

State of Missouri

Department of Natural Resources



Water Protection Program

ePermitting User's Guide

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Chapter 1: At a Glance

1.1 What is ePermitting?

Electronic Permitting (ePermitting) is an online tool that allows users to submit and receive an issued Missouri State General Operating Permit wfrom the convenience of their home, office or jobsite. This online tool removes the time it takes from sending in an paper application to the Missouri Department of Natural Resources (Department), processing time of drafting the permit and all that is involved, and receiving an issued permit via the mail, which can take days, weeks or even months to receive.

1.2 Please Read

Information contained in the ePermitting User's Guide will help the user understand and navigate the ePermitting system. The department recommends applicants read this manual before applying for a permit. If problems arise during the use of ePermitting, the department has staff available to answer questions during regular business hours, 8 a.m. to 5 p.m., Monday through Friday.

1.3 General Information and Screen Shots

This section includes screen shots of the ePermitting online system with some general information on parts of the screen. If there is any problems with navigating or understanding language used with reference to screen layout, this section should help.



The above screen shot shows the top of the page displayed when a user accesses ePermitting. The (A) points to hyperlinks that will always be displayed at the top right hand side of the ePermitting window.

The Help hyperlink contains documents (including this one) to help users understand and navigate ePermitting and the Geographical Information System (GIS) mapping program built into ePermitting.

The logout hyperlink is useful in that it allows a user to escape from the ePermitting system rather than closing the window (which is fine) or letting ePermitting be “timed-out.” If using a public computer, please logout after using ePermitting.

The (B) points to what is commonly referred to as the Primary Navigation bar. In the Primary Navigation bar, users will see tabs that correlate to different screens in ePermitting. Please remember that when a user switches from one screen to another without actually clicking the save or continue button, any data entered on the page will not be saved. To save time and the effort of duplicate data entry, please save data (that screen shot is below).

The (C) is pointing to the email address and phone number to contact department staff for questions. The email address and phone number are located at the bottom of each ePermitting page. The toll free number is 1-855-789-3889 and the local number is 573-526-2082.



Next on the list of things to show are the buttons. Buttons shown with (D) below have all sorts of functions, but for the most part they either save, add, edit, remove, or link information for the user.

Facility Search

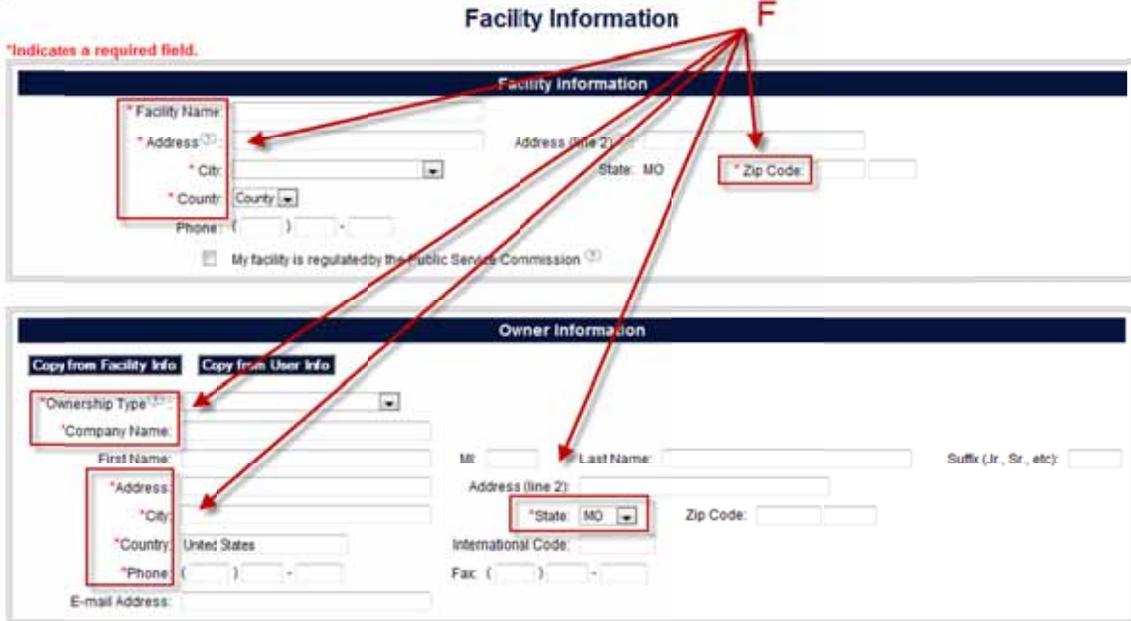
You must first search for an existing facility before adding a new facility. This is to ensure that the facility does not already exist in our records.

Search By Facility

Facility Name: Owner Company Name:
Address: City: Zip Code: County:

Facility Name	Owner Company Name	Address, City, State, Zip	County	Application in Process	Associate
Kay Concrete Materials Company	Kay Concrete Materials Company	501 Kay Drive, Monet, MO 65708	Barry	Y	<input type="button" value="Associate"/>
Kay Concrete-Aurora	Kay Concrete-Aurora	30 E. Mill Street, Aurora, MO 65605	Lawrence	N	<input type="button" value="Associate"/>
Kay Concrete-Mt. Vernon	Kay Concrete-Mt. Vernon	410 N. Main St., Mt. Vernon, MO 65712	Lawrence	N	<input type="button" value="Associate"/>

(Please note the above facilities are only used for an example).



The (E) above points to what is commonly referred to as the Secondary Navigation bar. Secondary Navigation bars are used when there are additional parts to specific item in ePermitting. For (E) above, the most important information about a facility is the location and ownership information, which have required items. Contact information (tab in the Secondary Navigation bar) is not required – meaning that if left blank, a user can still be issued a permit.

The (F) points to required fields, which are noted by an asteric (*).

Required items, as noted with the (*), are indicated by either error messages or alert messages as documented in (G) below.



Additionally, if a word has a  by it, users can click on the word or item. This is a hyperlink that will take the user to a glossary or other document defining the word or item.

Chapter 2: Help Documents

The help documents contained in this chapter can be used throughout the process of ePermitting. In addition to having these documents in the user guide, the help documents can also be accessed in other locations of ePermitting (e.g., the Help hyperlink located at the top of each ePermitting page).

2.1 Frequently Asked Questions (FAQ)

- **What do I do if my question is not contained in this FAQ?**

If the FAQ does not answer your question, you can try the other Help Documents: Help Document – Fee Info or Help Document – Permit Info. In addition, you can also try the online Glossary, which can be accessed by using the Help link at the top right portion of the ePermitting page.

If you are not able to find the answer to your question or solution to your problem, you can also click the ePermitting email address at the bottom of the page. This will create an email that will be sent directly to Department staff. Additionally, you can call the phone number at the bottom of the ePermitting page. You may also contact your local Department of Natural Resources Regional Office.

Please note that providing timely service for ePermitting is one of the department's top priorities. Department staff will try to answer your question as soon as they receive it; however, if your question has not been answered within two working days, please re-submit the question or call again.

- **Why is my user ID not working?**

First and foremost, please ensure the correct user ID is being used. If the user name contains too many or not enough characters or special characters, such as symbols, the system will not accept it. If the user ID has not been used (i.e., inactive) for 13 months, it will be inactivated. The user will then have to create a new one, which can have the same information as the inactivated user ID. Additionally, the Citizen Application Gateway login expires every 30 days.

