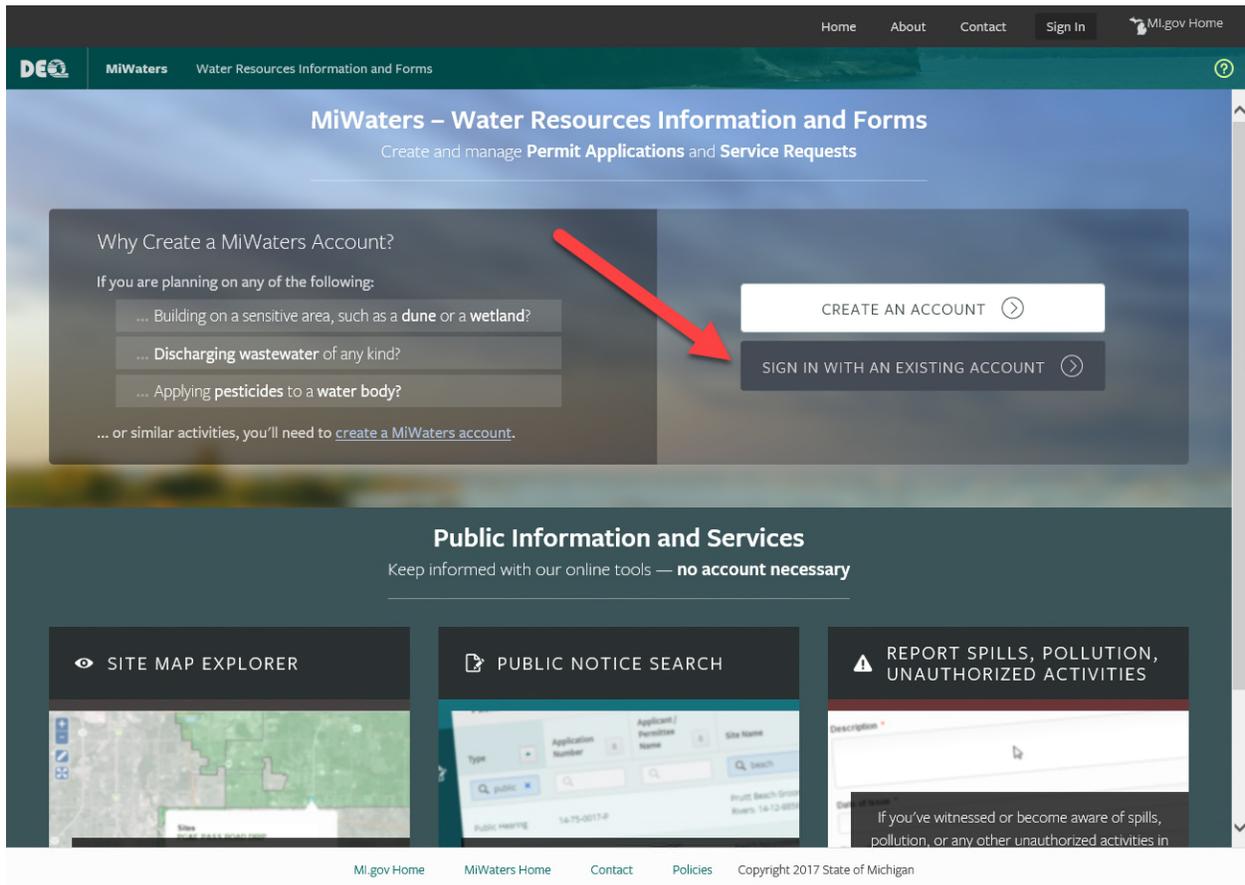


How to Start a Joint Permit Application (JPA) Submission in MiWaters for an Existing Site Water Resources Division

Log into MiWaters, <https://miwaters.deq.state.mi.us/miwaters/#/external/home>.



The screenshot shows the MiWaters website interface. At the top, there is a navigation bar with links for Home, About, Contact, Sign In, and Mi.gov Home. Below this is a header for "MiWaters – Water Resources Information and Forms" with the subtext "Create and manage Permit Applications and Service Requests".

