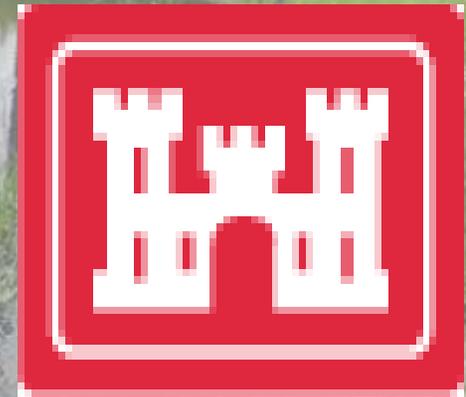


Permit Application Process

**Permit Consolidation Unit
Land and Water Management
Division**



**Permit process is a joint effort
between Michigan and federal
agencies.**



Consolidated Review

- Part 301 Inland Lakes and Streams
- Part 325 Great Lakes Submerged Lands
- Part 303 Wetlands Protection
- Part 31 Water Resources Protection: Floodplains
- Part 315 Dam Safety
- Part 323 Shoreland Protection and Mgmt
- Part 353 Sand Dunes Protection and Mgmt



A permit issued by the Division typically carries with it the following authorizations, at no additional expense to the applicant:

- Authorization under Section 404 of the Federal Clean Water Act
- Water Quality Certification under Section 401 of the Clean Water Act
- Coastal Zone Certification
- Screening and coordination with state and federal endangered species programs
- Screening and coordination with the federal historic preservation program



Key Topics

- Administrative Hearings
- Clean Michigan Initiative
- Community Right to Know
- Environmental Assistance
- Environmental Education
- Environmental Emergencies
- Environmental Incentives
- Forms
- Environmental Reports
- Grants and Loans
- Laboratory Services
- Laws & Rules
- Locations of Environmental Interest
- Maps & Data

Permits

- MDEQ/USACE Joint Permit Application**
- Policies and Procedures
- Pollutants and Toxicants
- Publications

Inside DEQ

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Pollution Prevention

Air

 **MDEQ/USACE Joint Permit Application**

The MDNRE/USACE "[Joint Permit Application](#)" (JPA) package covers permit requirements pursuant to state and federal rules and regulations for construction activities where the land meets the water and including wetlands, often referred to as the land/water interface. It is intended to prevent duplication of state and federal regulations. The application covers activities on or for:

- Wetlands
- Inland Lakes and Streams
- Floodplains
- Great Lakes Bottom Lands
- Marinas
- Critical Dunes
- Dams
- High Risk Erosion Areas

The status of applications processed by the MDNRE/LWMD, as well as current Public Notice and Hearing Notices, can be searched and viewed on the [Coastal and Inland Waters Permit Information System](#) (CIWPIS On-line).

This page can be accessed as www.michigan.gov/jointpermit.

 **Application**

- Downloadable Application, revised 9/18/2008
- Application Appendices, revised 8/5/2008
- Instructions (70 Kb) 
- Fees
- Credit Card and Electronic Fund Transfer (EFT) Payments
- Applicable Regulations
- Application EZ Guides
- Great Lakes Shoreline Management Permit Application
- Expedited Review Information for Minor Floodplain Projects 

 **MI Business One Stop**

-  Departments/Agencies
-  Online Services
-  Surveys
-  RSS Feeds

DEQ Quick Links

- DEQ Calendar
- DEQ Military Salute
- DEQ Who Does What List 
- DEQ Publications
- DEQ Laws and Rules
- DEQ Acronyms 
- DEQ Shortcuts 
- Public Comment Opportunities
- DEQ Staff Spotlight
- DEQ Forms
- DEQ Training & Workshops

 **Beach Monitoring System**

 **MISWIM**
Surface Water Information Management System

 **EnviroFlash**
Your Environmental News Flash

 **MIAir**

 Find us on **Facebook**

AGENCY SPENDING INFORMATION



- Policies and Procedures
- Pollutants and Toxicants
- Publications

- Application EZ Guides
- Great Lakes Shoreline Management Permit Application
- Expedited Review Information for Minor Floodplain Projects **PDF**
- Pre-application Meeting - Wetlands and Inland Lakes and Streams
- Pre-Application Meeting - Critical Dune Area **PDF**

