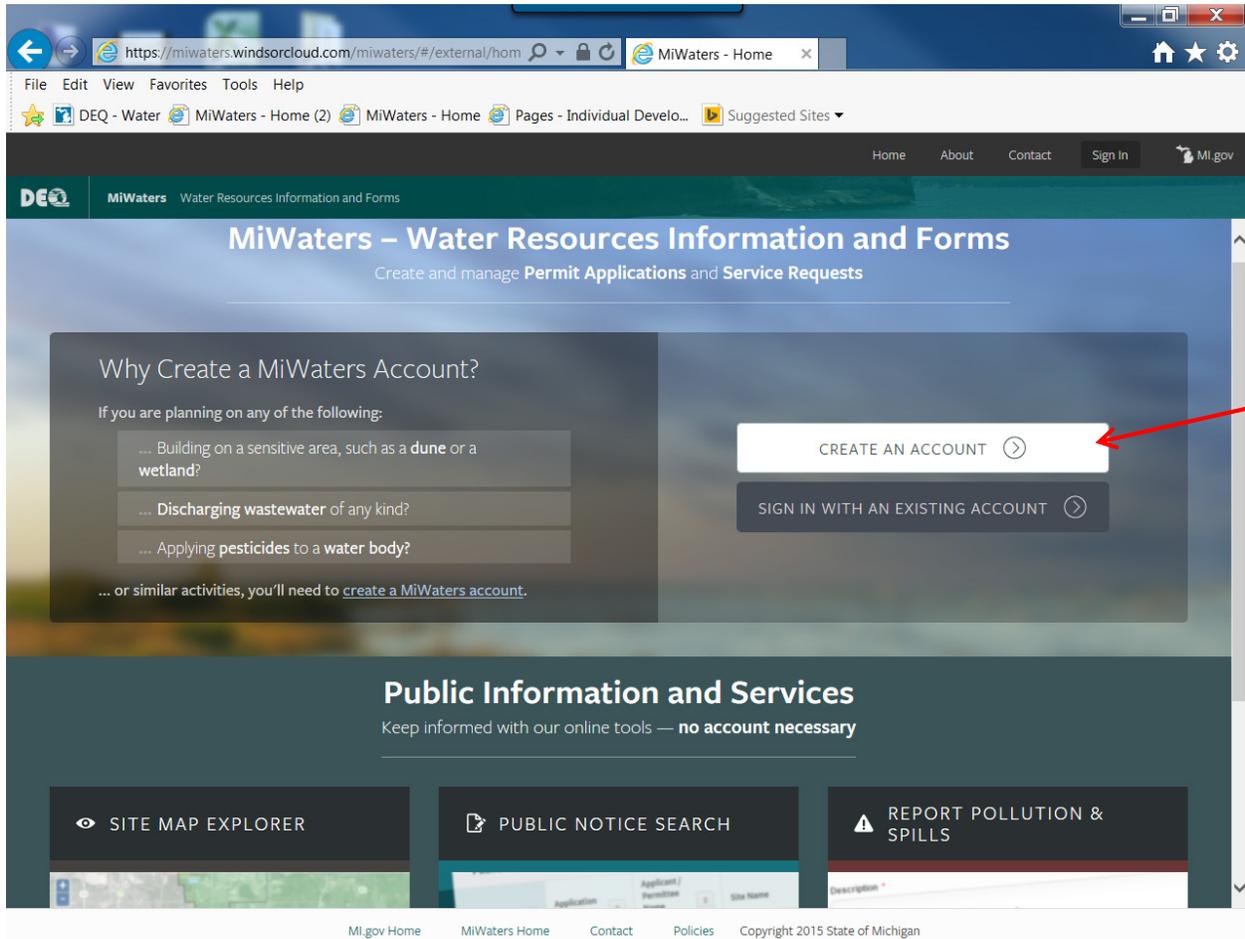


Floodplain Service Request

Go to MiWaters- Create an account if you are a new user



The screenshot shows a web browser window displaying the MiWaters website. The address bar shows the URL <https://miwaters.windsorcloud.com/miwaters/#/external/hom>. The website header includes the DEQ logo and the text "MiWaters Water Resources Information and Forms". The main heading is "MiWaters – Water Resources Information and Forms" with the subtitle "Create and manage Permit Applications and Service Requests". Below this, there is a section titled "Why Create a MiWaters Account?" which lists activities like building on sensitive areas, discharging wastewater, and applying pesticides. To the right of this text are two buttons: "CREATE AN ACCOUNT" and "SIGN IN WITH AN EXISTING ACCOUNT". A red arrow points to the "CREATE AN ACCOUNT" button. Below this section is a "Public Information and Services" section with links for "SITE MAP EXPLORER", "PUBLIC NOTICE SEARCH", and "REPORT POLLUTION & SPILLS". The footer contains navigation links for "MI.gov Home", "MiWaters Home", "Contact", "Policies", and "Copyright 2015 State of Michigan".



Michigan Department of Environmental Quality
Environmental Assistance Center 800-662-9278

www.michigan.gov/deq 12/2017

Click on Apps, Request and Reports or click on “Begin by browsing the available application service request and report forms

The screenshot shows a web browser window displaying the MiWaters portal. The browser's address bar shows the URL <https://miwaters.windsorcloud.com/miwaters/#/site/home/ex>. The page header includes navigation links for Home, About, Contact, and Sign Out, along with a user profile for Jerry Fulcher (Ext). The main content area is titled "Welcome to MiWaters" and contains several sections:

- Getting Started**: A brief introduction to the portal's purpose.
- Finding and Submitting Applications and Requests**: A section with a red arrow pointing to the text "Begin by **browsing the available application, service request and report forms**." This text is also highlighted by a red arrow from the instruction above.
