

## MOORING WAIT LIST PROCEDURE

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The DPA-Division of Ports & Harbors ("Division") maintains wait lists for mooring fields and subfields in all of the tidal waters of the State of New Hampshire. Shorefront property owners may be exempt from the wait list process for a mooring in the shorefront property mooring area provided that, in the opinion of the Harbormaster, there is space available in the shorefront property mooring area to place a mooring. The shorefront property mooring area is defined in NH Administrative Rules Pda 500 Moorings and Anchorages, Part Pda 502.26 as "a water surface area relating to the shorefront property of a shorefront property owner, marina, or marina's, or condominium's lot perpendicular to the shoreline into the State tidal waters out to, but not to cross, the channel, or, if there is no channel, to a line midway between the low water mark of the shorefront property and the low water mark of the opposite shore."

All other interested parties will be placed on the wait list if no mooring space is available in the mooring field or subfield applied for.

Mooring Wait List application forms are available through the Division of Ports & Harbors. All moorings areas and subfields in the State's tidal waters are listed on the application. The wait list fee, payable to the Pease Development Authority-Division of Ports and Harbors (PDA-DPH), is \$7.00 per mooring field or subfield applied for. Vessel particulars are helpful, but are not mandatory.

A new application will be sent to each applicant currently on a wait list by January 15<sup>th</sup> of each year. The completed application and fee must be returned with payment by March 1<sup>st</sup> in order to remain on the list. Late application may be filed within five (5) business days of March 1<sup>st</sup>. If the application is filed within the late period, a fee of \$10.00 per mooring field or subfield applied for will be assessed along with the regular wait list fee. The late fee must be paid when the application is submitted to the Division. **Failure to submit a completed wait list application form by the deadline for any reason shall result in the removal of the applicant's name from the wait list(s).** With this in mind, it is essential that each applicant notify the Division in writing of any change in his or her mailing address.

When a mooring site becomes available, the mooring will be offered to the first person on the wait list for the mooring field or subfield. Pda 509.06(g) states: "Any person on a mooring waitlist offered an opportunity to apply for a mooring permit pursuant to this section, and who refused the opportunity, shall not be offered a second opportunity to obtain a mooring permit for 180 days from the date of refusal... (but) the mooring waitlist applicant shall retain his or her position on the applicable mooring wait list. If a mooring wait list applicant refuses a second opportunity to obtain a mooring permit for the requested mooring field or subfield, the mooring wait list applicant shall be removed from the wait list"

Blank waitlist applications, the ranked waitlists and active mooring permits as well as the administrative rules pertaining to moorings in the tidal waters of New Hampshire are available on the Division's website at [www.portofnh.org](http://www.portofnh.org) under the moorings section. If you have any questions about the wait list process, please call the Division office at (603) 436-8500.



**FOR DIVISION USE ONLY**

CUSTOMER NO. \_\_\_\_\_  
Date Application Received \_\_\_\_\_  
Time Application Received \_\_\_\_\_  
Shorefront Property Owner \_\_\_\_\_

Check No. \_\_\_\_\_  
Check Amount \_\_\_\_\_  
Check Received By \_\_\_\_\_

PEASE DEVELOPMENT AUTHORITY  
DIVISION OF PORTS AND HARBORS  
555 Market Street  
Box 369, Portsmouth, NH 03802-0369  
(603) 436-8500

**MOORING WAIT LIST APPLICATION**

**PLEASE PRINT OR TYPE. ALL INFORMATION MUST BE COMPLETED**

Applicant's Full Legal Name: \_\_\_\_\_

Permanent or Home Address \_\_\_\_\_ Mailing Address (if different from permanent address) \_\_\_\_\_

Street Number and Name \_\_\_\_\_ Street Number and Name \_\_\_\_\_

P.O. Box Number/Apt. No. \_\_\_\_\_ P.O. Box Number/Apt. No. \_\_\_\_\_

City/Town \_\_\_\_\_ City/Town \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Send Mail To: \_\_\_\_\_ Permanent/Home Address \_\_\_\_\_ Mailing Address \_\_\_\_\_