- Inside DEQ
- News and Events
- Pollution Prevention
- Air
- Land
- Waste
- Water
- Climate Change

Support Material

- Do I Need a Land/Water Permit? (110 KB PDF) **PDF**
- Processing Flow Chart **PDF**
- Frequently Asked Questions
- Who To Contact
- Maps, Forms and Documents
- Joint Permit Application Training Manual
- Dredge Projects

Online Services

- Coastal and Inland Waters Permit Information System (CIWPIS)

What's New

- Woodland Road Permit Application
- Kennecott Humboldt Mill - LWMD Permit Application

Related Links

- LWMD Policy Guidance Documents
- Land and Water Management Division
- Dams
- Floodplains/National Flood Insurance
- Great Lakes
- Inland Lakes and Streams
- Marinas
- Sand Dune Protection
- Soil Erosion and Sedimentation Control
- Transportation Review
- Water Management
- Wetland Protection
- Great Lakes Shoreline Management

Key Topics

- [Administrative Hearings](#)
- [Clean Michigan Initiative](#)
- [Community Right to Know](#)
- [Environmental Assistance](#)
- [Environmental Education](#)
- [Environmental Emergencies](#)
- [Environmental Incentives](#)
- [Forms](#)
- [Environmental Reports](#)
- [Grants and Loans](#)
- [Laboratory Services](#)
- [Laws & Rules](#)
- [Locations of Environmental Interest](#)
- [Maps & Data](#)

Permits

- [MDEQ/USACE Joint Permit Application](#)
- [Policies and Procedures](#)
- [Pollutants and Toxicants](#)
- [Publications](#)

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 Printer Friendly |  Text Version | A- A+ Text Size |  Share

Application Appendices, revised 8/5/2008

Contact: [Permit Consolidation Unit](#) (517) 373-9244

Appendices are provided with the Joint Application to assist the applicant in submitting a complete application. The application requires that the appropriate fee, location maps, and drawings that illustrate bird's-eye and cross sections of the proposed project and dimensions are included in the application package.

All Appendices (3,300 KB) revised 8/5/2008

Appendix A: Acronyms and Abbreviations (30 KB) revised 7/31/2008

Appendix B: Sample Drawings, revised 7/11/2008 (entire file is 3,000 KB; individual drawing files available below)

- [General Instructions for all Drawings and Drawing 1, Sample Site Location Maps \(100 KB\)](#)
- [Drawings 2 and 3: Inland Lake Shore Protection, Bulkhead/Seawall \(160 KB\)](#)
- [Drawings 4 and 5: Pond Construction, Floodplain Fill \(300 KB\)](#)
- [Drawings 6 and 7: Wetland Boardwalk, Dredging Project \(150 KB\)](#)
- [Drawings 8 and 9: Driveway Across Wetland, Residential Wetland Fill \(150 KB\)](#)
- [Drawings 10 and 11: Docks - Piers - Mooring Piles, Beach Sanding \(160 KB\)](#)
- [Drawings 12 and 13, Pipe/Utility Crossings in a Trench, Pipe/Utility Crossings using Directional Bore \(510 KB\)](#)
- [Drawings 14A-D, Bridge or Culvert \(4 drawings\) \(700 KB\)](#)
- [Drawings 15 and 16, Dam Construction, Water Intake \(440 KB\)](#)
- [Drawings 17 and 18, Great Lakes Shore Protection, Maintenance Dredge Channel \(210 KB\)](#)
- [Drawings 19 and 20, Proposed Residence in a High Risk Erosion](#)

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Related Content

- Pre-Application Meeting - Critical Dune Area 
- Great Lakes Shoreline Management Permit Application
- Expedited Review Information for Minor Floodplain Projects 
- Credit Card and Electronic Fund Transfer (EFT) Payments
- Instructions (70 Kb) 
- Application EZ Guides
- Downloadable Application, revised 9/18/2008
- Fees
- Applicable Regulations
- Pre-application Meeting - Wetlands and Inland Lakes and Streams



AGENCY USE	Previous USACE Permit or File Number	Date Received	Land and Water Management Division, MDEQ File Number	AGENCY USE
	USACE File Number		Pre-application Number or Marina Operating Permit Number	
	District Office		Fee received \$	

