

## TAMPA MUNICIPAL MARINA WAITING LIST PROCEDURES

Please read carefully and contact us if you have any questions.

**Marina Waiting List** - To add or maintain your name on the Marina Waiting List, complete the Marina Waiting List Form and submit it, along with a check, made payable to the City of Tampa, for \$100.00 (per marina waiting list) deposit and mail it to:

City of Tampa Parks and Recreation Department  
Marina Waiting List Renewal  
1420 North Tampa Street  
Tampa, Florida 33602

If you do not have a boat when filling out this form, please indicate the approximate size and type of boat you intend to purchase.

**Marina Waiting List Fee** - A one-time fee of \$100 is required to be placed on the Waiting List or maintained on the current Waiting List. When a Slip Permit is issued, \$75.00 will be applied to the Slip Security Deposit. \$25.00 non-refundable administrative fee.

**Removal from the Waiting List** - \$75.00 will be refunded within 60 days upon receiving written notification of the person wishing to be removed from the Waiting List.

**Your Contact Information** - Please remember to keep your contact information with us current to ensure we can reach you should a slip become available. It is your responsibility to notify, in writing, the Tampa Parks and Recreation Department of any changes to your address, telephone number and/or boat status. To ensure accuracy of this information, telephone calls cannot be accepted.

**When a Slip becomes Available** - You will be notified by telephone when a slip becomes available. You must respond to the Tampa Parks and Recreation within 10 working days of the call to verbally secure your slip. At that time, you will need to schedule an appointment to pay your Slip Deposit, Permit fees, provide proof of current insurance and registration, and have your boat inspected by the Dock Master. You will be issued a Slip Permit and every effort will be made to appropriately match the slip and boat sizes so as to optimize usage at the Marina.

If you decline the slip being offered, it will be made available to the next person on the waiting list and your name will be placed at the bottom of the Waiting List of the marina being declined.

If we are unable to reach you via telephone, we will send you a certified letter and you will have 10 days to respond. If you do not respond, your name will be placed at the bottom of the Waiting List. If the certified letter is returned to the Parks and Recreation Department due to an insufficient or wrong address your name will be removed from the Waiting List.

**Updates to Waiting List** - The Waiting List will be updated annually. The Tampa Parks and Recreation Department will provide a Marina Waiting List Form to current and prospective tenants to complete. Anyone not returning the form within 30 days of the date indicated will be removed from the Waiting List. You may only add, change or delete marina location preference or marina sub-permit preference during the Waiting List renewal period.