



# Old Lyme Harbor Management Commission 2023 Old Lyme Kayak Rack Permit Guidance for New Application Submission

- 1) Navigate to the Online Mooring Site: <https://my.onlinemooring.com/OldLymeCT/home.aspx>
- 2) The page below will open. Note the links and information under "Announcement"
- 3) Select  against the "Kayak Permit". Remember that there is a limited number of Kayak Rack permits available, on a first come, first served basis.




Town of Old Lyme, CT

You are here: [Home Page](#)

**Provider**

- Harbor Management Commission - Town of Old Lyme, CT
- Old Lyme Memorial Town Hall  
52 Lyme Street  
Old Lyme, CT 06371
- (860) 434-1605 (Main Town Number)
- Harbormaster: Harry Plaut (860) 982-7555
- [HCMoorings@oldlyme-ct.gov](mailto:HCMoorings@oldlyme-ct.gov)



**Announcement**








Questions?  
 New Tackle/Inspections: Review information here: [Current-Mooring-Specs](#)  
 Mooring locations: Contact the Harbormaster (Harry Plaut) (860) 982-7555  
 Application/Process: Contact the HMC Mooring Coordinator at [HCMoorings@oldlyme-ct.gov](mailto:HCMoorings@oldlyme-ct.gov)

**My Applications**

To view, enter your email or cell number or access code:  

**Submit an Application**

Submit a NEW application for yourself by clicking a button below. Click Apply to submit online, or Print to submit offline.

Private Mooring Permit Application for Mooring Permit (Non-Commercial)		
Commercial Mooring Permit Application for Mooring Permit (Commercial)		
 Kayak Permit		



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4) Select  to confirm your intention to submit a new application:

my.onlinemooring.com says

Are you sure you want to submit a new application? To renew an existing application, click the Renew button in the "My Applications" section.

5) Read the Instructions

All Instructions Application Applicant Vessel Acceptance

### Instructions

Please complete the application, then click the "Save and Continue" button below. For help on any field, move the mouse over the field name.

Instructions -

Provider Name - Harbor Management Commission - Town of Old Lyme, CT

Provider Mailing Address - Old Lyme Memorial Town Hall  
52 Lyme Street  
Old Lyme, CT 06371

Provider Phone - (860) 434-1605 (Main Town Number)

Provider FAX - Harbormaster: Harry Plaut (860) 982-7555

Provider Email - HMCMoorings@oldlyme-ct.gov

4) Enter your personal data. All fields marked with an asterisk (\*) are required, unmarked fields are optional.

### Applicant

First Name \*

Middle Name

Last Name \*

#### Contact Information

Mailing Street \*

Mailing City \*

Mailing State \*

Mailing Zip \*

Home Phone

Mobile Phone \*

Email Address \*



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5) Enter your Vessel data. All fields marked with an asterisk (\*) are required, unmarked fields are optional. If included, vessel photo should show name/registration number.

**Vessel**

Type/Style \*

**Characteristics**

Vessel Make \*

Vessel Color \*

10) Read the information in this section (including the Online Mooring User Terms and Conditions) and check the box acknowledging same. Select  to move to the Payment section.

**Acceptance**

Terms and Conditions \*

I have read and understand the Online Mooring [User Terms and Conditions](#)

I have read and accept these terms



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11) Select your desired payment method – Electronic (STRIPE) or Offline (Pay By Check).  
Based on your choice, specific instructions and fee information will appear.

**Do not select the “Add to Cart” option at this time.**

- **STRIPE VIEW:**

**Fees**

Please select a payment method. The total fee may vary based on which payment method you choose.

Method	Description	Payment Fee
<input checked="" type="radio"/> 	Stripe Pay online by credit card or debit card. Your card info will be transmitted directly to Stripe, so this information is never accessible to, nor stored by, Online Mooring.	US\$1.24
<input type="radio"/> 	Offline Pay offline (by check), without using this web site.	
<input type="radio"/> 	Add to Cart If you need to submit additional applications to this provider, select this option. Then you can pay for all your applications once you are done.	

**Payment Instructions:**  
When you click the pay button, you'll be asked to provide your credit card or debit card information.

**Fee Summary:**

Description	Fee
Town of Old Lyme, CT - Kayak Permit - Ref # (██████) Application Submitted, on 2/16/2023	US\$25.00
<b>Subtotal</b>	<b>US\$25.00</b>
<b>Payment Fee</b>	<b>US\$1.24</b>
<b>Amount Due Now</b>	<b>US\$26.24</b>

→ Next
Print






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- PAY BY CHECK VIEW:**

## Fees

Please select a payment method. The total fee may vary based on which payment method you choose.