Read Instructions pages I - III. All of the following boxes below must be checked and information provided for the application to be processed:

- | | |
|--|---|
| <input type="checkbox"/> All items in Sections 1 through 9 are completed | <input type="checkbox"/> Date project was staked _____ |
| <input type="checkbox"/> Items in Sections 10 through 21 that apply to the project are completed | <input type="checkbox"/> Application fee is attached |
| <input type="checkbox"/> Dimensions, volumes, and calculations are provided | <input type="checkbox"/> All requested supplementary attachments (•) are included |
| <input type="checkbox"/> Reproducible location map, site plan(s), cross sections, and photographs are provided, one set must be black and white on 8 1/2 by 11 inch paper. | |
| <input type="checkbox"/> List any additional attachments, tables, etc.: _____ | |

1 PROJECT LOCATION INFORMATION						
• Refer to your property's legal description for the Township, Range, and Section information, and your property tax bill for your Property Tax Identification Number(s).						
Site Location Address (road, if no street address)		Zip Code	Township Name(s)		Township(s)	Range(s) Section(s)
City/Village		County(ies)		Property Tax Identification Number(s)		
Name of Waterbody		Project Name or Job Number		Subdivision/Plot	Lot Number	Private Claim
Project types (check all that apply)		<input type="checkbox"/> private building addition	<input type="checkbox"/> public/government new building or structure	<input type="checkbox"/> industrial building renovation or restoration	<input type="checkbox"/> commercial river restoration	<input type="checkbox"/> multi-family single-family
		<input type="checkbox"/> project is receiving federal transportation funds		<input type="checkbox"/> other (explain)		
The proposed project is on, within, or involves (check all that apply)						
<input type="checkbox"/> a stream	<input type="checkbox"/> a pond (less than 5 acres)	<input type="checkbox"/> a Great Lake or Section 10 Waters	<input type="checkbox"/> a naturally established County Drain (date established) (M/D/Y)	<input type="checkbox"/> a natural river	<input type="checkbox"/> a new marina	
<input type="checkbox"/> a river	<input type="checkbox"/> a channel/canal	<input type="checkbox"/> a designated high risk erosion area	<input type="checkbox"/> a dam	<input type="checkbox"/> a structure removal		
<input type="checkbox"/> a ditch or drain	<input type="checkbox"/> an inland lake (5 acres or more)	<input type="checkbox"/> a designated critical dune area	<input type="checkbox"/> a wetland	<input type="checkbox"/> a utility crossing		
<input type="checkbox"/> a floodway area	<input type="checkbox"/> a 100-year floodplain	<input type="checkbox"/> a designated environmental area	<input type="checkbox"/> 500 feet of an existing waterbody			
2 DESCRIBE PROPOSED PROJECT AND ASSOCIATED ACTIVITIES, and THE CONSTRUCTION SEQUENCE AND METHODS (attached additional sheets)						
Written Summary of All Proposed Activities. _____						
Construction Sequence and Methods. _____						

3 APPLICANT, AGENT/CONTRACTOR, and PROPERTY OWNER INFORMATION						
Owner/Applicant (individual or corporate name)			Agent/Contractor (firm name and contact person)			
Mailing Address			Address			
City	State	Zip Code	City	State	Zip Code	
Daytime Phone Number with Area Code		Cell Phone Number	Daytime Phone Number with Area Code		Cell Phone Number	
Fax	E-mail		Fax	E-mail		
<input type="checkbox"/> No <input type="checkbox"/> Yes Is the applicant the sole owner of all property on which this project is to be constructed and all property involved or impacted by this project? • If no, attach letter(s) of authorization from all owners. A letter signed by each property owner authorizing the agent/contractor/other owner to act on his or her behalf or a copy of easements or right-of-ways must be provided. If multiple property owners, also attach a list of all owners along with their names, mailing addresses, and telephone numbers. If the applicant is a corporation, a corporate officer must provide written document authorizing any agent/contractor listed above to act on its behalf. A letter of authorization must be provided from an owner receiving dredge spoils on their property, or where access through their property is required.						
Property Owner's Name (if different from applicant)			Mailing Address			
Daytime Phone Number with Area Code	Cell Phone Number		City	State	Zip Code	
<input type="checkbox"/> No <input type="checkbox"/> Yes Is there a MDEQ conservation easement or other easement, deed restriction, lease, or other encumbrance upon the property in the project area? • If yes, attach a copy.						



