

Municipal Separate Storm Sewer System (MS4) Application Submittal Options

The letter from the Department of Environmental Quality (DEQ), Water Resources Division (WRD), notifying an MS4 permittee of the need to reapply for MS4 permit coverage includes a required submittal date, typically during the first week in April. The DEQ application form and supporting documents (e.g., procedures, ordinances, etc.) must be submitted to meet the application requirement; however, an applicant may choose the submittal mechanism. Electronic application form and file submittals must be submitted as a PDF with a signature included on the application form. If submitting supporting documents electronically, at a minimum, create separate files for each minimum measure or water quality requirement addressed. Preferably, separate electronic files should be created for the various components of the minimum measure. Electronic information should be submitted using the following naming conventions.

- MS4 Application Form – Submit the form using the following naming convention: ***MS4Name MS4 Application.pdf*** (e.g., Lansing MS4 Application.pdf)
- MS4 Application Supporting Documents – Submit electronic files using the following naming convention: ***MS4Name ApplicationRequirement.pdf*** (e.g., Lansing IDEP.pdf)

An applicant may choose one or more of the following submittal options.

<i>Submittal Options</i>	<i>Where to Submit</i>
Hard Copy, Flash Drive and/or CD	Department of Environmental Quality Water Resources Division Permits Section P.O. Box 30458 Lansing, Michigan 48909-7958
Email	Sue Ashcraft, WRD, Permits Section Secretary, at ASHCRAFTS@michigan.gov , with an optional carbon copy to your District Staff person
DEQ FTP Server	Email notification to Sue Ashcraft, WRD, Permits Section Secretary, at ASHCRAFTS@michigan.gov within 24 hours of uploading to the server (see directions below on how to upload)

The DEQ FTP server is an option when a document is too big to send by email. The server is available for public use and documents on the server can be viewed by anyone who is provided the username and password. Documents on the FTP server are only available for seven (7) days before they are deleted. The following directions are available to assist with uploading a document(s) to the DEQ FTP server.

Please contact your District Staff person with questions on submitting an MS4 application.

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1. Go to the public DEQ FTP server <ftp://ftp.deq.state.mi.us/deq-incoming>
2. The following username and password will need to be entered:
Username: deq-public-ftp
Password: Jumb1355#
3. For easy viewing, it is recommended that you view the server in Windows Explorer. This can be done by selecting *View*, "Open FTP site in Windows Explorer." If this option is not initially available, select *Tools*, then *Internet Options*, then the *Advanced* tab, and under *Browsing* check the box for "Enable FTP folder view (outside of Internet Explorer)."
4. Enter the password again
5. Drag the document(s) onto the DEQ incoming screen
6. E-mail Sue Ashcraft, Water Resources Division, Permits Section Secretary, at ashcrafts@michigan.gov, notifying her that your application has been uploaded to the server and provide the name of the document(s).

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