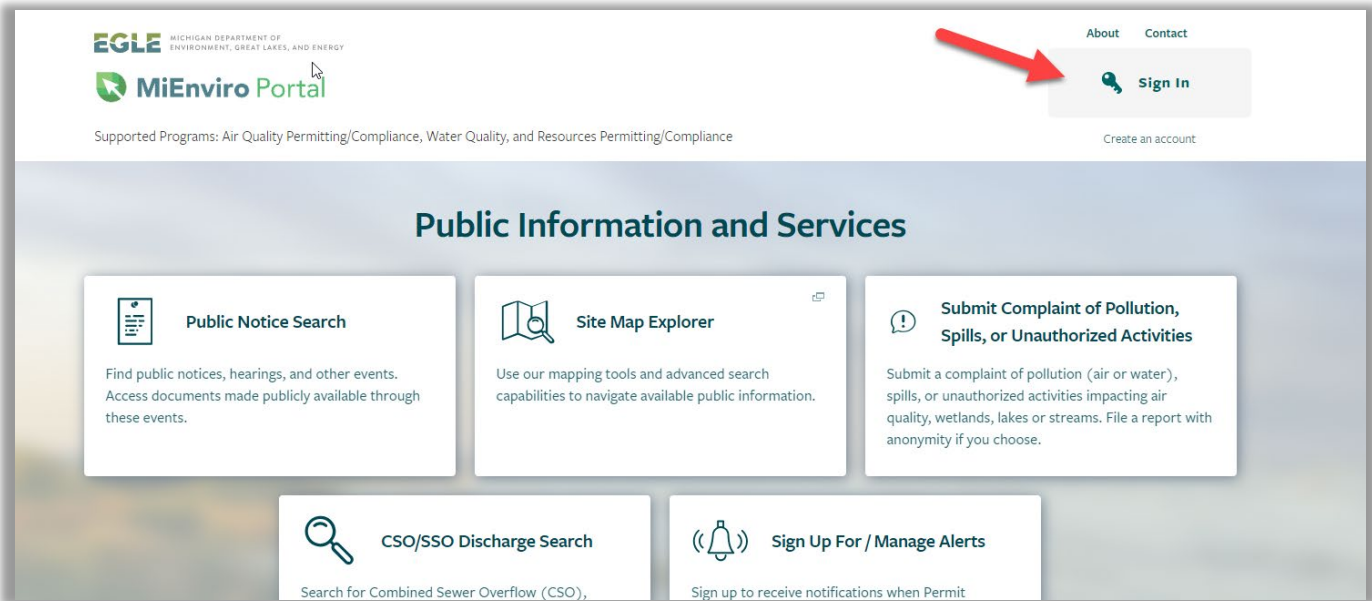
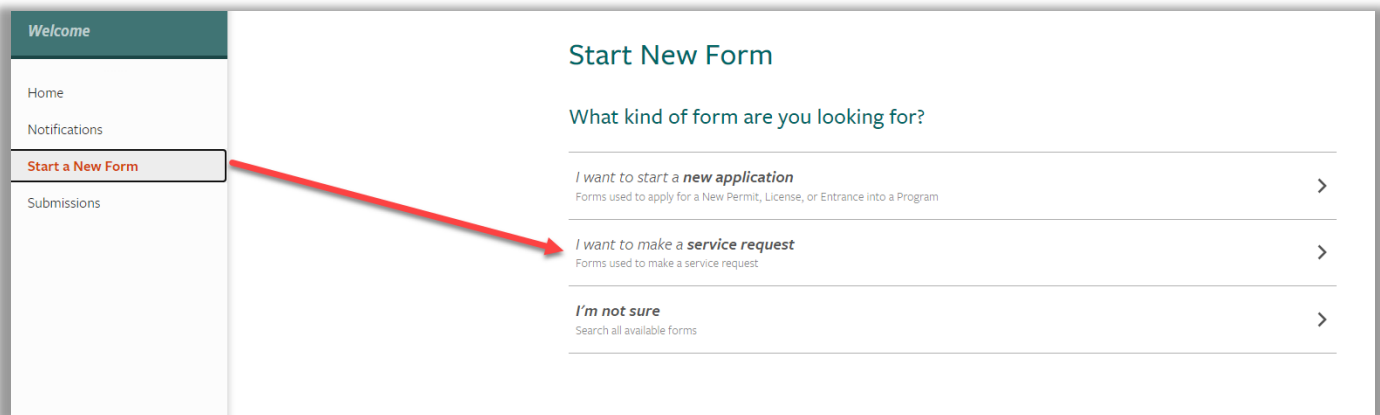


