



APPLICATION/PERMIT TO USE STATE LAND FOR COMMERCIAL GUIDING (EXCLUDING FISHING/HUNTING*)

This information is required under authority of Part 5 of Act 451 of 1994, as amended, MCL 324.501- 511 and the Rules for the Regulation of State Lands, R299.921 – R299.932.

DNR USE ONLY
Permit Number

APPLICANT: Pursuant to state law, a permit is required prior to conducting commercial business on state land. An application must be submitted at least sixty (60) days prior to the proposed use. Attach additional information as needed to fully describe the proposed use.

*Please note: Fishing and hunting guides are required to fill out different permits which can be found at Michigan.gov/DNRLanduse

SECTION A: Applicant Information

Name of Applicant/Organization		Name of Contact Person	
Applicant/Organization Address, City, State, ZIP Code		Contact Person Address, City, State, ZIP Code	
Telephone	Fax	Telephone	Fax
Federal ID Number (Individuals without a business FEIN leave blank)		E-mail Address	
Preferred method of correspondence? (Check one): <input type="checkbox"/> Email <input type="checkbox"/> Mail			

SECTION B: Type of Use

Type of Use (check all that apply): Hiking Backpacking ORV Snowmobile Wildlife viewing Camping Bicycling
 Other (specify):

SECTION C: Description of Proposed Use

Description of proposed use of state land (attach additional information as needed to fully describe the proposed activity).

SECTION D: Proposed Location (REQUIRED: attach detailed map(s) indicating routes to be used)

Proposed locations on state lands (See instructions on page three).

Section E: Business Information

Date(s) of Proposed Use (i.e., April to October)	Number of Business Vehicles	Is your business required to obtain Worker's Compensation Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No
How frequently will you be guiding? <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other:		List the type(s) of equipment to be used:
How much will customers pay for your services? (Applicants may attach a fee schedule as an exhibit)	Approximate number of trips per year?	Approximate Number of Participants for each trip?

Will the commercial use of state land require or include:

Use of parking lot/campground/access site? Yes No If yes, explain: _____

Structures or equipment be placed on state land? Yes No If yes, explain: _____

Will you be preparing/serving food? Yes N If yes, explain: _____

SECTION F: Equipment

Describe the type and quantity of equipment to be used for this activity (i.e. ATV, Cycles, ORV, Snowmobile, Snowshoe etc.):

SECTION G: Applicant Certification

I certify that the information submitted herein, including all attachments, is accurate and complete. I understand that, upon review of my application, the appropriate application fee, review fee and use fee will be assessed and that the fees must be paid prior to the execution of my permit. I also understand that any additional documentation such as an insurance certificate must be provided prior to issuance of my permit.

