JOINT PERMIT APPLICATION INSTRUCTIONS
READ THOROUGHLY BEFORE STARTING THE FORM IN MiENVIRO

It is recommended to download a pdf of this page at www.michigan.gov/jointpermit for reference while filling out the form. Please also refer to this website for additional information regarding this form, including a glossary and other helpful resources on information required to be submitted in this form.

This is the Joint Permit Application (JPA) for construction activities where the land meets the water. This application covers permit requirements derived from state and federal rules and regulations for activities involving:

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

This application prevents duplication of state and federal forms for these activities and provides concurrent review under all pertinent state and federal laws. In the case of U.S. Army Corps of Engineers (USACE) jurisdiction, the Department will also send a copy of this Joint Permit Application to the USACE for simultaneous processing. The Department will provide coordination between state and federal agencies during the application review.

This application form is set up with the following sections to be completed by the applicant (note that it is recommended to gather all this information prior to starting this form):

CONTACT INFORMATION SECTION

Applicant, Property Owner(s), Consultant(s), and any other Authorized Representative(s)

Authorizations are required from the property owner for:

- when the applicant is not the owner,
- when there is a consultant/representative for the applicant,
- when spoils disposal locations are not on site,
- when other permissions are necessary based on project specifics and are identified by the form.

PROJECT LOCATION SECTION

Address, coordinates, and directions to the site, etc. are collected on the proposed project.

BACKGROUND INFORMATION SECTION

Existing site conditions, other related permits, existing easements/encumbrances, other related application numbers (pre-application meetings, Wetland Identification Program, etc.)

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PERMIT APPLICATION CATEGORY AND PUBLIC NOTICE INFORMATION SECTION

This section asks what permit application category you believe fits your project. While this is not required to submit the application, knowing this will also help you submit the right permit application fee and avoid a correction request and processing delays.

The choices of permit application categories to select in the form are:

- General Permit, $50 fee
- Minor Project, $100 fee
- Public Notice Individual Permit, range from $500-$4,000 depending on type of activity.
    - Additional fees may be applied for some special project requirements such as hydraulic analysis, dam projects, and critical dune or high risk erosion areas. See Fee Schedule on website for more information.
- Unsure, select this and the permit reviewer will make the determination on permit type after the application is submitted based on the project details. However, a fee is required to be submitted with the application, so it will automatically charge the minimum amount of $50. If an additional fee is required, the Department will send a correction request that will show the remaining amount required. The application will not be considered complete without the proper fee.

Adjacent Landowner contact information for Public Notice projects is required by certain statutes. This includes any parcels touching the project parcel and parcels across the street. Note that projects impacting only floodplains do not require public notice; in this case, the “Floodplain only application” box would be selected under the Adjacent Landowner information request in the application to satisfy that requirement.

PROJECT DESCRIPTION SECTION

Information on **the Proposed Use and Purpose** of the project (who and what the project is intended for and why is it needed). This includes a written summary of the project as well as a list of project uses and types to select from as follows:

Project Use:

Select who the project is for from the list provided.

- Private
- Commercial
- Public/Gov/Tribal
- Federal/State funded
- Non-Profit
- Other

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Project Type Selections:

Select what the purpose and need for the project is from the list provided.

- Agriculture
- Airport
- Development- Condo/ Subdivision/Residential
- Development- Commercial/ Industrial
- Drain-County
- Drain-Private
- Drawdown
- Lake, Drawdown
- Wetland Forestry
- Landfill
- Marina/Mooring Facility
- Marine Railway
- Mining-Mineral,
- Mining-Sand and Gravel
- Private Residence
- Restoration-Wetland
- Restoration-Stream
- Transportation
- Septic System Surveying or Scientific Measuring Device
- Utility-Electrical, Fiber optic
- Utility-Oil and gas pipelines
- Utility-Sewer/water line
- Other

Construction Details:

Describe how the project construction will minimize disturbance to resources including sequencing, timeframes, SESC measures, methods, equipment used, etc.

Alternatives Analysis:

Detail all options considered and why this is the least impactful feasible and prudent proposal. The depth of this analysis is typically commensurate with the size and purpose of the project and at minimum should include variables such as alternate locations (including other properties), configurations and sizes (layout and design), and methods (construction technologies), and other constraints (local regulations, resource issues). Discussion should also include why the “do nothing” alternative is not feasible or prudent.

Project Compensation:

Detail how proposed impacts will be compensated (mitigated or other minimization measures), including amount, location, and method; or why mitigation should not be required. This can be traditional mitigation and/or other techniques used to minimize overall loss of functions.

An upload section is provided for an elaboration on narratives related to any of the above questions. This upload section should not be used for mitigation plans since there are specific sections for these.