How to Start a Floodplain Service Request in MiEnviro Portal

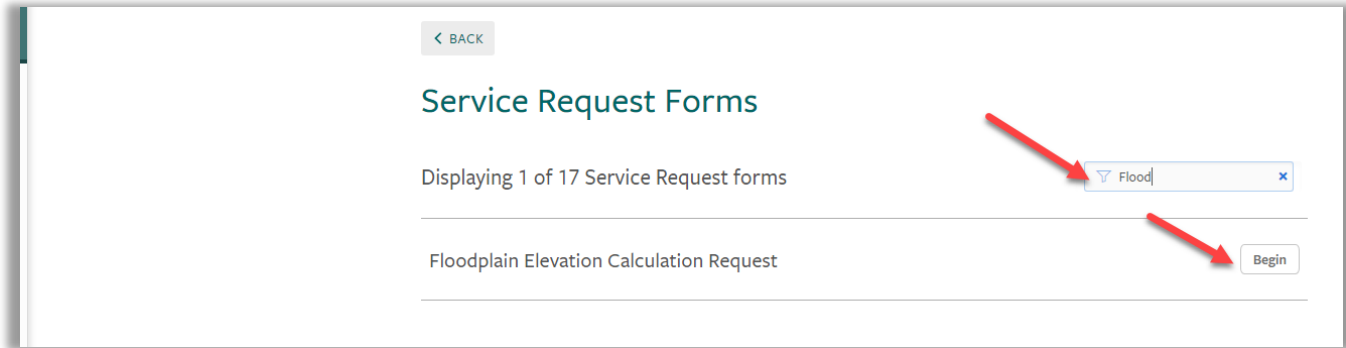
To start a Floodplain Services Request in the MiEnviro Portal, first log into the MIEnviro Portal at MiEnviro.michigan.gov/ncore/external/home.



Select the “Start a New Form.” Click on “I want to make a service request.”



Type “Floodplain” in the filter. It will autopopulate as you type. Click the “Begin.”



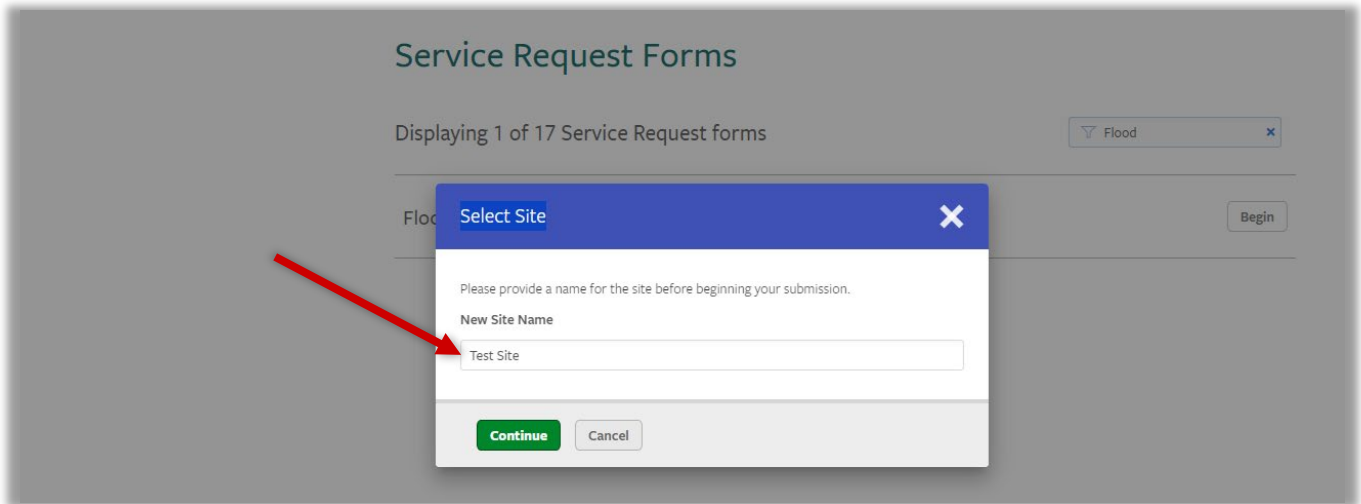
Service Request Forms

Displaying 1 of 17 Service Request forms

Floodplain Elevation Calculation Request

Begin

Name the site (for an existing site, select the name from the drop-down box) and click “Continue.”