- **Why has my Facility or Application been deleted?**

In ePermitting the user does not have the ability to delete a facility created in ePermitting or an application; however, if applications or facilities are in the ePermitting system for more than six months without any activity, ePermitting will delete them.

2.1 FAQ (continued)

- **I can't find my Facility and/or Application in ePermitting?**

If the facility cannot be found in the Facility Search (assuming that the user is logging onto ePermitting for the first time), then it either does not exist in the department's databases or has a different spelling. The facility search text box is an open ended search, which means the user does not have to be specific with the name of their facility and can reduce it down to the first few letters of the facility's name.

If the user has already created a facility and application, and no action has been conducted in the last six months, the system will remove the facility and application.

However, if activity has been conducted lately and either the application or the facility still cannot be located, you may have either accidentally or purposefully disassociated from a facility. This will require the user to conduct a Facility Search again.

If the permit has been issued, the application will not be located; however, the facility should be there.

If the above are not true, then please contact the department at the email address located on the bottom of each page in ePermitting.

Please note that when a facility created in ePermitting has been issued, the facility is now a part of the Missouri Clean Water Information System (MoCWIS). Once a facility becomes part of MoCWIS, ePermitting users cannot edit any information for the system other than facility contact.

- **What is a Facility?**

Physical location where the conditions of a permit or other compliance must be met. A facility has a facility address and an owner. A facility address is the physical location of a permitted activity.

- **Why do I have to associate myself to a Facility?**

The system only allows users that have associated themselves with a facility to begin the application process or conduct any edits to the facility and application to process and receive the issued permit.

- **I cannot enter my Facility name or other required field into ePermitting.**

If your facility contains special characters (see below), there is potential that the ePermitting system will not accept a facility name or other required information. The user will be informed that ePermitting did not accept the facility name or other required field when it indicates “Facility Name is Invalid.”

Below is the list of special characters that should not be used. There are other special characters that exist, but below are the common special characters.

# (pound or number)	: (colon)! (exclamation point)
@ (at sign)	' (tick mark)
- (dash) .(period)	/ (forward slash)
\$ (dollar sign)	% (percentage)
* (asterisk)	((open parenthesis)
) (close parenthesis)	_ (underscore)
+ (plus sign)	? (question mark)
; (semicolon)	, (comma)
~ (tilde)	

- **Who should be added as Facility Contacts?**

Any person associated to a facility that is or can be responsible for answering questions about the permit and application can be added as a facility contact. Typically, facility contacts are comprised of the owner and main facility contact (which can be the owner also). In addition to the owner, other facility contacts can be third party entities associated to the facility (like an engineering firm) that acts on behalf of a facility.

- **How many people can be associated with a Facility?**

There is no limit to how many users can be associated to a facility. However, it is very important to keep the user count down for each facility. Users have the ability to make changes to facility information. The more users there are, the greater the potential for having changes that may not be tracked or approved by the permittee of record.

- **Who can act on behalf of my Facility in ePermitting?**

In ePermitting any person associated to the facility can act on behalf of the facility. This can range from the facility’s owner to the entity paying for the

permit. This can also mean third party entities like engineering firms associated to the facility.

- **What information do I need to have available when applying for a Land Disturbance permit?**

When applying for a Land Disturbance Permit, it is recommended that the user have information available to ensure a smooth process for obtaining their issued operating permit. At this time, ePermitting will be used only to issue land disturbance permits, so until the time that ePermitting issues other general permits – the information below is specific to land disturbance permits.

1. The primary requirement of the land disturbance permit is the development of a Stormwater Prevention Pollution Plan (SWPPP). The SWPPP must be developed prior to permit issuance. While the department is unable to ensure an applicant has developed a SWPPP, it will be first among the items requested by the department's field inspector or compliance investigator.
2. Map of the project area to include the entire contiguous area where land disturbance is to occur. It is best to have an imagery map of the area so it can be compared to the GIS map the user will draw in the ePermitting system.
3. Knowledge of local government jurisdictions erosion control requirements. Some cities, counties, and other local jurisdictions have their own requirements which the applicant must comply with. It is the applicant's responsibility to be aware of any local authority requirement prior to permit issuance.
4. Determination of the project's location with regard to the U.S. Army Corp of Engineers' jurisdictional waters. A project located on or near these waters may require a Clean Water Act (CWA) Section 404 Permit.

- **What is a polygon?**

A polygon is an area drawn by the user using the GIS mapping program in ePermitting. The polygon outlines the project area where land disturbance is to occur. The polygon starts at one point and continues around the area until the end point reaches the same point as the starting point.

2.1 FAQ (continued)

- **What does the polygon represent in my permit application in ePermitting?**

Polygons in ePermitting's GIS mapping portion can either be the whole/total project size or the actual area to be disturbed. If more than one area of a land disturbance in a project is to be disturbed, then the user will need to draw a polygon that contains both (or as many as needed).

If the project is not continuous, then there may be need for more than one land disturbance permit.

- **What does ePermitting do with my polygon drawing?**

The GIS mapping portion of ePermitting uses the polygon to determine permitted features. For each 12-digit sub-watershed the user-drawn polygon crosses, a new permitted feature will be added (i.e., one permitted feature per 12-digit sub-watershed).

The permitted feature created is then used to determine all hydrological and locational data. This means that ePermitting for all permitted features created in the user-drawn polygon will calculate the permitted feature number, first receiving water body, first receiving water body classification, first classified water body, first classified Water Body Identification Number (WBID), UTM's, legal description, and if a water body is on the Missouri 303(d) List for impaired waters. It will also determine if the first classified stream is a Missouri classified water body or in a different state, the 8-digit watershed, the 12-digit sub-watershed, and other GIS information used by the department.

- **What is a Permitted Feature?**

Permitted features are specific areas (points) of a permitted facility that help identify the effluent type that compliance is measured or monitored (i.e., often where the sample is to be taken). Permitted features are often referred to as outfall; however, an outfall is only one type of permitted feature, which also includes: cooling water intake, influent structures, internal monitoring points, land application sites, monitoring wells, stormwater outfalls, underground injections, and stormwater reference points (for land disturbance).

- **How does ePermitting determine the Permitted Features?**

When the user has completed drawing the polygon (i.e., either the actual area to be determined or the total project area), there are numerous actions taking place in the background (background means databases are being updated and flow traces are being conducted).

One of the calculations in the background is when the system performs an operation to find the geometric center of the polygon for each 12 - digit sub-watershed that the polygon crosses. The system will then determine location of the highest flow accumulation within the polygon. From these two factors, the permitted feature is generated.

(NOTE – the biggest polygon portion in a 12-digit sub-watershed receives the primary designation. If the polygon does not cross a 12- digit sub-watershed, then the one permitted feature is the primary permitted feature).

- **Can I change or edit a Permitted Feature?**

Permitted feature information (i.e., hydrological and locational data) cannot be modified in the ePermitting Permitted Features page; however, the user can delete a drawn and completed map or change the polygon. This will cause the system to determine new permitted feature information.

- **Who should certify the application is complete?**

In ePermitting, there is no business or programming background rule that requires a certain facility contact or associated user to certify when the application is completed. Meaning any user associated to a facility or application can certify the application is completed. With that being stated, it is in the best interest of the owner (or entity on the owner's behalf) conducting the certification portion of ePermitting.

