



Part 325 Great Lakes Bottomlands Application Instructions Read Thoroughly Before Starting the Form in MiEnviro Portal

Michigan Department of Environment, Great Lakes, and Energy
Water Resources Division

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

- Marinas
- Commercial Docks
- Bulk Material Docks and Harbors
- Industrial Docks and Harbors
- Boathouses
- Filled Bottomlands
- Private Boat Harbors
- Yach/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 US Army Corps of Engineers for simultaneous processing with the EGLE permit. Information on submitting a JPA can be found at:

Michigan.gov/JointPermit.

The application form is set up with the following sections to be completed by the applicant. We recommend that you gather all of this information prior to starting the form in MiEnviro Portal.

Contact Information Section

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

- When the applicant is not the property owner.
- When there is a consultant/representative for the applicant.
- When other permissions are necessary based on project specific details 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 Uses(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 owner.

Adjacent Riparian Owners

Adjacent landowner contact information for Public Notice is required in this section. Typically, these are the property 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

All of the following documents are required for a completed bottomlands conveyance application.

1. Local Unit of Government Approval
Please browse and upload your file showing resolution from the local unit of government approving the conveyance application. The resolution must state that the local unit of government approves the specific conveyance area and use being proposed.
2. Proof of Ownership Attachments
Proof of ownership for the adjoining, upland property (warranty deed or 20-year tax history to accompany either title insurance policy or legal title opinion written by a registered attorney) must be submitted to be eligible for a Great Lakes bottomlands conveyance.
3. Survey and Legal Description
A signed and sealed survey prepared by a licensed land surveyor and a written legal description of the proposed bottomland conveyance area and the adjoining upland property must be submitted with the application.

Additional Attachments

You may upload additional attachments such as studies, designs, details of the proposed marina layout, or any other information you think may be relevant to EGLE's review of the proposed bottomlands conveyance.

Review

Review the 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. The application fee will be credited towards the first annual fee or the deed payment if applicable.