include a Coastal Development Permit**

2 (two) sets and 1 (one) copy of Mailing Labels shall be printed on Avery 5160 address labels (or equivalent to) and contain the parcel numbers, names, and mailing addresses for all property owners (**residential and nonresidential**) and occupants (**residential only**) of property located within a 300-foot radius, excluding intervening right-of-ways and waterways, of the exterior boundaries of the subject parcel.

Sample Format:

442-014-27 City of Newport Beach 100 Civic Center Drive Newport Beach, CA 92660
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**Note:** It is the applicant's responsibility to inform the title company or ownership listing service if occupant or any other specific labels are required in addition to property owner labels based on the submittal requirements of application and/or the Planning Division's recommendation.

## Written Affidavit

A written affidavit from the title company or ownership listing service, who prepared the assessor's parcel map and mailing labels, verifying that the information was prepared utilizing names and addresses from the last equalized assessment roll and utilizing the most recent assessor's maps, or alternatively, from such other records that contain more recent information. See **Attachment A** (Written Affidavit Example).

\*Note\* For coastal development permits, please include in the written affidavit that both property owners and residential occupants are listed.

## Radius Map (Assessor's Parcel Map)

An Assessor's Parcel Map indicating all parcels within a 300-foot radius, excluding intervening right-of-ways and waterways, of the exterior boundaries of the subject property. The radius line and subject property shall be indicated on the map. See **Attachment B** (Radius Map Example).

## Fee

A fee is required at the time of filing to partially defray the cost of processing and other expenses. The Planning Department will advise you of said fee.

[Letterhead of the Title Company or Ownership Listing Service]

**Example: For Applications that do not include a Coastal Development Permit**

Please see the attached radius map and mailing labels created for all owners of properties located within a 300-foot radius, excluding intervening rights-of-way and waterways, of the exterior boundaries of the subject parcel located at (site address) in the City of Newport Beach, County of Orange. The property information was acquired through the County Assessor's office. Further, the information is based upon the most up-to-date records of the county tax assessor and is deemed reliable, but is not guaranteed.

\_\_\_\_\_  
Signature of Preparer

\_\_\_\_\_  
Date Prepared

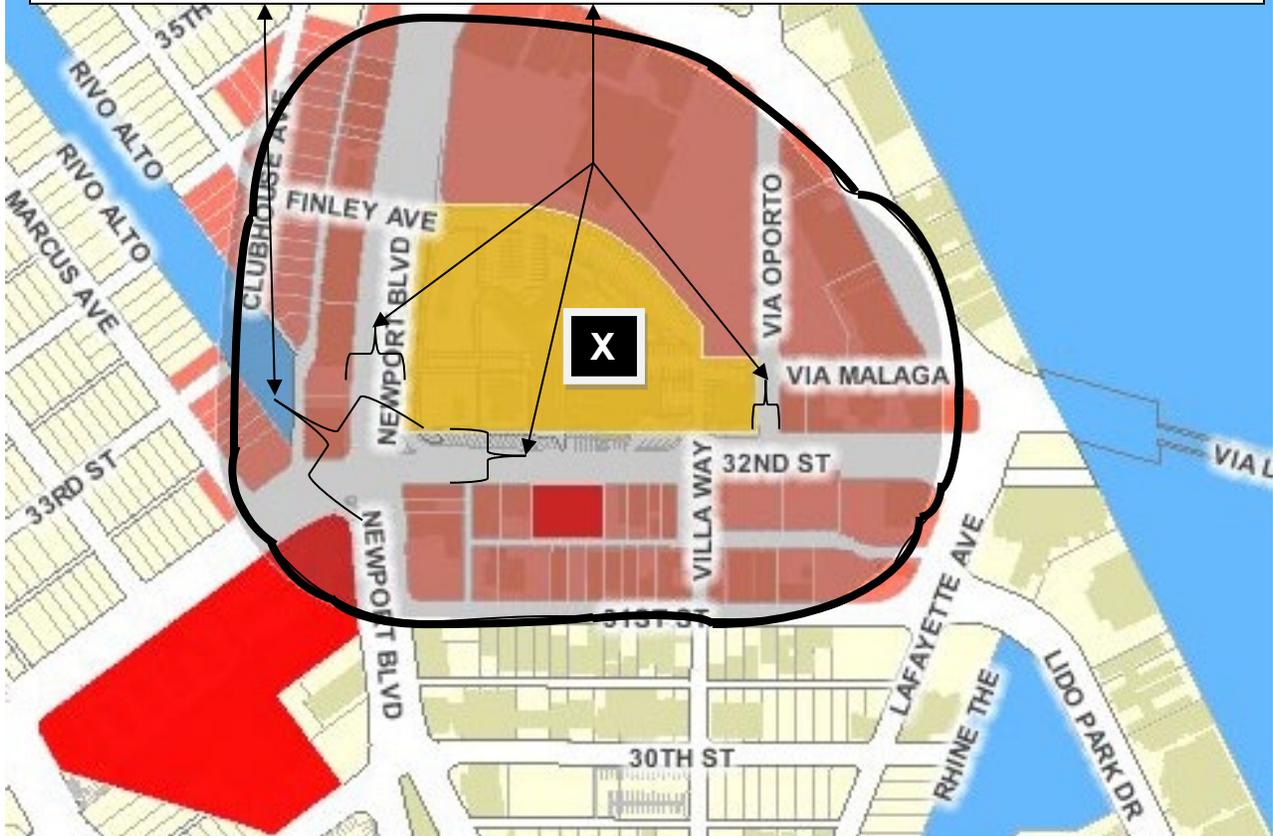
**Example: For Applications that include a Coastal Development Permit**

Please see the attached radius map and mailing labels created for all property owners and residential occupants of properties located within a 300-foot radius, excluding intervening rights-of-way and waterways, of the exterior boundaries of the subject parcel located at (site address) in the City of Newport Beach, County of Orange. The property information was acquired through the County Assessor's office. Further, the information is based upon the most up-to-date records of the county tax assessor and is deemed reliable, but is not guaranteed.

\_\_\_\_\_  
Signature of Preparer

\_\_\_\_\_  
Date Prepared

300-foot radius **excluding** intervening rights-of-way and waterways of the exterior boundaries of the subject parcel



**X** = Project Address