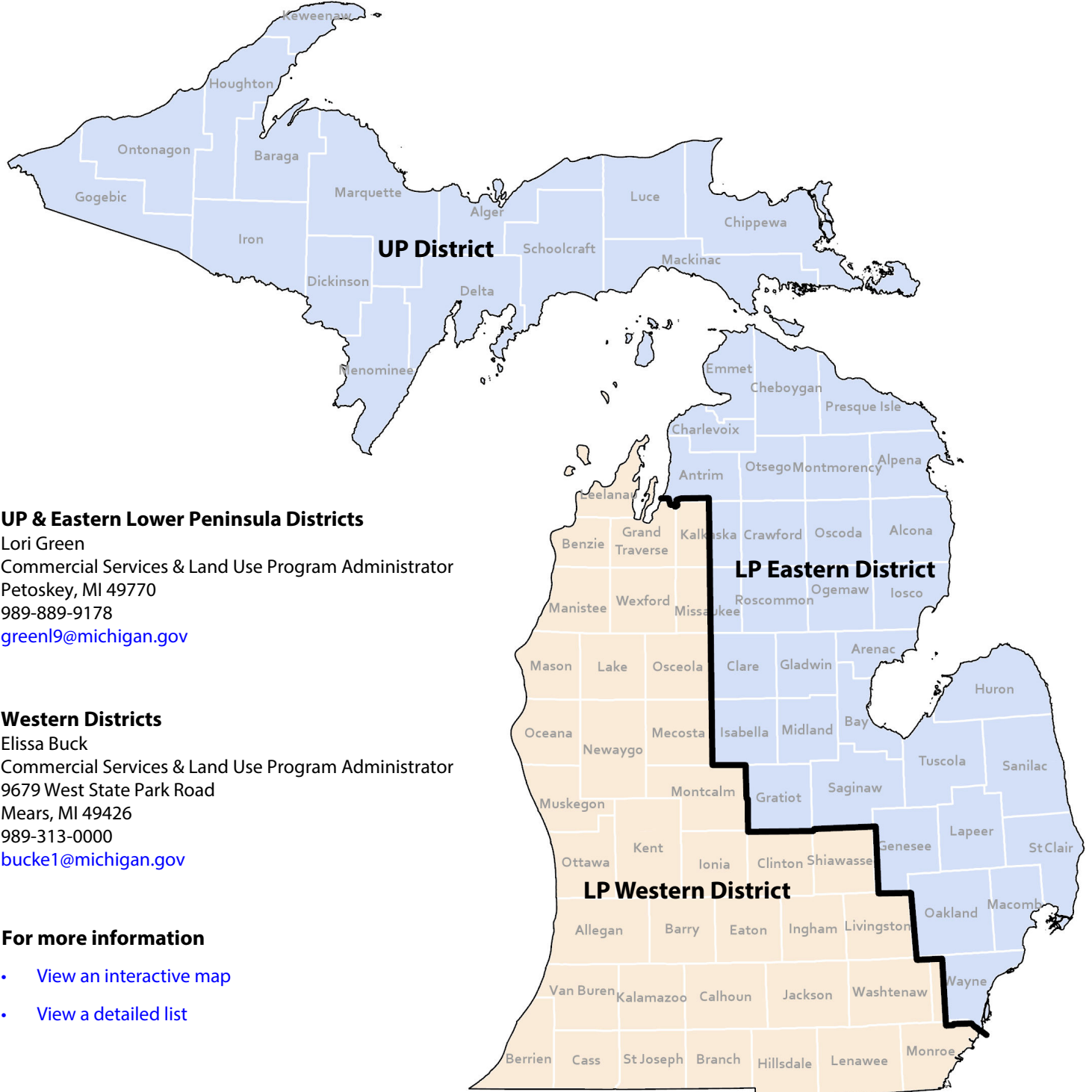
Applicant/Authorized Representative (Print or Type)	Signature	Date
---	-----------	------

See page two for the contact person you should submit your application to. Page three contains application instructions. **Do not mail payment with the application.** Upon receipt and approval of your application, you will receive a contract for your review. Once a signed contract is returned to the Department, you will then be issued an invoice with payment instructions (mailing a check or money order to the Cashier's Office or dialing their telephone number and paying with debit or with credit card).



Michigan DNR Commercial Use Contact Information

For concessions, commercial operating agreements, leases and event agreement information on state public lands.



UP & Eastern Lower Peninsula Districts

Lori Green
Commercial Services & Land Use Program Administrator
Petoskey, MI 49770
989-889-9178
greenl9@michigan.gov

Western Districts

Elissa Buck
Commercial Services & Land Use Program Administrator
9679 West State Park Road
Mears, MI 49426
989-313-0000
bucke1@michigan.gov

For more information

- [View an interactive map](#)
- [View a detailed list](#)

Commercial Services & Land Use Program Administrators program areas include: Concessions, Commercial operating agreements, Leases, and Event agreements

APPLICATION INSTRUCTIONS

Hereinafter, the Michigan Department of Natural Resources shall be referred to as "Department," and the Permit Applicant shall be referred to as "Applicant."

Section A: Applicant should provide the contact information for the individual or organization applying for the permit, using the entity's legal name. If there is a primary contact that differs from this contact, please provide that information in the space provided.

Section B: Indicate the type of guiding you will be providing.

Section C: Applicant shall clearly and concisely state the proposed use of Department managed land by completing the application and attaching supplemental information, as needed.