- **Does the same person have to enter the application, certify when it is complete, and pay the application fees?**

The quick answer is NO. Any associated user can certify the application on the ePermitting Certification page; however, when the user does certify – ePermitting will capture the name of and information of who did certify. This name and information is then populated on the ePermitting Certification and Signature Document (see questions regarding ePermitting Certification and Signature Document below).

Any user associated to a facility can also pay for the application.

2.1 FAQ (continued)

- **How much is the application fee?**

The application fee depends on the type of permit you are applying for. Additionally, the application fee is also determined by if the operating permit is new, or a modification, or for a renewal. For a better and more in depth break down of fees, please see the **Help Document – Fee Info**.

- **What payment methods are accepted?**

Credit cards, debit cards and electronic checks (e-checks). No other form of payment can be used in the ePermitting system. For more in-depth discussion of fees and fee payment, please see the **Help Document – Fee Info**.

- **How do I know when my application is complete?**

In ePermitting, the application is completed when the permit is successfully issued. The user will be informed of this when the Permit Confirmation page is generated in the system AND contains the following information in the text box:

“The application fee for the (permit name) has been successfully processed: your confirmation number for this payment is (###).

The permit has been successfully issued and your Permit Number is (MO#####). Your final issued permit document will be made available as a PDF. Please note when you return to the Home Page, this permit application request will no longer be in process. Instead, you will have the ability to view and print your final issued permit document from the Home Page.

As stated in the permit, you are required to post a copy of the public-notification sign at the main entrance to your site. You are also required to sign the ePermitting Certification and Signature Document and send it to the department. Your permit may not be considered valid after 30 days if the department has not received the sign document.”

If the above text is not displayed, the application is not completed.

- **When and how will I receive my final permit document?**

When the application is completed (see above), the user will be directed to the ePermitting Home Page. There will be a link near the bottom of the page under the sub-section header “View Final Permit Document.” The link is the operating permit number. Click the link to access the permit.

- **Who should I contact if I have questions about my final permit document?**

If you have questions regarding the final permit document (i.e., the issued permit), you may contact the Department of Natural Resources Regional

Offices (Regional Office map and contact information is contained in the issued permit documents) or the phone number at the bottom of the ePermitting screen. Accessing the email account can also be used, but it is more for issues with the ePermitting system and not really to be used for operating permit questions.

- **When will I be contacted by the Missouri Department of Natural Resources for inspections or other follow-up?**

The Department does not use a formal process to determine when or which land disturbance permitted locations are to be inspected. However, it is very important to note that before the department conducts an inspection and even investigation, department staff will contact the permittee prior to conducting the inspection or investigation.

- **What is the ePermitting Certification and Signature Document and why is it required?**

The ePermitting Certification and Signature Document (document) is a temporary work-around from the U. S. Environmental Protection Agency's (EPA) Cross-Media Electronic Reporting Regulation (CROMERR). Basically, CROMERR requires a level of security and accountability in addition to existing federal and state rules and regulations. Currently, Missouri's regulations require a signature be present for all applications; however, there isn't any location in ePermitting to place a signature. To help address this issue, the department is requiring the document be signed and returned (original signature) to the department within 30 days of receiving the application. Failure to submit the document may lead to the operating permit becoming invalid.

- **What happens if I fail to return my ePermitting Certification and Signature Document form by the due date?**

If the department fails to receive the ePermitting Certification and Signature Document (document) within the 30 day time frame, the department will send letters to the permittee requesting the document be signed and returned to the department in a specified time frame.

Additionally, if the permitted land disturbance activity is inspected, the department inspector may come with a copy of the document for the permittee to sign.

If after additional correspondences fail to provide the signed document, the department will take steps to have the permit revoked. When the permit is revoked, the land disturbance activity will be considered a violation of the

Missouri Clean Water Law and its implementing regulations for failure to obtain a required permit.

2.2 Fee Information

- **What is the fee for each application?**

The ePermitting system is being developed in phases, so not all permit types and Categories are currently available through ePermitting. Phase I covers Land Disturbance (MORA00000) permits. Phase II will contain most other general permits, construction permits (sewer extensions), and Permits-by-Rule.

The fee amounts below are based on Missouri Revised Statutes §644.052 and §644.053. Additionally, these fee amounts are also contained in Missouri Regulation 10 CSR 20-6.011 – Appendix A as of February 2012. The Missouri Department of Natural Resources is required by law to revise fee amounts periodically, which may change the below fee amounts. If fee amounts are changed, this document will contain the new fee information.

For NEW applications/permits only:

Permit type	Permit Category	Application Fee	Annual Fee?	Can the permit be renewed?
General	Land Disturbance (MORA00000)	\$300.00	No	No
General	Land Disturbance (MOR100000)	\$300.00	No	Yes
General	Animal Feeding Operations (AFO) and Concentrated Animal Feeding Operations (CAFO)	\$150.00	Yes	Yes

NEW applications/permits only:

Permit type	Permit Category	Application Fee	Annual Fee?	Can the permit be renewed?
General	Chemical fertilizer or pesticide facility	\$150.00	Yes/ \$50.00	Yes
General	All other	\$150.00	Yes/ \$150.00*	Yes
Construction	Sewer Extension (under 1000 feet long)	\$75.00	No	No
Construction	Sewer Extension (equal	\$300.00	No	No

	to or over 1,000 feet long)			
Construction	Lift Station (if a lift station is part of the above two, then it falls under this fee amount)	\$300.00	No	No
Permit-by-Rule	Permit-by-Rule	\$25.00	No	N/A

* - For new General Permits the annual fee is \$150. Upon the next renewal, the annual fee drops to \$60.

RENEWALS applications/permits only:

Permit type	Permit Category	Application Fee?	Annual Fee?
General	Land Disturbance (MOR100000)	\$300.00	No
General	Animal Feeding Operations (AFO) and Concentrated Animal Feeding Operations (CAFO)	\$150.00	No
General	Chemical fertilizer or pesticide facility	No	\$50.00
General	All other	No	\$60.00

MODIFICATION and OWNERSHIP TRANSFERS applications/permits only:

Permit type	Permit Category	Application Fee?
General	Animal Feeding Operations (AFO) and Concentrated Animal Feeding Operations (CAFO)	Yes / \$150.00
General	Chemical fertilizer or pesticide facility	Yes / \$12.50
General	All other – new (has not been renewed)	Yes / \$37.50
General	All other – renewed (has been renewed)	Yes / \$15.00

TERMINATIONS application only:

No application fee is required for terminations of permits. However, it may be in the best interest of the permittee to have all fees paid in full prior to submitting an application for termination. Failure to pay annual fees is a violation of the Missouri Clean Water Law and its implementing regulations. Outstanding annual permit fees may cause the termination application to be revoked.

- **What are the accepted payment types?**

When making a payment in the ePermitting system, the user will actually make the payment in a third party, private site known as Collection Services,

Inc. (CSI). The types of payment acceptable are credit card, debit card and electronic checks (e-checks).

- **What do I do if I don't have a credit card, debit card or electronic check?**

If the user does not have a credit card, debit card or checkbook, the user cannot use ePermitting. The user will need to submit a paper application to the appropriate department Regional Office.

- **Which credit cards are acceptable?**

Credit and debit cards with the Visa, Master Card or Discover logo are acceptable. American Express is not accepted at this time.

- **What happens to my application if my payment is not successfully processed?**

If an error occurs while processing payment information, an error message will display.

