



# MARINE ACTIVITIES PERMIT APPLICATION

## HARBOR DEPARTMENT

1600 W Balboa Blvd, Newport Beach, CA 92663  
(949) 718-3429

### CHARTER VESSEL-TYPE COMPANIES

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

### Applicant Information

Business Name:
Contact Name:
Address:
Phone Number(s):
Mailing Address:
Email:
Newport Beach Business License Number:
Property Owner:
Mailing Address:
Phone Number(s):
Marina / Property Manager Name/Number(s):
Approved Captains:

Please submit:

- 1. Charter Vessel Information Form** for each vessel operating under this permit.
- 2. Parking Information Form.**
- 3. Vendor(s) Information Form.**
- 4. Evidence of Insurance** naming the City as additionally insured.
- 5. Application Fee.** (Please call Harbor Department for the current fee.)

I declare under penalty of perjury that the foregoing is true and correct:

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

<b>Approved by:</b>	
Planning Department: _____	Date: _____
Public Works, Transportation: _____	Date: _____
<b>Inspected and Approved by:</b>	
Harbor Department: _____	Date: _____

Denied by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

## CHARTER VESSEL INFORMATION FORM (Page 1 of 2)

Please complete this 2-page form for every charter vessel operating within the Marine Activities Permit.

**Charter Company/Applicant:** \_\_\_\_\_

**Vessel Name:**

Vessel Owner Name:
Address:
Phones Numbers:

**Vessel Information**

Slip Location Within Marina: <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, and include:**

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

**Methods of Operation**

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

**CHARTER VESSEL INFORMATION FORM**  
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Entertainment and Sound Amplification:	Type of Activities During Charters:
	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 Parking Information Form.</i>
Food and Beverage Preparation and Service Description:	
Applicable Permits:	

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

**PARKING INFORMATION FORM**  
(Page 1 of 1)

**Charter Company/Applicant:** \_\_\_\_\_

1. Describe peak occupancy of all vessels combined. Required parking is one space for every three 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. (Specifics required, including schematic. Public street parking not permitted.)

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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 authorization letter or lease from the property owner for each off-street parking location.)

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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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