Key Topics

- [Administrative Hearings](#)
- [Clean Michigan Initiative](#)
- [Community Right to Know](#)
- [Environmental Assistance](#)
- [Environmental Education](#)
- [Environmental Emergencies](#)
- [Environmental Incentives](#)
- [Forms](#)
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- [Laws & Rules](#)
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- [Maps & Data](#)

Permits

- [MDEQ/USACE Joint Permit Application](#)
- [Policies and Procedures](#)
- [Pollutants and Toxicants](#)
- [Publications](#)

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Application EZ Guides

EZ guides are intended to provide a simplified list of the necessary information needed to submit a complete application for certain minor project categories and streamline the application preparation process. We appreciate your feedback on these guides. Please send all comments to:

MDNRE - Permit Consolidation Unit
Constitution Hall
525 West Allegan St.
P.O. Box 30204
Lansing, MI 48909-7704
DEQ-LWM-PCU@michigan.gov

Downloadable EZ Guides:

with PDF fill-in application form:

- [Spring Piles and Pile Clusters \(2.600 KB\)](#) New 8/28/2009
- [Boardwalks and Platforms \(2.700 KB\)](#) New 8/28/2009
- [Dry Hydrant \(2.600 KB\)](#) New 8/28/2009
- [Docks, Boat Hoists, and Boat Ramps \(2.800 KB\)](#) New 8/28/2009
- [Driveways in Wetland \(3.300 KB\)](#) New 8/28/2009
- [Fill for Beach Construction \(2.900 KB\)](#) New 8/28/2009
- [Seawalls and Shore Protection \(2.700 KB\)](#) New 8/28/2009
- [Building or Expanding a Pond \(2.700 KB\)](#) New 8/28/2009
- [Pathways \(2.700 KB\)](#) New 8/28/2009
- [Fences \(2.700 KB\)](#) New 8/28/2009
- [Mooring Buoys \(2.900 KB\)](#) New 8/28/2009
- [Dredging \(3.000 KB\)](#) New 8/28/2009
- [Minor Fill for Residential Construction in Floodplains \(3.000 KB\)](#) New 8/28/2009

[MI Business One Stop](#)

- [Departments/Agencies](#)
- [Online Services](#)
- [Surveys](#)
- [RSS Feeds](#)

