



# APPLICATION/PERMIT TO USE STATE LAND FOR COMMERCIAL USE

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.

|                     |
|---------------------|
| <b>DNR USE ONLY</b> |
| 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.

### 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: Description of Proposed Use

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

### SECTION C: Proposed Location

Proposed location on state land (See instructions on page three).

### SECTION D: Type of Use

Type of Use (check one):  Camp Unit Delivery/Retrieval  Dock & Hoist Delivery  Weed Harvesting  Watercraft Rental

Watercraft Delivery/Retrieval/Repair (non-rental)  Other (specify): \_\_\_\_\_

|  |  |  |
|--|--|--|
| If delivery of rental watercraft, what type of watercraft is offered for rent?   | If delivery of rental watercraft, will watercraft rental customers park on-site?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| If delivery of rental watercraft, will off-site parking be provided?<br><input type="checkbox"/> Yes <input type="checkbox"/> No | If delivery of rental watercraft, will customers be transported to the site?<br><input type="checkbox"/> Yes <input type="checkbox"/> No     |  |
| Date(s) of Proposed Use (i.e. April to October)  | Number of Delivery Vehicles  | Is your business required to obtain Worker's Compensation Insurance?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |

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: \_\_\_\_\_

### SECTION E: Camp Unit Delivery and Retrieval (ONLY)

|                      |  |  |   |
|----------------------|--|--|---|
| Number of Camp Units | Is your camp unit(s) pet friendly?<br><input type="checkbox"/> Yes <input type="checkbox"/> No | Do you provide winter rentals?<br><input type="checkbox"/> Yes <input type="checkbox"/> No | What is your preferred reservation method (website, phone, etc.)? |
|----------------------|--|--|---|

### SECTION F: Livery Operation (ONLY)

|  |                  |  |                 |                 |                             |
|--|------------------|--|-----------------|-----------------|-----------------------------|
| Number of Canoes   | Number of Kayaks | Number of SUP  | Number of Rafts | Number of Tubes | Number of Total Watercrafts |
| If applicable, what are the sizes of your raft(s) in feet: |                  | Peak Use (highest number of watercraft launched/retrieved on busiest day of season): |                 |                 |                             |

