

CITY OF DES MOINES MARINA

22307 Dock AVE South

Des Moines, WA 98198

206-824-5700

REQUEST TO MOVE APPLICATION

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: 1st Contact # _____ 2nd Contact # _____

Present Slip No: _____ Desired Slip: _____

Reason for moving: _____

New slip specification request (i.e. starboard or port tie, bow facing south, non-piling): _____

(Applicant is allowed ONE slip offer. Be sure specifications are within the realm of slip desired)

Request to Move Procedure

1. **A NON-REFUNDABLE, ONE-TIME REGISTRATION FEE OF \$40.00** will be charged (see Marina Rules & Regulations). This fee will be reviewed on a yearly basis. This fee is an administrative fee. *The registration fee does not apply to moorage and it is non-refundable.*
2. Request to move assignments will be made based upon, first, the request to moved date and second the applicants moorage contract date. Moves made to accommodate a physical disability or to improve navigation within the Marina waterways may be given priority. These moves will be approved by staff.
3. If any applicant on the request to move waitlist fails to accept the new berth assignment or cannot be contacted within seventy-two hours of the date the new slip assignment is offered, the listing will be cancelled.
4. It shall be the responsibility of the applicant to make arrangements to move the vessel to the newly assigned slip on the date it is available.
5. It shall be the responsibility of the applicant to provide an alternate contact party in the event applicant cannot be reached.

Applicant acknowledges having read, understands and agrees to comply with the above noted procedures.

Tenant Signature

For Marina Use Only: Date Application Received: _____ Staff Initials: _____

Date Called: _____ Time: _____ Note: _____

Response: _____