Service Request Forms

Displaying 1 of 17 Service Request forms

Flood

Begin

Select Site

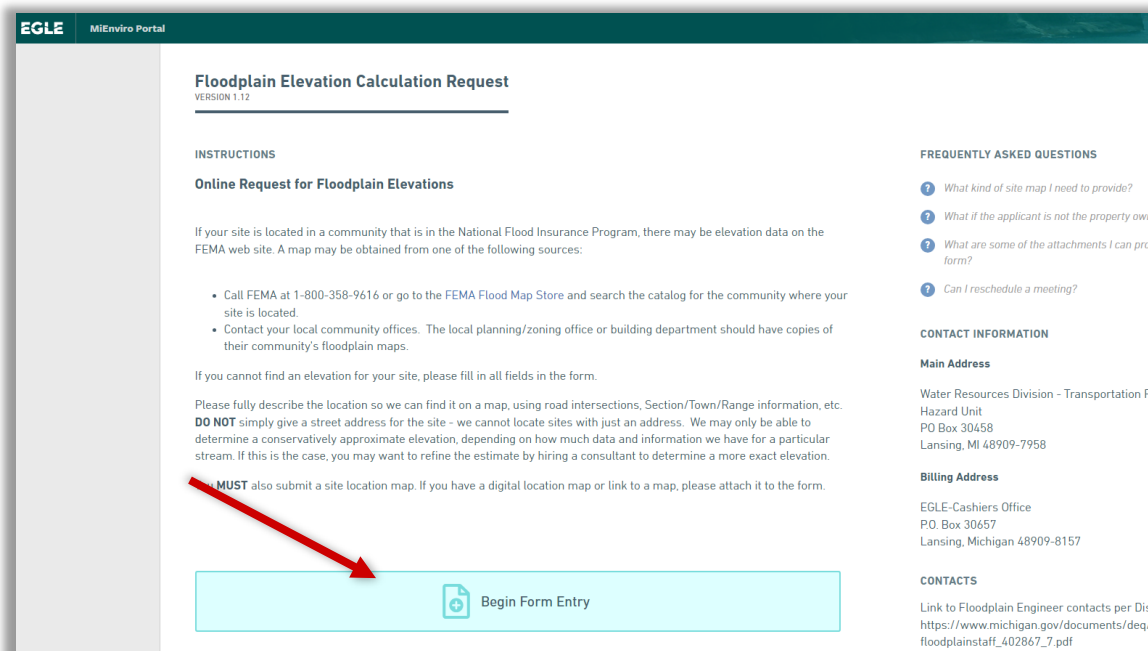
Please provide a name for the site before beginning your submission.

New Site Name

Test Site

Continue Cancel

Click “Begin Form Entry” to start the Floodplain Elevation Calculation Request.



EGLE MiEnviro Portal

Floodplain Elevation Calculation Request

VERSION 1.12

INSTRUCTIONS

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.

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.

Begin Form Entry

FREQUENTLY ASKED QUESTIONS

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

CONTACT INFORMATION

Main Address

Water Resources Division - Transportation & Hazard Unit
PO Box 30458
Lansing, MI 48909-7958

