

DRAFT-Proposed Congdon Creek Town Dock Waiting List Procedure

There are 37 slips available for lease at the Congdon Creek Town Dock. Per Town Code **section 53 Article II and Rules & Regulations**, a waiting list shall be maintained when no vacancy exists.

For the purpose of filling vacancies in a timely and equitable manner, such list will be maintained by Online Moorings, LLC and managed according to the procedure below.

NOTE: An updated waitlist will be developed following the implementation of this procedure. All residents on the current waitlist shall maintain their current position on the new list, provided they are eligible pursuant to the below requirements.

Eligibility

1. Resident (as defined in Chapter 53).

Joining

1. Complete waitlist application.
 - a. Must include proof of residency, address, email address and cell phone number.
 - b. Only one (1) person per position on list.
 - i. Spouses, children, etc. must submit separate applications (if eligible).
2. Payment of waitlist application fee, **which shall be the fee charged for processing by Online Moorings.**

Maintaining Position

1. Complete annual waitlist renewal application.
 - a. Must confirm eligibility criteria.
2. Payment of waitlist renewal fee, **which shall be the fee charged for processing by Online Moorings.**

Assignment of Permits

1. Permits shall be assigned to the next person on the list, as available.
2. Notification of availability shall be made by phone call (voicemail) and email.
3. Applicants shall have **ten (10)** business days to accept or decline.
 - a. An applicant may decline once and **go to the end of the list.**
 - i. A second declination shall result in removal from the list and loss of position.
 - ii. If removed, an applicant may reapply and rejoin at the next list position.
 - b. Failure to respond within **ten (10)** business days shall be considered a declination.
4. An accepting applicant shall have twenty (20) business days to meet assignment criteria.
 - a. Failure to meet assignment criteria within twenty (20) business days shall be considered a declination.

Assignment Criteria

1. Complete Congdon Creek Dock Permit application.
 - a. Must provide proof of age (18+) and residency.

- b. Must include proof of vessel ownership.
2. Payment of Town Dock Permit fee (\$500).

Removal from Waiting List

The following shall result in removal from the list and loss of position:

1. Loss of eligibility.
2. Failure to complete renewal process by April 1st annually.
3. Issuance of a Congdon Creek Dock Permit.
4. Two (2) declinations.

Sublets

Rules & Regulations established under Town Code section 53 Article II allow for the temporary subletting of slips. Such sublets shall be offered to the next applicant on the waiting list. Acceptance or declination of a sublet shall not affect an applicant's position on the waiting list.