Telephone Number (including Area Code): \_\_\_\_\_

Permanent or Home \_\_\_\_\_ Cell (if different) \_\_\_\_\_

**Vessel Information (if applicable):**

Name of Vessel: \_\_\_\_\_ Vessel Length Overall: \_\_\_\_\_  
NH State Registration No. (if applicable): \_\_\_\_\_ Vessel Draft: (centerboard up): \_\_\_\_\_  
Type of Vessel: \_\_\_\_\_ Commercial or \_\_\_\_\_ Pleasure \_\_\_\_\_ Type of Vessel: \_\_\_\_\_ Sail or \_\_\_\_\_ Power \_\_\_\_\_

**Documents (if applicable)**

1. Attach a copy of the current NH State Registration for the above referenced vessel; or
2. Attach a photograph of the vessel if the above referenced vessel is not required to be registered under New Hampshire Law.

**MOORING FIELDS**

**MOORING FIELDS AND SUBFIELDS ARE LISTED ON THE SECOND PAGE. PLEASE CHECK EACH MOORING FIELD AND/OR SUBFIELD YOU ARE APPLYING FOR. A FEE OF \$7.00 PER MOORING FIELD AND/OR SUBFIELD WILL BE CHARGED.**

Fees: \$7.00 application fee for each area checked. Make check or money order payable to the  
Pease Development Authority, Division of Ports and Harbors  
Mail To: PO Box 369, Portsmouth, NH 03802-0369

**APPLICANT MUST SIGN AND DATE APPLICATION ON SECOND PAGE**

To check a position on a mooring field wait list, you may go to the Division of Ports and Harbors' website at [www.portofnh.org](http://www.portofnh.org) and click on the link to Moorings, then click on the link to Mooring Wait List. You may obtain the Division rules relating to mooring requirements (Pda 500 from the Division office for a fee or at no charge on the Division's website (click on Moorings).

**PEASE DEVELOPMENT AUTHORITY - DIVISION OF PORTS AND HARBORS  
 MOORING WAIT LIST APPLICATION  
 CHECK MOORING FIELD(S)/SUBFIELD(S) DESIRED**