The Collector Solutions Inc. (CSI) system will generate several different messages for a whole host of problems that could have occurred. The messages CSI generates should provide some detail of the problem. Regardless of the error type, if the payment is not processed, then the permit application cannot be finalized (i.e., issued). The user should make sure all information entered is correct and that the form of payment is acceptable in the ePermitting system.

- **What happens to my application if my payment is successfully processed?**

When the payment is successfully processed by CSI, the next page the user will see is the ePermitting Confirmation Screen. From this screen, the user will access the ePermitting Home Page to receive their issued operating permit.

2.3 Permit Information

- **What types of permits can I apply for within the ePermitting system?**

The development of ePermitting is being conducted in phases. Currently a new Land Disturbance permit is the only permit type available in ePermitting. As the department continues to develop the ePermitting system, the goal will be to allow for the issuance of General Permits, Construction Permits (sewer extensions), and Permit-by-Rule. The department will inform the public on

when other general permits, construction permits (sewer extensions), and Permit-by-Rule can be issued via ePermitting.

- **When do I need to apply for a Land Disturbance permit?**

A Land Disturbance permit is required for projects that disturb one or more acres or disturb less than one acre when part of a larger common plan of development or sale that will disturb a cumulative total of one or more acres over the life of the project, but is greater than one acre or more. A permit must be obtained prior to starting land disturbance activities.

The ePermitting system is designed to allow the applicant to apply for and receive a permit all in the same day. This means that if the applicant has all of their information ready to be entered into the ePermitting system; the permit can be obtained minutes prior to starting the activity.

- **What do I need to consider before applying for a Land Disturbance permit?**

SWPPP

The key component of land disturbance permit is the development and implementation of a Stormwater Pollution Prevention Plan (SWPPP). Prior to the issuance of a land disturbance permit, the permittee needs to have an already developed SWPPP. Information including examples of a SWPPP can be found at the following:

<http://cfpub.epa.gov/npdes/stormwater/swppp.cfm#model>

These examples should be used for educational or training purposes only. Construction site SWPPPs must be developed following the requirements of Missouri's land disturbance permit and describe the specific conditions of the site and plans for development.

Local Ordinances

General operating permits for land disturbance activities do not supersede or remove requirements to comply with any county or other local ordinances. Therefore, prior to obtaining a general operating permit for land disturbance, it is in the best interest of the applicant to contact their local authorities (e.g., city or county districts or governments) to determine if there are any local ordinances for conducting land disturbance or construction.

Endangered Species

Permit eligibility related to endangered species. This is required in the Stormwater Pollution Prevention Plan (SWPPP), which is the main component of the land disturbance permit. For information on understanding critical habitat, please visit the following link:

www.fs.fed.us/r9/wildlife/tes/docs/esa_references/critical_habitat.pdf.

For information on listed species by state and county, please go to the following link:

<http://cfpub.epa.gov/npdes/stormwater/esa.cfm>

The Missouri Department of Conservation's website for the Natural Heritage Review may be helpful and can be found at the following link:

<http://mdcgis.mdc.mo.gov/heritage/newheritage/heritage.htm>

2.3 Permit Information (continued)

Also helpful are the local offices of the U.S. Fish and Wildlife Service and the National Marine Fisheries Service, these centers often maintain lists of federally listed endangered or threatened species on their internet sites.

Jurisdictional Waters

A Clean Water Act Section 404 Department of the Army Corps of Engineers Permit and the department's Clean Water Act Section 401 Water Quality Certification (certification) are needed when placing material or fill into jurisdictional waters of the United States. Any impacts to jurisdictional streams or wetlands would require an application to be sent to the appropriate U.S. Army Corps of Engineers District Regulatory Branch. A map of the district offices and contact information can be located online at:

www.dnr.mo.gov/env/wpp/401/corps-map3.gif. Not all land disturbance projects will require a 404 permit; however, if a 404 permit is required, land disturbance activities are not to be conducted in the jurisdictional area of the project until the 404 permit has been obtained. A discussion on the need for a 404/401 permit as a requirement of this permit and is to be included in the SWPPP.

- **What is the Total Permitted Area and what should my polygon represent?**

The total permitted area can either be the total area or size of the project during the permitted period, which includes at least one area where land disturbance activities will occur. If more than one area is to be disturbed that isn't connected to another area to be disturbed, the applicant should draw the total permitted area to include all land disturbance activities under a common promotional plan.

A common promotional plan is defined as a plan undertaken by one or more persons, to offer lots for sale or lease where land is offered for sale by a person or group of persons acting in concert, and the land is contiguous or is known, designated or advertised as a common unit or by a common name or similar names, the land is presumed, without regard to the number of lots covered by each individual offering, as being offered for sale or lease as part of a common promotional sale.

This also means that if the user has only one area of which land disturbance activities will occur, the user can draw a polygon of the exact location where land will be disturbed. However, if land is being conducted in a location that is not covered in the user drawn polygon, then the permittee may be in violation of their permit.

2.3 Permit Information (continued)

- **What are permitted features and how does the system determine the permitted feature(s) for my permit?**

Permitted features are a description of a specific area for a permitted facility. Some permitted features inform the department if a discharge location is stormwater run-off or not, and some indicate if the point is specific to cooling water intake. Typically, permitted features are associated with a facility's discharging outfall where compliance to a term, condition, or limit of a permit is measured or monitoring (i.e., often where the sample is to be taken).

For Land Disturbance permits issued from ePermitting, the permitted feature is a stormwater reference point. The stormwater reference point does not accurately indicate the location where stormwater from the land disturbance activity leaves the property. The stormwater reference point is needed as a condition of federal regulations (i.e., all National Pollution Discharge Elimination System facilities must have at least one permitted feature). In ePermitting, the permitted feature or rather the storm water reference point is determined in the GIS mapping program's background.

After the user draws their polygon documenting the total project size of what will be under the respective land disturbance permit, the GIS mapping program conducts background calculations. One of the first calculations the system determines is how many 12-digit Watershed Boundary Data (WBD), the user-drawn polygon cross or intersects. For each 12-digit WBD the user-drawn polygon crosses, the system will establish a permitted feature. Meaning if the polygon crosses three 12-digit WBDs, the system will establish three permitted features. The area of the polygon that is the greatest in size within a 12-digit WBD will be established as the primary permitted feature.

After the number of 12-digit WBDs is determined, the GIS mapping program finds the center of the user-drawn polygon and determine the location where flowing water would most likely leave the polygon using topographic resources and a feature called a Pour Point.

It is important to note that the GIS mapping program permitted feature is not 100 percent accurate. Therefore, it is not an actual outfall. Thus, outfalls

must be established in the permit required SWPPP (see details on SWPPP below).

- **What is required in the Stormwater Prevention Pollution Plan (SWPPP)?**

The purpose of the SWPPP is to ensure the design, implementation, management and maintenance of best management practices to prevent sediment and other pollutants in stormwater discharges associated with land disturbance activities. A SWPPP also ensures compliance with the Missouri Water Quality Standards the terms and conditions of this general permit.

The SWPPP must:

- a. List and describe all outfalls;
- b. Incorporate required practices identified below;
- c. Incorporate erosion control practices specific to site conditions;
- d. Provide for maintenance and adherence to the plan;
- e. Discuss whether or not a 404/401 Permit is required for the project; and
- f. Name the person responsible for inspection, operation and maintenance of best management practices.

The permittee shall select, install, use, operate and maintain appropriate practices for the permitted site. The following manuals are acceptable resources for the selection of appropriate best management practices.