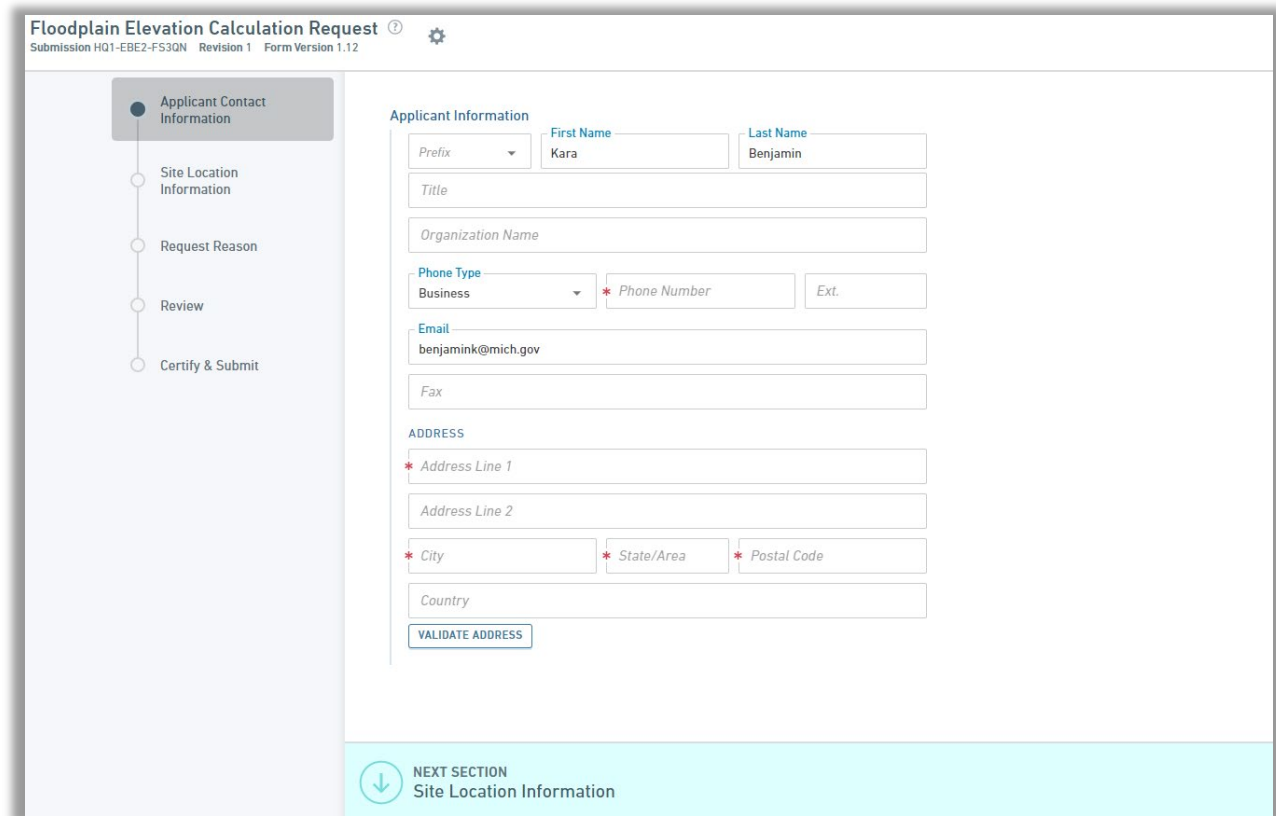
Billing Address

EGLE-Cashiers Office
PO Box 30657
Lansing, Michigan 48909-8157

CONTACTS

Link to Floodplain Engineer contacts per Dis
https://www.michigan.gov/documents/deq_floodplainstaff_402867_7.pdf

Applicant Contact Information: Fill in Applicant Contact Information, the red asterisks indicate fields that are mandatory. Once complete, click **“Next Section.”**



Floodplain Elevation Calculation Request Submission HQ1-EBE2-FS3QN Revision 1 Form Version 1.12

Applicant Information

Prefix First Name Last Name

Title

Organization Name

Phone Type * Phone Number Ext.

Email

Fax

ADDRESS

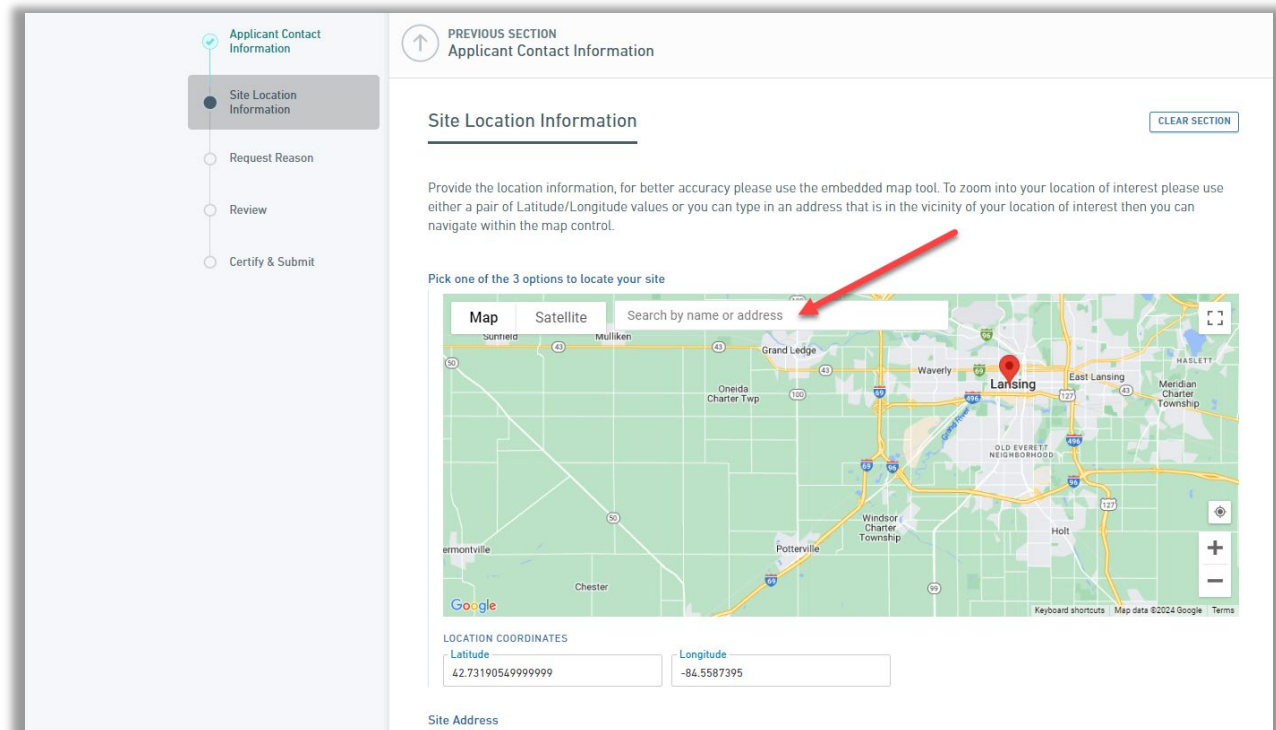
* Address Line 1

Address Line 2

* City * State/Area * Postal Code

Country

Site Location: For the latitude and longitude, use the **“Search by name or address”** field and enter the information. It will populate the latitude and longitude for you.



