



MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY
WATER RESOURCES DIVISION

**INSTRUCTION SHEET FOR COMPLETING ST. CLAIR FLATS
DEED APPLICATION PURSUANT TO PART 339, 1994 PA 451, AS AMENDED**

TO CONSIDER AN APPLICATION ADMINISTRATIVELY COMPLETE, THE FOLLOWING ITEMS ARE REQUIRED:

1. Completed application form.
2. \$500.00 filing fee – payable to the State of Michigan.
3. Proof of Leasehold Interest in Lot
4. Approval from St. Clair County Health Department for sanitary waste disposal system (where applicable)
5. Metes and Bounds survey of parcel protected from erosion (seawall, rock rip rap). The survey must be done by a registered land surveyor and include the water's edge at time of survey and the ordinary high water mark (575.3 feet International Great Lakes Datum 1985) along any portion of the lot that is natural shoreline - contact the Great Lakes Shorelands Unit for specifics, at 517-335-3471.
6. Completed Description of Properties Form

If you have any questions, please contact the Great Lakes Shorelands Unit, at 517-335-3471.



APPLICATION FOR DEED – ST. CLAIR FLATS

This information is required under Part 339, 1994 PA 451, as amended, to apply for a deed.

This application will not be processed until all necessary information is provided. See enclosed instructions for assistance.

PLEASE PRINT OR TYPE

APPLICANT'S NAME		
NUMBER AND STREET ADDRESS		
CITY, STATE, ZIP CODE		
TELEPHONE NOS. HOME	WORK	CELL
FAX NO.	EMAIL ADDRESS	
CHANNEL – CIRCLE ONE	LOT NUMBER(S)	NAME OF SUBDIVISION (IF ANY)
SOUTH MIDDLE SNI BORA NORTH		
CURRENT USE TO BE TRANSFERRED TO DEED – CIRCLE ONE		
CLUB RESIDENTIAL		
NAME, ADDRESS AND TELEPHONE NUMBERS OF APPLICANT'S AUTHORIZED AGENT FOR APPLICATION		
<hr/> <hr/>		
IS THERE, AT PRESENT, ANY LITIGATION IN PROCESS INVOLVING THIS PROPERTY?		
<input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, EXPLAIN.		
<p>Application is hereby made for a conveyance as described herein. I certify that I am familiar with the information contained in this application, and that to the best of my knowledge and belief, such information is true, complete, accurate, and is in compliance with Part 339, Control of Certain State Lands. I further certify that I possess the authority to undertake the activities proposed in this application.</p>		
DATE	SIGNATURE OF APPLICANT AND TITLE	
<p>THE APPLICATION IS TO BE SIGNED BY THE PERSON DESIRING THE CONVEYANCE OR MAY BE SIGNED BY A DULY AUTHORIZED AGENT IF ACCOMPANIED BY A STATEMENT SIGNED BY THE APPLICANT DESIGNATING THE AGENT.</p>		
<p>A STATE APPLICATION FILING FEE OF \$500.00 IS REQUIRED WITH THE APPLICATION. MAKE CHECKS PAYABLE TO: "STATE OF MICHIGAN." PAYMENT OF FEE DOES NOT GUARANTEE DEED. SURVEY MUST ACCOMPANY APPLICATION. APPLICATIONS NOT FULLY COMPLETED WILL NOT BE PROCESSED AND RETURNED FOR ADDITIONAL INFORMATION.</p>		
<p>RETURN ADDRESS: GREAT LAKES SHORELANDS UNIT WATER RESOURCES DIVISION MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY PO BOX 30458 LANSING MI 48909-7958</p>		

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
WATER RESOURCES DIVISION

DESCRIPTION OF PROPERTIES IN THE ST. CLAIR FLATS

The Department of Environmental Quality (DEQ) field staff is required to make on-site inspections of lease assignment, deed conversion, and other requests in the Flats. However, it is very difficult to locate these properties, especially in the off-season when local residents cannot assist us. Therefore, please provide us with the information requested below as accurately and completely as possible.

MAILING ADDRESS OF APPLICANT

1. NAME _____
2. ADDRESS: _____
3. TELEPHONE: WORK: _____ HOME: _____ E-MAIL: _____
4. LOT NUMBER: _____ CHANNEL NAME: _____
5. Is property accessible by road: YES _____ NO _____
6. Description of lot:
 - a. Color of house and/or other distinguishing features: _____
 - b. Type, design, or style of house: _____
 - c. Condition of house and building: _____
 - d. House number, road (if applicable), and water highway: _____
 - e. Number of buildings on lot: _____
 - f. Number of sides protected by seawall: _____
 - g. Other distinguishing features: _____
7. Description of adjacent lots or houses: _____

8. Nearest landmark to property and directions to property from landmark: _____

9. Telephone number of a permanent resident of St. Clair Flats who could direct DEQ staff to your property.
NAME: _____
TELEPHONE NUMBER: _____
10. A RECENT PHOTOGRAPH OF THE PROPERTY WOULD BE HELPFUL.