Introduction to the New Digital Joint Permit Application in MiWaters

www.Michigan.gov/jointpermit
https://miwaters.deq.state.mi.us/miwaters/external/home
Selecting the Correct Application Form when Starting an Application

Although this process hasn’t changed recently, it’s included here as part of the process for completing an application.

Forms

Applications, Service Requests & Permit Change Forms

Start New Form
Permit Applications, Service Requests and Permit Change Forms

Draft & Submitted Forms
View or revise draft and submitted Applications, Service Requests, Permit Change Forms and Reports

Reporting forms relating to current submissions, permits and active compliance actions

New and Draft Assigned Forms
Browse reporting forms relating to a submission, permit or compliance action

Submitted Reporting Forms
View or revise previously submitted reports
- Once signed in, navigate to select the correct form
  - Click on “Apps, Request and Reports”
  - Click on “Start New Form”
  - The “Select New Form Category” will pop up
  - Click on “All Other Forms” to access new application forms
- Under Form Name type “JPA” in the filter box
- This will narrow down to forms needed for submitting an Application
- Use “MDEQ/USACE Joint Permit Application (JPA) for Inland Lakes and Streams, Great Lakes, Wetlands, Floodplains, Dams, Environmental Areas, High Risk Erosion Areas and Critical Dunes” for non-transportation projects
- Click on “Begin Submission” at the far right of the screen
If you are already associated with the site select it here.

If you are creating a new site provide a name, an address is good.

Once a name is provided you can click Begin Submission.
Internal Testing of JPA Newest Version

VERSION 1.0

INSTRUCTIONS

This form is the Joint Permit Application developed to facilitate the state and federal permit application review process administered by the Michigan Department of Environmental Quality (DEQ) for activities at the land and water interface. In some cases, a federal permit from the U.S. Army Corps of Engineers (USACE) will also be required; this happens when the project involves Section 10 waters (click here for more information). If a federal permit is required, the DEQ will send a copy of this permit application to the Detroit District Office, USACE, for processing at the federal level. No additional application is required. If you have any questions about the permitting process you can contact the WRD by phone or fax at the addresses found on www.michigan.gov/jointpermit, or email at DEQ-WRD-jointpermit@michigan.gov.

The form you are about to work through asks questions and includes sections based on your project specifics. As you fill out the form, the project details you identify will dictate which questions get asked. New sections and questions will appear based on your previous answers. Therefore, before you start this form it is important to know all the specific activities proposed for your project, including types, locations, and dimensions. **Read all instructions carefully and use the help tips and links provided before answering questions.** Help tips can be located by hovering over the top right corner of many questions. Help tips will often include links to other resources that will help answer the question accurately. Thorough instructions on the setup of the form are at the beginning of the form. It is recommended to print out the instructions for reference while filling out the form.

Most questions that appear on this form are required and the system will not allow submittal with incomplete required questions. The system will identify any incorrectly completed or missing answers at the right of the form in red before submittal. Any required question must be answered, or attachments uploaded, for the system to submit the form. You may save the form and return to it later prior to submittal. If modifications to the application are required after submittal, you may make additional uploads to the file in MiWaters.

- **This is what the form starting point will look like. A few key things on the page are:**
  - Frequently asked questions on top right
  - Contacts for assistance on lower right side
  - Instructions on application overview and how questions/section are created
- **IT IS EXTREMELY IMPORTANT TO READ INSTRUCTIONS**
  - Yes, there are a lot of instructions, but they are meant to help complete the application
  - Recommended to download them and have a copy available
- **“Resource and Activity Type” Section**
  - This section will help determine what sections of the application will need to be completed
  - Be sure to select all impact activities (Dock, Fill, Dredging) and impact locations (Wetland, Inland Lake, Great Lake)
- To complete the application, make sure to have all documents and information saved to your computer prior to starting. If you find you do not have something required you will be able to save the draft of your application and come back and finish it later. (An application review does not start until it is submitted.)
  - Site plans
  - Authorizations Letters
  - Cross section
  - Other pertinent information or data.
- If a section or activity is not shown:
  - Select “None of the Above” and move on OR;
  - Select “Other” and describe/indicate what is occurring or being used
Navigation

Move to the next section
Background Information

Has the DEQ and/or United States Army Corps of Engineers (USACE) conducted a pre-application meeting for this project?

Has the DEQ completed a Wetland Impacts (WIP) assessment for this project?

Environmental Areas are coastal wetlands on the shorelines of the Great Lakes. Enter this number only if a designated Environmental Area is in the proposed project area.

Environmental Areas are designated locations along the Great Lakes shoreline. If you don’t know whether there is an environmental area within the project area, leave blank. Additional information on Environmental Areas can be found by clicking the following link:

Click Here for Link

Environmental Area Number (if known):

Has the United States Army Corps of Engineers (USACE) completed either an approved or preliminary jurisdictional determination for this site?

