

Dear Sir/Madam:

Thank you for contacting the Michigan Department of Environmental Quality (MDEQ), Water Resources Division. Before entering your application in MiWaters, please watch the webinar “Intro to the New Digital Joint Permit Application (JPA) in MiWaters”. Click here to watch: https://www.michigan.gov/deq/0,4561,7-135-3308_3333-371332--.00.html

Here are the steps on submitting your Joint Permit Application.

- A. Determine the Project Category. Click : https://www.michigan.gov/deq/0,4561,7-135-3313_71520_24403---,00.html and go to “Minor Project Categories” and General Project Categories”. If your project does not meet either the GP or MP categories, it will be categorized under Individual Project (click https://www.michigan.gov/deq/0,4561,7-135-3313_71520_24403-280894--,00.html). You will be asked for the Project Category during the MiWaters submission process.
- B. Prepare the following:
- a. Electronic files (can be PDF, .jpg, .jpeg, .doc, .pps, .xls) files of the following as these will be required during the MiWaters submission process: Please give a meaningful file name to your document. You may want to follow this format: “Applicant’s Last Name_Type of Document” for naming your document. For Example, “Espinosa_Site Plan.pdf”
 1. Project Site Plans/ Cross Section Drawings. See Application EZ Guides: https://www.michigan.gov/deq/0,4561,7-135-3313_71520_24403-118189--,00.html.
 2. Descriptive Photos of the proposed work showing vegetation if wetlands are involved, or the shoreline for shore protection projects. All photos must be labeled with date of the photograph, indicate what they show, and be referenced to the site plan. Proposed activities or structures may be indicated directly on the photos.
 3. If you are a contractor, a signed Letter of Authorization from the owner.
 4. Map of the location of the project (can be obtained from different map websites).

TIP: Keep all your documents in the same folder (it makes it very easy to upload your documents into MiWaters). Please **see attached for** a sample of the required documents.
 - b. Contact Information (Email addresses, mailing addresses, and phone numbers) for property owners, agents/contractors, and any consultants.
 - c. Form of payment either a check payable to the State of Michigan or a credit card to do a payment online. See

https://www.michigan.gov/documents/deq/DEQ-WRD-JPA-Fee-Schedule_649326_7.pdf to give you an idea on the cost of the application fee.

- C. Create an account in MiWaters. You will need an email address to register. Please click: <https://miwaters.deq.state.mi.us/miwaters/login> to create an account.
- D. Log in with your username and password. Please click this link for step-by-step instructions on how to start a new JPA Submission https://www.michigan.gov/documents/deq/wrd-miwaters-start-new-jpa_604260_7.pdf. As you complete the questions, you will be prompted which documents you have scanned to upload. If there is something that you need to explain, use the comment boxes. Add rows for multiple impacts (fill, structures, etc.). At the end of the submission, you will be asked to pay either by check or credit card. Follow instructions on how to pay. Once submission has been completed, you will be notified by a MDEQ Staff (See Staff Map on who to contact: https://www.michigan.gov/documents/deq/wrd-permit-staff_402908_7.pdf) via email when they require additional documents and/or payment. You can check the status of your application by logging in to your account.

Should you have any questions, you may contact our office or the following:

MiWaters Assistance: DEQ-WRD-MiWaters@michigan.gov

Environmental Assistance Center: deq-assist@michigan.gov