




# Old Lyme Harbor Management Commission 2023 Old Lyme Private Mooring 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 “Private Mooring Permit”

## ONLINE MOORING

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.



<b>Private Mooring Permit</b> Application for Mooring Permit (Non-Commercial)	 
<b>Commercial Mooring Permit</b> Application for Mooring Permit (Commercial)	 
<b>Kayak Permit</b>	 



# Old Lyme Harbor Management Commission 2023 Old Lyme Private Mooring Permit Guidance for New Application Submission

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 carefully

All
Instructions
Application
Applicant
Vessel
Mooring
Attachments
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.

<p>Instructions -</p>	<p><b>**ALL NEW MOORINGS SHOULD BE DISCUSSED WITH THE HARBORMASTER PRIOR TO APPLYING**</b></p> <p><b>Tackle/Inspection Requirements:</b></p> <ul style="list-style-type: none"> <li>• Mooring tackle must conform to the minimums required by the Old Lyme Harbor Ordinance, as evidenced by an approved online Inspection report from an authorized 3rd party Inspector, submitted prior to the boating season of each Presidential Election Year.</li> <li>• Prior to being set, buoys must be clearly marked with: Permit Holder Last Name, mooring weight, and current year's decal (Provided by the HMC). Use of oil based paint on the mooring ball is recommended.</li> <li>• Calves Island Mooring holders should have their name on their Dinghy.</li> </ul> <p>• Review information here: <a href="#">Current-Mooring-Specs</a></p>
<p>Provider Name -</p>	<p>Harbormaster: Harry Plaut (860) 982-7555</p>
<p>Provider Mailing Address -</p>	<p>Harbor Management Commission - Town of Old Lyme, CT</p> <p>Old Lyme Memorial Town Hall 52 Lyme Street Old Lyme, CT 06371</p>
<p>Provider Phone -</p>	<p>(860) 434-1605 (Main Town Number)</p>
<p>Provider FAX -</p>	<p>Harbormaster: Harry Plaut (860) 982-7555</p>
<p>Provider Email -</p>	<p>HCMoorings@oldlyme-ct.gov</p>



# Old Lyme Harbor Management Commission 2023 Old Lyme Private Mooring Permit Guidance for New Application Submission

6) Note the application information:

## Application

Reference Number -	FАFOCTHQ
Application Status -	Unknown
Application Phase -	Other Public Access
Application Type -	Private Mooring Permit

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

## Applicant

First Name *	<input type="text"/>
Last Name *	<input type="text"/>
<b>Contact Information</b>	
Mailing Street *	<input type="text"/>
Mailing City *	<input type="text"/>
Mailing State *	<input type="text"/>
Mailing Zip *	<input type="text"/>
Home Phone	<input type="text"/>
Mobile Phone *	<input type="text"/>
Email Address *	<input type="text"/>



# Old Lyme Harbor Management Commission 2023 Old Lyme Private Mooring Permit Guidance for New Application Submission

8) 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**

Hailing Port \*

State Registration Or Document Number \*

Vessel Name

Type/Style \*

**Size**

LOA \*  feet  inches

Draft \*  feet  inches

**Characteristics**

Vessel Make \*

Vessel Color \*

**Other**

Vessel Photo(s)  No file chosen

(Maximum file size=10MB)



## Old Lyme Harbor Management Commission 2023 Old Lyme Private Mooring Permit Guidance for New Application Submission

- 9) Select a Mooring location (District) from the dropdown list. **If this is a new location, note that it needs to be discussed with the Harbormaster prior to Permit approval.** Select an Inspection Service Provider from the dropdown. Once submitted, this choice will place your application in the queue for the appropriate Inspector to update. If you are applying for a permit in District 1 (Calves Is, Binney Rd, Pilgrims Lndg, Lord Creek), there are limited (6 of each), reserved spaces on the rack for a dinghy or kayak, at no additional charge. Note that these spaces are on a first come, first served basis. **Be sure to select Yes/No in this space.**

### Mooring

Mooring Number -

**Location**

District \*

**Inspection**

Service Provider \*

**Other**

Want A Space On Dinghy Rack At Pilgrim's Landing?

Dinghy/Kayak Rack Number -

If Your District Choice Is 1: There Are 6 Dinghy and 6 Kayak Spaces Available (No Charge) On A First Come/First Serve Basis.



# Old Lyme Harbor Management Commission 2023 Old Lyme Private Mooring Permit Guidance for New Application Submission

10) It is recommended that you upload a file image of your current Insurance documentation.


## Attachments

Please provide attachments below, preferably in a PDF or image format. To convert a paper document to electronic format, take a photo of the document.  
If you can't provide an electronic copy, you can submit a paper copy offline.  
If we have a current copy on file, you will see a link to it. Update the attachment if it has changed, or if requested.

### Proof Of Boat Insurance

Filename  No file chosen  
(Maximum file size=10MB)

Expiration Date

11) 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 \* **\*\* AS THE HOLDER OF THIS PERMIT, I AGREE TO ABIDE BY THE OLD LYME HARBOR MANAGEMENT ORDINANCE AND WARRANT THAT THE INFORMATION STATED HEREIN IS CORRECT. \*\***

- Mooring tackle, Inspection Applications/fees and vessel management are the sole responsibility of the Owner.
- The Mooring scope must not allow infringement on other moorings, docks, etc. with the Vessel attached.
- Permits for a specific location will be granted based on available space and the timeliness of (completed) submitted application(s).
- Moorings without a valid Inspection Report on file or that cannot be identified because the markings are incomplete/illegible may be considered illegal/abandoned and removed at the Owner's expense.
- All Moorings must be hauled out for Inspection by 31st December of the year prior to the next Presidential Election.
- Consult the OLHMC with any questions or concerns regarding these terms.

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

I have read and accept these terms





# Old Lyme Harbor Management Commission 2023 Old Lyme Private Mooring Permit Guidance for New Application Submission

12) 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:**

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\$3.11
<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 - Private Mooring Permit - Ref [REDACTED] -Application Submitted, on 2/13/2023	US\$75.00
Subtotal	US\$75.00
Payment Fee	US\$3.11
<b>Amount Due Now</b>	<b>US\$78.11</b>

[Next](#) [Print](#)

• **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\$3.11
<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 - Private Mooring Permit - Ref [REDACTED] -Application Submitted, on 2/13/2023	US\$75.00
Subtotal	US\$75.00
Payment Fee	
<b>Amount Due Now</b>	<b>US\$75.00</b>

[Next](#) [Print](#)



# Old Lyme Harbor Management Commission 2023 Old Lyme Private Mooring Permit Guidance for New Application Submission

13) Select [→ Next](#). If STRIPE was selected, this screen will appear. Enter your financial information as prompted. Select the [Pay \\$78.11](#) button.

Pay Now  
1 items

Email

Card number

MM / YY CVC

Pay \$78.11

14) Expect contact from your selected Inspection Service Provider

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

Survey

Thank you for using Online Mooring! We would greatly appreciate your feedback about your experience.

How was your overall Online Mooring experience? ☆☆☆☆☆

How could we make your experience better?

↓ Save and Continue





# Old Lyme Harbor Management Commission 2023 Old Lyme Private Mooring Permit Guidance for New Application Submission

16) 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 remainder of the data in this image is for example only – The Ref # and Description will be specific to your application). An email will be sent summarizing the details of your submission. Upon confirmation of a completed tackle inspection and receipt of funds, your Permit will be approved, and your 2023 Mooring Ball decal will be provided to your Tackle Servicer. **Reminder, this decal must be affixed to your Mooring Ball prior to setting the tackle.**

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"/>
Total				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)