- Managing Information for an Existing Facility, Project, or Site**: A section detailing how to manage existing sites, with a bulleted list of steps.
- Getting Help**: A section providing information on how to seek assistance.

The left sidebar contains a "SITE" dropdown menu with the following options: Home, Notifications, **Apps, Requests and Reports** (indicated by a red arrow), Permits, Compliance and Enforcement Actions, Violations, Financials, and Documents.

The footer of the page includes links for MI.gov Home, MiWaters Home, Contact, Policies, and a copyright notice for 2015 State of Michigan.

Click on Start New Form

The screenshot shows a web browser window with the URL <https://miwaters.windsorcloud.com/miwaters/#/site/formPort>. The browser's address bar and tabs are visible at the top. Below the browser, the application header includes the DEQ logo, the text "MiWaters Water Resources Information and Forms", and navigation links for Home, About, Contact, and Sign Out. The user is identified as Jerry Fulcher (Ext).

The main content area is titled "Applications, Requests and Reports". It features a left-hand navigation menu with the following items: Home, Notifications, **Apps, Requests and Reports** (highlighted in red), Permits, Compliance and Enforcement Actions, Violations, Financials, and Documents. The main content area is divided into two sections:

- Applications & Service Requests**: Including any other forms not related to existing permits or compliance actions. This section contains three main options:
 - Start New Form**: Permit Applications, Service Requests, and more. This option is highlighted with a red arrow.
 - Drafts & Submitted Apps/Requests**: View or revise drafts and submitted forms.
 - New Compliance Report**
- Compliance Reports**: Forms relating to active compliance actions and current permits.

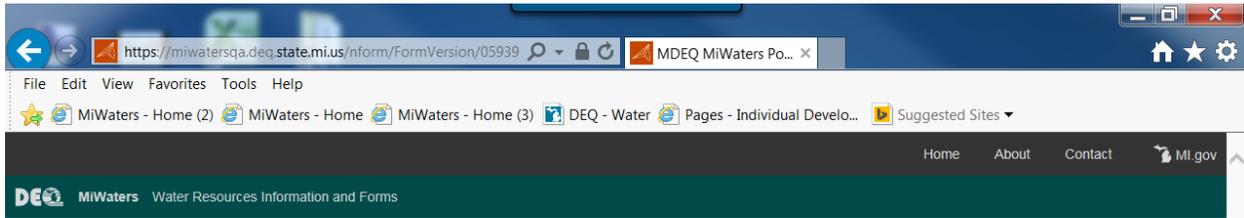
At the bottom of the page, there is a footer with links for "MI.gov Home", "MiWaters Home", "Contact", "Policies", and "Copyright 2015 State of Michigan".

In the Form Name Box- type in the letters “FL”. In the Create for Site Box- type in the word “New”. This will bring up the blank Service Request –Floodplain Elevation Calculation Request form. Click on begin submission.

