



Annapolis Harbormaster
 1 Dock Street
 Annapolis, MD 21401-1818



Harbormaster@annapolis.gov • 410-263-7973 • TDD use MD Relay or 711 • www.annapolis.gov

2023 Annual Mooring Permit Application

Per City Code Chapter 15.10

FAILURE TO RETURN A FULLY COMPLETED APPLICATION WITH ALL REQUIRED ATTACHMENTS, AND PAYMENT OF ALL FEES, WILL RESULT IN THIS APPLICATION NOT BEING PROCESSED AND THE PERMIT BEING OFFERED TO THE PERSON NEXT ON THE WAITING LIST. (YEARLY RENEWAL IS NOT AUTOMATIC.)

() Check if Renewal: Previous Year Mooring Decal Number _____

VESSEL & DINGHY INFORMATION

Vessel Name _____ Vessel Year/Make/Model _____

Vessel USCG/Registration _____ Hailing Port _____

Vessel Documentation/MD Registration Number _____

(This is NOT the manufacturer's hull identification number. Please attach copy of documentation/registration.)

Vessel Overall Length _____ Beam _____ Draft _____ Power _____ Sail _____

Dinghy Year/Make/Model _____ Dinghy Length _____

Dinghy Documentation/MD Registration Number _____

(This is NOT the manufacturer's hull identification number. Please attach copy of documentation/registration.)

VESSEL OWNER (PERMIT HOLDER) INFORMATION

Owner(s) Name _____

If Owner is Entity, Name of Authorized Agent _____

Owner Mailing Address _____

Owner Cell Number _____ Owner Home Number _____

Owner E-mail _____

MOORING INFORMATION

Date Mooring was Last Inspected _____ *(Attach inspection certificate.)* Water Depth _____

Last Inspected by _____

No. of Discs _____ & Diameter of Each Disc _____

Helix Anchor Embedment Depth _____ Chain Size _____ Chain Length _____

We/I have read the terms and conditions that are incorporated into this application and agree to be bound thereby. We/I hereby make application for a permit to place and/or maintain a mooring in the waters of the City of Annapolis in () Spa Creek () Weems Creek () Back Creek () Severn River (Check One).

Owner Signature _____ Date _____

FOR CITY USE ONLY

Application received by _____ Date _____

Hearing Date _____ Filing Fee Paid _____ Annual Fee Paid _____

Residency Verified _____ Ownership Verified _____

Permit Validated (with number) _____

Assigned Latitude _____ Assigned Longitude _____ Assigned Permit Number _____

Approved by _____ Harbor # _____ Date _____



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1. Purpose of the Annual Mooring Permits:

To promote safe, fair, and ecologically sound allocation of the use of City waters under public trust standards and according to the needs of the City.

2. Term of an Annual Mooring Permit: May 1st, 2023 through April 30th, 2024. YEARLY RENEWAL IS NOT AUTOMATIC.

3. Types and Costs of Annual Mooring Permits Available:

A. Residential Annual Mooring Permit. \$1,200.00 Permit Fee + \$50.00 Filing = \$1,250.00 Total

Available only to City residents that provide proof of residency at a street address within the City. Demonstration of just ownership of City property is insufficient. Acceptable proofs of residency include a Maryland state identification card or driver's license, along with one or more of the following: voter registration card, water bill, tax bill, City residential parking permit, or lease agreement for a City property. To avoid permit processing delays, please include copies of these items with the Application.

B. Non-Residential Annual Mooring Permit. \$2,000.00 Permit Fee + \$50.00 Filing = \$2,050.00 Total

Available to non-residents of the City.

C. Payment Option: The filing fee and permit fee may be combined on one check.

4. What an Annual Mooring Permit Authorizes:

An Annual Mooring Permit authorizes a vessel owner (permit holder) to place and use a single mooring in a City-designated area of City waters. A person, either as an individual or as an agent of an entity, may hold only one Annual Mooring Permit for any year.

In the case of a **residential or non-residential annual mooring permit**, it authorizes use by only the vessel specified in the Application, plus the dinghy specified in the Application. The authorized dinghy must display the stickers issued by the Harbormaster on each side of its bow at all times.

In the case of a **commercial annual mooring permit**, it authorizes use by the vessel and the dinghy specified in the Application, plus any vessel designated by the permit holder to the Harbormaster in advance of use, as long as each vessel complies in all respects with the terms and conditions of the Application.

