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.