### 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.

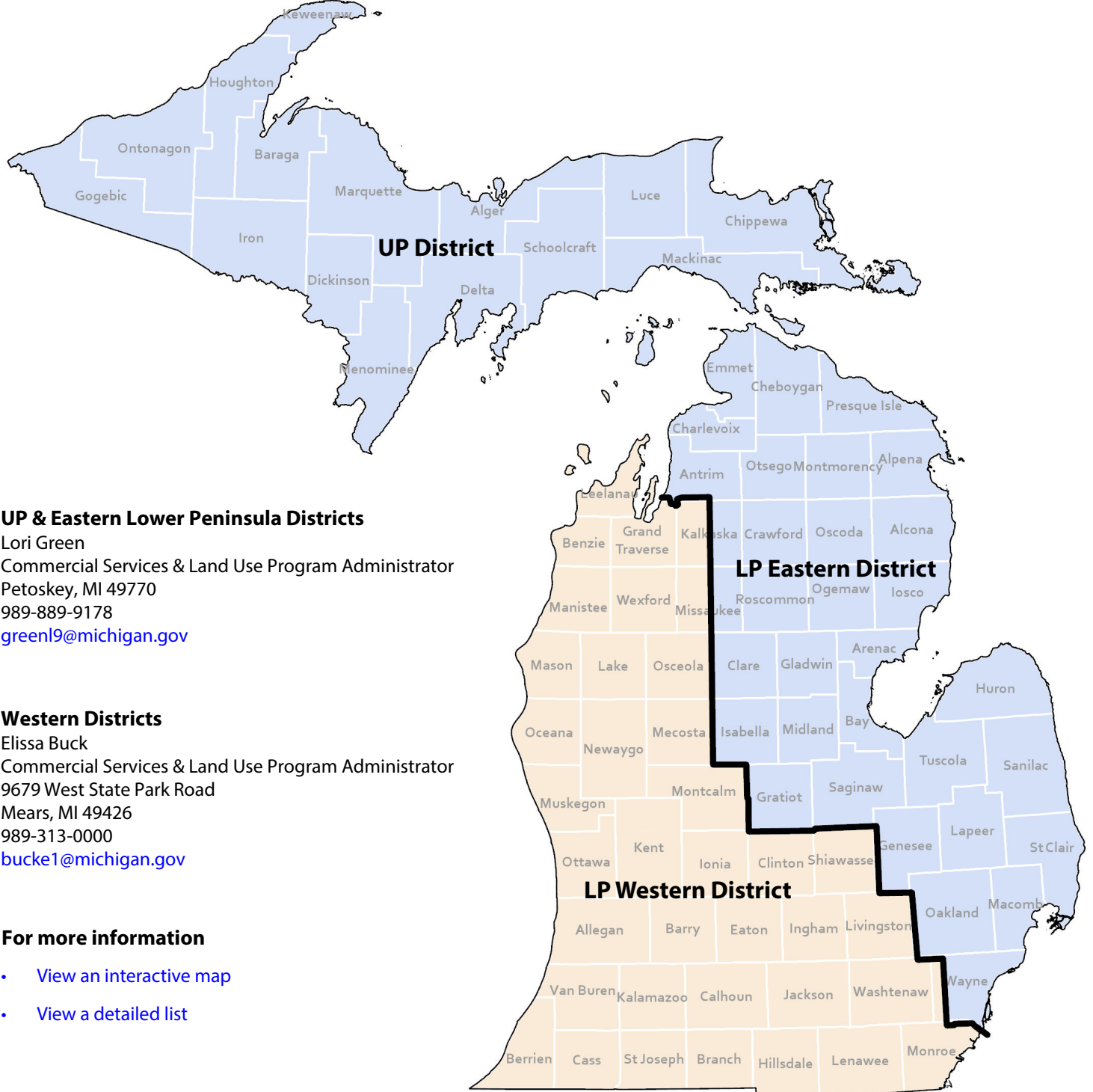
|   |           |      |
|---|-----------|------|
| Applicant/Authorized Representative (Print or Type) | Signature | Date |
|---|-----------|------|

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

**Section C:** Applicant shall answer the question using proper site name(s) and provide additional information, as necessary.

- a. Identify the state park(s), recreation area(s), boating access site(s), harbor(s) or trail(s) by name requested for the proposed use. You must list proper name(s) using: [Commercial land use permit contacts \(arcgis.com\)](https://www.dnr.state.mi.us/arcgis)
- b. **IF LIVERY:** list the river name(s) and proper access site name(s). If you are uncertain of the proper name of an access site, please visit [Michigan Boating Facility Finder \(MIBFF\)](https://www.dnr.state.mi.us/mibff).
- c. **IF OTHER COMMERCIAL USE OF DNR BOAT LAUNCH FACILITIES:** list location by County by referring to the map on page two of this application, or list each access site by proper name(s) by using: [Commercial land use permit contacts \(arcgis.com\)](https://www.dnr.state.mi.us/arcgis)

**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 D:** 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 (i.e. storing watercraft, stacked two high from 8 a.m. to 12 p.m. Saturdays, June through September).

**Section E:** If applicable, Applicant shall answer the questions and provide a preferred reservation method for customers. Once permitted, the Applicant will be added to the [RV rentals \(michigan.gov\)](https://www.michigan.gov/rv-rentals) webpage where customers can see a complete list of persons permitted to deliver and retrieve camping unit rentals into Michigan State Parks.

**Section F:** If applicable, Applicant shall answer all questions. Peak use is the highest number of watercraft delivered and/or retrieved on the busiest day of the season (typically July 4<sup>th</sup>).

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

### ITEMS THAT MAY BE REQUIRED AFTER REVIEW:

1. **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.
2. **Insurance:** 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 a minimum coverage amount of \$1,000,000, or \$2,000,000 if a commercial entity, 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.
3. **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.
4. **Environmental Assessment:** The Department will advise if an environmental assessment is needed to provide information necessary to complete your application.
5. **Safety Plan:** While the Department encourages all Applicants to develop a safety plan, a plan will be required for activities that require a formalized written plan. 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.
6. **Business Plan:** A business plan may be required for applications of new business operations on state land. 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.
7. **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.