5. Who is Eligible to Obtain an Annual Mooring Permit:

Any individual or entity who has risen through a City Annual Mooring Waiting List, and who owns a currently registered or documented vessel between 12 and 42 feet in length. The Annual Mooring Permit will only be offered and given to the individual or entity named on the applicable City Annual Mooring Waiting List. An individual or entity who has not risen through a City Annual Mooring Waiting List may not obtain an annual mooring permit, even if someone on such a list offers their spot to them.

6. Transferability of Annual Permits / Renewal:

An annual mooring permit is not transferable, conveyable, or assignable as an adjunct right or privilege to real property or a vessel in any way, and is valid for one term (as specified above) only. Renewal is not guaranteed, but is at the discretion of the Harbormaster subject to the best interests and laws of the City.

7. Need for Annual Mooring Permit:

The vessel owner (permit holder) must demonstrate a continuing need for an annual mooring permit. No person may loan, rent, donate, sell or lease his/her assigned mooring to another person. In accordance with Section 15.20.150 of the City Code, as may be amended, an annual mooring shall not be in disuse by the permitted vessel for more than thirty consecutive days from June 1 through October 1, unless the permit holder has provided advance written notice to the Harbormaster. Such written notice shall include the first day of disuse, and the expected duration of disuse not to exceed seventy

consecutive days. If any single duration of disuse by the permitted vessel is more than seventy consecutive days from June 1 through October 1, the City shall be entitled to assume that the permit holder has no continuing need for the mooring or the permit, and the permit shall automatically forfeit to the City. "Permitted vessel" shall mean the vessel specifically named and described in the Annual Mooring Permit Application, and shall expressly not include any other vessel or any dinghy. Attaching small vessels such as dinghies, or unused open boats up to 20 feet as placeholders, will not constitute use or demonstrate need.

8. Position of Mooring:

An Annual Mooring Permit is valid only for the position assigned by the Harbormaster and approved by the Port Wardens. Any mooring found out of its assigned and approved position must be repositioned to its assigned and approved position within 15 days, or the permit may be subject to termination.

9. Installation of Mooring Equipment:

All new moorings must be installed by a licensed marine contractor qualified to install moorings of helical construction. The Harbormaster reserves the right to request documentation from the vessel owner (permit holder) to confirm that these requirements are met.

10. All Costs Associated with the Mooring:

All costs of tackle, installation, inspection, repairs, use, and removal related to an Annual Mooring Permit are to be borne by the vessel owner (permit holder), even if required by City laws, the terms and conditions of the Application, and/or pursuant to the Harbormaster's authority.

11. Inspection and Repair of Tackle:

To be eligible for continued renewals by the same vessel owner (permit holder), a mooring must be certified as inspected and in good condition at least once every two years by a licensed marine contractor. Inspection and repairs, if any, are at the expense of the vessel owner (permit holder). The Harbormaster reserves the right to request documentation from the vessel owner (permit holder) to confirm that these requirements are met. Any mooring found unsafe by an inspector or the City, and not immediately repaired while an inspector is still on the scene, must be vacated, will marked unsafe by the Harbormaster, and must be repaired and recertified as safe for use within 30 days. Failure to do so may subject the permit to termination.

12. Interference:

If any other person should substantiate interference with any structure, permitted mooring, or vessel, the Harbormaster may relocate any interfering mooring(s) or revoke the permit(s) at the vessel owner's (permit holder's) expense. Interference must be substantiated by the Harbormaster with reference to applicable provisions in City Code, Chapter 15.10.

13. Maximum Size of Moored Vessels:

A new Annual Mooring Permit will not be issued for a vessel in excess of 42 feet in overall length, as stated in the documentation or registration papers for that vessel. Vessel owners (permit holders) that have held and continue to hold an Annual Mooring Permit since 2015 or earlier will continue to be valid for the same vessel moored to date, even if in excess of 42 feet in overall length, but for no other vessel.

14. Minimum Size of Moored Vessels:

An Annual Mooring Permit will not be issued for a vessel less than 12 feet in overall length, as stated in the documentation or registration papers for that vessel. Dinghies used to access the moored vessel may be left during a sail or cruise of the moored vessel, if the annual mooring permit stickers are attached to that dinghy.

15. Conformity with Law:

Vessel Owners (permit holders) of Annual Mooring Permits must comply with federal, state, local and City laws and regulations while exercising the privileges of that permit.

