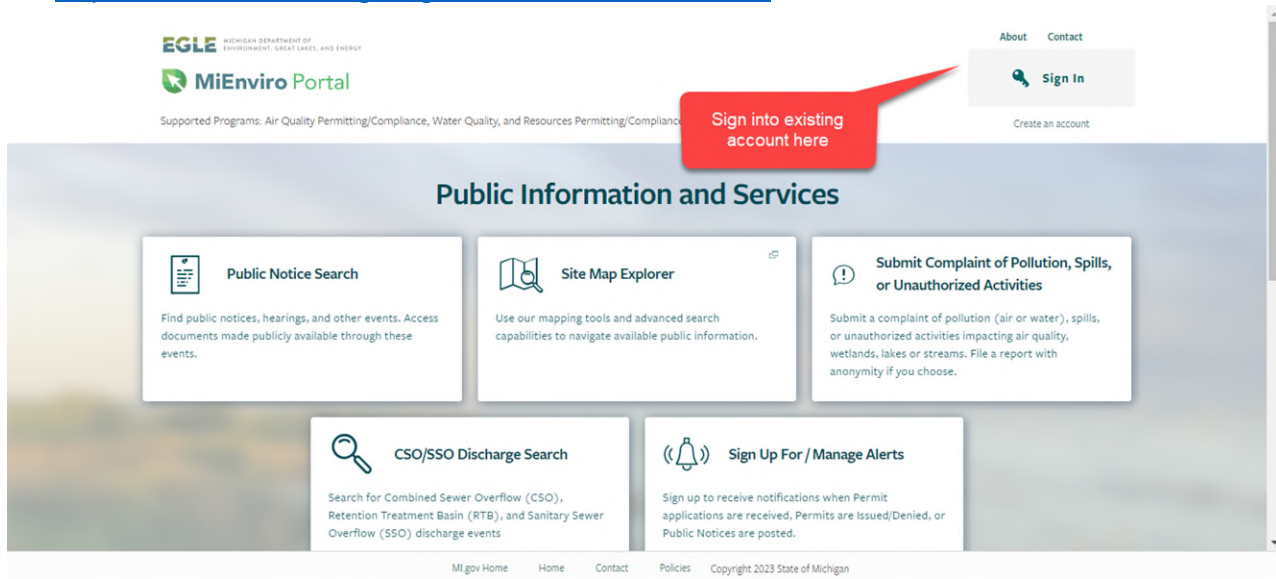


# How to Start a New Application for a Part 325 Great Lakes Bottomlands Conveyance in MiEnviro Portal

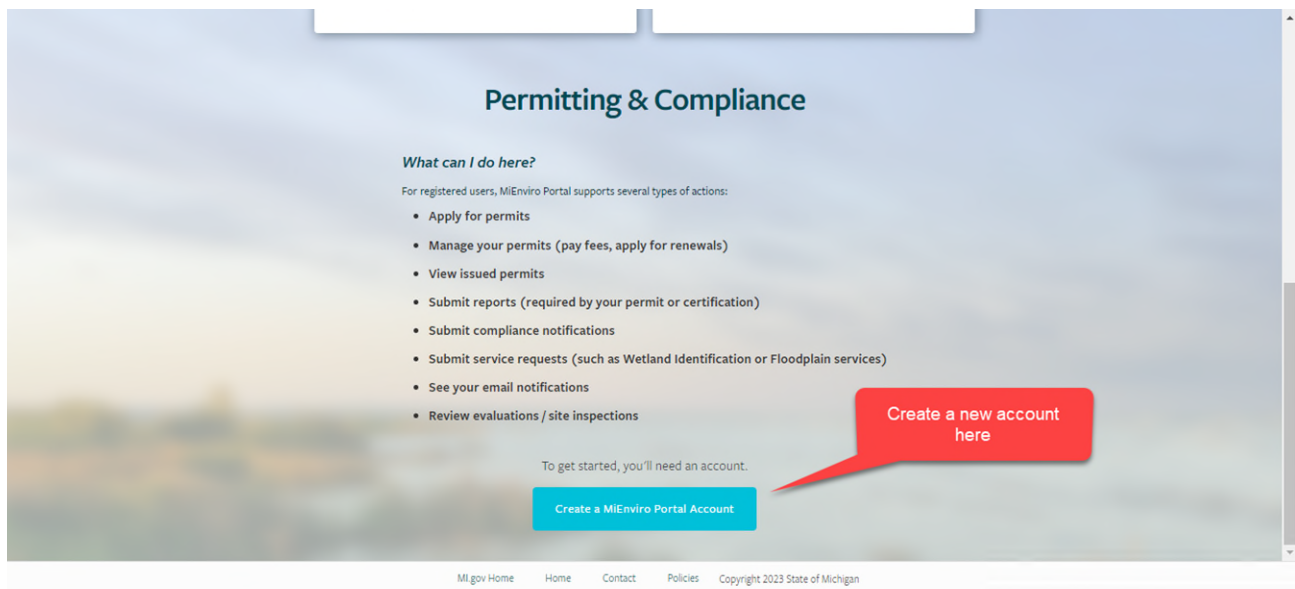
Michigan Department of Environment, Great Lakes, and Energy

Water Resources Division

1. Create a MiEnviro Portal account or sign into your existing account at: <https://mienviro.michigan.gov/ncore/external/home>.