The screenshot shows the MiWaters Forms interface. A search bar at the top contains 'type- FL' and 'Type- New'. Below the search bar, a table lists available forms. The first row is highlighted, showing a 'Service Request - Floodplain Elevation Calculation Request' form. A 'Begin Submission' button is visible next to this form. A red box labeled 'Begin submission' points to this button. The page also features a sidebar with navigation options and a footer with contact information.

Form Name	Form Description	Create for Site	Published Date	
fl		new		
Service Request - Floodplain Elevation Calculation Request	Online Request for Floodplain elevations.	***New Site***	07/13/2015	Begin Submission
Application - Application For St. Clair Flats Deed (Part-339)	Application For St.Clair Flats (Saint Clair Flats) Deed (Part-339)	***New Site***	06/30/2015	Begin Submission

Click on Begin Form Entry



Form

[Begin Form Entry](#)

Frequently Asked Questions

- ? What if the applicant is not the property owner?
- ? What kind of site map I need to provide?
- ? Can I reschedule a meeting?

[view more faq's](#)

Floodplain Elevation Calculation Request

version 1.2

Online Request for Floodplain Elevations

If your site is located in a community that is in the National Flood Insurance Program, there may be elevation data on the FEMA web site. A map may be obtained from one of the following sources:

- Call FEMA at 1-800-358-9616 or go to the [FEMA Flood Map Store](#) and search the catalog for the community where your site is located.
- Contact your local community offices. The local planning/zoning office or building department should have copies of their community's floodplain maps.

If you cannot find an elevation for your site, please fill in all fields in the form.

Please fully describe the location so we can find it on a map, using road intersections, Section/Town/Range information, etc. **DO NOT** simply give a street address for the site - we cannot locate sites with just an address. We may only be able to determine a conservatively approximate elevation, depending on how much data and information we have for a particular stream. If this is the case, you may want to refine the estimate by hiring a consultant to determine a more exact elevation.

You **MUST** also submit a site location map. If you have a digital location map or link to a map, please attach it to the form.

Contact Information

Contacts:
Jerry Fulcher: 517-284-5504

Click on Next Step

The screenshot shows a web browser window with the URL <https://miwatersqa.deq.state.mi.us/nform/FormVersion/05939>. The browser's address bar and tabs are visible at the top. Below the browser, the website header includes the DEQ logo and the text "MIWaters Water Resources Information and Forms".

The main content area features a "Processing Information" section on the left, which includes instructions and a note: "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. At the time of submission, it will be transmitted to MDEQ and it will become part of the public record. A red asterisk denotes a required field." Below this is a dropdown menu with "New" selected and a label ": \$0".

The central part of the page is titled "Floodplain Elevation Calculation Request" with a sub-header "version 1.2" and "(Submission #: 282-0CWK-HCS9, revision 1)". Below this, it says "Please specify the following:" followed by a bulleted list of requirements. At the bottom of this section, there are two buttons: "Save for Later" and "Next Step". A red arrow points to the "Next Step" button.

At the top and bottom of the form area, there are breadcrumb navigation paths: "Steps: Processing Info > Entry > Review > Certify & Submit > Payment > Confirmation".

The footer of the page contains links for "MI.gov Home", "MIWaters Home", "Contact", "Policies", and "Copyright 2015 State of Michigan".

Fill in Applicant Contact Information, the red * are mandatory fields

https://miwatersqa.deq.state.mi.us/nform/FormVersion/05939 MDEQ MiWaters Po... x

File Edit View Favorites Tools Help

MiWaters - Home (2) MiWaters - Home (3) DEQ - Water Pages - Individual Develo... Suggested Sites

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. At the time of submission, it will be transmitted to MDEQ and it will become part of the public record. A red asterisk denotes a required field.

Form Sections

- Contact Information
- Site Location Information
- Request Reason

clear section

Please use the "+" (repeat section) for every additional contact. You may assign multiple roles to the same contact by holding down the 'Ctrl' key while selecting each contact type.

At minimum the applicant must be selected.

Contact Type (press and hold 'Ctrl' to select multiple options): *

Applicant
Application Contact

*Use the 'Ctrl' key to select multiple options

Contact Information *

Enter phone number in 10-digit format.

