

PART 325 CONVEYANCE APPLICATION INSTRUCTIONS

READ THOROUGHLY BEFORE STARTING THE FORM IN MIWATERS

This is the Application for Conveyance for occupation and use of Great Lakes public trust bottomlands and waters such as:

- Marinas
- Commercial Docks
- Bulk Material Docks and Harbors
- Industrial Docks and Harbors
- Boathouses
- Filled Bottomlands
- Private Boat Harbors
- Yacht/Boat Clubs

Please note that a Joint Permit Application (JPA) may need to be submitted for any associated construction activities related to the proposed bottomlands conveyance. The JPA will be sent to the USACE for simultaneous processing. Information on submitting a JPA can be found at Michigan.gov/JointPermit.

This application form is set up with the following sections to be completed by the applicant (note that it is recommended to gather all this information prior to starting this form):

Contact Information Section

Applicant, Property Owner(s), Consultant(s), and any other Authorized Representative(s) Authorizations are required from the property owner for:

- When the applicant is not the owner.
- When there is a consultant/representative for the applicant.
- When other permissions are necessary based on project specifics and are identified by the form.

Project Location Section

Address, coordinates, and directions to the site, etc. are collected on the proposed project.

Purpose and Proposed Use Section

Type(s) of Purpose and Proposed Use(s) of the subject Great Lakes bottomlands.

Riparian and/or Record Ownership

This section requires the contact information for the owner(s) of the subject upland riparian (waterfront) property.



Adjacent Riparian Owners

Adjacent landowner contact information for Public Notice projects is required in this section. Typically, this is the owners on either side of the proposed conveyance area touching the upland riparian parcel.

General Information

Answer the following questions. If yes, provide additional details.

- Is there, at present, any litigation in process involving this property?
- Has a state and/or federal permit been granted?

Required Attachments

1. Local Unit of Government Approval
Please browse and upload your file showing resolution from the local unit of government approving the conveyance application
2. Proof of Ownership Attachments
Proof of ownership for the upland property (warranty deed or 20-year tax history to accompany either title insurance policy or legal title opinion written by a registered attorney) are submitted herewith to establish eligibility for conveyance of adjoining lake bottomland.

Additional Attachments

You may upload additional attachments/information such as the metes-and-bounds survey at the designated location or the marina construction details is applicable. Additional information (studies, designs, etc.) can be uploaded in either of these locations.

Review

Review application to correct or add missing information before submittal.

Certify and Submit

This step allows you to certify the form as complete and accurate and to submit the form to the Department of Energy, Great Lakes, and Environment (EGLE) for review and processing.

At the time of submission, it will be transmitted to EGLE and it will become part of the public record.

Application Fee Payment

The required \$50 application fee can be paid upon submittal of the conveyance application.