



Mooring No: _____

Date: _____

Mooring Transfer Process Checklist

- Transfer Form:**
 - All signatures must be notarized*

- Make Appointment with Permit Technician, Madison Vitarelli via email:**
Mvitarelli@newportbeachca.gov or at 949-718-3429 Monday-Thursday from 7am-5pm.

- Appointment Items:**
 - Review transfer paperwork*
 - Create new permit*
 - Review/sign new permit*
 - Collect Transfer fee (75% of annual fee) \$ _____*
 - Questions*

- Post Appointment:**
 - Once new permit is signed, it will be sent to the City's Revenue Division and new permittee.*
 - Revenue will send out new accounting information*
 - Please use the City's website to sign up for auto-pay for your monthly fee.*
 - Your monthly fee \$ _____*
 - Mooring overhaul is required every 2 years.*
Your next overhaul is due _____.

- Will a vessel be going on the mooring, if yes then the following must be completed:**
 - Vessel inspection is required prior to the vessel being placed on the mooring.*
 - Current registration/ documentation and insurance are required. Permittee must send updated registration/ documentation and insurance declarations page once expired.*
 - Insurance documentation must include the City of Newport Beach as additional insured (requirements are attached to this document).*
 - Vessel can never exceed the mooring size.*