Related Content

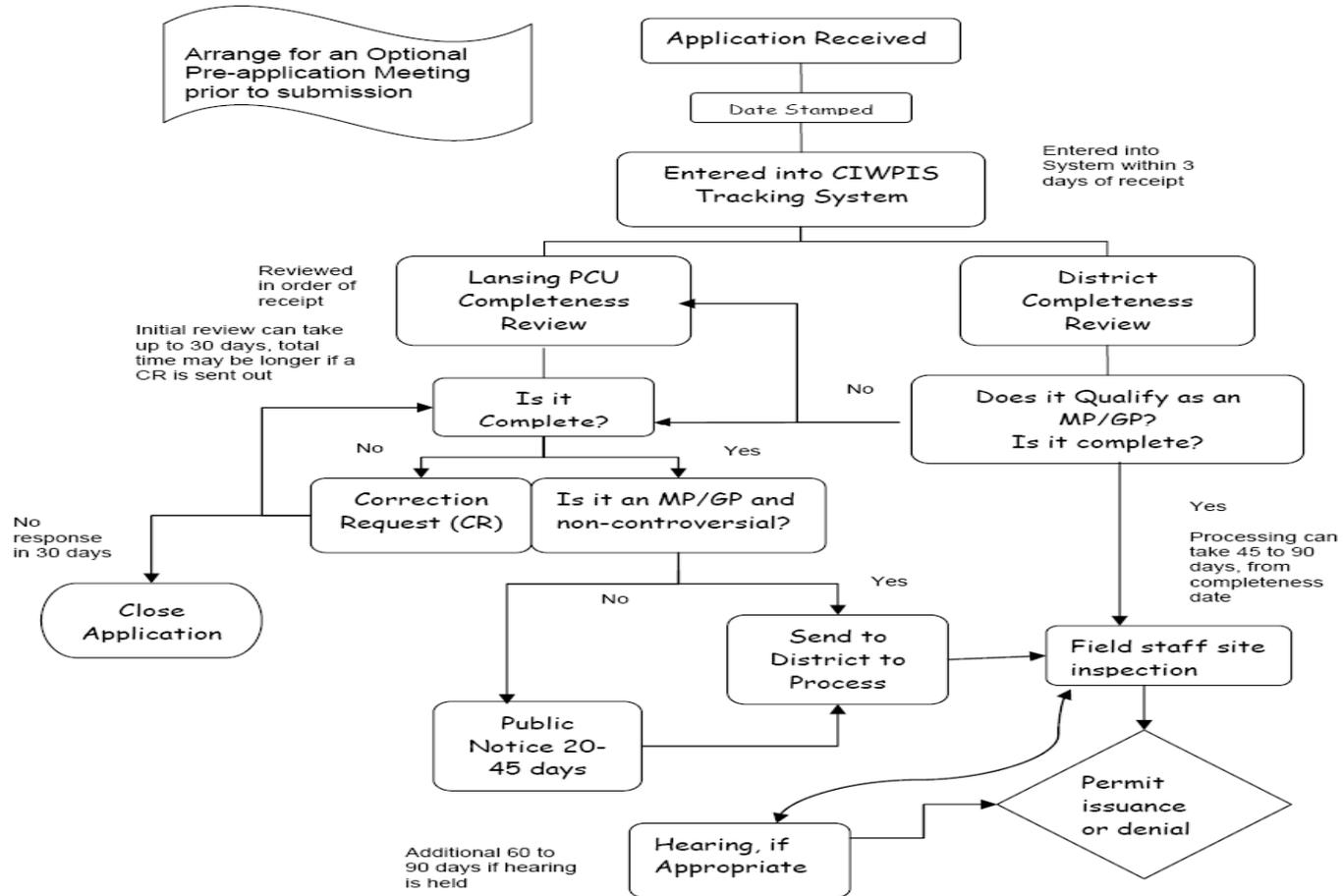
- Pre-Application Meeting - Critical Dune Area 
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- Fees
- Applicable Regulations
- Pre-application Meeting - Wetlands and Inland Lakes and Streams

FOR GUIDANCE USE ONLY

Boardwalks and Platforms

<u>REGULATORY REFERENCE</u>	<u>FEE</u>
Part 303. Wetlands Protection General Permit Category B , and Part 31. Water Resources Administrative Rule 316(g)	\$100
<u>GENERAL GUIDANCE</u>	
<p>You must answer True to all of the following statements for application to qualify as a minor permit, and to use this guide:</p> <ul style="list-style-type: none"> Designed as an open pile or floating structure, without roofs or walls, and made of non-polluting materials. Structure does not include a permanent dock (see Note below). Grading or filling is not necessary to complete the project (see Note below). <p>In Wetland:</p> <ul style="list-style-type: none"> A boardwalk with maximum proposed and existing length of 500 feet, and maximum width of 6 feet except to allow wheelchair passage at 150 foot intervals. A platform with 120 square feet of surface area or less. <p>In Floodplain:</p> <ul style="list-style-type: none"> A boardwalk located landward or on the existing shoreline of the river. <p>Note: For information on permits for docks, see Docks, Boat Hoists, and Boat Ramps EZ Guide. For information on filled pathways see Pathways EZ Guide. Floodplains that have a watershed of less than two (2) square miles may not be regulated.</p>	
<u>APPLICATION REQUIREMENTS</u>	
<p>The following Sections of the Permit Application must be completed:</p> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> <div style="border: 1px solid black; background-color: #FFD700; padding: 5px; text-align: center;">▶ Sections 1-9</div> <div style="border: 1px solid black; background-color: #FFD700; padding: 5px; text-align: center;">▶ Section 10I</div> <div style="border: 1px solid black; background-color: #FFD700; padding: 5px; text-align: center;">▶ Section 12</div> </div> <p style="margin-top: 10px;">If you answer Yes to this question, complete the section of the application indicated.</p> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div style="width: 60%;"> <p>Will project be located near a stream?</p> </div> <div style="width: 35%; text-align: right;"> <div style="border: 1px solid black; background-color: #FFD700; padding: 5px; text-align: center;">▶ Section 13</div> </div> </div> <p style="margin-top: 10px;">Include the following drawing:</p> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div style="width: 30%;"> <div style="border: 1px solid black; background-color: #FFD700; padding: 5px; text-align: center;">▶ Site Location Map</div> </div> <div style="width: 30%;"> <div style="border: 1px solid black; background-color: #FFD700; padding: 5px; text-align: center;">▶ Boardwalk Site Plan</div> <div style="border: 1px solid black; background-color: #FFD700; padding: 5px; text-align: center; margin-top: 5px;">▶ Platform Site Plan</div> </div> <div style="width: 30%;"> <div style="border: 1px solid black; background-color: #FFD700; padding: 5px; text-align: center;">▶ Boardwalk Cross-Section</div> <div style="border: 1px solid black; background-color: #FFD700; padding: 5px; text-align: center; margin-top: 5px;">▶ Platform Cross-Section</div> </div> </div>	

