

**City of Craig
Harbor Department
Harbor Policies**

The Harbor Department of the City of Craig, Alaska applies the following policies in North Cove Harbor, South Cove Harbor, City Float and all other harbors and port facilities. By mooring a vessel in any of these facilities the owner and/or operator of the vessel agrees to the following rules and requirements:

Harbormaster's Office Hours and contact info:

Hans Hjort, Harbormaster 907-826-3404, harbormaster@craigak.com, VHF Ch. 16.

The harbormaster and assistant harbormaster's hours are 7 days per week from 7:00 am to 4:00 pm. The harbormaster is on call 24 hours a day. In case of emergency please call 911 or 907-826-3330.

Harbor Office Clerk's hours are Monday through Friday from 8:00 am to 3:00 pm. The harbor office is located at the corner of Hamilton Drive and Craig-Klawock Highway, across the street from the harbor main parking lot. Payments for moorage and other services may be made at the harbor office or Craig City Hall. There is an after-hours door slot at both locations. Moorage rates are posted on the harbor office door window. There is a bulletin board at the harbor office located outside the restrooms. Harbor policies are posted there as well as any harbor notices.

Services Provided:

Restrooms and coin-op showers are located in the harbormaster's office. Showers require quarters. Town map and visitor info are also available in the harbormaster's office. Water, garbage and waste oil services are included in the moorage fees. Additional services available for a fee are the use of electricity, the grids, power washers and the cranes. Contact the harbor department to make arrangements concerning these.

Harbor billing and late fee policy:

When a harbor bill is sent out, it will be due 30 days from the time it is written. After 30 days the invoice will be considered overdue. A penalty of 10 percent will be added to the unpaid invoice balance for the first month of delinquency. This will continue to accrue until a total penalty of 30 percent has accrued.

Transient Moorage Policy:

Transient moorage is first come, first served. We do not have reserved moorage. All transient vessels are required to register with the Harbormaster within 2 hours of entering the Craig Harbors or by 8 am if arriving after 8 pm. Transient moorage must be paid in advance. All vessels will be moored in the designated transient moorage areas unless prior arrangements have been made with the harbormaster to temporarily occupy an empty stall. Harbor policy requires that if a vessel is in the harbor for 3 hours or more it will be charged for a day's moorage.

All transient vessels are requested to contact the Craig Harbormaster via VHF channel 16 upon entering the Craig Harbor. At that time the transient vessel must identify itself and give any

information requested, such as length and beam of vessel. The harbor staff will then direct the vessel to transient moorage. The City of Craig has three harbors, identified as North Cove, South Cove and City Float. Transient vessels may be directed to any one of the three depending upon size and availability of space. If a transient vessel is assigned a stall, they are advised that they must vacate that stall immediately upon request of harbormaster should the permanent stall holder return to port. This system is called "Hot-Berthing". Piers located by City Float and the "Old Fuel Dock" are available only with prior approval from the harbormaster. Mooring at the ice house pier and false island boat launch dock is prohibited. Vessels mooring for 8 days or more can receive a monthly flat rate. A 3 or 6 month rate is available only if prepaid and registration is completed with the harbor office. Lapsed prepaid moorage can only be backdated once and only within the month it ended. **The daily rate will be charged for all invoiced moorage as well as a \$5.00 billing fee.**

Permanent Moorage:

Permanent moorage is assigned from the Harbor Moorage Waiting Lists. To receive a stall assignment one must first apply to the waiting list. Applications to the Harbor Waiting List are made in the Harbor Office. Assigned vessel length will be within the vessel length as stated in CMC 4.20.100

17-foot slips: 0-21 feet

23-foot slips: 21-27 feet

32-foot slips: 28-36 feet

40-foot slips: 37-46 feet

50-foot slips: 47-60 feet

Permanent stalls are assigned from the waiting list in October of each year, or as stalls become available. Due to a shortage of stalls in Craig Harbors, the waiting time for a permanent stall could be up to 5 years.

Permanent Moorage yearly invoices are sent out October 1st each year and are due within 30 days. Moorage not paid within 60 days is delinquent and will result in stall forfeiture, possible impoundment and billing will be reverted to monthly rates. A person wishing to give up a permanent stall, must submit that request to the harbor department in writing.

Waiting List:

The waiting list is broken into five categories based upon the different stall sizes: 0'-20', 21'-27', 28'-36', 37'-46', 47'-60'. It is not necessary to own a vessel to apply to the waiting list. When a permanent slip opens and your name is next on the waitlist for that slip size category, you will be notified by phone, mail or email. The applicant will have 10 business days from the date of the letter to respond and accept or reject the offer in writing. If the slip is accepted, the applicant will have 10 days to complete an Assigned Moorage Agreement and pay for the slip at the Harbormaster's Office. After three unaccepted stall offers, the applicant will be removed from the wait list. All waitlist applications and changes to a waitlist application must be done in writing, signed and dated by the applicant and harbor staff. It is the applicant's responsibility to keep the Harbor Office informed of any address or telephone number changes and the City of Craig Harbor Department is not responsible for lost or otherwise unreceived mail. Changes to the wait list size category will be determined by the date of the waitlist application.