- Developing Your Stormwater Pollution Prevention Plan: A Guide for Construction Sites, (Document number EPA 833-R-06-004) published by the U. S. Environmental Protection Agency, May 2007. This manual as well as other information, including examples of construction SWPPPs, is available online at <http://cfpub1.epa.gov/npdes/stormwater/swppp.cfm>;
- Protecting Water Quality: A Field Guide to Erosion, Sediment and Stormwater Best Management Practices for Development Sites in Missouri, published by the Missouri Department of Natural Resources. This manual is available online at: www.dnr.mo.gov/env/wpp/wpcp-guide.htm.

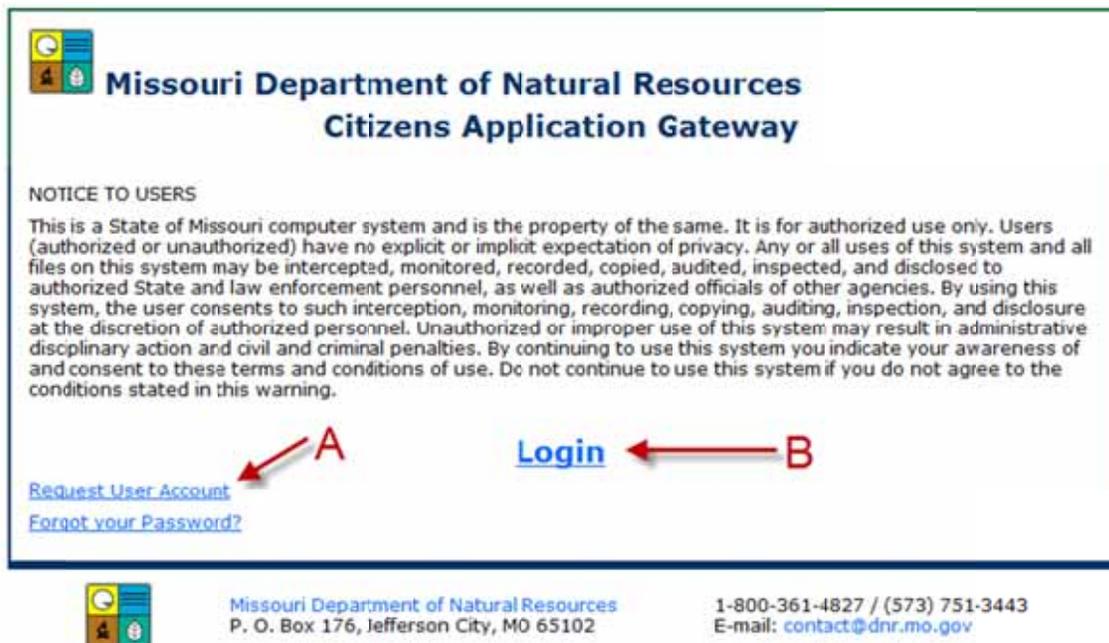
The permittee is not limited to the use of these guidance manuals. Other guidance publications may be used to select appropriate best management practices. However, all best management practices should be described and justified in the SWPPP.

Chapter 3: Getting Started

3.1 Creating a new account in Citizen Application Gateway

In order to start using ePermitting, users must first access the Missouri Department of Natural Resources' Citizen Application Gateway. The Gateway is a program the department uses to provide secure access to online systems like ePermitting.

When the user clicks access the Gateway, the following window will appear:



If the user is a new user trying to access ePermitting for the first time, they will need to click the link [Request User Account], which is where the (A) is pointing. If the user is an existing user for ePermitting, the user can just click [Login], which is where the (B) is pointing.

When the user clicks the Request User Account, Gateway will have the user fill in the Security Code (C), which is located where the (D) is pointing. The user will then be required to enter a valid email address where the (E) is pointing and then click the [Submit] button where the (F) is pointing.

**Missouri Department of Natural Resources
Citizens Application Gateway**

User Account Request

Fields labeled with * are required.
Enter the letters in this image in the security code field.

D →  [What's this?](#)
[Listen to the Security Code](#)

E → * Security Code **C** → * E-mail Address

F →



Missouri Department of Natural Resources
P. O. Box 176, Jefferson City, MO 65102

1-800-361-4827 / (573) 751-3443
E-mail: contact@dnr.mo.gov

After the user has entered the security code and their email address, Gateway will then send an email to the user. The user will then access their email account and click the link to create a new user account.

When the user clicks the link, the user will access the Gateway Account Request page. On this page, the user is required to enter all of the information that has an asterisk (*), which is shown with arrows for (G), below.

In addition to the items that are required, the user will need to document which application they wish to enter. At this time, there are two applications: Sanitary Sewer Overflows and ePermitting; however, as the department moves forward the number of online applications will grow.

The user will need to click the check box for ePermitting as shown with (H) below. If the user clicks the [Add] button and there is a required item missing, the user will need to recheck the ePermitting box again.

After the user has entered all of the required information and placed a check box for ePermitting, they will click the [Add] button, which is labeled with the (I).

3.1 Creating a new account in Citizen Application Gateway (continued)



Missouri Department of Natural Resources Citizens Application Gateway

Account Request

Fields labeled with * are required.

* First Name
* Last Name
Organization
Department
Title
* Telephone
* Address 1
Address Line 2
* City
* State Missouri
* Zip Code
* County
Country USA
* Security Question
* Answer
Password must contain seven to forty characters and contain at least one digit, one upper case letter, one lower case letter and one special character.
* Password
* Confirm Password
* Display Name
* Applications
 Sanitary Sewer Overflow
 ePermitting

When the user clicks the [Add] button, the system will indicate the account has been established.

Missouri Department of Natural Resources
Citizens Application Gateway

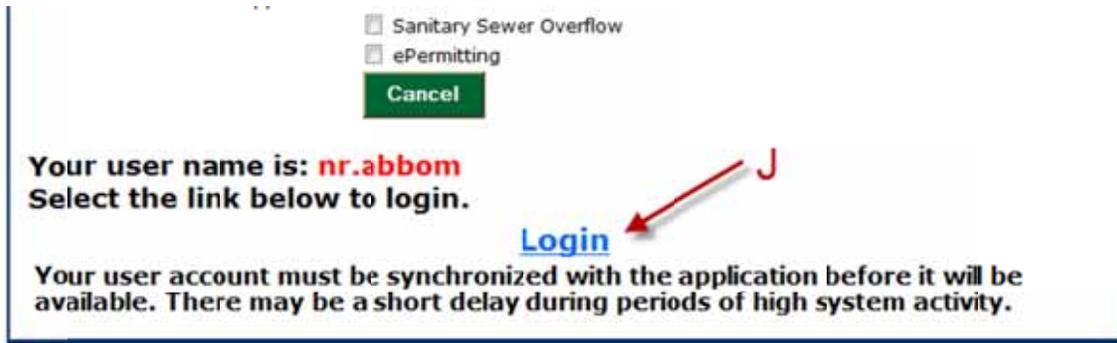
Account Request

*** nr.abbom added.**

Fields labeled with * are required.

* First Name Michael
* Last Name Abbott

At the bottom of the page, the user can also click the [Login] hyperlink, which is documented with the (J) below.

