

Municipality of Skagway

Small Boat Harbor

Annual Moorage Waiting List Procedures

1. An applicant must complete an application form provided by the Harbor Department.
2. Once all application information is complete and accurate, Harbor Department staff will accept the application, record the date received, collect the initial filing fee and issue a receipt that establishes the applicant's chronological position on the waiting list.
3. When annual stalls become available they will be offered to applicants on a first come, first serve basis as determined by the date of application. Any special requirements noted on the application will be considered when making an offer. If an applicant's boat does not fit an available stall, then the next person on the list will be considered.
4. Offers are made by phone. If the applicant cannot make a decision at the time of the call, the applicant will have 1 week to decide. If the applicant does not respond to, or accept the offer in the required time period, he will have the option of either being removed from the waiting list, or moved to the bottom of the waiting list.
5. Copies of current waiting lists are available to the public during regular business hours at the Harbormaster's office.

Waiting List Provisions and Stipulations

Provisions

The state of Alaska requires that a waiting list be maintained when demand for annual moorage stalls exceeds the number available. Attached is an application for inclusion on a waiting list for an annual moorage stall. A non-refundable fifty dollar (\$50.00) initial application fee is required. Additionally, a \$10.00 non-refundable annual fee to remain on the list is due by April 30th for each following year. Upon completion of the application and receipt of the initial payment, your name will be added to one of six separate waiting lists.

The Skagway Harbor Department maintains six separate waiting lists based on stall size – skiffs, 24 foot stalls, 30 foot stalls, 36 foot stalls, 40 foot stalls, and 42 foot stalls. It is vitally important that you provide accurate information on your application so that harbor staff can determine which size stall will best accommodate your boat and harbor space management needs. Failure to provide accurate application information may result in denial of a stall assignment when your name comes up on the list. Your name would then be added to the bottom of the appropriate list based on stall size.

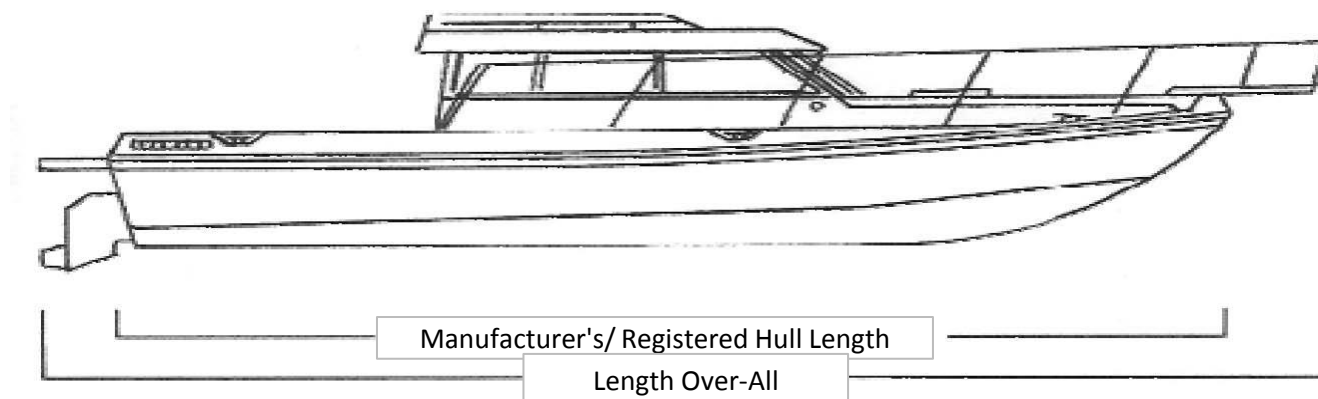
Stipulations

By signing the application, you are agreeing to the following:

1. No company, business or individual may hold more than one annual moorage stall (regardless of size) when a waiting list(s) exists for annual moorage.
2. Assignment of stalls is based on the length-over-all of the vessel. This length is usually always longer than the manufacturer's hull length, or Coast Guard registered length. Over-All length is the space that the boat actually occupies in the harbor. This length includes (but is not limited to): anchor pulpit, bowsprit, swim step, stern drive, outboard, dingy/tender and davits, etc. If you are not sure of your boat's length-over-all, harbor personnel will be glad to measure it for you before you apply. Please use the diagram below as a guide to help determine your boat's length-over-all.
3. You will be placed on one of six waiting lists based on the information you provide in your application. The six waiting lists are for skiffs, 24 foot stalls, 30 foot stalls, 36 foot stalls, 40 foot stalls, and 42 foot stalls. Based on your application, harbor personnel will assign you to a stall size that will best accommodate your boat and harbor space management needs.
4. You must inform the Harbor Department of any address changes or phone number changes. You must pay the annual \$10.00 fee by April 30th of each year to remain on the waiting list. This will not be renewed automatically. Bills will not be sent. It is completely your responsibility to contact the Harbor Department. Failure to do so will result in removal of your name from the waiting list. Reapplication and another \$50.00 fee will be required to add your name again, and then at the bottom of the list.
5. Proof of boat ownership and US Coast Guard registration must accompany every application. The vessel must be owned and registered to the individual, business or company applying for annual moorage.

If you have any questions, please ask them. It is in both your interest and the harbor's interest that you provide the most accurate information possible.

How to Determine Your Boat's Over-All Length



**Municipality of Skagway
Harbor Department**

P.O. Box 415
Skagway, AK 99840
Phone: (907) 983-2628

<u>Applicant Name</u>	<u>Stall Size</u>
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Annual Stall Waiting List Application

Please Complete Sections I. through V. Only

I. Owner Information (As it appears on proof of ownership and USCG Registration)

REGISTERED OWNER:				
CO-OWNER:				
MAILING ADDRESS:				
City	State	Zip		
E-MAIL ADDRESS:				

(Offers are made by phone)

Home Phone #	Work Phone#
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II. Vessel Information

Over-all Length	Width	Draft	Hull Material	Manufacture	Year
Vessel Name		Registration #	Place of Reg.	ADF&G #	

Intended use (Check all that apply)

Personal		Commercial		Government	
Pleasure		Charter/Sport		Federal	
Live-aboard		Fish Gear		State	
		Towing		Municipal	

III. Current annual stall holder transfer request (Only for current stall holders)

Current Size & Slip #	Reason for transfer:

IV. Special Requirements

Please list any special requirements that need to be considered when assigning you a stall. If you need handicap accessibility, please attach any verification/documentation.

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V. Verification/Signature: (All owners must sign) I/We verify that I/We have read and understand the waiting list procedures, provisions and stipulations and have been given a copy for reference.

Signature	Date
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For Office Use Only

Fee: cash,cc,or check	Receipt #	Received By	Date Received

PROOF OF OWNERSHIP AND USCG REGISTRATION ATTACHED:Yes	No
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