Were any regulated activities previously completed on this site under a DEQ and/or USACE permit?
This question is identified as incomplete and required *.
If you hover your mouse pointer over the top right corner of the question box an “i” will show information on what question is requesting.
Conditional or Smart Logic is integrated throughout the application.

Conditional logic allows us to ask the questions specific to your proposed project type. The answer to one question can add a single question, a group of questions, or a new section of questions to the application.
Auto fill contact information from previous submissions/applications from the selected site only

This button will clear entire section, to add all new applicant

The red boxes will appear if a question is missed and will have instructions to complete the answer
This is an example of Conditional or Smart Logic.

If question is answered “yes”, it will generate additional contact information to be added and require authorization letters to be uploaded.

Select yes if wanting to add contractor, attorney, other property owners, etc.
This dropdown will have all contacts associated with the existing site.

Use these two boxes to add more contacts as needed.
Use the map (click on correct location for proposed project site) or latitude/longitude to locate the site correctly.

Data like above will show if using an existing site.
If questions are answered “yes”, it may generate additional questions and add information to this. This is another example of Conditional or Smart Logic.
Links are placed in many locations throughout the form to provide additional guidance on your application material.

- Review links to help determine if project is going to meet a General or Minor Project Category
- This will help determine application fee
By selecting General Permit or Minor Project, a list of Permit Categories will be generated.

This is an example of Conditional or Smart Logic.
- By selecting Individual Permit or Unsure, options for entering adjoining property owners will be generated
- Select method for entering information
  - Checking Enter list of recipients, will generate rows to input information
  - Checking Upload a list, will generate a drop box/upload location

This is an example of Conditional or Smart Logic
- For both sections, be sure to select all that apply
  - If “Other” is selected, a question will pop up requiring a description
- Most applicants will be selecting “Private” for “Use” and “Private Residence” for “Type”
Short Answer responses are for applicants to explain the project details.

- Make sure to answer each question fully.
- Should a response need to be longer, provide an attachment of response at bottom of section in drop box/upload box.
  
  - Indicate “See Attached” for response.
BE SURE TO SELECT ALL THAT APPLY
- Each activity selected will populate a section of relevant questions
- Each project involvement selected may populate additional sections to complete

- Answering these multi-select questions completely will determine if you get all the appropriate questions included in the application
- Failing to answer these completely will likely result in an incomplete application
- On this application, “Dock/Pier/Mooring” and “Shore Protection” were selected and a proposed involvement of being an “Inland Lake”
- On the left there are now additional sections generated pertaining to this project type.
- “Major Project Fee Category” are “Yes” or “No” questions and dictate additional fees
Reference video to help determine the Ordinary High Water Mark for the project

If using a reference point/benchmark select “Other”
- Describe what benchmark/reference point
- Be sure to include on-site plans
When clicked, these two boxes will duplicate lake information or add a new lake’s information. Use these when additional waterbodies are impacted.
Each Lake Project Information tab will expand out when clicked on. This is only done for multiple waterbodies. One section is used for multiple projects on one waterbody (such as a dock and a boat hoist on one lake).
Only include impacts for one body of water.
- Use the duplicate button to add impacts for separate bodies of water (stream, lake, etc.).
- Temporary impacts will be removed once work is completed (i.e., installing coffer dam to work, placing timber mats to access site).
- Permanent impacts will remain once work is completed (i.e., rock riprap, seawall, backfill).
- Depending on what Fill Activity is selected, a table may be displayed to complete.
- Add a new row for each type of fill.
- Mark all that apply to the project.
- If no fill is proposed, select “No fill”
- When riprap is proposed, additional questions will be populated.
- If material is proposed under the riprap indicate “yes”, the material chosen should be designed to prevent sediment from washing out from behind riprap.
- Depending on what Excavation/Dredging activity is selected, a table may be displayed to be completed.
- Add a new row for each type of excavation/dredging activity.
- Mark all that apply to the project.
- If project does not include any activities listed, select “No Dredging/Excavation Proposed”

- Depending on what Structure activity is selected, a table may be displayed to be completed.
- Add a new row for each type of Structure
  - If multiple of same type of structure label as 1, 2, 3 or A, B, C
  - Mark all that apply to the project.
  - If project does not include any listed, select “None of the Above”
- Depending on what Other Activity is selected a table may be displayed to be completed.
- Add a new row for each type of Structure
  - If multiple of same type of structure, label as 1,2,3 or A,B,C
- Mark all that apply to the project.
- If project does not include any listed select “None of the Above”.

When clicked, these two boxes will duplicate lake information or add a new lake to add information to
If selected, Bioengineering and Seawall will generate additional questions specific to the activity.

For proper measurements, reference left and right when facing the waterbody.

Include distance in feet and what the fixed structure is.
For proper measurements, reference left and right when facing the waterbody.