Or scroll down



## 2. Once signed in, select "Start a New Form"

EGLE MIEnviro Portal

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MIENVIRO PORTAL UAT CLOUD

Welcome

Home

Notifications

Start a New Form

Submissions

Select "Start a New Form"

### Getting Started

MIEnviro Portal is a platform to submit permit applications, manage permits, submit service requests, and submit compliance notifications.

If you received a letter with a verification code

Enter in the code you received to have your user account associated with the site, project or facility you represent.

Enter Verification Code

Add a Site to your account

In order to get started, you'll need to link your account to a regulated business entry (a site, project or facility), or create one if it's not yet in the MIEnviro Portal system.

Add a Site

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## 3. Select "I want to start a new application"

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Select "I want to start a new application"

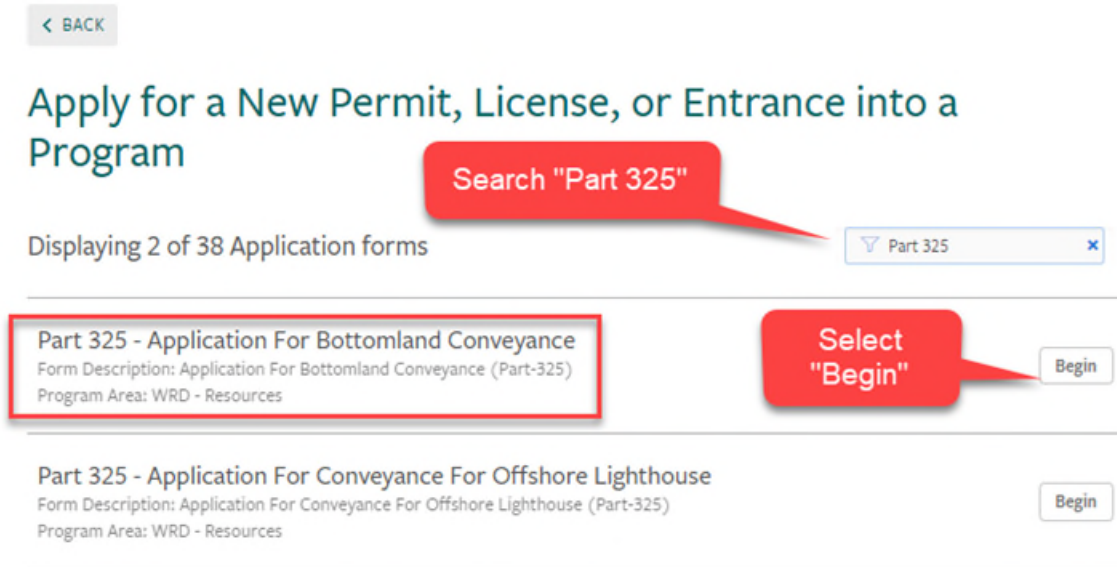
### Start New Form

What kind of form are you looking for?

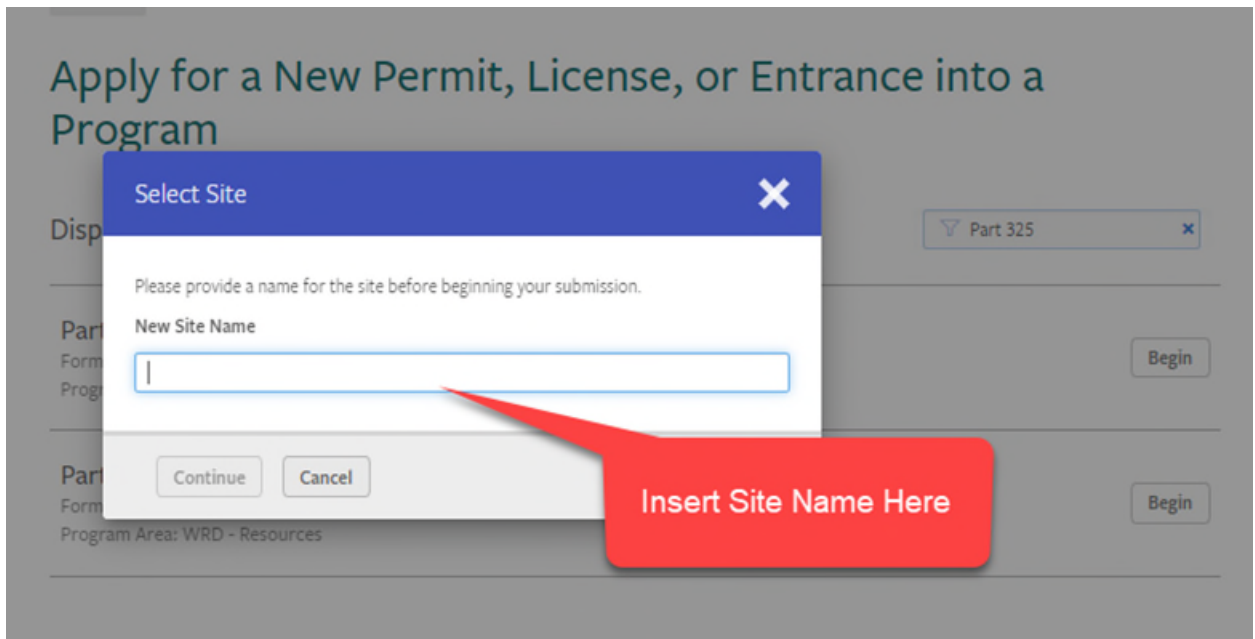
- I want to start a **new application**  
Forms used to apply for a New Permit, License, or Entrance into a Program
- I want to make a **service request**  
Forms used to make a service request.
- I'm **not sure**  
Search all available forms

