	<b>WATER RESOURCES DIVISION FIELD OPERATIONS SECTIONS POLICY AND PROCEDURE</b>	DEPARTMENT OF ENVIRONMENTAL QUALITY
Original Effective Date: September 28, 1998  Revised Date:  Reformatted Date: March 31, 2014	Subject: Part 323 - Transferring a Permit to a New Owner in a Designated High Risk Erosion Area or a Critical Dune Area  Program Name: Water Resources Program  Number: WRD-FOS-004      Page: 1 of 2	Category: <input type="checkbox"/> Internal/Administrative <input type="checkbox"/> External/Non-Interpretive <input checked="" type="checkbox"/> External/Interpretive  Type: <input type="checkbox"/> Policy <input type="checkbox"/> Procedure <input checked="" type="checkbox"/> Policy and Procedure

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**Note: This policy and procedure was previously numbered 323-98-02.**

**PURPOSE:**

To transfer a permit from the previous owner to the new owner for property located within a designated high risk erosion area or a critical dune area.

**AUTHORITY:**

High risk erosion areas are regulated under Part 323, Shorelands Protection and Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA), being Sections 324.30301 to 324.30323 of the Michigan Compiled Laws and R 281.22

Critical dune areas are regulated under Part 353, Sand Dune Protection and Management, of the NREPA, being Sections 324.35301 to 324.35326 of the Michigan Compiled Laws.

**DEFINITIONS:**

Critical Dune Area (CDA): A geographic area designated in the "Atlas of Critical Dune Areas" dated February 1989 that was prepared by the Department of Environmental Quality.

High Risk Erosion Area (HREA): An area of the shoreland where the landward edge of the zone of active erosion has been receding at an average rate of one foot/year or more based on a minimum of 15 years.

**FORMS USED:**

Application for Permit Transfer, EQP2728 (Rev. 3/2014)

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Page 2 of 2

**PROCEDURES:**

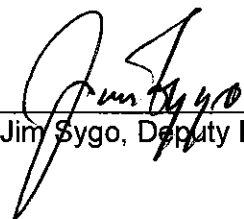
Who	Does What
Water Resources Program Staff	<ol style="list-style-type: none"><li>1. Receives application for permit transfer from a property owner to the new owner of said parcel.</li><li>2. Logs into HREA/CDA database and gives the application to the appropriate district staff.</li><li>3. Mails permit transfer letter granting property owners transfer request.</li><li>4. Updates HREA/CDA database and places a copy of the transfer letter in the file.</li></ol>

SECTION CHIEF APPROVAL:



Mike Masterson, Chief  
Field Operations Section - Lakes Michigan and Superior

DEPUTY DIRECTOR APPROVAL:



Jim Sygo, Deputy Director