



CITY OF NEWPORT BEACH

COMMUNITY DEVELOPMENT DEPARTMENT

BUILDING DIVISION

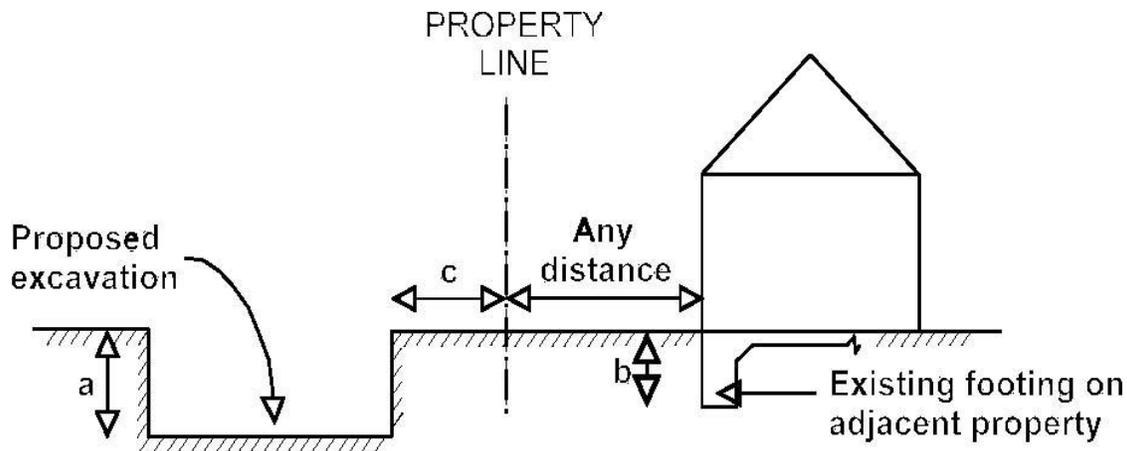
100 Civic Center Drive | P.O. Box 1768 | Newport Beach, CA 926588915
www.newportbeachca.gov | (949) 644-3200

30-DAY NOTIFICATION TO ADJOINING PROPERTY OWNERS INTENT TO EXCAVATE AND DEMOLISH

Section(s) 15.10.125 and 15.02.120 of the Newport Beach Municipal Code requires property owners to provide the adjacent property owner(s) with a 30-day written notice of intent of demolish an entire structure(s) and intent to excavate when the depth of the proposed excavation as shown in (a) is greater than the following::

1. The depth of the wall footing or foundation as shown in (b) of an adjoining building or structure.
2. The distance between the property line and the proposed excavation as shown in (c). (See below)

Evidence of the 30-day notification to excavate or demolish and existing structure will be required prior to issuing any building permits. The procedure for providing proper notification shall be as follows:



1. Use the attached letter as a sample to provide the required notification. Should you have questions regarding the completion of the form please contact your plan check engineer.
2. The notification letter shall be sent to the owner(s) of the adjoining properties by certified mail with a return receipt requested.
3. The applicant shall provide the plan check engineer with the certified mail return receipt as evidence of the notification.



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30-DAY NOTICE OF INTENT TO EXCAVATE

Date: _____

To: Owner of property located at _____

From: _____

Subject: PROTECTION OF ADJOINING PROPERTY
(NBMC – 15.10.125, 15.02.120 & Civil Code Section 832)

Job Address: _____

Legal Description: _____

I am applying for a building permit with the Newport Beach, Building Division for a demolition of an entire structure and/or a _____ foot deep excavation located _____ feet away from our common property line, for the purpose of:

(Project description)

The City Ordinance requires that I give adjacent property owner(s) 30 days written notice when, the intent to demolish an existing structure and/or there are proposed excavation that will be of greater depth than the adjoining building's or structure's foundation, and when the depth of the excavation is greater than the distance to the common property line. The proposed excavation is scheduled to begin on or after ____/____/____.

Should you have any questions or concerns, I can be reached at _____.

Print Name: _____

Signature: _____

Position: _____