Transfer/Trading of Stalls:

Permanent moorage space is non-transferable from one person to another. The Harbormaster has authority to transfer stallholders to make better use of available space. Stalls may be traded with the consent of the Harbormaster. Permanent stall holders who purchase a larger or smaller boat have priority for upgrading to available slips.

Vessel Sales and Permanent Moorage Occupancy:

When a permanent slip holder sells his/her vessel the Harbor Office must be notified within one week. When a vessel sells, the permanent moorage slip does not go with the vessel. After the sale is finalized, the buyer must contact the Harbor Office to register the vessel as a transient vessel and pay for moorage even if the slip it was in had been paid for already. The seller is required to notify the Harbormaster within one week of the date of the sale as well. At that time he/she must state the intent to either replace the vessel or give up the slip. When a person sells his/her vessel, and/or the slip is vacant for an extended period of time, he/she has one year from the reported date of sale or vacancy to replace the vessel with one of the similar size in order to keep their permanent moorage. If the owner does not replace the vessel within the time allowed, his/her permanent moorage will be cancelled, and the slip assigned to the next eligible person on the wait list. During the year, he/she will be required to continue to pay for permanent moorage based on the size of vessel last occupying the slip.

Persons who do not use their assigned slip at least 3 months out of the year, or have their vessel stored in the City of Craig boat yard at the JT Brown industrial park will forfeit their permanent slip.

Sub-leasing permanent moorage:

Regulations prohibit the sub-leasing of permanent slips. Permanent moorage will be terminated if a slip holder is found to be sub-leasing; he/she has no authority to let another person use his/her slip. Only the Harbormaster may allow non-assigned persons to use another person's permanent slip. The non-permanent slip user shall be charged the appropriate moorage fee.

Electrical Service:

30 amp and 50 amp service is available from the orange or white power pedestals located on the transient floats. Permanent stall holders must have their meter activated by Alaska Power and Telephone. (907-826-3202) The City of Craig does not manage power meters in the harbors. Plugging into a permanent stall holder's electrical pedestal without prior approval is prohibited and will result in a \$100 fine per occurrence and \$300 for future violations. After 3 violations the Craig Police Department will be contacted. When the vessel is away from its stall for an extended period, we recommend that the owner disconnect the power meter as we cannot always prevent others from using your electricity. This also allows the harbor to let transient vessels use the electrical meter.

Water Service:

Potable water is available on all floats from water pedestals. Garden hoses must be in good condition and not leak. Please disconnect hoses when you are finished using the water. Please report leaks to the harbormaster's office. Do not waste water. During freezing conditions, water may not be available. Hoses should stay disconnected during freezing weather to prevent damage to hose bibs.

Designated No Wake Zone Strictly Enforced: Speed Limit is 5 MPH within the inner harbors and 5 MPH in the designated NO WAKE ZONE. As well, vessels should maintain a speed that causes no more than a 1 foot wake while in sight of Craig Harbors and the fuel dock at False Island. Violators will be subject to a fine up to \$300.00. per CMC 4.50.020

Gear storage, Noise, Pets, Bicycles/Skateboards:

All vessel owners or masters, agents, crew or guests when using the harbor facility for moorage, must keep their vessel, equipment, gear, pier, float or finger float neat, clean and in an orderly manner. Please be considerate of the other harbor patrons with regard to noise. Pets should be on a leash at all times and should not be allowed to defecate on the docks. No riding of bicycles or skateboards on the dock. If you must bring your bicycle on the dock, please walk it to your destination.

Gear storage is available on the North Cove floating breakwater. Contact the harbor office to make arrangements for storage **PRIOR** to placing any gear on the breakwater. All gear must be clearly labeled with the owner's name and contact info. Do not place any items on the inspection hatches on the outer edges of the breakwater. Placing unauthorized items on floats, fingers, the breakwater or on the hatch covers, can result in a fine of up to \$300.00 per occurrence.

Dumping Trash/Sewage/Fuel

There are dumpsters located in the North/South Cove parking lot and are to be used for garbage from vessels only. If you need to dispose of large items please contact the harbormaster. The City of Craig does not have a vessel sewage pump out station. Discharge of sewage, oil, fuel, or any other liquids or solids into the harbor, land areas, floats or piers within the harbor is prohibited.

Waste Oil Disposal:

A waste oil disposal tank is provided at North Cove Harbor. Please do not dispose of gasoline or antifreeze in these tanks. These chemicals can cause problems in the burning of the waste oil. It is your responsibility to empty oil containers and also dispose of the empty containers. Fuel and oil filters that are well drained can be placed in the dumpsters. If filters still need time to drain, please place them in the barrels in the oil shed. If the waste oil tank is full, please contact the harbormaster's office.

Cleaning Fish:

Fish cleaning tables are located in the South Cove harbor at the end of the skiff fingers and at the False Island boat launch dock. Dumping fish scraps in South Cove Harbor is prohibited. Please clean up these areas after use.

Loading Zone:

There is a loading zone located at the bottom of the gangway in North Cove Harbor. It is easily identifiable by the yellow paint on the bull-rail on the float. The loading zone has a 1-hour time limit.

