

Slip Wait List Policy

PORT OF POULSBO

Draft: 2004

Executive Approval: 2004

Commission Adoption: 2004

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| 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:
3. $25.00 *if paid prior to June 1 of each year.*
4. $12.50 *if paid June 1 or later.*
5. Wait list applications are renewed annually.

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*,* await list applicant will have three (3) working days to accept said slip.
4. Wait listapplicants that refuse an available slip will be moved to the bottom of the wait list.
5. In the event a slip remains vacant after exhausting all size appropriate options on the *Transfer List* and the *Slip Wait List*, the Port will attempt to temporarily fill the slip with the next largest vessel possible from the *Slip Wait List*, in order of application date. The moorage calculation for the slip will be based on the vessel length or slip length, whichever is longer.
6. Vessels temporarily placed in a mismatched slip will be given priority on the *Transfer List*. No slip transfer fee will be charged for moving to a size appropriate slip.

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.