



Public Hearing Requirements

Community Development Department
Planning Division
100 Civic Center Drive / P.O. Box 1768 / Newport Beach, CA 92658-8915
949-644-3204 www.newportbeachca.gov

For projects requiring a public hearing, the application shall include the items listed below. Please be advised that the items are required to be no older than 6 months utilizing names and addresses from the last equalized assessment roll and utilizing the most recent assessor's maps or alternatively, from such other records that contain more recent information. [Click here for ownership listing services that can prepare this package.](#)

Mailing Labels (electronic format – please provide **both Excel and Word files**)

(see **Attachment A – Electronic Formatting** for reference)

- Excel spreadsheet with the following fields
 - 1) Assessor Parcel Number
 - 2) Name
 - 3) Street Address
 - 4) City, State and Zip Code
- Word document (Avery 5160 label format)

For Applications that do not include a Coastal Development Permit

Address data for all **property owners** of property located within a 300-foot radius, excluding intervening rights-of-way and waterways, of the exterior boundaries of the subject parcel.

For Applications that include a Coastal Development Permit

Address data for all **property owners and residential occupants** of property located within a 300-foot radius, excluding intervening rights-of-way and waterways, of the exterior boundaries of the subject parcel.

Note: It is the applicant's responsibility to inform the title company or ownership listing service if occupant or any other specific labels are required in addition to property owner labels based on the submittal requirements of application and/or the Planning Division's recommendation.

Written Affidavit (on letterhead)

A written affidavit from the title company or ownership listing service, who prepared the assessor's parcel map and mailing labels, verifying that the information was prepared utilizing names and addresses from the last equalized assessment roll and utilizing the most recent assessor's maps, or alternatively, from such other records that contain more recent information. See **Attachment B** (Written Affidavit Example).

Note For coastal development permits, please include in the written affidavit that both property owners and residential occupants are listed.

Radius Map (Assessor's Parcel Map)

An Assessor's Parcel Map indicating all parcels within a 300-foot radius, excluding intervening rights-of-way and waterways, of the exterior boundaries of the subject property. The radius line and subject property shall be indicated on the map. See **Attachment C** (Radius Map Example).

Fee

A fee is required at the time of filing in accordance with the adopted [fee schedule](#) to partially defray the cost of processing and other expenses. The Planning Department will advise you of said fees that are applicable.

Attachment A (Electronic Formatting)

Excel ([click here for template](#))

APN	NAME (Property Owner/Residential Occupant)	STREET ADDRESS	CITY, STATE, ZIP
442-014-27	City of Newport Beach	P.O. Box 1768	Newport Beach, CA 92658
442-014-27	Occupant	123 W Main Street, #A	Newport Beach, CA 92660

Word (Avery 5160 format)

442-014-27
City of Newport Beach
100 Civic Center Drive
Newport Beach, CA 92660

442-014-28
Cinderella Glass
123 Pumpkin Way
Newport Beach, CA 92660

442-014-29
Belle's Books
5 Dozen Eggs Circle
Newport Beach, CA 92660

442-014-30
Rapunzel Lanterns, LLC
66 Duckling Drive
Newport Beach, CA 92660

442-014-31
Jasmine Carpet
95 Apple Street
Newport Beach, CA 92660

442-014-32
Ariel Dinglehopper
20 Thingamabobs
Newport Beach, CA 92660

442-014-27
Occupant
123 W Main Street, #A
Newport Beach, CA 92660

442-014-28
Occupant
123 W Main Street, #B
Newport Beach, CA 92660

442-014-29
Occupant
123 W Main Street, #C
Newport Beach, CA 92660

442-014-30
Occupant
123 E Main Street
Newport Beach, CA 92660

442-014-31
Occupant
123 ½ E Main Street
Newport Beach, CA 92660

442-014-32
Occupant
125 E Main Street
Newport Beach, CA 92660

[Letterhead of the Title Company or Ownership Listing Service]

Example: For Applications that do not include a Coastal Development Permit

Please see the attached radius map and mailing labels created **for all property owners** located within a 300-foot radius, excluding intervening rights-of-way and waterways, of the exterior boundaries of the subject parcel located at (site address) in the City of Newport Beach, County of Orange. The property information was acquired through the County Assessor's office. Further, the information is based upon the most up-to-date records of the county tax assessor and is deemed reliable, but is not guaranteed.

Signature of Preparer

Date Prepared

Example: For Applications that include a Coastal Development Permit

Please see the attached radius map and mailing labels created **for all property owners and residential occupants of properties** located within a 300-foot radius, excluding intervening rights-of-way and waterways, of the exterior boundaries of the subject parcel located at (site address) in the City of Newport Beach, County of Orange. The property information was acquired through the County Assessor's office. Further, the information is based upon the most up-to-date records of the county tax assessor and is deemed reliable, but is not guaranteed.

Signature of Preparer

Date Prepared