Dock Carts:

There are dock carts available for your use at the top of each gangway in North and South Cove Harbors. These carts are there for the use of harbor patrons only. Please be considerate enough to clean and return them to the top of the gangways when you have finished using them. If you notice any of these carts damaged, please report it to the harbormaster's office so problems may be fixed.

Boat Launch:

Boat launch ramps are available at North Cove Harbor and the False Island boatyard. Daily launch fees are per round trip. Place the fee in the envelopes provided, tear off the tab and leave in your vehicle's window and put the envelope in the launch fee box at both locations. Annual boat launch passes are available at the Harbormaster's office or City Hall.

Vehicle/Trailer Parking:

Vehicle parking in the harbor lot between North and South Cove harbors is limited to 24 hours. The parking lot adjacent to the Harbormaster's Office is for 7 day parking only. Parking boat trailers in the harbor parking lots is prohibited except for at the False Island Boat Launch area where they may be left for no more than 72 hours.

Live-aboard Policy:

A person living aboard a vessel must have approval from the harbormaster and pay a monthly live-aboard fee. Individuals staying on commercial boats that leave the harbor for extended amounts of time each month are exempt from this policy during that month. If a person is living aboard the vessel for 15 days or more per month, the live-aboard fee shall apply. The occupant must notify the Harbor Office if the boat will be occupied less than 15 days per month or the occupant will be responsible for the full monthly charge. Vessels may not be rented for profit as recommended by the State Policy on Harbor Management on the prohibition of commercial business conducted within the harbor. Pets may be kept on a live-aboard vessel at the discretion of the harbormaster. Pets must not be allowed to defecate on the docks. Dogs must be kept on a leash at all times. Oil, gas, electric or wood heating units must be installed and utilized in conformance with the manufacturer's specifications and approved by the harbormaster as a matter of public safety. Discharging sewage from an onboard toilet is not allowed. Vessel owners are required to seal or render inoperable all on-board toilet fixtures if approval for living aboard the vessel is granted.

Tidal Grid:

A timber grid is available for use in North and South Cove Harbor and at the City Dock. The North Cove and South Cove grid is limited to vessels up to 50' in length. Vessels over 50' need to use the City Dock Grid. Check the sign-up boards at the top of the grid location to see if any vessels are in line to use the grid. You may also contact the Harbormaster's office to reserve the grid. Pressure washers are also available for day rental. Contact the Harbormaster's office to reserve the pressure washer.

Cranes:

The City of Craig Harbor has two large cranes for the use of boaters. The crane located on the northwest side of the City Dock has the capacity to lift up to 1.85tons and the crane located at the False Island dock can lift 3.9 tons. Please do not lift over these amounts as damage may occur. The cranes are operated by credit card payment for 15 minute increments of service for \$8.50 each.

Boat Haul out/Storage:

Call or stop by the harbor office to schedule a haul out. We must have adequate information and photos as to the size and design of the vessel in order to assess whether it is a fit for our boat hauler. The master of the vessel is required to sign a haul out agreement and must be present for the haul and launch. Pressure washer, wash down pad, electrical and storage fees are not included in the haul out rate. The complete boatyard policy can be provided to you or found on our website. www.craigak.com

Derelict/Abandoned Vessels:

The Harbors are intended for use by vessels that are capable of operating under their own power. Vessels that appear to be inactive and/or a hazard to the harbor will receive written notification that they appear to be in violation of Harbor Policy. A vessel that has moorage that is more than 60 days overdue can also be declared an abandoned or derelict vessel. Owners receiving a notification must come into compliance within thirty days of receipt of the letter or the city will proceed with eviction/impoundment. Owners who wish to appeal the eviction/impound notification may then ask the City Administrator to review the decision within seven days of the receipt of the thirty day notice.

Absentee Vessels:

When vessels are going to be out of assigned stalls for periods longer than a few days, it is very helpful for the Harbor Department to know this. During the summer a large number of transient vessels come through Craig and need mooring space. The Harbormaster temporarily allows these vessels to “Hot Berth” in permanent stalls. The transient vessel is advised that they must vacate the stall if the permanent stall holder returns. By keeping the Harbor Office up to date, allows Harbor Staff to make certain the stall is available when permanently assigned vessels return. It is appreciated if a vessel radio in advance to notify the Harbor Office of an ETA and will help Harbor Staff to better serve all boaters. If leaving your vessel unattended, please provide the Harbor office with a name and number of your boat sitter as well as a number where the owner may be reached in case of emergency.

Duties of Boat Owners and Users:

Every owner, operator or managing agent of any boat using the harbor facilities shall take reasonable precautions to see that the boat in charge is kept clean, well-secured, free from fire

hazards of all types, sufficiently pumped-out to maintain the boat afloat and to otherwise attend to the requirements of the boat to avoid damage to other boats or to the harbor. All vessels are required to have operating bilge pumps and bilge alarms. Shore power cords need to be marine grade, free of splices and rated to carry no less than 15 amps. Vessel owners are liable for damages caused to the dock, fenders, pilings and power pedestals due to negligence or accidents.