Prefix: First Name * Last Name *
Jerry (Ext)

Title Company Name

Phone * Ext. Fax

Email *
fulcherj@michigan.gov

Address Line 1 or Location (if a street address is not available, please provide directions) *

Click on Validate Address (optional)- lets you know if you have provided enough information, it requires a street address , city name and zip code, you can't just enter a township name or a street name without an address

Click on next section after filling out the required information

The screenshot shows a web browser window with the URL <https://miwaters.windsorcloud.com/inform/FormVersion/382Bi>. The browser's address bar and tabs are visible. The page content includes a sidebar with 'Site Location Information' and 'Request Reason'. The main form area contains fields for 'Phone', 'Ext.', 'Fax', and 'Email' (with the value 'fulcherg@michigan.gov'). Below these is a 'Contact Address Info' section with fields for 'Address Line 1 or Location (if a street address is not available, please provide directions)', 'Address Line 2', 'City' (Williamston), 'Postal Code' (48895), 'State' (MI), and 'Country' (USA). A blue 'Validate Address' button is located at the bottom right of this section, with a red arrow pointing to it. Below the form, there is a 'Next Section' button, a 'Steps' progress indicator (Processing Info > Entry > Review > Certify & Submit > Payment > Confirmation), and 'Save for Later', 'Previous Step', and 'Next Step' buttons. The footer contains links for 'MI.gov Home', 'MiWaters Home', 'Contact', 'Policies', and 'Copyright 2015 State of Michigan'. A vertical scrollbar on the right side of the page has a red arrow pointing to it.

Fill in the Required Site Location Information. On the same page, you must identify your site using 1 of 3 options

- 1) Enter your latitude. Longitude Coordinates. The Find Me button will find the lat/long coordinates of the computer you are using. If you are at the site you can use this option.
- 2) Enter your complete street address, city and zip code
- 3) Pick the site location using either the map feature to drag the marker to your site.

The screenshot shows a web browser window with the URL <https://miwaters.windsorcloud.com/nform/FormVersion/382B6D3>. The browser tabs include "MDEQ MiWaters Po...". The page title is "Pick the site location using the map".

The form contains three main sections:

- Coordinates**: A text input field containing "42.6888448000001,-84.2776104999998". A red arrow points from a callout box labeled "Enter lat/long" to this field.
- Tools To Help Identify Coordinates**: Includes a "Find Me" button and an "Address" section with a text input field containing "425 High Street, Williamston, MI 48895, USA" and a "Find" button. A red arrow points from a callout box labeled "Enter valid address" to the address field.
- Map**: A map of Williamston, MI, with a red pin marker on Rowley Rd. A red arrow points from a callout box labeled "Use map feature tool to find your site" to the pin.

Callout boxes are white with black borders and red text:

- "Enter lat/long" (top right)
- "Enter valid address" (middle right)
- "Use map feature tool to find your site" (bottom right)

Enter additional site information including stream name etc.

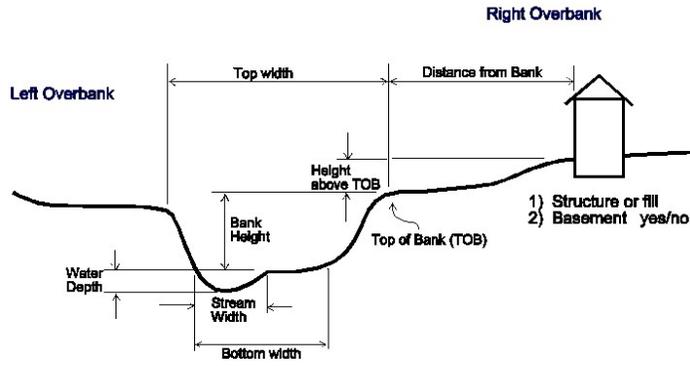
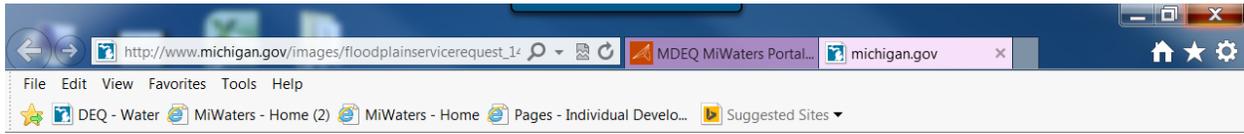
Add attachments including a more detailed site location map if needed.

