Mooring Waiting List Flow Chart

Step 1: Get on the Waiting List

- ✓ File a completed Form C
- ✓ Pay $15 fee to join list

Step 2: WAIT

- ✓ Check our website for your current position on the list (updated frequently)
- ✓ DON'T CALL US – we will let you know as soon as we know!
- ✓ Continue to pay $15 EACH year by March 31

Step 3: Site 1 is Offered

- ✓ You receive written notice of site assignment offer from Harbormaster (HM)
- ✓ REPLY TO HM IN WRITING WITHIN 72 HOURS (3 DAYS) of above Notification to indicate whether you accept or reject site offered
- ✓ **NO TIMELY REPLY = REJECTION OF SITE**

ACCEPT REJECT

REJECTED MOORING SITE 1

Continue to wait until second site is available (SEE STEP 2)

Continue to pay $15 EACH YEAR by March 31

Site 2 is Offered

Site 2 is Offered

- ✓ You receive written notice indicating second attempted assignment
- ✓ REPLY TO US IN WRITING **WITHIN 72 HOURS** of Notification indicating you accept or reject second site offered
- ✓ **NO TIMELY REPLY = REJECTION OF SITE**

ACCEPT REJECT

Rejection of site 2

You are automatically moved to the bottom of the Waiting List with new entry date/time.

Entire process starts all over again.

Back to Step 1

Step 4: Site is Acquired for use

- ✓ You choose: existing gear or new gear to be installed in assigned site.
- ✓ HM staff WILL NOT discuss prices of, or broker mooring gear UNDER ANY CIRCUMSTANCES!
- ✓ We will provide existing gear owner contact info.

Buy existing gear Buy new gear

Step 5a: Notify Us In Writing:

- ✓ You notify us within 14 days – existing gear to be purchased
- ✓ Mooring Service inspects the existing mooring gear ASAP
- ✓ We send you an Invoice
- ✓ Return Invoice with the $60 annual reg. fee w/in 30 days

Step 5b: Notify Us In Writing:

- ✓ You notify us within 14 days - new
- ✓ Mooring Service provider installs new mooring gear with HM
- ✓ We send you an Invoice
- ✓ Return Invoice with $60 annual registration fee and $50 new gear fee: **total $110 due** w/in 30 days

- ✓ RENEW YOUR ANNUAL MOORING PERMIT EACH YEAR BY MARCH 31st
- ✓ Register and attach only the "Approved Vessel of Record" and pay waterways use fee each year
- ✓ INFORM US OF ANY CHANGES (mailing address, telephone number, etc.)
- ✓ READ ALL MOORING & WATERWAYS REGULATIONS at **www.dartmouthharbormaster.com/rulesandregs/**