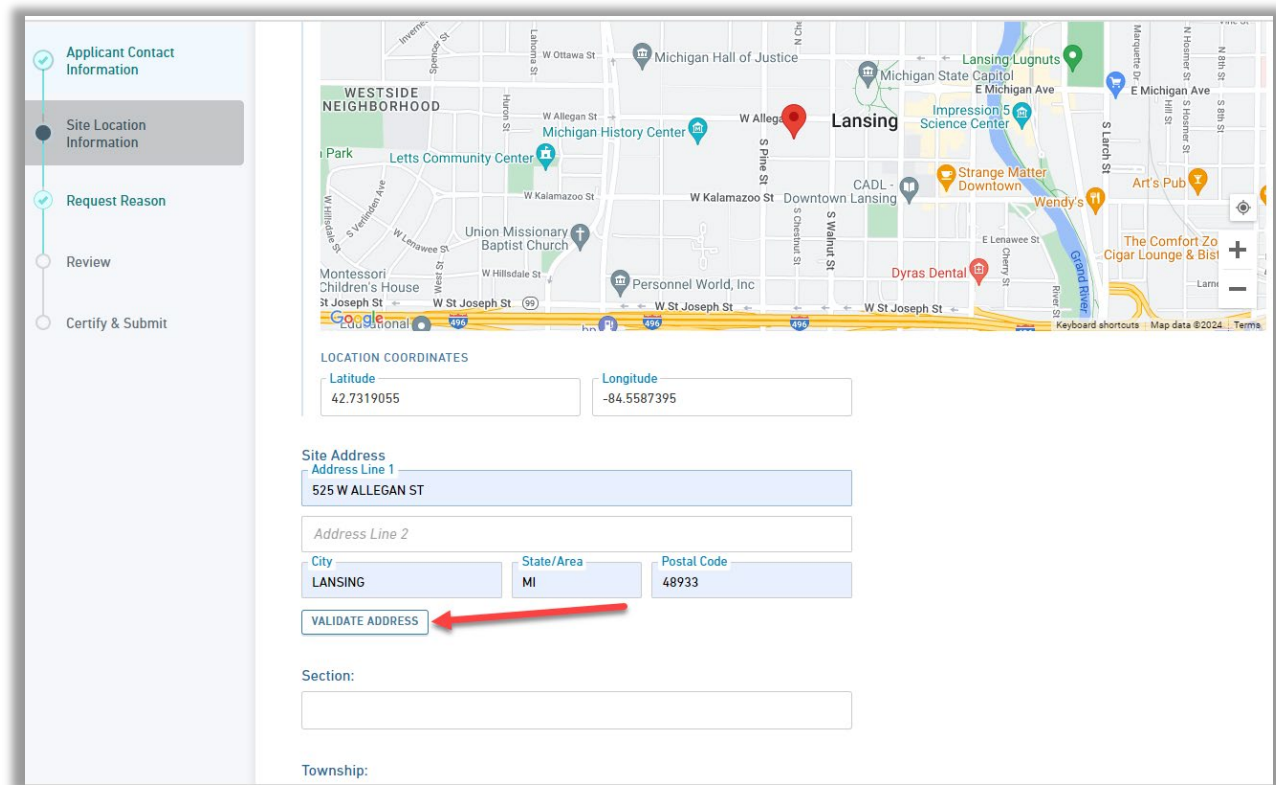
Site Location Information

Provide the location information, for better accuracy please use the embedded map tool. To zoom into your location of interest please use either a pair of Latitude/Longitude values or you can type in an address that is in the vicinity of your location of interest then you can navigate within the map control.

Pick one of the 3 options to locate your site

Site Address

After entering the site address, you can click on “**Validate Address**” (optional) and it will let you know if you have provided enough information.



Applicant Contact Information

Site Location Information

Request Reason

Review

Certify & Submit

LOCATION COORDINATES

Latitude: 42.7319055

Longitude: -84.5587395

Site Address

Address Line 1: 525 W ALLEGAN ST

Address Line 2:

City: LANSING

State/Area: MI

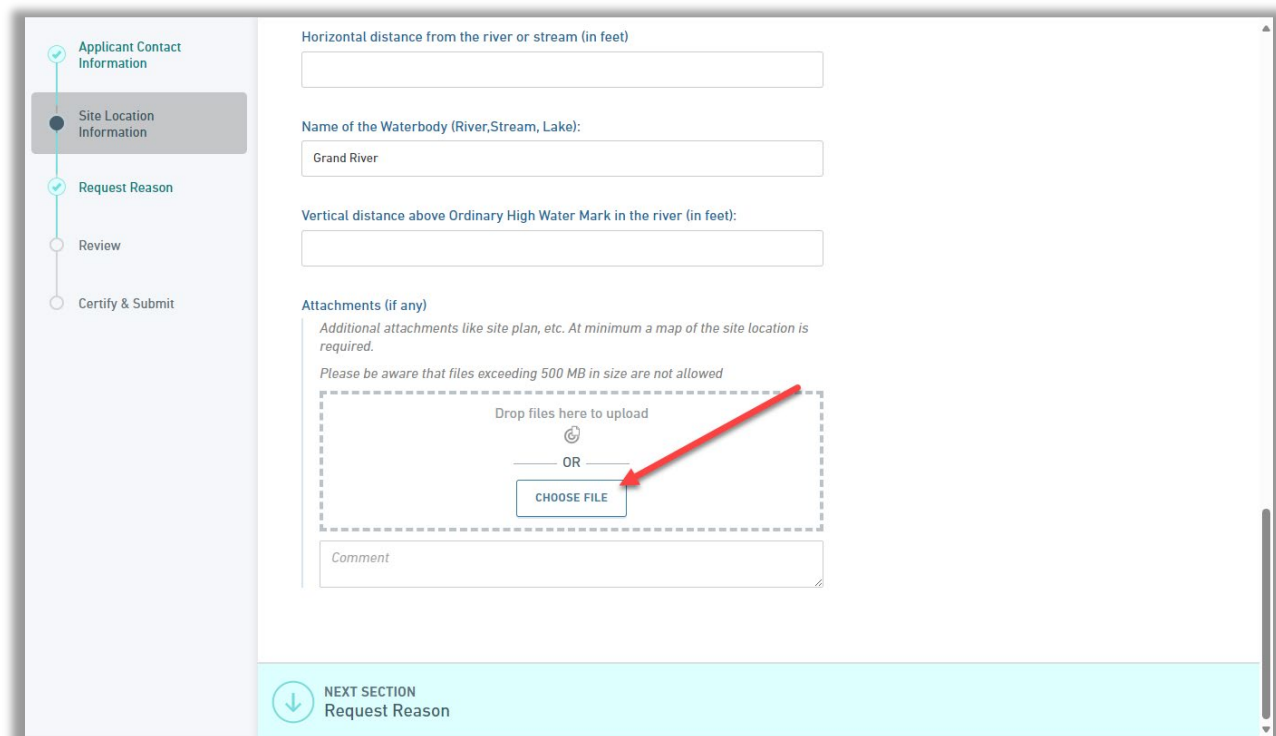
Postal Code: 48933

VALIDATE ADDRESS

Section:

Township:

Fill out the remaining information and add an attachment (ex. a sample diagram and/or a more detailed site location map) if needed and click on “**Next Section.**”



Applicant Contact Information

Site Location Information

Request Reason

Review

Certify & Submit

Horizontal distance from the river or stream (in feet):

Name of the Waterbody (River, Stream, Lake): Grand River

Vertical distance above Ordinary High Water Mark in the river (in feet):

Attachments (if any)

Additional attachments like site plan, etc. At minimum a map of the site location is required.

