



## SBC DOCK APPLICATION PACKAGE

Last updated: March 29, 2023

**Note:** Applications are currently only being accepted for docks in MAS B1, B3 and B4 this Spring/Summer

### STEPS TO SUBMITTING A SHARED DOCK APPLICATION:

1. Assign a dock captain
2. Consider having a shared dock agreement
3. Prepare information required for the online application form
4. Collaborate with adjacent dock captains as well as others along the MAS

The above four steps are discussed in sections below.

5. Fill out and submit [the 2023 application form](#)

### RESPONSIBILITIES OF DOCK CAPTAIN:

- To review the [2023 Dock and Mooring Bylaw](#) and ensure compliance
- To fill out the shared dock application form
- To be the sole point of contact with administration on behalf of the dock owners.
- To represent the other dock owners
- To have or create a gmail account in order to fill out the application form
- To identify in writing to administration of any change in names or contact details

### WHAT YOU NEED FOR THE ONLINE APPLICATION FORM:

#### A) Dock Captain Contact Details

- Name
- Email
- Phone number
- SBC Civic Address

#### B) Dock Participant Information

- The number of lots agreeing to share the dock
- A spreadsheet that lists the lots agreeing to share the dock. Include the SBC civic address and one name of the lot owners which corresponds to property title or tax notice. See example below.

No.	SBC Civic Address	Lot Owner First Name	Lot Owner Last Name
1	200 Elk Street	John	Doe
2	204 Elk Street	Peter	Smith
3	206 Elk Street	Joe	Plumber

### **C) Dock Layout Information**

Note: Pipe docks and boat lifts have been found to work best in Sylvan Lake.

- GPS coordinates indicating approximately where the walkway will leave the EOS (detailed instructions are in the application form if you don't know how to find this information)
- A picture or pdf of a schematic of your proposed dock layout that shows the relative location of each boat lift, decking between and alongside the lifts, the width of the mooring area and other relevant details. Boat length information required where it affects the mooring area width and the required separation.
- Specific details:
  - The number of boat lifts. Exclude any lifts for personal watercraft
  - The number of boat lifts included for possible future participants
  - The mooring area width (ft)
  - The left and right separation (ft) required by your dock
  - The dock layout boat lift density. Must exceed 4.5
  - The left and right separation (ft) between adjacent docks

### **COLLABORATION CONSIDERATIONS:**

Collaboration will be required to avoid a more prescriptive approach being adopted by the summer village, minimize conflict, and maximize the number of residents that can have a boat on a dock.

To maximize the number of lifts that can be placed in the MAS, the separation from the MAS boundaries and adjacent dock mooring areas should be minimized to the extent possible under the bylaw. This requires collaboration with at least the adjacent dock captain, and coordinated efforts if the MAS is to be optimized.

On the form, you will have the opportunity to upload a spreadsheet that indicates MAS allocations agreed to by the dock captains you have collaborated with. **Although completing this step is optional, doing so will accelerate the approval process by the summer village.** Appendix 1 includes both a MAS sample allocation and a spreadsheet to input dock layout information.

### **SHARED DOCK AGREEMENT CONSIDERATIONS:**

Although the summer village does not require a shared dock agreement, it is highly recommended to create one as it can clarify expectations and prevent future conflicts. See Appendix 2 for more details.

## Appendix 1

### MAS ALLOCATION SAMPLE

MAS Name: ----->	B4
MAS Length (ft) per bylaw:	528

Docks (listed in order from East/South end of MAS)	Captain Name	Individual Dock Considerations				Calculated Dock Layout Boat Density <sup>1</sup>	MAS Distances (ft)			Comments
		Distance (ft)		Mooring Area Width	# Boats		Left Sep	Mooring Area Width	Shared Right Sep <sup>2</sup>	
		Required Left Sep	Required Right Sep							
1	Joe ...	10	20	64	8	8.51	10	64	20	
2	Bob ...	20	10	64	8	8.51		64	10	
3	Frank ...	10	10	34	3	5.56		34	10	
4	Betty...	10	10	34	3	5.56		34	10	
5	... Plumber	10	10	34	3	5.56		34	10	
6	... Drywaller	10	10	34	3	5.56		34	10	
7	... Lawyer	10	10	34	3	5.56		34	10	
8	Chief Cook	10	10	34	3	5.56		34	10	
9	Bottle Washer	10	10	34	3	5.56		34	10	
10	Veronica..	10	10	34	3	5.56		34	10	
Subtotal		110	110	400	40		10	400	110	

#### Notes

**ONLY INPUT INFORMATION IN YELLOW CELLS AS THE REST ARE CALCULATED**

1 - The dock layout boat density must be greater than 4.5 under the bylaw

2 - This value is calculated to be the largest separation between adjacent docks, as separation will be shared.

#### CHECK:

Total Length per docks included	520
Less MAS length per bylaw	-528
Positive means MAS length exceeded	-8

[Click here make a copy of the MAS allocation spreadsheet used above](#)

The spreadsheet linked above uses the individual dock layout information inputs to automatically calculate (1) the dock layout boat lift density, (2) the minimum shared right separation and (3) the MAS length used by the grouping of docks.

Note: While the sample considers the entire MAS B4, the spreadsheet can be used for at least three adjacent docks.

## **Appendix 2**

Aside from perhaps dealing with contribution, ownership and equalization of dock materials, an agreement might specify that participants:

1. Own property in the Summer Village of Sunbreaker Cove.
2. Have equal access to the entire dock and the right to invite friends or immediate family members on the dock, but such rights do not extend to short-term renters or permit a boat or watercraft to be docked that does not belong to a participant of this agreement.
3. Hold the other owners not liable for any injury, loss or damage incurred by themselves, family or guests utilizing the dock.
4. Contribute in a meaningful way to the physical efforts required to move the dock into and out of the water each year.
5. Not make changes or modifications to any portion of the dock without prior agreement by all participants. Only one boat shall be permitted per lot/property assessment.
6. Keep the dock and boat hoists in a safe condition and ensure that they do not present a safety risk. Participants will be responsible for the maintenance, repair or replacement of the portion of the dock that they own.
7. Only transfer a portion of their dock ownership and/or participation in the dock to an individual who signs the agreement. Such a transfer needs to be agreed to by all other existing participants, except in the scenario where the transfer relates to the sale of a lot currently owned by an existing participant.
8. Can be removed from the dock if they don't follow the agreement on multiple documented occasions.