The screenshot shows a web browser window with the address bar displaying <https://miwatersqa.deq.state.mi.us/nform/FormVersion/2E805911>. The browser's address bar also shows the page title "MDEQ MiWaters Po...". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's tab bar shows several tabs: "MiWaters - Home (2)", "MiWaters - Home", "MiWaters - Home (3)", "DEQ - Water", "Pages - Individual Develo...", and "Suggested Sites".

The main content area of the browser displays a form titled "Additional Site Information". The form contains the following sections and fields:

- Additional Site Information**: A section header with a green underline.
- Please enter additional site information**: A text prompt.
- Site Location Directions**: A text input field.
- Parcel ID Number**: A text input field.
- Subdivision or Lot Number:**: A text input field.
- Horizontal distance from the river or stream (in feet)**: A text input field.
- Name of the River/Stream:**: A text input field, with a red arrow pointing to it from the right.
- Vertical distance above normal low water level in the river (in feet):**: A text input field.
- Please refer to the figure below to provide as much of the labeled information as possible in the box below the figure. You can include a map as an attachment (below)**: A text prompt.
- Example Site Map location**: A blue link.
- Attachments (if any)**: A section header.
- Additional attachments like site plan etc. At minimum a map of the site location is required.**: A text prompt.
- Please be aware that files exceeding 10 MB in size are not recommended**: A text prompt.
- Select Attachment...**: A blue button with a downward arrow, with a red arrow pointing to it from the right.
- Comment:**: A text input field.

It may be helpful to attach the following sample diagram



After adding any attachments click on next section

https://miwaters.windsorcloud.com/nform/FormVersion/382B6D3 MDEQ MiWaters Po... x

File Edit View Favorites Tools Help

DEQ - Water MiWaters - Home (2) MiWaters - Home Pages - Individual Develo... Suggested Sites

Name of the River/Stream: *
Red Cedar River

Type of project *
City Park

Horizontal distance from the river or stream (in miles) *
.1

Vertical distance above normal low water level in the river(in miles.): *
.0009

Please refer to the figure below to provide as much of the labeled information as possible in the box below the figure. You can include a map as an attachment (below)

[Example Site Map location](#)

Attachments (if any)

Additional attachments like site plan etc.

Please be aware that files exceeding 10 MB in size are not recommended

Select Attachment...

Comment:

Previous Section Next Section

Steps: Processing Info > **Entry** > Review > Certify & Submit > Payment > Confirmation

Save for Later Previous Step Next Step

Enter the reason for the Elevation Calculation Request

https://miwaters.windsorcloud.com/nform/FormVersion/382B6D3 MDEQ MiWaters Po... x

File Edit View Favorites Tools Help

DEQ - Water MiWaters - Home (2) MiWaters - Home Pages - Individual Develo... Suggested Sites

Home About Contact MI.gov

DEQ MiWaters Water Resources Information and Forms

Data Entry

This step allows you to fill out the form and to validate the information provided. The form is divided into separate sections as listed on the left. Please fill out each relevant section.

The indicators next to the sections names on the left denote the validity of each section. A red X indicates the section has an omission or invalid value. A yellow star indicates that the section has not yet been visited. A green check indicates a complete section.

Once the form is complete and all sections show a green check, click on the 'Next Step' button to proceed.

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. At the time of submission, it will be transmitted to MDEQ and it will become part of the public record. A red asterisk denotes a required field.

Form Sections

- Applicant Contact Information
- Site Location Information
- Request Reason

Steps: Processing Info > **Entry** > Review > Certify & Submit > Payment > Confirmation

Floodplain Elevation Calculation Request

version 1.0

(Submission #: 277-X6YN-2VHX, revision 1)

Request Reason

Enter the basic request reason data.

Instruction clear section

Please select 1 from the list below

Pick atleast a reason for this request:

- Lender Requirement for flood insurance
- Real Estate purchase requirement
- Proposed new development in the floodplain

Previous Section

Steps: Processing Info > **Entry** > Review > Certify & Submit > Payment > Confirmation

Save for Later Previous Step Next Step

After all the Form sections have been filled out (there should be green check marks indicating it has been done correctly, the click on next step

Data Entry

This step allows you to fill out the form and to validate the information provided. The form is divided into separate sections as listed on the left. Please fill out each relevant section.

