



# Approval-in-Concept Information

Community Development Department

Planning Division

100 Civic Center Drive / P.O. Box 1768 / Newport Beach, CA 92658-8915

(949)644-3204 Telephone / (949)644-3229 Facsimile

[www.newportbeachca.gov](http://www.newportbeachca.gov)

When a project requires the approval of the California Coastal Commission (Coastal Commission), please follow the following process:

1. Complete a [Planning Permit Application](#) for an Approval-in-Concept (AIC), and submit the form to the Planning Division along with the following:
  - A completed Appendix B (Local Agency Review Form) from the Coastal Commission's Coastal Development Permit Application. Please contact the Coastal Commission to obtain a copy of the form or download it from the following website: <http://www.coastal.ca.gov/cdp/cdp-forms.html>. Please note Section B will be completed by the City.
  - If applicable, a copy of any discretionary approvals (i.e. Variance Permit, Use Permits, Tentative Subdivision/Parcel Maps, Environmental Reports).
  - One (1) set of plans for the initial review, including:
    - Site plan, floor plans, elevations, roof plan, and drainage plan (and/or subdivision map if one was involved);
    - Topographic survey for new structures and major remodels that increase height;
    - A tissue overlay/floor area exhibit showing area dimension and calculations if proposed structure is within 10 percent of maximum allowable floor area.
  - Cross sections may be requested during review to confirm compliance with heights and floor area.
  - The fee consistent with the fee schedule adopted by City Council. If the AIC is for only a subdivision map, no fee is required.
2. The City will review the application and provide any comments or corrections as necessary. Once the plans are approved, the applicant will be requested to submit two additional identical sets to be stamped by a planner. Once all plan sets are stamped, the applicant can submit the plans and any other required materials and information to the Coastal Commission.
3. The Coastal Commission has a separate application form and fee which must be submitted to them along with the City-approved set of plans and the completed Appendix B form. Please contact the Coastal Commission to obtain a copy of their required application and any information on their application process.

How to contact the Coastal Commission:

California Coastal Commission

South Coast Area Office

200 Oceangate, 10th Floor, Suite 1000

Long Beach, CA 90802-4302

Telephone: (562) 590-5071

[www.coastal.ca.gov](http://www.coastal.ca.gov)

4. After the AIC has been approved by the City, an applicant may submit complete plans for plan review for a building, demolition, and/or grading permit. However, permits cannot be issued until the Coastal Commission has issued a Coastal Development Permit, a Waiver, or an Exemption. Please be advised that applicants take on a risk filing for a building or grading permit before obtaining clearance from the Coastal Commission because there is no guarantee the Coastal Commission will approve a project as submitted. Furthermore, additional fees for reviewing changed plans may be required and the City is not liable for any additional costs incurred.