



STATE OF MICHIGAN  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
LANSING DISTRICT OFFICE



JENNIFER M. GRANHOLM  
GOVERNOR

STEVEN E. CHESTER  
DIRECTOR

January 10, 2008

Dear Applicant, Contractor, or Consultant:

In April of 2006, the Land and Water Management Division (LWMD) of the Department of Environmental Quality (DEQ) added the option of paying permit application fees via credit card or an electronic check. This was done to improve security of the fees received within the department and to improve the efficiency of our operation.

Simultaneously, the LWMD began routinely accepting permit applications in the district or field offices for projects that fall within the minor or general permit categories of the various statutes administered by the LWMD. In addition, requests for pre-application meetings and permit revisions are accepted in the district or field offices.

Larger projects that do not fall within the minor or general permit categories and all applications for the Wetland Identification Program must continue to be sent for processing directly to the Permit Consolidation Unit (PCU) at the following address:

Department of Environmental Quality  
Land and Water Management Division  
P.O. Box 30204  
Lansing, Michigan 48909-7704

Applications received in the PCU will be reviewed for completeness and when complete, will be public noticed if required and then will be forwarded to the appropriate district or field office for processing.

The LWMD is now ending the transition period for paying with a check directly to the district or field offices based upon the state Auditor General's Office and the DEQ budget office identification that receipt of checks in the district or field offices is a concern from a cash handling perspective. **All fees** submitted directly to the district or field offices for permits, permit revision, pre-application meetings, and other services **must be paid using credit card or electronic check payment.** Copies of the forms that can be used for paying with a credit card or electronic check can be found under the *Application section* of our web site at [www.michigan.gov/jointpermit](http://www.michigan.gov/jointpermit).

Application fees may still be paid using a check, but those applications need to be sent directly to the Lansing office referenced previously in this letter. The processing of permit applications received in the district or field offices with payment by a check will unfortunately be delayed due to the requirement that the application file and fee must be forwarded to the Lansing office for processing and a necessary waiting period to verify the check has cleared.

If you have any questions regarding this processing change, please contact your local LWMD district or field office on the attached list or you may contact me.

Sincerely,

Rick Schramm  
Field Operations Supervisor  
Land and Water Management Division  
517-335-1065