

PORT OF POULSBO  
18809 Front St. NE Box 1, Poulsbo WA 98370  
(360) 779-9905

## Permanent Moorage Wait List Application

The applicant hereby tenders to the Port of Poulsbo, the Non-Refundable, Non-Applicable Fee (see policy for more information) in order to be placed on a "waiting list" for a permanent moorage berth at the Poulsbo Marina.

The wait for a permanent moorage berth is for an undetermined length of time depending solely on berth availability, boat size, and date of application.

### NOTES:

- **General liability insurance is required for all vessels moored in the Poulsbo Marina.**
- **THIS IS NOT A LIVE A BOARD WAITLIST APPLICATION**
- **WE ARE NOT ACCEPTING LIVE A BOARD WAITLIST APPLICATION UNLESS YOU HAVE BEEN A LICENSEE AT THE PORT OF POULSBO FOR 12 CONSECUTIVE MONTHS.**

Name: (Please Print) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (Home): \_\_\_\_\_ (Work): \_\_\_\_\_

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

Boat Length (LOA): \_\_\_\_\_ Beam: \_\_\_\_\_ Draft: \_\_\_\_\_

Do you want to be added to the Boathouse Wait List as well?  Yes  No

(Note: Boathouses are purchased and sold privately.)

Fee Paid:  \$25.00 - application prior to June 1  \$12.50 - application after June 1

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

### OFFICE USE ONLY

This application is accepted on \_\_\_\_\_, 20\_\_\_\_\_.

By \_\_\_\_\_ on behalf of The Port of Poulsbo.

## Slip Wait List Policy

### POLICY GUIDELINES

#### A. Definitions

1. Commercial Vessel – Vessels that, through its design, configuration, use and/or documentation, may produce revenue. Licensees are required to provide proof of commercial activity.
2. Port Resident – Anyone living within the Poulsbo Port District boundaries. Applicant must show proof of address (i.e. utility bill, mortgage statement, etc.) and photo I.D.

#### B. Priority Status

1. Commercial Vessels shall have top priority for permanent slips on the commercial dock (D-dock) only. This, however, does not preclude them from being on the non-commercial wait list as well.
2. Port District residents shall have priority for non-commercial permanent slips.

#### C. Boathouse Wait List

1. There shall be a separate wait list for boathouse spaces.
2. Applicants shall have the option of being added to the *Boathouse Wait List*, in addition to the *Slip Wait List*.

#### D. Application Requirements

1. Completed *Wait List Application*
2. Application Fee:
  1. \$25.00 *if paid prior to June 1 of each year.*
  2. \$12.50 *if paid June 1 or later.*
3. Wait list applications are renewed annually.
4. Current picture of Vessel.
5. Where vessel is currently moored.
6. Copy of current insurance coverage.

#### E. Slip Assignments

1. When a slip comes available, Port staff will first consult the *Transfer List*. This list is composed of current Licensees that want to move to a different slip within the marina. The *Transfer List* shall have priority over all.
2. The resulting available slip will then be offered to persons holding priority status, according to their application date, and with a vessel that fits the criteria of the available slip.
3. Upon notification of an available slip, a wait list applicant will have three (3) working days to accept said slip.
4. Wait list applicants that refuse an available slip will be moved to the bottom of the wait list.

#### F. Boathouse Space Assignments

1. When a boathouse is made available for purchase, the Port of Poulsbo shall have the first right of refusal.
2. *Boathouse Wait List* applicants shall have second right of refusal in the event the Port declines a boathouse purchase.
3. Boathouse slip assignments will only be made by the Port.