The indicators next to the sections names on the left denote the validity of each section. A red X indicates the section has an omission or invalid value. A yellow star indicates that the section has not yet been visited. A green check indicates a complete section.

Once the form is complete and all sections show a green check, click on the 'Next Step' button to proceed.

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. At the time of submission, it will be transmitted to MDEQ and it will become part of the public record.

A red asterisk denotes a required field.

Form Sections

- ✔ Applicant Contact Information
- ✔ Site Location Information
- ✔ Request Reason

Floodplain Elevation Calculation Request
version 1.0
(Submission #: 277-X6YN-2VHX, revision 1)

Request Reason

Enter the basic request reason data.

Instruction clear section

Please select 1 from the list below

Pick atleast a reason for this request:

Proposed new development in the floodplain

If new development, type of floodplain development proposed:

new home

Steps: Processing Info > **Entry** > Review > Certify & Submit > Payment > Confirmation

Previous Section

Steps: Processing Info > **Entry** > Review > Certify & Submit > Payment > Confirmation

Save for Later

Previous Step Next Step

Done correctly when all are green

Review information before submitting

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.

Steps: Processing Info > Entry > **Review** > Certify & Submit > Payment > Confirmation

Floodplain Elevation Calculation Request

version 1.0
(Submission #: 277-X6YN-2VHX, revision 1)

Applicant Contact Information

Applicant
J F
fulcherg@michigan.gov
4046 Meadowdale Drive
Williamston, MI 48895
USA

Site Location Information

Specify Site/Location Details

* If this application relates to a previously defined site /location in the DEQ database please enter the Site Reference Number (aka 'DEQ Site ID'). * If this application relates to a NEW site please specify a project/site name and use the 'map control' below to pick any location that falls within your proposed project/site area. Note: You can zoom into your project site either by specifying a pair of Latitude/Longitude values or by specifying a street address.

Site Reference Number: (also referred to as 'DEQ Site ID')
NONE PROVIDED

Site Name
Private Residence

Pick the site location using the map
42.6888448000001,-84.27761049999998
425 High Street, Williamston, MI 48895, USA

If all information is correct then click on Next Step

The screenshot shows a web browser window with the URL <https://miwaters.windsorcloud.com/nform/FormVersion/382B6D3>. The browser's address bar and tabs are visible at the top. The main content area displays a form for a project titled "Red Cedar River".

The form includes the following sections:

- Type of project:** City Park
- Horizontal distance from the river or stream (in miles):** .1
- Vertical distance above normal low water level in the river(in miles.):** .0009
- Attachments (if any) - Attachment:** 15-10-0017.pdf, Comment: NONE PROVIDED
- Request Reason:** Instruction: Please select 1 from the list below. Pick atleast a reason for this request: Proposed new development in the floodplain. If new development, type of floodplain development proposed: new home

At the bottom of the form, there is a "Steps:" progress indicator showing: Processing Info > Entry > **Review** > Certify & Submit > Payment > Confirmation. Below this, there are three buttons: "Save for Later", "Previous Step", and "Next Step". A red arrow points to the "Next Step" button.

The footer of the page contains the following text: MI.gov Home, MiWaters Home, Contact, Policies, Copyright 2015 State of Michigan.

After hitting the next step you will then need to submit the form (you may encounter a blank screen at first if this happens, just scroll up to the top of the page then click on Submit Form

Certify and Submit

This step allows you to certify the form as complete and accurate and to submit the form to MDEQ for review and processing.

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. At the time of submission, it will be transmitted to MDEQ and it will become part of the public record.

Floodplain Elevation Calculation Request
version 1.0
(Submission #: 277-X6YN-2VHX, revision 1)

I hereby certify that I am familiar with the information contained in this application, that it is true and accurate. I understand that there are penalties for submitting false information and that any finding pursuant to this request may be revoked if information on this request is untrue.