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4. Search for "Part 325" in the search box and select "begin" next to the "Part 325 – Application for Bottomlands Conveyance" form



5. Create a Site and give it a new name. The best way to name the site is: Name of Great Lakes – County Name – Project Name/Type. For example, a new marina on Lake Superior in Marquette County would be named: Lake Superior – Marquette – Marina



## 6. Read the Instructions thoroughly and select “Begin Form Entry”

3. Water's edge at time of survey.  
4. Ordinary high water mark along the shoreline - contact the Great Lakes Shorelands Unit for specifics, at 517-284-5561.

3. b. If application is for a **marina facility**, please submit the following survey information, **in addition** to 3a above, which shows the location of all the fills, pilings, structures and improvements including:

1. The existing and proposed dockage and/or moorage area.
2. The location, size and number of all boat slips, travel lift docks, fuel dock, etc., planned for the facility.
3. The location of the required marine toilet pump-out system.
4. The distance to existing commercial docks, adjacent marinas, harbor breakwalls, etc.
5. The design and survey of any project that costs more than \$50,000 is required to be sealed and certified by a registered professional engineer.
6. A hydrological study to be completed by a competent, coastal engineer to determine the affect of proposed solid fill structures on the littoral drift and longshore processes in the project area. Continued monitoring may be required if the structure is approved.

If the desired bottomland area is for use by a for-profit or a not-for-profit, nongovernmental entity that has a membership policy or practice, include a copy of the by-laws of the organization, and a written statement by the organization's authorized agent that the entity does not discriminate in its membership policy on the basis of sex, race, religion, or national origin.

Examples of this might be a property owners association, condominium association, yacht club, or other group with specific membership policies.

Lansing, Michigan 48909-8157

**Main Address**  
GREAT LAKES SHORELANDS UNIT  
WATER RESOURCES DIVISION  
Michigan Department of Environment, Great Lakes, and Energy  
PO BOX 30458  
LANSING MI 48909-7958

**Billing Address**  
Cashiers Office-WRD  
P.O. Box 30657  
Lansing, Michigan 48909-8157

**CONTACTS**  
Great Lakes Shorelands Unit: 517-290-5732

After Reading Instructions, Select Here to Begin

Begin Form Entry

## 7. Fill out the application form. Detailed instructions on each portion of the application are available in the Part 325 Conveyance Application Instructions document. When completed, select “Certify and Submit” and follow the instructions to pay the \$50 Application Filing Fee.

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EXIT FORM TO HOME

Part 325 - Application For Bottomland Conveyance

Submission HPY-NGFT-ZJ01B Revision 1 Form Version 1.12 \$50.00

SAVE PROGRESS

PREVIOUS SECTION Review

**Certify & Submit**

This step allows you to certify the form as complete and accurate and to submit the form to 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 is hereby made for a conveyance as described herein. I certify that I am familiar with the information contained in the application, and that to the best of my knowledge and belief, such information is true, complete, accurate, and is in compliance with Part 325, Great Lakes Submerged Lands. I further certify that I possess the authority to undertake the activities proposed in this application.

Note: The application is to be signed by the person desiring the conveyance or may be signed by a duly authorized agent if accompanied by a statement signed by the applicant designating the agent.

Location Of Property To Be Conveyed  
Purpose and Proposed Use  
Riparian and/or Record Ownership  
Adjacent Riparian Owners  
General Information  
Required Attachments  
Review

Certify & Submit

FINALIZE SUBMISSION Submit Form

FINISH LATER Save and Exit

For Additional Help Using MiEnviro Portal, Please Contact: [EGLE-WRD-MiEnviro@Michigan.gov](mailto:EGLE-WRD-MiEnviro@Michigan.gov).