



CITY OF NEWPORT BEACH

COMMUNITY DEVELOPMENT DEPARTMENT

BUILDING DIVISION

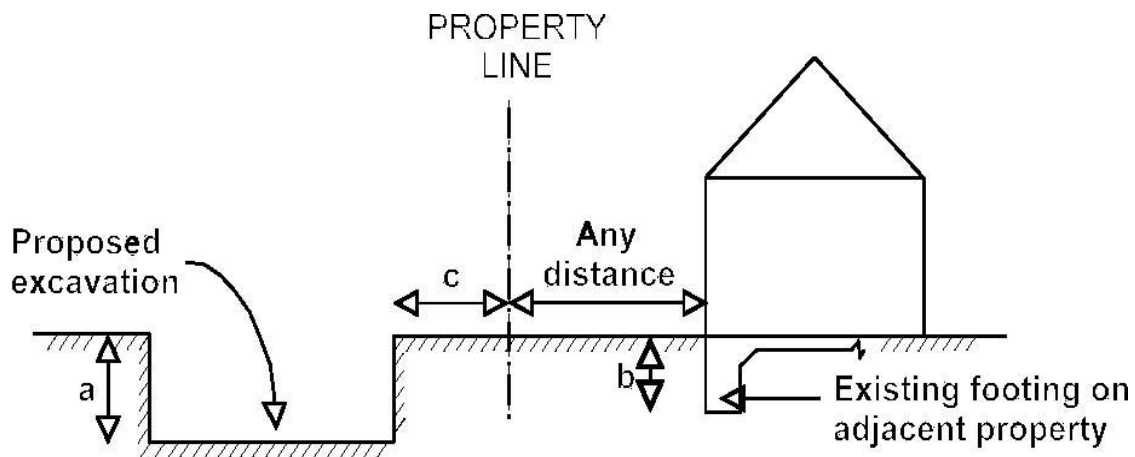
100 Civic Center Drive | P.O. Box 1768 | Newport Beach, CA 92658-8915
www.newportbeachca.gov | (949) 644-3200

30-DAY NOTIFICATION OF INTENT TO EXCAVATE

Section 15.10.125 of the Newport Beach Municipal Code requires property owners to provide the adjacent property owner(s) with a 30-day written notice of intent to excavate when the depth of the proposed excavation (a) is greater than both:

1. The depth of the wall or foundation (b) of an adjoining building or structure, and
2. The distance between the property line and the proposed excavation (c). (See below)

The Department shall not issue any permit until evidence of the required notification is received. The procedure for providing proper notification shall be as follows:



1. The attached letter shall be used to provide the required notification. If you have questions regarding the completion of the form please contact your plan check engineer.
2. The notification shall be sent to the owner(s) of the adjoining properties by certified mail with a return receipt requested.
3. The applicant shall provide the plan check engineer with the certified mail return receipt as evidence of the notification.



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30-DAY NOTICE OF INTENT TO EXCAVATE

Date: _____

To: Owner of property located at _____

From: _____

Subject: PROTECTION OF ADJOINING PROPERTY
(NBMC – 15.10.125 & Civil Code Section 832)

Job Address: _____

Legal Description: _____

I am applying for a permit with the Newport Beach, Building Division for a _____ foot deep excavation located _____ feet away from our common property line, for the purpose of

The ordinance requires that I give adjacent property owner(s) 30 days written notice when the excavation will be of greater depth than the adjoining building's or structure's foundation and when the excavation is closer to the common property line than the depth of the excavation. The excavation is proposed to commence on or after ____/____/____. Should you have any questions or concerns, I can be reached at _____.

Print Name: _____

Signature: _____

Position: _____