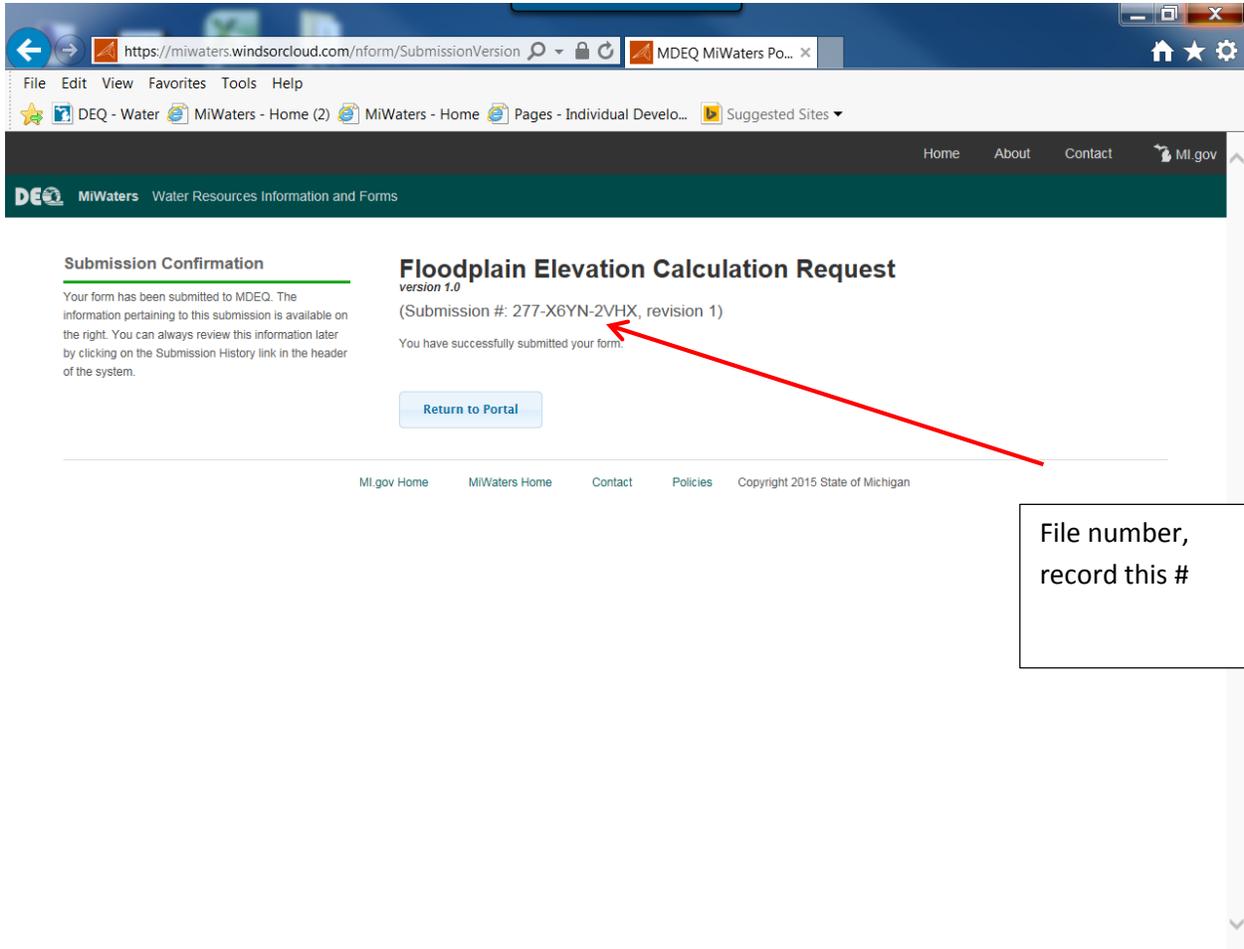
Steps: Processing Info > Entry > Review > **Certify & Submit** > Payment > Confirmation

Steps: Processing Info > Entry > Review > **Certify & Submit** > Payment > Confirmation

Save for Later Previous Step Submit Form

MI.gov Home MiWaters Home Contact Policies Copyright 2015 State of Michigan

After you submit the form the system will indicate that you were successful and provide you with the file number



For additional assistance with MiWaters, please refer to our website www.mi.gov/miwaters. For MiWaters contact information, please refer to http://www.michigan.gov/deq/0,4561,7-135-3313_72753-358420--,00.html.

For information or assistance on this publication, please contact the Water Resources Division through the MDEQ Environmental Assistance Center at 800-662-9278. This publication is available in alternative formats upon request.

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