Please be aware that files exceeding 500 MB in size are not allowed

Drop files here to upload

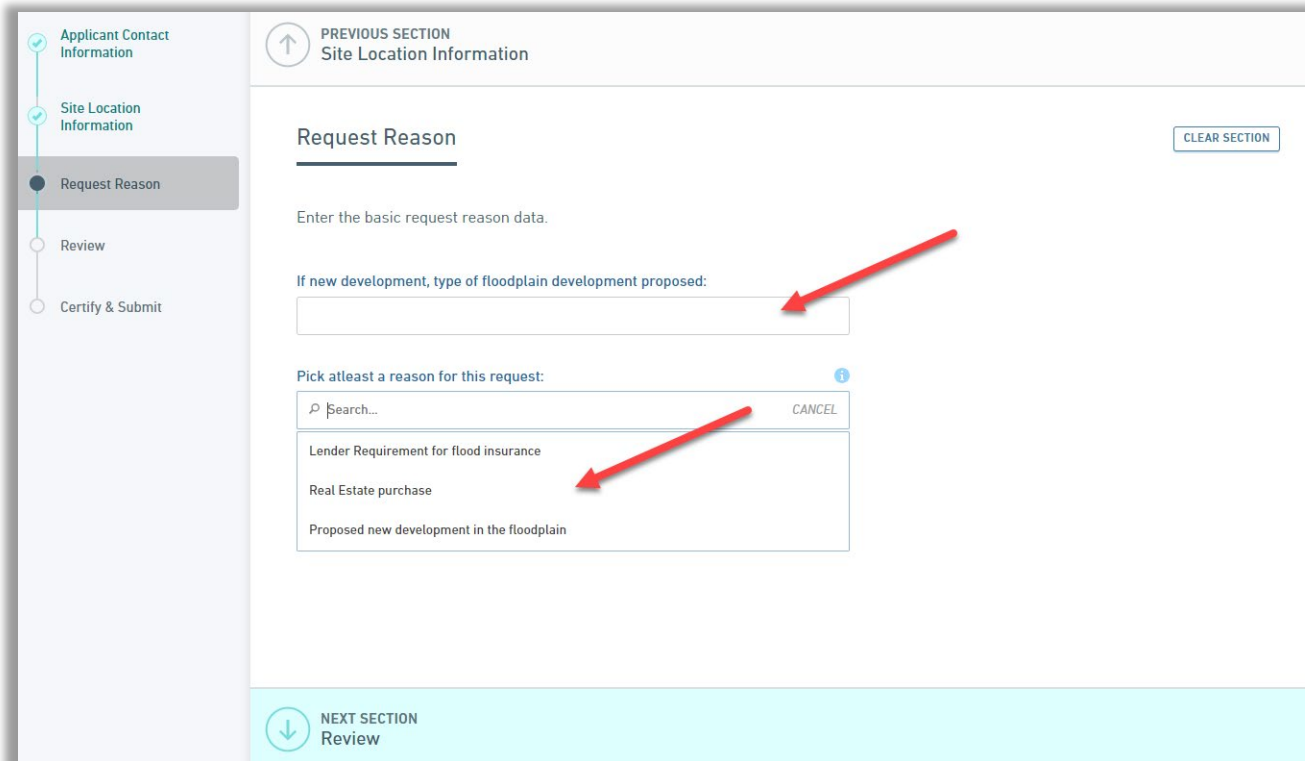
OR

CHOOSE FILE

Comment:

NEXT SECTION Request Reason

Request Reason: Enter the reason for the Elevation Calculation Request. Once complete, click “Review.”



Request Reason

Enter the basic request reason data.

If new development, type of floodplain development proposed:

Pick atleast a reason for this request:

Search...

CANCEL

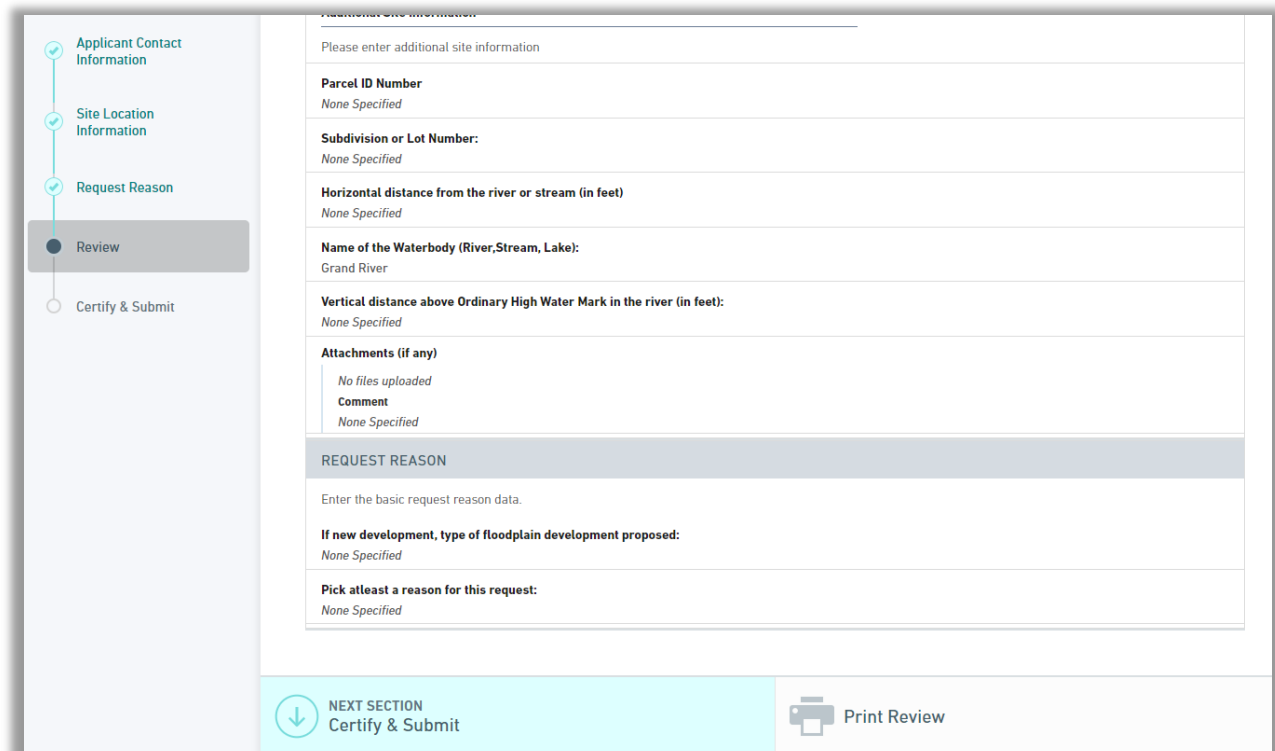
Lender Requirement for flood insurance

Real Estate purchase

Proposed new development in the floodplain

NEXT SECTION Review

Review: Scroll through the information provided, if complete, click “Certify & Submit.”



