

**APPLICATION FOR MOORING PERMIT
MOORING PERMIT WAITING LIST**

Starting October 1, 2015 there will be a 90 day maximum time frame to update your account information and remit the required fee. If payment is not received within the 90 days, your name will be removed from the waiting list.

- (A) All persons wanting to be assigned a mooring location within Marblehead Waters must complete an Application for Mooring Permit available from the Harbormaster's Office. The application requires the name, mailing address and phone numbers of all applicants, as well as the size and type of vessel to be moored, its name if available, and any preference for location within the harbor. If you do not yet have a vessel, you may estimate the size and type you plan to purchase. Partnerships on Mooring Applications are no longer accepted.
- (B) If mooring space is available in the harbor area you indicate at the time of application, you will be directed to proceed to step (F), below, to complete a Mooring Permit Application and show proof of ownership for a vessel. Otherwise, upon submission of a completed application and payment of a ten dollar (\$10.00) application fee, the Harbormaster's office will assign the application a number and place the Applicant of Record on the Mooring Permit Waiting List. **Note: the expected waiting time for a mooring in the Marblehead main harbor is currently eighteen plus years while there is currently a two year waiting time for the West Shore (Salem) area and no wait time for the Peaches Point area.**
- (C) The mooring Permit Waiting List shall be maintained in chronological order by date of the receipt of each application. The list will be updated annually and shall be available for review by the public at the Harbormaster's Office.
- (D) A Mooring Waiting List Renewal Form will be sent every Fall to each Applicant of Record on the Mooring Permit Waiting List. This form must be completed and returned to the Harbormaster's Office within 90 days along with a ten dollar (\$10.00) renewal fee in order to remain on the Mooring Permit Waiting List. It is the applicant's responsibility to ensure that the waiting list status has been renewed. Non-receipt of the form is not grounds for reinstatement.
- (E) When the Harbormaster determines a mooring location is available for assignment, notification will be sent via phone, e-mail or letter to that Applicant of Record with the oldest date of application and lowest number on the Mooring Permit Waiting List

whose vessel fits the parameters of the available location. The applicant so notified will have fifteen (15) days to indicate via phone, e-mail or letter the acceptance of the offered mooring assignment. If the Harbormaster does not receive a positive reply within this timeframe, he shall notify the next most suitable Applicant of Record until either the mooring space is taken or the waiting list is exhausted.

- (F) Upon acceptance of a mooring assignment, the Applicant of Record will be required to show proof of ownership of a vessel to the Harbormaster, becoming an Owner of Record as outlined below. The applicant must then complete a Mooring Permit Application and pay the appropriate fees. Unless approved by the Harbormaster, a new mooring should be set in the designated mooring location within 30 days of acceptance, for use by the permitted vessel.
- (G) All mooring tackle for a new mooring must be constructed in accordance with the specifications set forth in the then - current Manual for Marblehead Waters, or as otherwise approved by the Harbormaster. All mooring tackle must be inspected by the Harbormaster or his assistants prior to being set in the designated mooring location. Mooring tackle must be made available to the Harbormaster's office for inspection and placement in accordance with the Harbormaster's directions and in accordance with the issued permit.