Section D: Applicant shall answer the question using proper site name(s) and provide the **REQUIRED** route map(s), as necessary.

- a. If using state park(s), recreation area(s), State Forest campground(s) identify them by proper name(s) using: [Commercial land use permit contacts \(arcgis.com\)](#)
- b. If using boating access site(s) see [Michigan Recreation Boating Information System](#)
- c. If using ORV routes see the interactive [DNR-designated ORV Routes and Trails & Motorcycle trails map](#)
- d. If using State Forest Roads see the interactive [Forest Road Map](#)
- e. If using Snowmobile Trails see the interactive [DNR-designated snowmobile trails map](#)
- f. If using non-motorized trails see the [State-designated non-motorized trails map](#)

Note: The Department does not have the authority to authorize access to lands it does not own or administer. Please be certain that the sites you list are state owned.

Section E: Applicant shall answer all questions. If use of parking lot, campground, or access site is required, add specific description of use (i.e., launching watercraft). If structures or equipment will be placed on state land, add specific description of use. If this is a new business answer the questions with your intentions/projections

Section F: Describe type and quantities of equipment to be used for this activity. Also identify if equipment is being offered for rent.

Section G: Applicant shall certify that information submitted is accurate and complete.

ITEMS THAT ARE REQUIRED PRIOR TO REVIEW:

1. **Safety Plan:** A safety plan will be required for guiding activities. Common elements of safety plans include but are not limited to emergency contact information, location of nearest hospital, first aid stations, weather plan, lost child, etc. Activities in which there could be a fire risk, including activities with motorized vehicles should always include a section regarding fire. Provide as additional attachments.
2. **Map: Route maps are required for all guiding activities.** Please see web links in Section D above.
3. **Business Plan:** A business plan is required for applications for a business that expects gross annual sales **greater than \$50,000**. Minimum requirements of a business plan may include, but are not limited to, a full description of services to be provided, outline of business experience, staffing plan, two professional and two personal references, description of on-site presence (i.e., storage trailer parked in designated parking space of day use, delivery of rental unit, , etc.), a photograph of any structures to be placed, and proposed customer pricing.

ITEMS THAT MAY BE REQUIRED AFTER REVIEW:

4. **Permit Fee:** There may be a fee associated for any approved application. The fee is charged to recover the Department's costs associated with the review and monitoring of the permit, as well as facility operation and maintenance. The potential impacts to the facility, public and natural resources are also evaluated within the scoring process.
5. **Insurance:** Upon approval of an application, the Applicant shall provide a certificate of insurance as proof of liability coverage protecting from claims that arise out of, are alleged to arise out of, or otherwise result from Applicant's land use. The Applicant's insurance policy must provide coverage for not less than the term of Applicant's land use and include as an additional insured: "**The State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees, and agents.**" The Applicant must notify the Department within five (5) business days if required coverage is cancelled or not renewed.
6. **Performance Bond:** A cash or surety bond, if requested by the Department, shall be provided by the applicant prior to issuance of the permit, as a guarantee of faithful performance of the conditions of the permit. As soon as security for the performance of the terms and conditions of the permit or the settlement of claims incident thereto is no longer necessary, deposits in lieu of surety or cash bond will be returned to the applicant/permittee.
7. **Environmental Assessment:** The Department will advise if an environmental assessment is needed to provide information necessary to complete your application.
8. **Business Plan:** A business plan may be required for applications for a business that expects gross annual sales **less than \$50,000**. Minimum requirements of a business plan may include, but are not limited to, a full description of services to be provided, outline of business experience, staffing plan, two professional and two personal references, description of on-site presence (i.e., storage trailer parked in designated parking space of day use, or mobile food truck parked in visitor's parking lot, etc.), a photograph of any structures to be placed, and proposed customer pricing.
9. **Additional Permits:** The issuance of a permit from this application does not replace the need for other permits or licenses that may be required by law for this activity. A copy of all required permits must be in possession of permittee and their agents (employees, representatives, associates, volunteers, members) while using Department Managed Lands.