16. Application Deadline / Timely and Complete Response to Correspondence:

All Annual Mooring Permit applications and notices of renewal must be completed and returned to the Harbormaster on or before Friday, January 13th, 2023, along with all required attachments and payment of all applicable fees.

All other correspondence from the Harbormaster must be answered promptly and completely, but in no event any more than 10 business days from receipt.

17. Termination of Annual Mooring Permit:

Any termination of an Annual Mooring Permit by either the Harbormaster or the vessel owner (permit owner) will not result in reimbursement, reduction or pro rating of any fees.

The vessel owner (permit holder) may terminate its Annual Mooring Permit voluntarily at any time with written notice to the

Harbormaster of the intent to do so.

The Harbormaster may terminate an Annual Mooring Permit for cause in any instance where the use or condition of the mooring do not meet applicable laws, the terms and conditions of the Application, or any conditions imposed by the Port Wardens.

In the event of termination, any continued use, occupancy, or presence of a mooring after the termination date will result in a \$100.00 per day civil fine. All mooring tackle must be removed at the vessel owner's (permit holder's) expense by a certified mooring installer within 30 days of the termination date or it will become the property of the City.

19. STANDARDS FOR ANNUAL MOORINGS IN ANNAPOLIS

All moorings installed and/or utilized pursuant to an Annual Permit Mooring must conform to any applicable standards approved by the Port Wardens, as well as the following requirements specified in this Section.

A. **New Annual Mooring Permits:** Requires documentation that installation and inspection was done by a certified contractor, and that the following standards were met:

- I. *Minimum Scantlings of mooring components (for vessels 35 feet and under):*
 - a. Anchoring device - 2x14" medium duty Mooring System of helical construction, anchor 7' long with 2 helices 14" in diameter. With 7' helical mooring systems termination.
 - b. Extensions - 7' helical mooring system extensions.
 - c. Swiveling device- helical Mooring Systems shaft swivel (included in system).
 - d. Shackles - 1 Crosby safety shackle sized 1" at the anchor head, 2 Crosby safety shackles sized 5/8" for connections at main shackle and buoy.
 - e. Cotter pins for Crosby safety shackles. Must be stainless steel of the appropriate size for the shackle.
 - f. Chain - ½ hot-dipped galvanized Acco mooring chain, length 2-1/2 times the depth of water at high tide or 25 feet, whichever is more appropriate for the location and projected conditions.
 - g. Buoy- 18" Carolina Waterworks buoy, with reflective stickers as installed by Harbormaster. Buoy must show at least 9" clean, dry, and properly marked at all times.
 - h. Pendant - Yale or Novatech 9/16" x 10' braided treated and certified pendant.
 - i. ANNUAL Stickers furnished by the Harbormaster must be affixed to the buoy and clearly legible at all times. Buoy must be marked "Annual Only - Keep Off" in clearly legible letters at least 2 inches high.
- II. *Minimum Scantlings of mooring components (for vessels over 35 feet up to 42 feet); and Optional scantlings (for vessels 35 feet and under, i.e, these scantlings are acceptable for all Annual Permit Moorings):*
 - a. Anchoring device - 3x14" Heavy Duty helical mooring system anchor, 10' long with 3 Helices 14" in diameter. With 7' helical mooring systems termination.
 - b. Extensions - 7' helical mooring system extensions.
 - c. Swiveling device- helical mooring systems shaft swivel (included in system).
 - d. Shackles - 1 Crosby safety shackle sized 1-1/8" at the anchor head, 2 Crosby safety shackles sized 3/4" for connections at main shackle and buoy.
 - e. Cotter pins for Crosby safety shackles. Must be stainless steel of the appropriate size for the shackle.
 - f. Chain - 3/4" hot-dipped galvanized Acco mooring chain, length 2-1/2 times the depth of water at high tide or 25 feet, whichever is more appropriate for the location and projected conditions.
 - g. Buoy- 24" Carolina Waterworks buoy, with reflective stickers affixed by Harbormaster. Buoy must show at least 12" clean, dry, and properly marked at all times.
 - h. Pendant - Yale or Novatech 3/4" x 15' braided treated and certified pendant.
 - i. Stickers furnished by the Harbormaster must be affixed to the buoy and clearly legible at all times. Buoy must be marked "Annual Only - Keep Off" in clearly legible letters at least 2 inches high.
- III. *Minor Changes.* Due to soil conditions, or product availability, minor changes and/or additions in HELIX mooring system components may be permitted by the Harbormaster at the recommendation of the

certified installer.