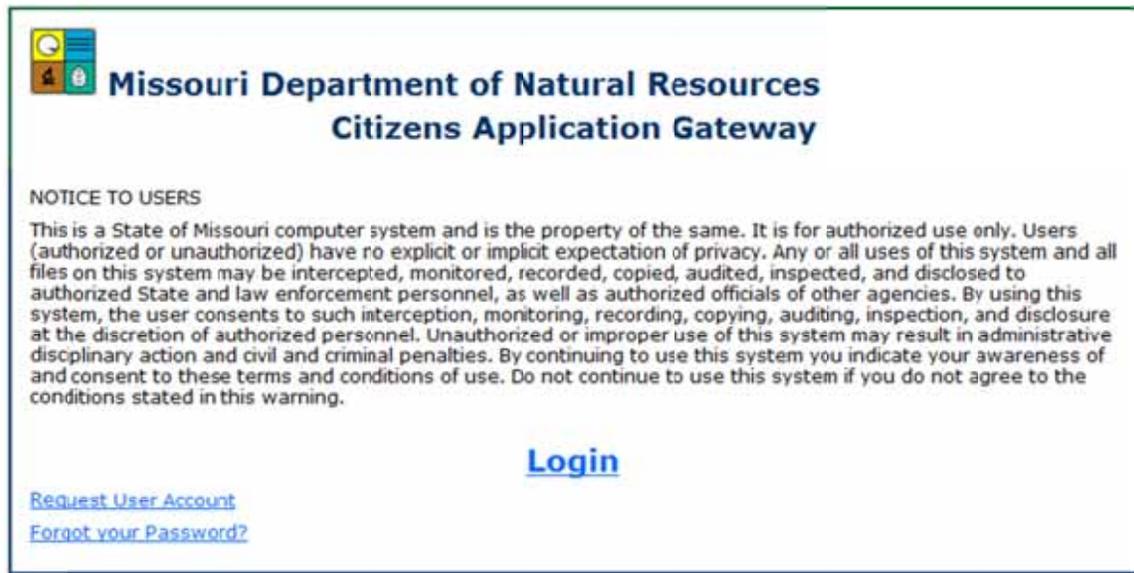


Missouri Department of Natural Resources
P. O. Box 176, Jefferson City, MO 65102

1-800-361-4827 / (573) 751-3443
E-mail: contact@dnr.mo.gov

3.2 Login to Citizen Application Gateway

To login to the Gateway system, the user can either login via the bottom of the page after creating their new account as documented in section 3.1 with the (J) or from the Gateway home page, which is below.



Missouri Department of Natural Resources
P. O. Box 176, Jefferson City, MO 65102

1-800-361-4827 / (573) 751-3443
E-mail: contact@dnr.mo.gov

When the user clicks the [Login] hyperlink, the following page is displayed. The user will need to enter their User ID, which is documented with (K). After this, the user will need to enter their password, which is documented with the (L).

When the user enters their User ID and Password, they will need to click the [Login] button. When the [Login] button is clicked, the Gateway Main Menu page will appear. The Gateway Main Menu also informs the user when their password will expire in red bold text located at the (M) arrow. The user will now need to click the [ePermitting] hyperlink, which is located at the (N) arrow.

3.3 Login to ePermitting

When the user clicks the [ePermitting] hyperlink as documented in section 3.2 with the (N), the ePermitting login page will appear. On this page, the user will click the [Login] hyperlink located at the (O).



When the user clicks the login above, the user will be in ePermitting and entering the application data to receive an issued Missouri State Operating Permit from the department.

Chapter 4: New Users Only – Home, Facility Search and Associate to Facility.

4.1 Home Page

After logging onto ePermitting (Chapter 3, Section 3.3), the Home page in ePermitting will be the very first page that is seen. Depending on the user and their application status, the Home page will have some minor differences.

For new users that have never logged onto ePermitting or if the user does not have a facility associated to their account, the Home page will almost appear blank, as follows:



1-800-361-4827 / 573-751-1300
E-mail: cleanwater@dnr.mo.gov

As users go through the process of obtaining an operating permit, this page will become more populated with permit and facility information. However, before this User Guide gets into that, the user first needs to conduct a facility search.

4.2 Facility Search

Before the user can do anything in ePermitting, they will need to associate themselves to a facility. Before the new user can associate themselves to a facility, they need to conduct a facility search. The facility can be new (i.e., user create) or an existing facility (already established facility in the department's database). Therefore, the users need to conduct a facility search to ensure they are not creating a new facility, which can be a duplicate of an existing facility.

In order to conduct a facility search, the user will need to click the Facility Search tab identified by the (A), shown below:



1-800-361-4827 / 573-751-1300
E-mail: cleanwater@dnr.mo.gov

After the user clicks the Facility Search tab, the Facility Search page appears, as shown below:

Missouri Department of
Natural Resources
Clean Water Information System - ePermitting

Home Facility Search

• User Profile Settings
• Help
• Logout

Facility Search

You must first search for an existing facility before adding a new facility. This is to ensure that the facility does not already exist in our records.

Search By Facility

Facility Name Owner Company Name
 Address: City: Zip Code: County:

Missouri Department of Natural Resources
1-800-361-4827 / 573-751-1300
E-mail: cleanwater@dnr.mo.gov

On this page, the user will need to type the facility name into the Facility Name field, identified with (B). Additional methods for searching for a facility include, searching by the Owner Company Name, identified with the (C). Finally, the last way to search for a facility is by clicking filling in the address (including city, zip code, and county), which is identified with (D). After the user enters the search information, they need to click the search button, which is identified with (E). However, if the user determines that the facility that they are searching for is not correct, they can click the clear button as indented with the (F).

When using the Facility Name search button, the search that is conducted in the background database is known as “wild card.” This means that if the user enters “Oak Creek,” any facility that contains “Oak Creek” in its name will show up under the search result. The search for “Oak Creek” in ePermitting, yielded the following facilities:

Search By Facility

Facility Name Owner Company Name

Address: City: Zip Code: County:

Facility Name	Owner Company Name	Address, City, State, Zip	County	Applicator In Process	Associate
Oak Creek Estates	Ron Richmond and Nabors Construction	Route D, JACKSON, MO, 63755	Capri Girardeau	N	<input type="button" value="Associate"/>
Oak Creek Parkway Subdivision	Oak Creek Parkway POA	Andrew Drive and Angora Road, BRANSON WEST, MO, 65737	Stone	N	<input type="button" value="Associate"/>
OAK CREEK AND GREY OAKS	FRANK JOSEPH DEV CO	79TH TERRACE AND N OAK ST, KANSAS CITY, MO	Clay	N	<input type="button" value="Associate"/>
OAK CREEK ESTATES	RON RICHMOND	RT D, JACKSON, MO, 63755	Capri Girardeau	N	<input type="button" value="Associate"/>
OAK CREEK ESTATES	RON RICHMOND	RT D, JACKSON, MO, 63755	Capri Girardeau	N	<input type="button" value="Associate"/>
OAK CREEK FARMS	TMH III	W HWY N AND HWY Z, WENTZVILLE, MO, 63385	St. Charles	N	<input type="button" value="Associate"/>
OAK CREEK PARKWAY 2ND ACD	OAK CREEK PARKWAY, INC.	STONE COUNTY RD 13-280, BRANSON WEST, MO, 65737	Stone	N	<input type="button" value="Associate"/>
OAK CREEK SUBD PHASE I AND II	KLINE AND LADEROUTE DEV COR	138TH ST AND RUNNING HORSE, PLATTE CITY, MO, 64079	Platte	N	<input type="button" value="Associate"/>
OAK CREEK SUBDPHASE II	OZARK DEVELOPMENT INC.	WILDWOOD STREET, BRANSON, MO, 65616	Taney	N	<input type="button" value="Associate"/>
OAK CREEK, PHASE II	SPY GLASS RIDGE DEV, LLC	RUNNING HORSE ROAD, PLATTE CITY, MO, 64079	Platte	N	<input type="button" value="Associate"/>
The Meadows at Oak Creek	The Meadows at Oak Creek	Jackson, MO, JACKSON, MO, 63755	Capri Girardeau	N	<input type="button" value="Associate"/>

The above facilities are currently in the department's Missouri Clean Water Information System (MoCWIS) database; however, if the user wants to create a new facility with the name (example of Oak Creek), the user will need to establish the address (including city, zip code and county) or the Owner Company Name.