Should structure be close to property line, make sure to attach some form of documentation of property line locations.
If a permanent roof is proposed, a table will display to input the roof size.

When clicked, these two boxes will duplicate hoist information or add a new blank section for a second hoist.

For proper measurements, reference left and right when facing the waterbody.
- Minimum documents submitted should be:
  - Overall Project Site Plan
  - Cross-Sectional Drawings

Reference Web pages for example site plans and drawings.
Be sure to review each question to determine if item is included on plans to be submitted below

- Drag and drop saved documents to outline box
- Click “Choose File” to search folders on computer for documents to upload
Fees will automatically calculate based on information entered into the application.

For example, the normal fee for a Minor Project is $100.

For an after-the-fact application, the fee is twice the normal fee.

Total amount owed at this time:

If the fees look correct, advance to Review section.

Note: Fees may be different per review of application by staff.
Check the section list at the left to determine if there are any incomplete sections (identified with a red "X").

**Review**

This step allows you to review the form to confirm the form is populated completely and accurately, prior to certification and submission. Please note: Any work you perform filling out a form will not be accessible by MDEQ staff or the public until you actually submit the form in the "Certify & Submit" step.

<table>
<thead>
<tr>
<th>INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>To download a copy or print these instructions, please click this link (recommended).</td>
</tr>
</tbody>
</table>

**The MDEQ/USACE "Joint Permit Application" (JPA)**

READ THOROUGHLY BEFORE STARTING THE FORM.

It is recommended to download or print this page for reference while filling out the form.

This is the Joint Permit Application (JPA) for construction activities where the land meets the water. This application covers permit requirements derived from state and federal rules and regulations for activities involving:

- Wetlands
- Floodplains
- Marinas
- Dunes
- Inland Lakes and Streams
- Great Lakes Bottomlands
- Critical Dunes
- High Risk Erosion Areas

This application is intended to prevent duplication of state and federal permitting for these activities, and there is no additional application necessary for both state and federal permitting.
Review the application prior to submitting

You can click attachment links to review any uploaded documents

Once you’ve reviewed your responses, proceed to Certify & Submit

You can print a copy to review
If you have completed the entire application and are ready to submit application READ the Certify & Submit section, once you can agree to the certification terms click Submit Form.

If you’re not ready to submit the application yet, click Finish Later to Save and Exit the form.
If you click Pay Online, you will be prompted to enter credit card or electronic check information.

If you click Pay by Mail, you will see instructions for submitting your payment. Be sure to include your printed payment voucher with your payment.

If you clicked pay by mail but then decide to pay with a credit card or electronic check, click “I’d like to select a different payment method.”
You will receive an email confirmation and notice in MiWaters that your application has been received.

Contact your local district office if you have further questions about the application process.
Responding to a Correction Request
Example Email Sent to Applicant

MiWaters User,

This notification is to inform you of a status change on your submission of "Internal Testing of JPA Newest Version " (submission HNM-H1MM-1Y501) for Testing for In Person Training. The status has been updated to status "On Hold" on 2/12/2019 3:43:00 PM.

Reason for Status Change: Your submission review has been completed and it was determined that your application could not be considered administratively complete. Your application cannot be processed further without additional and/or corrected information.

Please click the open button on the form to review the corrections necessary to make the application complete. You will then need to revise and resubmit the form.

The processor assigned to your submission is Mark Schieber.

This is an automated notification generated by the MiWaters system.

You can access MiWaters using the link below if you need to modify your application

https://miwaters.doe.state.mi.us/miwaters/
The applicant needs to click Revise to be able to address the Corrections Requested. There will be a pop-up window that lets them know that they need to submit the revised version of the application for the DEQ staff member to be able to see it.
Click on the Correction Request to navigate to it.
Click the Mark Complete button when finished with the correction.
Comment:

Content:

No really I am the owner. maybe records are not updated yet.
As the applicant responds to and address the Correction Requests, the Correction Request disappear and go to the corrected correction request section.
Once the applicant completes all Corrections, they will need to finalize the corrections. To finalize start by clicking the “Proceed to Review”.

Corrections complete — Resubmission required

To finalize your corrections, you must resubmit the form. Proceed through the Review step, and follow the instructions in Certify & Submit to resubmit.
This takes the applicant to the Review section where they can review the submission prior to recertifying and submitting the revision of the application.
The applicant needs to make sure that they submit the form so DEQ staff can view the corrections and continue to process the application.
Submission Received

Internal Testing of JPA - new version 12/18
12/10/2018  HotKey: LW  Submission HNJ-TRYR-5820BE  Revision 2  Form Version 1.5

A confirmation has been emailed to you at markschieber@TESTgmail.com.