IV. *Repairs; Modifications.* All repairs or modifications made to an existing helical mooring system must be made in conformity with the above standards.

V. *Substitutions.* NO SUBSTITUTIONS WILL BE PERMITTED WITHOUT ADVANCE APPROVAL BY THE HARBORMASTER.

B. All Annual Mooring Permits:

I. *Inspections.* All Annual Permit Moorings must be inspected at least once every 2 years by an inspector certified by the Harbormaster. Any annual mooring permit that does not meet the required inspection schedule will be terminated upon the passage of the deadline for inspection as noted on the permit when issued. Any inspected mooring found by a certified inspector to be unsafe due to deterioration or inadequacy of any component, must either be immediately repaired to a standard certified by that inspector to be safe, or vacated, reported to the Harbormaster and marked unsafe. If marked unsafe and vacated, repairs must be accomplished and the mooring re-certified and re-occupied within 30 days or the permit will be terminated.

II. *Inspection Reports.* The certified inspector will report all inspections and the results thereof to the Harbormaster, and the Harbormaster shall maintain a log of all inspections reported.

C. **City Owned Moorings:** Annual Mooring Permits for Helical Mooring System Moorings owned by the City and assigned to the City's Annual Mooring Permit program require certified inspection every 2 years.

20. FREQUENTLY ASKED QUESTIONS ON ANNUAL MOORING PERMITS

Q1: How many moorings can I hold an Annual Mooring Permit for in City Waters?

A1: *One, and one only. Your name can be on more than one Annual Mooring Waiting List (i.e, Spa, Weems, Back Creek, or the Severn River), but we will only issue one permit in that name. Be sure that you are clear as to what position you really want, because if you are assigned one and install a mooring there, it would be very expensive to remove and reinstall the old equipment, or to install new equipment, at another position in another Creek.*

Q2: How big (or small) a vessel am I allowed to place on the mooring?

A2: *Only boats under 43 feet (as shown on USCG Documentation or State Registration Card) are allowed.*

Q3: Once I am issued an annual mooring permit, how soon do I have to install and use the mooring?

A3: *The mooring must be installed and in use within 45 days from May 1 of the current year (by June 15th). If it is not, the permit and all fees will be forfeited.*

Q4: Can I install the mooring myself?

A4: *No, the mooring must be installed by a mooring installer certified by the Harbormaster. The following are currently certified installers:*

*Mooring Inspectors & Installers
Harbor Diving & Salvage
P.O. Box 3160
Annapolis,
MD 21403
Phone: 410 991-7767
Email: mike@harborsalvage.com*

Q5: What type of mooring must I use?

A5: *A HELIX Mooring Systems mooring, and as specified in Section 19 above.*

Q6: What if I have an annual lease at a local marina and am required to pay the full fee up front, and then you offer me an annual mooring permit?

A6: *While we don't want this to happen, we cannot be responsible for how (or whether) you can manage things so that it won't, or what you will elect to do if it does. That is strictly up to you. By late April, you should know whether we will be offering you an Annual Mooring Permit. It may be best to ask the marina owner if they can work with you.*

Q7: What happens if you offer me an Annual Mooring Permit and I refuse it, or say that I will accept but do not conform to the terms and conditions of the Application and any other applicable laws, rules or regulations?

A7: *Your name will be removed from the waiting list and the permit will be offered to the next name on the Annual*

Mooring Waiting List. Any fees paid will be forfeited.

- Q8: How do we know if a permit holder is conforming to the terms and conditions of the Application and any other applicable laws, rules or regulations?
- A8: *In order to be fair to the many residents who are waiting for a chance to obtain an Annual Mooring Permit, we patrol the moorings daily in season, and we examine records furnished by the mooring installer.*
- Q9: How large a dinghy am I permitted to leave at public dinghy landings on street endings?
- A9: *City Code allows dinghies up to 12 feet in length and up to 25 horsepower at street endings. Replacement dinghies and motors will receive permits only if they are in conformity.*

21. ACCEPTANCE OF ALL TERMS AND CONDITIONS FOR ANNUAL MOORING PERMIT

I have read and understand the above terms and conditions, including the Application, for issuance and use of an Annual Mooring Permit. I also understand that, should I at any time fail to comply with these terms and conditions, or with the Application, my Annual Mooring Permit will be revoked, not issued to me, or not renewed. I will be required to cease using and remove any tackle at my own expense, or I may incur fines of \$100.00 per day and forfeit the tackle to the City.

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