Joint Permit Application Review Process





Tuesday, March 23, 2010

Land and Water Management Division **CIWPIS on line**

Coastal and Inland Waters Permit Information System

[Notices and Hearings](#)
[New Applications](#)

File Number:

10-43-0003-P

[Back](#)

Help:

Placing your cursor over the field will display tool tips (IE, 4.0+). This web site is best viewed with IE 4.0 or greater. If this site does not work correctly please [let us know](#).

Note:

Some fields are blank dependent upon application type and/or status.

Cadillac District Office
120 West Chapin St.
Cadillac, Michigan
49601-2158
231-775-3960

File No: 10-43-0003-P

Status: [Public Hearing Scheduled](#)

Name: Jack Hankiewicz et al
Address: 8343 Bluegill Drive
Irons, MI 49644

County: Lake
Twn/Rng/Sec: 20N/14W/34
Government: Elk Township
Subdivision: Heritage Bay

Waterbody: Bluegill Lake
ProjectName: 09031

Lot: 77
Tax ID: 04-210-077-03

Activity: Boardwalk
Activity: Dock
Activity: Platform

MITAPS:

Parts: [301](#) [325](#) [303](#) [31](#) [315](#) [323](#) [353](#) [Sec404](#)

1 X X

Type: [Minor Project](#)
Renewal:

Field: [Barry T. Peterman](#)
Entry: [Kate Hayes](#)

Date Received: [1/25/2010](#)
Date Sent to Field: [2/26/2010](#)
Date Extended:
Date Site Inspection:
Date Public Hearing: [3/30/2010](#)

Date Final Action:
Date Permit Expires:
Date Revised:
Date Public Notice: [2/26/2010](#)
Date CR Mailed: [02/16/2010](#)

This information is a summary of LWMD-MDEQ project file: 10-43-0003-P.



Wednesday, March 10, 2010

Coastal and Inland Waters Permit Information System

Public Notices and Hearings

[CIWPIS On-line](#)
[New Applications](#)

Search For:

All Active Records

Sort by:

Date D

County:

County

Township Name:

Twn: Rng: Sec:

Waterbody:

File Number:

Applicant Name:

Search

[LWMD Home](#)

Help:

Fill in any or all of the fields above and press the Search button. Placing your cursor over the field will display

File Number: [10-48-0002-P](#)

Applicant: [FMFMD MDNRE](#)

Luce County - N/A

Public Notice Date: [3/10/2010](#) - Comment Period: [3/10/2010 to 3/30/2010](#)

Public Hearing Date: N/A - Comment Period: None

File Number: [10-63-0021-P](#)

Applicant: [Burroughs Materials Corporation](#)

Oakland County - unnamed Lake

Public Notice Date: [3/9/2010](#) - Comment Period: [3/9/2010 to 3/29/2010](#)

Public Hearing Date: N/A - Comment Period: None

File Number: [10-74-0011-P](#)

Applicant: [John & Richard Waem](#)

St. Clair County - St Clair River, S Channel

Public Notice Date: [3/9/2010](#) - Comment Period: [3/9/2010 to 3/29/2010](#)

Public Hearing Date: N/A - Comment Period: None

File Number: [10-50-0021-P](#)

Applicant: [10 Mile Beach Street Canal Associat](#)

Macomb County - Lake St Clair

Public Notice Date: [3/8/2010](#) - Comment Period: [3/8/2010 to 3/28/2010](#)

