

# How to Start a New Application for Conveyance for Offshore Lighthouse

## Water Resources Division

1. **Either create an account in MiWaters or Sign Into your Account here:**

<https://mienviro.michigan.gov/ncore/external/home>

The screenshot shows the MiWaters website interface. At the top left is the EGLE logo (Michigan Department of Environment, Great Lakes, and Energy) and the text "MiWaters NPDES, Groundwater, Resource Permitting, Aquatic Nuisance Control, Wastewater Construction". At the top right are links for "About", "Contact", and "MI.gov Home". A "Sign In" button with a key icon is located in the top right corner. The main content area is divided into two columns. The left column is titled "Permitting & Compliance" and contains a section "What can I do here?" with a list of actions for registered users: "Apply for permits", "Manage your permits (pay fees, apply for renewals)", "Submit reports (required by your permit or certification)", "Submit service requests", "View issued permits", "See your notifications", and "Review evaluations / site inspections". Below this list is a button labeled "CREATE A MIWATERS ACCOUNT" and a link "Sign in with an existing account". The right column is titled "Public Information and Services" and lists several services: "Public Notice Search", "CSO/SSO Discharge Search", "Site Map Explorer", and "Report Spills, Pollution, Unauthorized Activities". Two yellow callout boxes are overlaid on the image: one pointing to the "Sign In" button with the text "Sign in to existing account", and another pointing to the "CREATE A MIWATERS ACCOUNT" button with the text "Create an account".

**EGLE** MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY  
**MiWaters**  
NPDES, Groundwater, Resource Permitting, Aquatic Nuisance Control, Wastewater Construction

About Contact > MI.gov Home

Sign In

### Permitting & Compliance

*What can I do here?*

For registered users, MiWaters is the portal to several types of actions:

- Apply for permits
- Manage your permits (pay fees, apply for renewals)
- Submit reports (required by your permit or certification)
- Submit service requests
- View issued permits
- See your notifications
- Review evaluations / site inspections

To get started, you'll need an account.

**CREATE A MIWATERS ACCOUNT**

[Sign in with an existing account](#)

### Public Information and Services

These services are provided to be freely used by the public; no account is necessary to make use of them.

- Public Notice Search**  
Find public notices, hearings, and other events. Access documents made available to the public.
- CSO/SSO Discharge Search**  
Search for Combined Sewer Overflow (CSO), Retention Treatment Basin (RTB), and Sanitary Sewer Overflow (SSO) discharge events.
- Site Map Explorer**  
Use our mapping tools and advanced search capabilities to navigate all available Water Resources Division public site information.
- Report Spills, Pollution, Unauthorized Activities**

## 2. Select “Start New Form”

Home About Contact Sign Out MI.gov Home

EGLE MiWaters Water Resources Information and Forms QA

Tom Graf

### Getting Started

MiWaters is a one-stop portal for submitting permit applications and service requests to EGLE's Water Resources Division.

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 entity (a site, project or facility), or create one if it's not yet in the MiWaters system.

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## 3. Enter “Application for Conveyance for Offshore Lighthouse” in search box

Home About Contact Sign Out MI.gov Home

EGLE MiWaters Water Resources Information and Forms QA

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### Start a New Form

Find and submit a new application or service request from this screen.

Form Name	Form Description	Program Area
Lighthouse		(All)
Part 325 - Application For Conveyance For Offshore Lighthouse	Application For Conveyance For Offshore Lighthouse (Part-325)	Resources

Begin Submission

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## 4. Select “Begin Submission”

The screenshot shows the EGLE MiWaters application interface. The top navigation bar includes links for Home, About, Contact, Sign Out, and Mi.gov Home. The main header displays 'EGLE MiWaters Water Resources Information and Forms' and a search icon. A sidebar on the left contains 'Welcome', 'Home', 'Notifications', and 'Start a New Form'. The main content area is titled 'Start a New Form' and features a table with columns for Form Name, Form Description, and Program Area. A search filter is set to 'Lighthouse'. The table lists 'Part 325 - Application For Conveyance For Offshore Lighthouse' with a 'Begin Submission' button. A yellow box highlights this button, with an arrow pointing to it from a text box that reads 'Click on Begin Submission'.

## 5. Create a Site

**Create a Site Name for the application. Best way to name the site is:**

- a. Name of Great Lake: Superior/Michigan/Huron/St.Clair/Erie
- b. Name of Lighthouse

**Example: Superior – Stannard Rock Lighthouse**

The screenshot shows the EGLE MiWaters application interface with a 'Select Site' dialog box open. The dialog box contains the text 'Please provide a name for the Site before beginning your submission.' and a label 'New Site Name' above a text input field. At the bottom of the dialog box are 'Cancel' and 'Begin Submission' buttons. The background shows the same application interface as in the previous screenshot, but it is dimmed.

**6. Follow the steps in the Application to complete the application and submit. Detailed instructions can be found here: [Conveyance Instructions](#)**