Review

Parcel ID Number

None Specified

Subdivision or Lot Number:

None Specified

Horizontal distance from the river or stream (in feet)

None Specified

Name of the Waterbody (River, Stream, Lake):

Grand River

Vertical distance above Ordinary High Water Mark in the river (in feet):

None Specified

Attachments (if any)

No files uploaded

Comment

None Specified

REQUEST REASON

Enter the basic request reason data.

If new development, type of floodplain development proposed:

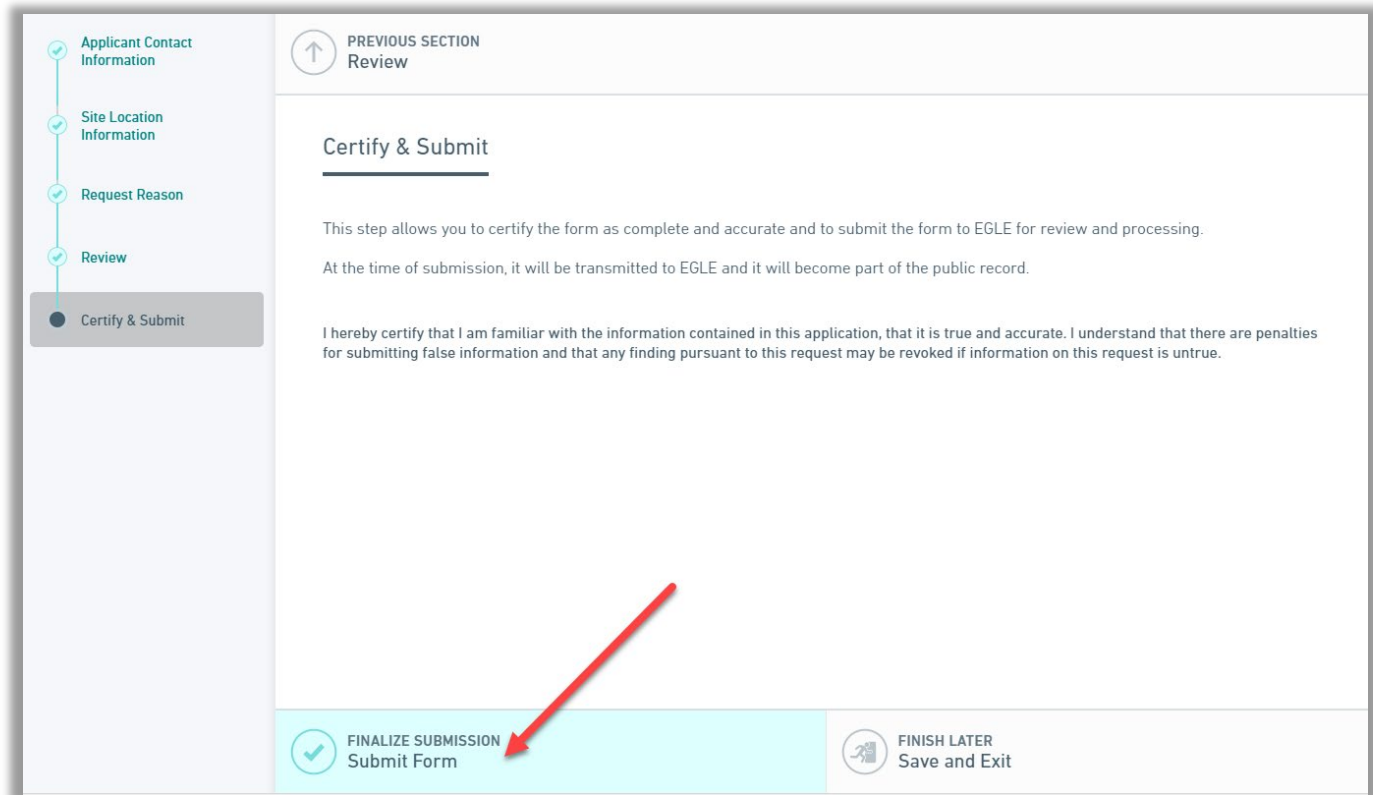
None Specified

Pick atleast a reason for this request:

None Specified

NEXT SECTION Certify & Submit

Print Review

Certify and Submit: Click “**Submit Form.**”

Applicant Contact Information

Site Location Information

Request Reason

Review

Certify & Submit

PREVIOUS SECTION Review

Certify & Submit

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

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

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.

FINALIZE SUBMISSION Submit Form

FINISH LATER Save and Exit

If you have any questions regarding this process, please reach out to MiEnviro Support staff at EGLE-WRD-MiEnviro@Michigan.gov.

ADDITIONAL RESOURCES

- Additional MiEnviro resources: Michigan.gov/egle/maps-data/mienviroportal
- Floodplain Management information and resources: Michigan.gov/FloodplainManagement

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