Payment Required to Complete Submission

Make checks payable to State of Michigan

Submission Fees

Individual Permit Application Fee ........................ $500.00

Total Due $500.00

Pay Online  Pay by Mail
External Resources for Public Users within MiWaters
MiWaters – Water Resources Information and Forms

Why Create a MiWaters Account?
If you are planning on any of the following:

- Building on a sensitive area, such as a dune or a wetland?
- Discharging wastewater on dry land?
- Applying pesticides to a water body?
- or similar activities, you'll need to create a MiWaters account.

CREATE AN ACCOUNT

SIGN IN WITH AN EXISTING ACCOUNT

Public Information and Services
Keep informed with our online tools — no account necessary

- SITE MAP EXPLORER
  Use our Explore mapping tools and advanced search capabilities to recognize all available Water Resources Division public data information.

- PUBLIC NOTICE SEARCH
  Keep informed about public notices, hearings, and other events, and access documents related to Water Resources permit applications.

- CGSO/CSO DISCHARGE SEARCH
  Search for Combined Sewer Overflow (CSO), Separation Treatment System (SST), and Sanitary Sewer Overflow (SSO) discharge events.

- REPORT SPILLS, POLLUTION, UNAUTHORIZED ACTIVITIES
  If you've witnessed or become aware of spills, pollution, or any other unauthorized activities in wetlands, lakes, or streams, you can use our online tool to notify a report, with complete accuracy if you choose.
Site Explorer
Site Explorer
Site Explorer
Public Notice Searches

Filter: Public Notices

Public Notice Search

<table>
<thead>
<tr>
<th>Application Number</th>
<th>Applicant / Permittee Name</th>
<th>Site Name</th>
<th>Permit Number</th>
<th>Start Date</th>
<th>End Date</th>
<th>Program Area</th>
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<tbody>
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<td>R G Barlow Auto Salvage</td>
<td>R G Barlow Auto Salvage</td>
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Public Notice Searches

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<th>County</th>
<th>Site Name</th>
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<th>Date Expiration</th>
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<td>HWA-KY22-PDL2B</td>
<td>R.G. Barrum Auto Salvage</td>
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<td>Public Notice - Draft Permit</td>
<td>HWA-SG02-9D5N4</td>
<td>Jerry Garmen, Port City Group</td>
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Public Notice Searches

**Notice Type:** Public Notice - Application
**Applicant Name:** Carolyn Boersma, Spring Lake Township
**Application Number:** HNM-GAJ2-ES3YG
**Permittee Name:** Carolyn Boersma, Spring Lake Township
**Site Name:** 70-Van Wagoner Road-Spring Lake
**Address:** Van Wagoner Road
Spring Lake, Michigan 49456
**County:** Ottawa
**Lat/Long:** 43.09602/86.20541
**Program:** Resources
**Agency Processor:** Bonnie Broadwater
**Agency Processor Phone:** 616-591-8163
**Public Notice Start Date:** 07/12/2019
Reporting Spill or Complaint
Reporting Spill or Complaint

Complaint

INSTRUCTIONS

This form can be used to report complaints or incidents regarding dredge and fill or other construction activities with in wetlands, lakes or streams, or releases of substances to the aquatic environment. There is no fee to file a complaint in the MiWaters system.

If you need to report an environmental emergency situation (chemical substance releases that have the potential to harm the air, water, land, or life in the community), please dial the 24 hour Pollution Emergency Alerting System (PEAS) at 1-800-292-4706. During daytime hours, you may also contact the appropriate district office directly.

The form requires minimal information regarding the incident or activity. Please provide, to the extent possible, a detailed description of the complaint or incident so it may be directed to the appropriate Department of Environmental Quality staff. There is a text box labeled "Comments" on the last page of the form please add any additional relevant information regarding the complaint or incident in the comments text box. Department of Environmental Quality staff may contact you for additional information or to follow up on your reported incident.

Each page will have instructions regarding the information requested, required fields are noted with a red asterisk *. Proceed through the form by clicking the "Next Step" button in the lower right corner of the screen. Continue to the last page and click the "Submit Form" button to file the form. Be sure to copy the file number indicated and keep for your reference should you wish to follow up on your complaint at a later date.

To begin entry of data regarding your complaint or incident click on the "Begin Form Entry" button located to the left.

CONTACT INFORMATION

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

Main Address
If you have questions or need additional information regarding this form or your incident, you may contact staff assigned to the County in which the incident you are reporting is located.
Staff assignments for the Water Resources Division may be found at http://michigan.gov/EGLE/0,4561,7-135-3313,72753-358420--90.html
Reporting Spill or Complaint
Michigan Department of
Environment, Great Lakes, and Energy

800-662-9278
www.Michigan.gov/EGLE

Follow us at: Michigan.gov/EGLEConnect

Joshua Crane
Water Resources Division
EGLE-WRD-MiWaters@Michigan.gov
www.Michigan.gov/jointpermit