The main content area features a section titled "Why Create a MiWaters Account?". It lists several scenarios where an account is needed: "Building on a sensitive area, such as a dune or a wetland?", "Discharging wastewater of any kind?", and "Applying pesticides to a water body?". A red arrow points from the text "create a MiWaters account." to the "CREATE AN ACCOUNT" button.

Below this section is a "Public Information and Services" area, which includes three main tools: "SITE MAP EXPLORER", "PUBLIC NOTICE SEARCH", and "REPORT SPILLS, POLLUTION, UNAUTHORIZED ACTIVITIES". Each tool has a corresponding thumbnail image.

At the bottom of the page, there is a footer with links for "Mi.gov Home", "MiWaters Home", "Contact", "Policies", and "Copyright 2017 State of Michigan".



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www.michigan.gov/deg 10/2017

Make sure you are in your site. Then click Apps, Requests and Reports.

Home About Contact Sign Out MI.gov Home

DEQ MiWaters Water Resources Information and Forms

>Welcome to MiWaters

SITE

test-1

Home

Notifications

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Contacts List

Apps, Requests and Reports

Permits

Evaluations

Violations

Compliance and Enforcement Actions

Financials

Documents

Authorized Users

Getting Started

MiWaters is a one-stop portal for submitting permit applications and service requests to DEQ's Water Resources Division. Once you or your organization has been issued a permit you can submit required reports or request changes to your permit here.

Finding and Submitting Applications and Requests

Begin by **browsing the available application, service request and report forms**. Once the desired form is located, you can fill it out, submit it, and track it here.

Managing Information for an Existing Facility, Project, or Site

If you are affiliated with an existing facility, project, or site that has had DEQ involvement, your MiWaters account can be granted access to the site in one of the following ways:

- Contact the facility directly and ask the designated MiWaters account administrator to invite you to join the site.
- **Enter a Verification Code** provided by mail from DEQ
- If the site does not currently have an active account manager, contact MiWaters support to learn how to set up a site account.

If your facility, project or site has not yet had DEQ involvement, your site will be created after you **fill out and submit an application or service request** form and DEQ has begun processing it.

Getting Help

Use the Help link icon in the top right corner of any page to view screen-specific help. If you still need assistance click the Contact link in the page header for additional support options.

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Click on Start New Form to start a new Permit Application.

Home About Contact Sign Out MI.gov Home

DEQ MiWaters Water Resources Information and Forms

Applications, Requests and Reports

SITE

test-1

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Authorized Users

Applications & Service Requests

Including any other forms **not** related to compliance actions

Start New Form

Permit Applications, Service Requests, and more

Continue Draft & View Submitted Forms

View or revise **draft** and **submitted** Applications and Service Requests

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Type in JPA in the Form Name to narrow it down. Click on Begin Submission on the MDEQ/USACE Joint Permit Application.

The screenshot shows the 'Forms - Start a New Form' interface. The left sidebar lists various site management options, with 'test-1' selected under the 'SITE' header. The main content area displays a list of forms. The first form, 'MDEQ/USACE Joint Permit Application (JPA) for Inland Lakes and Streams, Great Lakes, Wetlands, Floodplains, Dams, High Risk Erosion Areas, High Risk Erosion Areas and Critical Dune Areas', is highlighted. A search filter 'jpa' is applied to the 'Form Name' column. A red circle highlights the search input, and a red arrow points to the 'Begin Submission' button for this form.

Make sure the correct site is selected and then you can begin submission.

The screenshot shows a 'Select Site' dialog box overlaid on the form selection page. The dialog prompts the user to 'Select a context for your submission from the following Site options. Or, select Create New Site to begin a submission with an entirely new Site.' The 'test-1' site is selected in the 'Select Site' dropdown menu, which is circled in red. A red arrow points from the dropdown to the 'Begin Submission' button at the bottom of the dialog.

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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