



# MARINE ACTIVITIES PERMIT APPLICATION

## CITY OF NEWPORT BEACH

Harbor Resources Division

829 Harbor Island Drive, Newport Beach, CA 92660

(949) 644-3034, Fax (949) 723-0589

### Type of Permit:

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

### Applicant Information

Business Name:
Contact Name:
Address:
Phone Numbers:
Mailing Address:
Email Address:
Newport Beach Business License #:
Property Owner:
Mailing Address:
Phone Numbers:
Manager's Name/Numbers:
Approved Captains:

*For each vessel that will be operating under this permit a Vessel Information Form must be completed and attached.*

*Evidence of insurance naming the City as an additionally insured will be sent for Harbor Resources files.*

*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:** \_\_\_\_\_

## VESSEL INFORMATION FORM

**To process the Marine Activities Permit this form must be completed  
for every vessel that will operate under this permit.**

**Vessel Name:**

Vessel Owner Name:
Address:
Phones Numbers:

**Vessel Information**

Location: <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 per page, to include:**

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

**Methods of Operation**

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

Entertainment and Sound Amplification:	Type of Activities:
	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 Page 6.</i>
Food and Beverage Preparation and Service Description:	
Applicable Permits:	

**Other information pertinent to traffic, parking, noise, pollution, litter or other matters which could adversely affect the health, safety and welfare of those in Newport Harbor. Or provide any comments.**

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**Marine Activities Permit Parking  
(attach additional sheets if necessary)**

1. Describe peak occupancy of vessels you intend to operate. Please note that you will need to provide parking at 1 space for every 3 occupants (passengers + crew) of all vessels in operation at a given time.

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2. Identify the location(s) of off-street parking and the number of spaces at each location. (Be specific. Provide schematic.)

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

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4. How is this parking secured? (Provide agreement or lease.)

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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).

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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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7. Please provide an authorization letter from the property owner(s) of each off-street parking facility verifying the use of the parking facility.