Public Hearing Date: N/A - Comment Period: None

File Number: [10-51-0001-P](#)

Applicant: [US Fish & Wildlife Service](#)

Manistee County - Manistee River

Public Notice Date: [3/4/2010](#) - Comment Period: [3/4/2010 to 3/24/2010](#)

Public Hearing Date: N/A - Comment Period: None

File Number: [10-52-0005-P](#)

Applicant: [City of Marquette](#)

Marquette County - Lake Superior

Public Notice Date: [3/4/2010](#) - Comment Period: [3/4/2010 to 3/24/2010](#)

Coastal and Inland Waters Permit Information System (CIWPIS)

- Database for all applications
- Provides state-wide tracking ability
- Real-time access
- Accurate recordkeeping
- Ability to provide status reports



Application Processing

- Part 13
 - Section 1305 - Application Period is 30 days
 - Section 1301 - Processing Period is 60-90 days
 - If a hearing is held the processing period is extended an additional 60-90 days

Parts 301 325 303 31 315 323 353 Sec. 404

Activity **Dredge & Fill** **1** **Impact**

Activity **Building Additions** Type **Public Notice**

Activity **Boardwalk** Status **Permit Issued**

Use **Private** Lansing **Kate Lederle** Renewal

Fee Received **\$500.00** Field **Scott Rasmusson** File Location **Gaylord**

Date received	11/10/2009	Sent to field	11/30/2009	Public Notice	11/30/2009	Expiration date	01/08/2015
1st Correction Request Sent	11/16/2009	Site Insp	12/08/2009	Date of Hearing	<input type="text"/>	Revised	<input type="text"/>
Correction Returned	11/25/2009	20% Extension	<input type="checkbox"/>	Final action	01/08/2010	Extended	<input type="text"/>
Application period action due	12/19/2009	Processing period action due	03/19/2010				

SHORELANDS Local HREA Local CDA 30 Year Setback 60 Year Setback Built Setback

Administrative Review

- Every application is reviewed for completeness
- Verify information
- Review available resources pertaining to the site
- Review of all application sections
- Location Map
- Plans
- Cross-sections
- Additional information
- Determine the regulated impacts



Applications Fiscal Year 2009

- Applications received - 4,226
- Administratively complete – 2,835 (67%)
- Administratively incomplete – 1,391 (33%)
- The rate of completeness has not changed over the years.

**FY 09 Wetland Applications
were incomplete due to missing or incomplete
information in the following areas:**

1. Sections 10-21 describing the project
2. Overhead site plans
3. Cross-sections
4. Fee
5. Adjacent landowner mailing addresses
6. Authorization from the property owner
7. Location map
8. Spoils disposal
9. Purpose
10. Signature and date



Correction Request Letter

- Drafted after the administrative review
- Sent during the application period
- **Stops** the application period 30-day clock for the department
- **Starts** a 30-day clock for the applicant



Complete Applications

- Sent to local governments and agencies for comment.
- Sent to field staff for review.
- Processing Period begins at end of 30-day application period per Part 13.
- Public Notice Period is 20 days and up to 45 days for local government comment on wetland applications.
- Public Hearings are scheduled within 60 days of the beginning of the processing period and have a 10 day comment period after the hearing.



Processing Period

- File is sent to field office for review.
- Comments from all agencies and the public are reviewed in the field office.
- Field staff may request additional information specific to their expertise and the site from the applicant during this period.



Efficiencies

- Consolidated permit process
- Pre-application meetings
- Simplified application directions, focus arrows, yes/no boxes
- Credit card and EFT payment option
- Applications may be tracked online in CIWPIS
- Public notices are emailed to local government agencies for quicker access
- Expedited review as part of the Minor Project/General Permit process
- Use of GIS technology during the review process



Outreach efforts

- Training manual
- EZ Guides for small project applications
- Direct phone line and email address
- Environmental Assistance Center staff
- District contractor workshops
- Technology assisted application processes



Wish List

- **A modern database**
 - **To allow more efficient application tracking**
 - **Greater flexibility**
 - **GIS capability**
 - **Greater opportunity for public use**
- **Applicant education opportunities**
- **Staff training opportunities to ensure greater consistency**



Questions?