When the user gives a facility name or facility name with a specific address or owner that does not exist in the MoCWIS database, the Facility Search will indicate that the facility does not exist but a button at the bottom of the page [Add Facility] will appear

4.3 Associate to a Facility

After the user has conducted a facility search, the user will need to associate themselves to the newly created facility or to an existing facility that will be issued the operating permit. This can be conducted two different ways.

Continuing with using the example of Oak Creek (existing facility), the user can either click the Associate button identified by the (G), or click the facility's name link, which is identified with the (H).

Facility Search

You must first search for an existing facility before adding a new facility. This is to ensure that the facility does not already exist in our records.

Search By Facility

Facility Name: oak creek Owner Company Name: _____
 Address: _____ City: _____ Zip Code: _____ County: _____

Facility Name	Owner Company Name	Address, City, State, Zip	County	Application In Process	Associate
Oak Creek Estates	Ron Richmond and Nabors Constructor	Route D, JACKSON, MO, 63755	Cape Girardeau	N	<input type="button" value="Associate"/>
Oak Creek Parkway Subdivisio	Oak Creek Parkway POA	Andrew Drive and Angora Road, BRANSON WEST, MO, 65737	Stone	N	<input type="button" value="Associate"/>
OAK CREEK AND GREY OAKS	FRANK JOSEPH DEV CO	79TH TERRACE AND N OAK ST, KANSAS CITY, MO	Clay	N	<input type="button" value="Associate"/>
OAK CREEK ESTATES	RON RICHMOND	RT D, JACKSON, MO, 63755	Cape Girardeau	N	<input type="button" value="Associate"/>
OAK CREEK ESTATES	RON RICHMOND	RT D, JACKSON, MO, 63755	Cape Girardeau	N	<input type="button" value="Associate"/>

If the user clicks the blue facility name hyperlink as identified with (H), the Facility Information page is shown. The user can then click the Associate button at the bottom of the screen, which is identified by the (I).

Facility Information

*Indicates a required field.

Facility Information

* Facility Name:
 * Address: Address (line 2): _____
 * City: State: * Zip Code:
 * County:
 Phone: () -

My facility is regulated by the Public Service Commission

Owner Information

* Ownership Type:
 * Company Name:
 First Name: _____ MI: _____ Last Name: _____ Suffix (Jr., Sr., etc): _____
 Address: Address (line 2): _____
 * City: * State: Zip Code:
 * Country: International Code: _____
 * Phone: () - Fac: () -

E-mail Address: _____

When the user clicks the Associate button as identified with the (I) on the previous page, the following page is displayed with blue text as identified with the (J).

Facility Information

Record successfully updated. 
 *Indicates a required field.

Facility Information

* Facility Name:

* Address: Address (line 2):

* City: State: * Zip Code:

* County:

Phone: () -

My facility is regulated by the Public Service Commission

Owner Information

* Ownership Type:

* Company Name: First Name: MI: Last Name: Suffix (Jr., Sr., etc.):

* Address: Address (line 2):

* City: * State: Zip Code:

* Country: International Code:

* Phone: () - Fax: () -

E-mail Address:

 **Create New Permit**

Additionally, when the user is associated to the facility, they can create a new permit or rather start the application process for obtaining an issued permit as indicated with the (K), but that will come in a different chapter.

Missouri Department of **Natural Resources**
 Clean Water Information System - ePermitting

- User Profile Settings
- Help
- Logout

Home | Facility Search

Facility Search

You must first search for an existing facility before adding a new facility. This is to ensure that the facility does not already exist in our records.

Search By Facility

Facility Name: Owner Company Name:

Address: City: Zip Code: County:

Facility Name	Owner Company Name	Address, City, State, Zip	County	Application In Process	Associate
Oak Creek Estates	Ron Richmond and Nabors Construction	Route D, JACKSON, MO, 63755	Cape Girardeau	N	 Associate
Oak Creek Parkway Subdivision	Oak Creek Parkway POA	Andrew Drive and Angora Road, BRANSON WEST, MO, 65737	Stone	N	Associate
79TH TERRACE AND N OAK ST, KANSAS					Associate

If the user clicked the [Associate] button as identified with the (L) above, the Facility Search page is refreshed and the ability to associate to the facility that the user just associated to is no longer an option (i.e., the button does not appear) as documented with the (M) below.

Home Facility Search

Facility Search

You must first search for an existing facility before adding a new facility. This is to ensure that the facility does not already exist in our records.

Search By Facility

Facility Name Owner Company Name

Address: City: Zip Code: Country:

Facility Name	Owner Company Name	Address, City, State, Zip	County	Application In Process	Associate
Oak Creek Estates	Ron Richmond and Nabors Construction	Route D, JACKSON, MO, 63755	Cape Girardeau	N	<input type="button" value="Associate"/>
Oak Creek Parkway Subdivision	Oak Creek Parkway POA	Andrew Drive and Angora Road, BRANSON WEST, MO, 65737	Stone	N	<input type="button" value="Associate"/>
OAK CREEK AND GREY OAKS	FRANK JOSEPH DEV CO	79TH TERRACE AND N OAK ST, KANSAS CITY, MO	Clay	N	<input type="button" value="Associate"/>
OAK CREEK ESTATES	RON RICHMOND	RT D, JACKSON, MO, 63755	Cape Girardeau	N	<input type="button" value="Associate"/>

When the user associates themselves to a facility by either way, the user will now be associated to the facility and the facility will now display on the Home page as shown with the (N) below.

Missouri Department of **Natural Resources**

Clean Water Information System - ePermitting

- User Profile Settings
- Help
- Logout

Home Facility Search

Welcome to ePermitting

If you have no facilities listed in the Associated Facility section of the page or if you would like to add an additional facility that is not listed, you must select the Facility Search tab at the top of the page. From that page, you will be able to add a new facility or select an existing one to display on your Home page.

Associated Facilities

Oak Creek Estates

Chapter 5: Existing Users Only – Home, Facility Search and Associate to Facility.

5.1 Home Page

After logging onto ePermitting (Chapter 3, Section 3.3), the Home page in ePermitting will be the very first page seen. Additionally, as documented in Chapter 4, the Home page in ePermitting will appear differently if the user is new or an existing user depending on if the existing user has already associated to a facility, has an application in process, or has an existing issued permit.

For existing users that have already associated their account to a facility but have not started the Application in Process and do not have any issued permits linked to their account, the Home page will appear as follows:

Missouri Department of
Natural Resources
Clean Water Information System - ePermitting

- User Profile Settings
- Help
- Logout

Home Facility Search

Welcome to ePermitting

If you have no facilities listed in the Associated Facility section of the page or if you would like to add an additional facility that is not listed, you must select the Facility Search tab at the top of the page. From that page, you will be able to add a new facility or select an existing one to display on your Home page.