Method	Description	Payment Fee
<input type="radio"/> 	Stripe Pay online by credit card or debit card. Your card info will be transmitted directly to Stripe, so this information is never accessible to, nor stored by, Online Mooring.	US\$1.24
<input checked="" type="radio"/> 	Offline Pay offline (by check), without using this web site.	
<input type="radio"/> 	Add to Cart If you need to submit additional applications to this provider, select this option. Then you can pay for all your applications once you are done.	

### Payment Instructions:

You can use any direct payment method supported by the provider.

Please make checks payable to Harbor Management Commission - Town of Old Lyme, CT

Please deliver payment to Old Lyme Memorial Town Hall 52 Lyme Street Old Lyme, CT 06371

### Fee Summary:

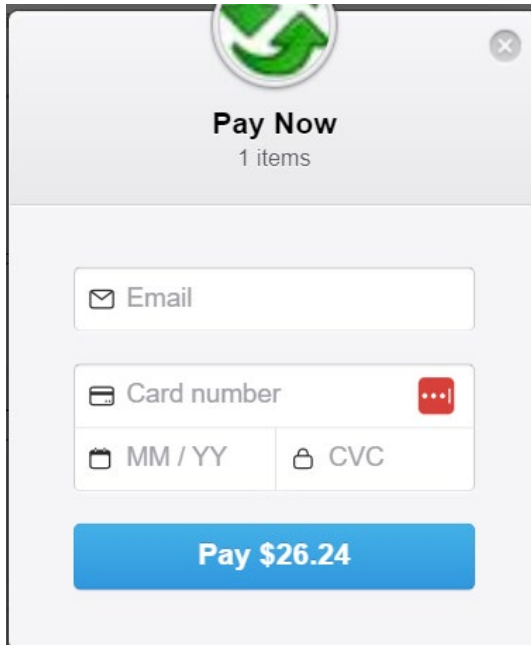
Description	Fee
Town of Old Lyme, CT - Kayak Permit - Ref # [REDACTED] -Application Submitted, on 2/16/2023	US\$25.00
Subtotal	US\$25.00
Payment Fee	
<b>Amount Due Now</b>	<b>US\$25.00</b>

[→ Next](#) [Print](#)

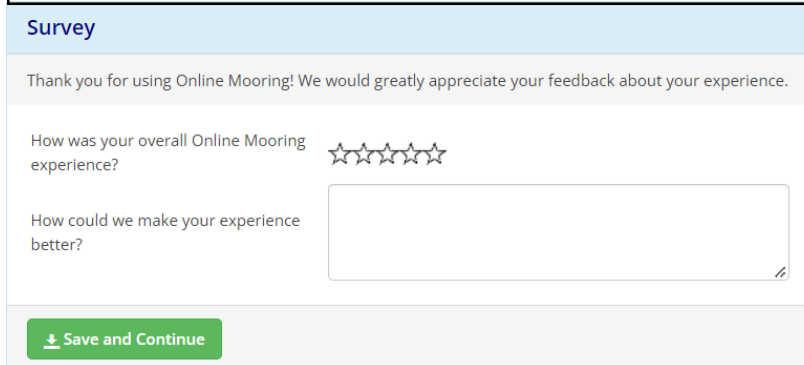


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12) Select [→ Next](#). If STRIPE was selected, this screen will appear. Enter your financial information as prompted. Select the [Pay \\$26.24](#) button.



13. You may be asked to complete a brief, optional survey. Click [Save and Continue](#) when finished.





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13) When finished with your application, you will see the following information at the Home Screen, specifically a Status of "Application Under Review". (Note that the data in this image is for example only – The Ref #, Type, Description and Balance will be specific to your application). An email will be sent summarizing the details of your submission. Upon receipt of funds, your Permit will be approved, and your 2023 Kayak decal will be provided. **Reminder, this decal must be affixed to your Kayak prior to using the reserved rack space.**

**My Applications** To view more, enter an access code, or get yours by entering your email or cell number:

Ref #	Type	Description	Status	Balance	
TYPXDUHH	Private Mooring Permit	1 - Calves Is, Binney Rd, Pilgrim Lndg, Lord Creek	Application Under Review	US\$XX.XX	<input type="button" value="View"/> <input type="button" value="More"/>
<b>Total</b>				US\$XX.XX	<input type="button" value="Pay"/>

17) If you choose Pay by Check, please include your Ref # and send your check ASAP to:

**Harbor Management Commission  
Old Lyme Memorial Town Hall  
52 Lyme Street  
Old Lyme, CT 06371**

FOR ANY QUESTIONS ON THIS  
PROCESS, PLEASE CONTACT:  
[HMC Moorings@OldLyme-CT.gov](mailto:HMC Moorings@OldLyme-CT.gov)