



Community Development Department Guidelines for Planning Applications

CITY OF NEWPORT BEACH
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For the complete procedures and requirements for the preparation, filing, and processing of permit applications, please refer to [Chapter 20.50 \(Permit Application Filing and Processing\)](#) of the Zoning Code.

The guidelines below are only a summary to assist you in the application submittal process.

1. Meet with a Planner. Request a pre-application meeting with a planner before completing and filing an application. The purpose of the meeting is to be informed of City requirements for a proposed project; review the City's review process and possible project alternatives or revisions; and identify information, materials, and any necessary technical studies and/or reviews, including Coastal Commission, Environmental, and/or Water Quality.

2. Prepare and Submit Application(s). Permit application(s) shall be filed with the Planning Division on the appropriate City application form, with all required fees and/or deposits, and pertinent information and materials required for the specific type of application(s). The application's respective information form is available for additional information as to said requirements.

3. Initial Application Review. Within 30 calendar days of filing an application, the applicant/authorized agent shall be informed in writing that the application is complete and has been accepted for processing or that the application is incomplete and additional specified information shall be provided before the application is deemed complete. Upon receipt of all additional information requested, a new 30-day review period shall begin. Additional information that is not provided within 60 days following the date the application was deemed incomplete, the application shall be deemed withdrawn without any further action by the City.

4. Project Evaluation and Staff Reports. All applications shall be reviewed to determine whether they comply and are consistent with the provisions of the Zoning Code, Local Coastal Program Implementation Plan, General Plan, and any other applicable provisions identified in [Section 20.10.040 \(Applicability of the Zoning Code\)](#) or [Section 21.10.040 \(Applicability of Implementation Plan\)](#). Based on the facts and analysis of the case, staff will prepare and provide a staff report with a written recommendation to the applicable review authority recommending that the application be approved, conditional approved, or denied. The final staff report will be provided to the applicant at the same times as it is provided to the review authority. Please refer to [Section 20.50.020 \(Authority for Land Use and Zoning Decisions\)](#) or [Section 21.50.020 \(Authority for Decisions\)](#) for a table identifying the review authority responsible for reviewing and making decisions on each type of application required by the Zoning Code.

5. Public Hearing/Review Date. Applications heard at a [public hearing](#) require public notices to be mailed, posted, and published pursuant to the requirements of the Zoning Code and/or Subdivision Code at least 10 days prior to the public hearing. The applicant or an authorized agent must appear at the public hearing. Failure to appear at the hearing will cause the application to be continued to a subsequent meeting. At the hearing the application will be approved, denied, removed from calendar, or continued to a future meeting date. Not all permit applications require public hearing/noticing. The planner will discuss this requirement at the pre-application meeting.

For Applications that do not include a Coastal Development Permit - 2 (two) sets and 1 (one) copy of Mailing Labels shall be printed on Avery 5160 address labels (or equivalent to) and contain the parcel numbers, names, and mailing addresses for all owners of property located within a 300-foot radius, excluding intervening right-of-ways and waterways, of the exterior boundaries of the subject parcel.

For Applications that include a Coastal Development Permit - 2 (two) sets and 1 (one) copy of Mailing Labels shall be printed on Avery 5160 address labels (or equivalent to) and contain the parcel numbers, names, and mailing addresses for all property owners **(residential and nonresidential) and occupants **(residential only)** of property located within a 300-foot radius, excluding intervening right-of-ways and waterways, of the exterior boundaries of the subject parcel.**

6. Electronic File must meet ALL Requirements: (1) PDF Format (2) Text searchable or OCR [Optical Character Recognition] (3) PDF Size must not exceed 20 MB (4) All CAD program layers shall be "flattened" into a single PDF layer (5) Page format not to exceed 11"x17" (6) Black and White – unless required for illustration purposes or the removal of color significantly alters the clarity of Plans (7) CD, Drop Box or Email (Email Size Limit: **20 MB**) submittal only. Flash Drives will not be accepted. Every attempt shall be made to reduce the file size to minimize download time without degrading overall image quality. If this is not possible, please consult with planning staff.

7. Appeal Period. After any decision for approval or denial has been made on an application, an [appeal period](#) begins. An appeal period is typically 14 days and it is during this time that any interested party, unless otherwise prescribed in the individual chapters of the code, can appeal decisions of the Planning Director and the Zoning Administrator to the Planning Commission and decisions of the Planning Commission to the City Council. The [Appeal Application](#) is available online and at the Planning Division. Upon conclusion of the appeal period, unless otherwise approved by the Planning Division, permits for any required building, plumbing, or electrical corrections and/or modifications as required by the Conditions of Approval can be permitted.