



MARINE ACTIVITIES PERMIT APPLICATION

PUBLIC WORKS / HARBOR RESOURCES

100 Civic Center Drive, Newport Beach, CA 92660
(949) 644-3044

CHARTER VESSEL-TYPE COMPANIES

New Application	<input type="checkbox"/>	Property Owner	<input type="checkbox"/>
Renewal Request	<input type="checkbox"/>	Charter Operator	<input type="checkbox"/>

Applicant Information

Business Name:
Contact Name:
Address:
Phone Number(s):
Mailing Address:
Email:
Newport Beach Business License Number:
Property Owner:
Mailing Address:
Phone Number(s):
Marina / Property Manager Name/Number(s):
Approved Captains:

Please submit:

1. **Charter Vessel Information Form** for each vessel operating under this permit.
2. **Parking Information Form.**
3. **Vendor(s) Information Form.**
4. **Evidence of Insurance** naming the City as additionally insured.
5. **Application Fee.** (Please call Harbor Resources for the current fee.)

I declare under penalty of perjury that the foregoing is true and correct:

Applicant's Signature

Date

Approved by:

Planning Department: _____ Date: _____
Public Works, Transportation: _____ Date: _____

Inspected and Approved by:

Harbor Resources: _____ Date: _____

Denied by: _____ Title: _____ Date: _____

CHARTER VESSEL INFORMATION FORM

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Please complete this 2-page form for every charter vessel operating within the Marine Activities Permit.

Charter Company/Applicant: _____

Vessel Name:

Vessel Owner Name:
Address:
Phones Numbers:

Vessel Information

Slip Location Within Marina: <i>(Attach marina layout including slip numbers)</i>	
Make:	Model:
Length:	Attach Vessel Documentation:
Attach Coast Guard Certification:	
Other Information:	

Attach a drawing of each vessel, and include:

1. Floor layout for all decks.
2. Holding tank location and capacity.
3. Other technical information.

Methods of Operation

Typical Hours of Operation:	
Maximum Passenger Capacity, Including Crew:	
Maximum Passenger Count for Charters, Including Crew:	
Routes of Travel (must be 100 ft. from shoreline):	
Passenger Loading / Unloading Location: <i>(Attach Written Authorization from the Property Owner If Different from Applicant)</i>	
Type of Merchandise Sold:	
Disposal Methods For:	Sewage:
	Grey Water:
	Trash:

CHARTER VESSEL INFORMATION FORM
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Entertainment and Sound Amplification:	Type of Activities During Charters:
	Type and Location of Speakers:
	Speakers Supplied by Vessel or Hired:
	Noise Abatement Techniques (closed windows, no music on open decks, captain controls the volume etc...)
Parking Facilities Provided:	Describe Method of Notifying Passengers of Parking Location:
	<i>See Additional Questions on Parking Information Form.</i>
Food and Beverage Preparation and Service Description:	
Applicable Permits:	

Other information pertinent to traffic, parking, noise, pollution, trash or other matters which could adversely affect the health, safety and welfare of those in Newport Harbor.

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PARKING INFORMATION FORM
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Charter Company/Applicant: _____

1. Describe peak occupancy of all vessels combined. Required parking is one space for every three occupants (passengers + crew) of all vessels in operation at a given time.

2. Identify the location(s) of off-street parking and the number of spaces at each location. (Specifics required, including schematic. Public street parking not permitted.)

3. Identify when are you entitled to use the parking spaces (i.e. days of week, hours of the day) at each location.

4. How is this parking secured? (Provide authorization letter or lease from the property owner for each off-street parking location.)

5. Identify all *other* users that are entitled to use each parking facility including their use and hours/days of operation? Provide a copy of their parking agreements (recorded or not).

6. Describe any form of transportation from the off-street parking to the boarding location (i.e. shuttle service, bus etc.). Please include the number of vehicles and specific loading and unloading locations and procedures.

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www.newportbeachca.gov/revenue

Coordinators, Photographers, Caterers, Cleaning Crews, Florists, etc...)

Charter Company/Applicant: _____

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