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**ANNUAL MOORAGE WAITING LIST FORM**

(policy set by Res. No. 2025-01 adopted 01/08/25)

**RATES** (set by Res. No. 2025-01 adopted 01/08/25).

- Application Form.** \$125 deposit applied against annual moorage payment. No other fees.
- Renewal Form.** \$12 fee for renewal.

**REQUIRED DOCUMENTATION**

Do you currently own a vessel:  Yes  No If applicant does not currently own a vessel, identify proposed dimensions of vessel *and vessel type* to be acquired below.

Applicant's Name (s) \_\_\_\_\_

Street Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, ST, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Emergency Phone \_\_\_\_\_

**Applicants failing to return phone messages within 5 days will be removed from waiting list**

E-mail \_\_\_\_\_

Vessel's Name (only one vessel per waiting list form) \_\_\_\_\_

State (or Federal) Registration Number \_\_\_\_\_

Registry Port \_\_\_\_\_

Length Overall \_\_\_\_\_ Width (at widest point) \_\_\_\_\_ Draft (depth) \_\_\_\_\_

Vessel Type(choose one only):.....  Sport Vessel  Commercial Vessel

**For Vessels 20-ft. or under**..... Electricity:  Yes  No Water:  Yes  No

Are you the registered owner of the above vessel:  Yes  No

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**TO BE COMPLETED BY STAFF**

Date \_\_\_\_\_ Time \_\_\_\_\_ Staff Initials \_\_\_\_\_

Tentative Dock Assignment \_\_\_\_\_ Rec'd by:  Mail  Email  Fax  In Person

Amount Returned with Form \$ \_\_\_\_\_  Check # \_\_\_\_\_  Cash  Card

Deposit \$ \_\_\_\_\_  Renewal Fee \$ \_\_\_\_\_  Retainage Fee \$ \_\_\_\_\_  Other \$ \_\_\_\_\_

**Section 1. Purpose.** The concept of the Annual Moorage Waiting List (“List”) is to allow individuals interested in securing annual moorage (“Entrants”) an opportunity to enter their name on a master list and allow those entrants that have waited the longest the first opportunity to obtain qualifying annual moorage. As vacant moorage is filled, entrants will rise on the waiting list. New entrants will be entered at the bottom of the list.

**Section 2. Application.** No more than one vessel shall be identified on an individual form. Entrants will be placed on list in the order in which the forms are received. Form shall include the name, address, telephone number(s) and e-mail of the entrant, the vessel’s name, home port, official number or state registration number, overall length, breadth and draft or if entrant does not currently own a vessel, the proposed dimensions of the vessel to be acquired. Based upon information on the form, staff will tentatively assign a dock to the vessel. Entrants are advised to verify the accuracy of vessel information since inaccurate information could jeopardize the entrant’s position.

**Section 3. Application Form.** *Individuals may apply for placement on the list at any time. The Moorage Deposit (“Deposit”) and Application Form (“Form”) must be received prior to being considered as eligible for moorage consideration. Forms are available on-line and at the Port office. To be placed on the list, an entrant’s fines and/or fees must be paid to date.*

**Section 4. Annual Renewal.** Entrants shall be billed annually in the Spring to keep their position on the list. Entrants failing to submit either the Renewal Fee (“Fee”) or Renewal Form (“Form”) by July 31st will be removed from list and forfeit their deposit. No consideration for previous involvement on list shall be allowed.

**Section 5. Determining Position.** For determining position, staff shall date and time-stamp all forms. For forms received on the same day, mail forms shall be deemed to have been received first prioritized by alphabetized (A-Z) last name. Forms hand-delivered or paid for by credit card shall be date and time-stamped upon receipt.

**Section 6. Changes.** Entrants shall promptly notify staff of any changes in the information set forth on the form including vessel dimensions or contact information. Changes in vessel dimensions could result in a change of eligibility to an assigned dock.

**Section 7. Deposit Required.** A nonrefundable and non-interest-bearing Moorage Deposit shall be required to apply for placement on the list. The deposit shall be applied against the applicant’s annual moorage payment upon Port receiving a fully executed Annual Moorage Agreement (“Agreement”).

**Section 8. Moorage Availability.** Upon the annual moorage renewal process being completed, staff will post available slips on August 10th. Slips shall be assigned according to vessel size and availability on August 11th to eligible entrants. If a slip is not available then the entrant shall maintain his or her place on the waiting list and the next eligible entrant shall be similarly assigned. *Slips shall be assigned by staff according to boat size and slip number available and at the option of the Port. (Ord. No. 15(II)(2)(E)).*

**Section 9. Retainage of Position on List.** If staff determines that moorage is available for an entrant’s identified boat, *entrant is not required to sign an agreement.* However, the entrant shall submit a Retainage Fee (“Fee”) within 48-hours to retain entrant’s position on the list, otherwise entrant’s name shall be removed from list.

**Section 10. Notice.** Staff will consult list and alert entrants with a strong possibility of obtaining a slip after July 31st. Entrants must respond via phone or electronic communication within 5 days of staff contact effort or entrants’ name will be removed from list. All successful entrants shall remit a signed agreement and full payment (minus deposit) before August 20th. Entrants are encouraged to pre-pay either the annual moorage payment or the retainage fee in advance of the due date. Entrants who fail to remit the agreement, payment or fee by due date will be removed from list and have their deposit forfeited.

**Section 11. Consulting Vacancies.** Staff shall review upgrade forms submitted during annual renewal process before contacting entrants on waiting list. Most vacancies occur when moorage holders decide not to renew.

**Section 12. List Position Transferrable.** Entry on the list is for a specific individual and is only transferrable under the provisions in Ord. No. 15, Part II, Section 2(C). Entry name and preferred boat size is considered public information and may be posted.

**Section 13. Upgrading.** This policy does not apply to current moorage holders wishing to upgrade. Slip upgrades may be granted, based on availability, to current slip holders who desire to change slips on their current row of equal size to their current slip.