



Mooring#: _____
Mooring Length: _____
Max Vessel Size: _____
Appointment: _____

## Mooring Transfer Process Checklist

- Transfer Form:**
  - All signatures must be notarized*
  
- Make Appointment with Permit Technician, Madison Vitarelli via email:**  
[Mvitarelli@newportbeachca.gov](mailto:Mvitarelli@newportbeachca.gov) or at 949-718-3429 Monday-Thursday (Weekends can be arranged)
  
- 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. **Max Vessel Size:** \_\_\_\_\_*

# Vessel Insurance Requirements

Newport Harbor Off-Shore Mooring Permittee:

As you may be aware, one of the Newport Harbor Code conditions (NBMC 17.60.040) associated with your mooring permit requires up-to-date proof of insurance for vessels stored at your assigned moorings. This proof of insurance must meet policy requirements, as determined by the City's Risk Manager.

The minimum policy requirements, for the vessel now assigned to your mooring, are as follows:

*Applicant shall maintain Protection & Indemnity insurance with minimum limits of \$300,000 per occurrence, including bodily injury, property damage, wreck removal, defense costs and water pollution liability. The water pollution liability shall cover bodily injury, property damage, defense costs and cleanup costs. The policy shall be endorsed to (1) name the "City of Newport Beach, its City Council, boards and commissions, officers, agents, volunteers and employees" as additional insureds, and (2) provide that this insurance is primary and non-contributory with any other insurance or self-insurance available to the City. A certificate of insurance and copies of the additional insured endorsement are required for review and approval by the City. The additional insured endorsement shall be at least as broad as ISO Form CG 20 12 or CG 20 26.*

Please consult with your insurance representative when requesting these documents, so you can confirm your policy meets or exceeds all of the City's requirements outlined above. You are particularly encouraged to confirm that the certificate of insurance or equivalent documentation provided to the Harbor Department includes the required written additional insured endorsement, naming the "City of Newport Beach, its City Council, boards and commissions, officers, agents, volunteers and employees" as additional insureds on the policy.

Thank you in advance for providing this insurance information to the Harbor Department office as soon as possible. Please contact Madison at the Harbor Department Office, at 949-718-3429, if you have any questions.

We appreciate your attention to this matter.

Thank you,



Madison Vitarelli  
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