RESOURCE AND ACTIVITY TYPE SECTION

This section is intended to determine what additional sections of the application are generated (as seen on the left side of the screen) for further information gathering. This includes questions regarding what

Resource feature is involved (e.g., wetland, stream, floodplain, pond, dam, critical dune, etc.) and if there are identified Special Activities (i.e., activities requiring a specific series of questions to be answered). Be sure to choose all that apply to your project. If your activity is not listed, choose "None of the Above" and move on to the next question. More specific activity questions will appear later based on the resource section answers.

RESOURCE INFORMATION AND IMPACTS SECTIONS (MULTIPLE SECTIONS)

These are a series of sections that will appear on the left side of the screen based on your answers to the Resource and Activity Types section. You will input further information on the existing resources to be impacted (e.g., wetland type, permanent or temporary impact, water elevation data, drainage area, etc.) and all proposed Project Activities with their Dimensions (e.g., length, width, depth, square footage). For example, when "Wetland" is selected as a resource that your project will involve, a "Wetland Project Information and Impacts" section will appear on the left side of the screen that includes questions specific to gathering information about the wetland.

For projects including Floodplains, Marinas, Dams, Critical Dunes, or High Risk Erosion Areas:
Individual sections will appear on the left side of the screen that include different sets of specialized questions as required by those programs. These sections do not share a specific format. Help tips will guide you in filling out these sections.

For projects including wetlands, ponds, inland lakes, streams, or the Great Lakes:
Individual sections will appear on the left side of the screen that are similar in format to each other. Each of these resource sections asks initial general information and then has additional questions regarding the Types of Activities proposed for each resource. The outline for these resource activity impacts questions is Activity Type, Dimensions Table, and Special Questions.

There are four overall "Types of Activities" groups for wetlands, ponds, inland lakes, streams or the Great Lakes:

- Fill Activities
- Dredge Activities
- Structure Activities
- Other Activities

Under each of these Types of Activity questions, specific activity lists will be shown that are typical for that type (fill, dredge, structure, other) and resource (wetland, lake, stream, etc). Follow these steps to accurately fill out the Activity Type Questions:

1. Start with the Fill question and choose any activities on the list that is included in your project. If your activity is not shown, then select “None of the Above” and move to the next question.

2. When you select an activity listed under Fill, Dredge, Structure, or Other, a dimensions table will appear under that question. This table is where you enter EACH activity OF THE TYPE YOU SELECTED and associated dimensions. Be sure that all the activities you selected are also listed in the table with the dimensions. Multiple activities covering the same footprint may be combined on one line in the table (for example, riprap on slopes of driveway fill can be entered on the same impact dimensions line and does not necessarily need to be broken out).

3. Continue to answer the Activity Type questions (Fill, Dredge, Structure, Other) until all have been answered with either a specific Activity listed under that Type or “None of the Above”. If you did not find your activity in any list then select “Other, Other” and provide a description of your activity in the space that appears. Please be as descriptive as possible.

Proposed mitigation questions may appear within specific resource types sections based on your answers. Enter any proposed mitigation in the appropriate section (wetland, stream, etc.) and if no mitigation is proposed you must provide commentary with an explanation as to why it is not required. Mitigation plans according to the mitigation checklist (link) are required for a complete application. When mitigation is proposed be sure to also select mitigation in the Permit Application Type section under the second question.

In the above sections, uploads will be prompted as required by the answers to questions. These should be uploaded in these location (ex, mitigation plans should be uploaded in the mitigation section). Please do not wait to upload one large document with all plans combined at the end. Note that each individual upload is limited to 10M.

UPLOAD OF PROPOSED SITE PLANS SECTION

Any plans or explanatory narratives not requested in previous sections should be uploaded in this section. Construction Plans including overhead view, cross sections, and profiles showing each impact either to-scale or with dimensions are required and typically would be uploaded here. Plan labels should

correspond with labels entered in the form for each activity selected. The application will not be complete without the proper site plans. If drawings are not received with all required dimensions and resources identified, then the Department will send a correction request and your application processing will be delayed. However, please limit drawings, plans, and narratives submitted to the items necessary for permit review. For example, entire bid package documents and CAD drawings are often not helpful for permit review and may cause delays from wading through extraneous information. Plans, profiles and cross sections specific to the resource impacts are the most helpful.

REVIEW SECTION

This section allows you to see the entire form with the answers you entered. Please review for accuracy prior to hitting the submit button. A print option is provided on this screen (print to PDF is recommended). Once the application is submitted you may not make changes to it until the application has been assigned to a staff person.

CERTIFY & SUBMIT SECTION

This is the final section of the application form. The “Submit Form” button selection certifies that all information in the application is true and accurate and that you have the authority to apply for the permit as indicated. This application will become part of public record.

We recommend that you have the above information ready prior to starting this application. You will be able to save in-progress applications and come back later, but all required uploads and questions are necessary before the system will allow submittal of the application. Some sections of this application form load faster than others depending on the complexity of the questions. Thanks for your patience while you work through the application. For assistance with this form visit: https://www.michigan.gov/jointpermit