Area	Date Applied	Date Cancelled	Date Refused	Check area(s) desired (\$7 per Box)
Bellamy River <i>Scammel Bridge clearance</i>				<input type="checkbox"/> Harbor <input type="checkbox"/> Near Shore
Cocheco River				<input type="checkbox"/> Harbor <input type="checkbox"/> Near Shore
Exeter Town Landing				<input type="checkbox"/> Harbor <input type="checkbox"/> Near Shore
Gosport Harbor <i>(Isles of Shoals)</i>				<input type="checkbox"/> Harbor <input type="checkbox"/> Near Shore
Great Bay				<input type="checkbox"/> Harbor <input type="checkbox"/> Near Shore
Hampton: Area 1 <i>In the vicinity of the boat ramp at Hampton Beach state park</i>				<input type="checkbox"/> Harbor <input type="checkbox"/> Near Shore
Hampton: Area 2 <i>Extending northwest from Area 1, in the tidal flats up to the area known as the Willows</i>				<input type="checkbox"/> Harbor <input type="checkbox"/> Near Shore
Hampton: Area 3 <i>In the Hampton River in the vicinity of Blind Creek and Tide Mill Creek, northwest of Area 2</i>				<input type="checkbox"/> Harbor <input type="checkbox"/> Near Shore
Hampton: Area 4 <i>In the Hampton River, north of Area 3, by Nudds Canal</i>				<input type="checkbox"/> Harbor <input type="checkbox"/> Near Shore
Hampton: Area 5 <i>North of Great Boars Head on the oceanfront, in the vicinity of North Beach and Plaice Cove</i>				<input type="checkbox"/> Harbor <input type="checkbox"/> Near Shore
Lamprey River				<input type="checkbox"/> Harbor <input type="checkbox"/> Near Shore
Little Bay: Area 1 <i>In the vicinity of Upper Fox Point just south of Fox Point</i>				<input type="checkbox"/> Harbor <input type="checkbox"/> Near Shore
Little Bay: Area 2 <i>The Fox Point area, east of Fox Point</i>				<input type="checkbox"/> Harbor <input type="checkbox"/> Near Shore
Little Bay: Area 3 <i>The Adams Point area, extending about 1/4 mile north of Adams Point</i>				<input type="checkbox"/> Harbor <input type="checkbox"/> Near Shore
Little Bay: Area 4 <i>The Scammel Bridge area, immediately adjacent to and south of the Scammel Bridge including the area around Cedar Point on the west and extending to Boston Harbor Road to the east.</i>				<input type="checkbox"/> Harbor <input type="checkbox"/> Near Shore
Little Harbour				<input type="checkbox"/> Harbor <input type="checkbox"/> Near Shore
Newfields Town Landing				<input type="checkbox"/> Harbor <input type="checkbox"/> Near Shore
Oyster River				<input type="checkbox"/> Harbor <input type="checkbox"/> Near Shore
Piscataqua River <i>Broken into 6 Areas Below Choose 1 or more</i>				<input type="checkbox"/> Harbor <input type="checkbox"/> Near Shore
Piscataqua River: Bloody Point <i>Bloody Point Harbor</i>				<input type="checkbox"/> Harbor <input type="checkbox"/> Near Shore
Piscataqua River: Hilton Park <i>Hilton Park Harbor</i>				<input type="checkbox"/> Harbor <input type="checkbox"/> Near Shore
Piscataqua River: Newington Town Landing <i>Newington Town Landing/Patterson Lane (H)</i>				<input type="checkbox"/> Harbor <input type="checkbox"/> Near Shore
Portsmouth Harbor: Goat Island - Back				<input type="checkbox"/> Harbor <input type="checkbox"/> Near Shore
Portsmouth Harbor: Goat Island				<input type="checkbox"/> Harbor <input type="checkbox"/> Near Shore

**PEASE DEVELOPMENT AUTHORITY - DIVISION OF PORTS AND HARBORS  
 MOORING WAIT LIST APPLICATION  
 CHECK MOORING FIELD(S)/SUBFIELD(S) DESIRED**

Area	Date Applied	Date Cancelled	Date Refused	Check area(s) desired (\$7 per Box)	
Portsmouth Harbor: Hart's Cove				<input type="checkbox"/> Harbor	<input type="checkbox"/> Near Shore
Portsmouth Harbor: Peirce Island				<input type="checkbox"/> Harbor	<input type="checkbox"/> Near Shore
Portsmouth Harbor: Peirce Island Back				<input type="checkbox"/> Harbor	<input type="checkbox"/> Near Shore
Portsmouth Harbor: Portsmouth North Mill Pond				<input type="checkbox"/> Harbor	<input type="checkbox"/> Near Shore
Portsmouth Harbor: Portsmouth Yacht Club				<input type="checkbox"/> Harbor	<input type="checkbox"/> Near Shore
Rye				<input type="checkbox"/> Harbor	<input type="checkbox"/> Near Shore
Sagamore Creek				<input type="checkbox"/> Harbor	<input type="checkbox"/> Near Shore
Seabrook				<input type="checkbox"/> Harbor	<input type="checkbox"/> Near Shore

I understand that it is my responsibility to confirm my intent to obtain mooring space by submitting a completed wait list application and \$7 wait list fee per wait list area by March 1 of each year, unless I submit a completed application, wait list fee, and late filing fee within 5 business days of March 1, or I will automatically be dropped from the wait list. I understand that it is my responsibility to notify the Division in writing within 30 days of any change of address or telephone number.

**Applicant's Signature** \_\_\_\_\_

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