

WESTLAKE LAKE MANAGEMENT ASSOCIATION (WLMA)  
32353 West Triunfo Canyon Road, Westlake Village, CA; 91361 818-889-5377

**APPLICATION for private/group dock (Revocable) LICENSE**  
( Application expires in 90 days from date of preliminary approval )

INCLUDES NEW CONSTRUCTION, NEW REPLACEMENT, REPAIR, AND RELOCATION  
(Form revised 4-7-2020)

PROPERTY OWNER/HOA\* \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE (home) \_\_\_\_\_ (business/other) \_\_\_\_\_

EMAIL (priority for communication) \_\_\_\_\_

DOCK (Please check) New \_\_\_\_\_ New Replacement \_\_\_\_\_ Repair \_\_\_\_\_ Relocate \_\_\_\_\_

Dock Builder \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Email (priority for communication) \_\_\_\_\_

**THE FOLLOWING MUST BE SUBMITTED TOGETHER FOR COMPLETE APPLICATION:**

1. Private Dock License Application [this form] - completed and signed. \* HOA also submit written HOA's Board Resolution approving dock. (expect delay for required Board review of HOA dock)  
Request here the number of boats (including kayaks) wanted at dock: Boats \_\_\_\_\_, Kayaks \_\_\_\_\_.

2. Private Dock License Agreement – fill in and sign. (WLMA dates/fills-in part when approved)

3. Insurance Requirements – Applicant/Owner proof of dock insurance coverage: submit applicable homeowner insurance, homeowner insurance rider, OR separate dock policy: Certificate of Insurance with WLMA (and its representatives) added as an “additional insured”, with insurer Endorsement, advance Notice of cancellation, and waiver of right to subrogation.

4. Indemnification Rider –Applicant and Applicant’s dock builder (contractor) fill in and sign; Rider integrated as part of contractor services agreement, includes providing as per Rider: Proof of Insurance, Certificate of Insurance, Insurer Endorsement, advance Notice, and subrogation waiver.

5. Dock Construction Plan - to scale to be retained by WLMA; and if applicable, indicate intent to coordinate with WLMA personnel for boat ramp use for dock site movement on lake.  
ATTACH PLAN SHEETS – and any additional comments and notes in support of dock plan.

6. Plot Plan to be retained by WLMA - needed only if a new dock is being built. Dock plan should be superimposed indicating dock and land configuration, and distances from side yard boundaries.

7. Materials List - including dock size, description, and color of all materials used. Flotation (new construction) must be encapsulated. All exterior material must be of composite material. Substructures may be of wood. All docks must be anchored by two or more posts/pilings. The post/pilings shall be of metal material with a minimum of 2½ inches or greater in diameter - with a cap on top and may have a steel auger tip on bottom ends driven into the lake bottom, the posts/pilings to protrude a minimum of forty-eight inches, and a maximum of fifty-four inches, above the waterline when the lake is filled to the top of the dam.

8. All electrical on dock must be equipped with a Ground Fault Interrupter(s) (GFIs), and have a City of Thousand Oaks or Los Angeles County (Building and Safety) electrical to-the-dock Permit.

9. Cleanup deposit of \$100.00 to WLMA.

The undersigned certifies that s/he is a record property owner and Member of WLMA (or an HOA representative), and understands and affirms s/he is bound by WLMA’s CC&Rs, and its Westlake Rules and Regulations including Dock Construction and Maintenance Rules and Guidelines (“Rules”).

Application is for a revocable Dock License Agreement; parties are governed by CC&Rs and Rules

Signature \_\_\_\_\_ Date \_\_\_\_\_

APPLICATION for private/group Dock (Revocable) LICENSE – administrative page

Property Owner \_\_\_\_\_ Date \_\_\_\_\_

Property Address \_\_\_\_\_

**OFFICE USE ONLY (Please do not write below this line)**

Date application & deposit received \_\_\_\_\_ By \_\_\_\_\_

All required documents on file. Yes \_\_\_\_\_ No \_\_\_\_\_

Insurance provided - checklist:

Owner

- Homeowner's General Liability, including Dock insurance / \$300,000 per annum
  - Standard extended fire insurance (Recommended, Not Required)
- Separate Dock Liability insurance if above homeowners insurance, or its rider, does not cover
  - Certificate of insurance (WLMA an additional insured)  Insurer Endorsement
  - Advance Notice of Cancellation  Subrogation Waiver

Contractor

- General liability and property casualty / \$1,000,000 per occurrence / per annum.
  - Certificate of insurance (WLMA an additional insured)  Insurer Endorsement
  - Advance Notice of Cancellation  Subrogation Waiver
- California Workers Compensation insurance / \$1,000,000 per annum
  - Proof of Insurance  Advance Notice of Cancellation

Executive Committee [or Board if take control] **Preliminary Approval.** Yes \_\_\_ No \_\_\_  
Date: \_\_\_\_\_

**Preliminary Approval** (plan check and location) Accepted \_\_\_ Denied \_\_\_

Reason denied \_\_\_\_\_

Inspected by \_\_\_\_\_ Date \_\_\_\_\_  
WLMA Lake Operations Manager

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Executive Committee member on behalf of WLMA

Executive Committee [or Board if take control] **FINAL Approval.** Yes \_\_\_ No \_\_\_  
Date: \_\_\_\_\_

**Final Approval** (dock constructed per plan) Accepted \_\_\_ Denied \_\_\_

Reason denied \_\_\_\_\_

Inspected by \_\_\_\_\_ Date \_\_\_\_\_  
WLMA Lake Operations Manager

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Executive Committee member on behalf of WLMA

*Reports:*

Termite Report \_\_\_\_\_ Yes \_\_\_\_\_ No Results \_\_\_\_\_

Date Cleanup Deposit refunded \_\_\_\_\_ By \_\_\_\_\_