Associated Facilities

Abins-Johnson Farm	I want to..	<input type="text"/>	Go
Butler County Industrial Park Road	I want to..	<input type="text"/>	Go
Oak Creek Estates	I want to..	<input type="text"/>	Go

Missouri Department of Natural Resources

1800-361-4827 / 573-751-1300
E-mail: epermitting@dnr.mo.gov

It is very important to note that users can associated their account to multiple facilities. How many? As many facilities that exist. If the existing user desires to add more associated facilities, please see Chapter 4 – Facility Search (4.2) and Associate to Facility (4.3). The process for searching for a facility and associating to the facility are the same regardless if the user is new or existing.

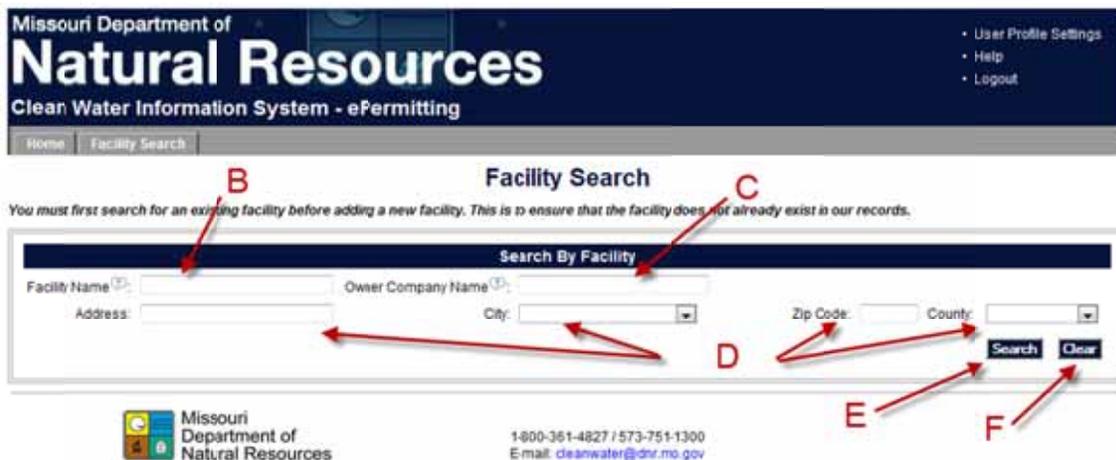
However, with that being stated, this chapter will also document how to search for a facility and associate to a facility.

5.2 Facility Search

If an existing user needs to associate to an additional facility, they will need to conduct a facility search before they can associated their account to an existing or new facility. In order to conduct a facility search, the user will need to click the Facility Search tab identified by (A), shown below:



After the user clicks the Facility Search tab, the Facility Search page appears, as shown below:



On this page, the user will need to type the facility name into the Facility Name field, identified with (B). Additional methods for searching for a facility include, searching by the Owner Company Name, identified with (C). Finally, the last way to search for a facility is by filling in the address (including city, zip code, and county), identified with (D). After the user enters the search information in, they need to click the search button, which is identified with (E). However, if the user determines the facility they are searching for is not correct, they can click the clear button as identified with (F).

5.2 Facility Search (continued)

When using the Facility Name search button, the search that is conducted in the background database is known as “wild card.” This means that if the user enters “Oak Creek,” any facility that contains “Oak Creek” in its name will show up under the search result. The search for “Oak Creek” in ePermitting, yielded the following facilities:

Search By Facility

Facility Name Owner Company Name

Address: City: Zip Code: County:

Facility Name	Owner Company Name	Address, City, State, Zip	County	Applicator In Process	Associate
Oak Creek Estates	Ron Richmond and Nabors Construction	Route D, JACKSON, MO, 63755	Capri Girardeau	N	<input type="button" value="Associate"/>
Oak Creek Parkway Subdivision	Oak Creek Parkway POA	Andrew Drive and Angora Road, BRANSON WEST, MO, 65737	Stone	N	<input type="button" value="Associate"/>
OAK CREEK AND GREY OAKS	FRANK JOSEPH DEV CO	79TH TERRACE AND N OAK ST, KANSAS CITY, MO	Clay	N	<input type="button" value="Associate"/>
OAK CREEK ESTATES	RON RICHMOND	RT D, JACKSON, MO, 63755	Capri Girardeau	N	<input type="button" value="Associate"/>
OAK CREEK ESTATES	RON RICHMOND	RT D, JACKSON, MO, 63755	Capri Girardeau	N	<input type="button" value="Associate"/>
OAK CREEK FARMS	TMH III	W HWY N AND HWY Z, WENTZVILLE, MO, 63385	St. Charles	N	<input type="button" value="Associate"/>
OAK CREEK PARKWAY 2ND ADD	OAK CREEK PARKWAY, INC.	STONE COUNTY RD 13-280, BRANSON WEST, MO, 65737	Stone	N	<input type="button" value="Associate"/>
OAK CREEK SUBD PHASE I AND II	KLINE AND LADEROUTE DEV COR	138TH ST AND RUNNING HORSE, PLATTE CITY, MO, 64079	Platte	N	<input type="button" value="Associate"/>
OAK CREEK SUBDPHASE II	OZARK DEVELOPMENT INC.	WILDWOOD STREET, BRANSON, MO, 65616	Taney	N	<input type="button" value="Associate"/>
OAK CREEK, PHASE II	SPY GLASS RIDGE DEV, LLC	RUNNING HORSE ROAD, PLATTE CITY, MO, 64079	Platte	N	<input type="button" value="Associate"/>
The Meadows at Oak Creek	The Meadows at Oak Creek	Jackson, MO, JACKSON, MO, 63755	Capri Girardeau	N	<input type="button" value="Associate"/>

The above facilities are currently in the Department’s Missouri Clean Water Information System (MoCWIS) database; however, if the user wants to create a new facility with the name (example of Oak Creek), the user will need to establish the address (including city, zip code, and county) or the owner company name.

When the user gives a facility name or facility name with a specific address or owner that does not exist in the MoCWIS database, the Facility Search will indicate that the facility does not exist but a button at the bottom of the page [Add Facility] will appear

5.3 Associate to a Facility

After the user has conducted a facility search, the user will need to associate themselves to the newly created facility or to an existing facility. This can be conducted two different ways, documented with (G) and (H) below.

Facility Search

You must first search for an existing facility before adding a new facility. This is to ensure that the facility does not already exist in our records.

Search By Facility

Facility Name: oak creek Owner Company Name: _____
 Address: _____ City: _____ Zip Code: _____ County: _____

Facility Name	Owner Company Name	Address, City, State, Zip	County	Application In Process	Associate
Oak Creek Estates H	Ron Richmond and Nabors Constructor	Route D, JACKSON, MO, 63755	Cape Girardeau	N	<input type="button" value="Associate"/> G
Oak Creek Parkway Subdivisio	Oak Creek Parkway POA	Andrew Drive and Angora Road, BRANSON WEST, MO 65737	Stone	N	<input type="button" value="Associate"/>
OAK CREEK AND GREY OAKS	FRANK JOSEPH DEV CO	79TH TERRACE AND N OAK ST, KANSAS CITY, MO	Clay	N	<input type="button" value="Associate"/>
OAK CREEK ESTATES	RON RICHMOND	RT D, JACKSON, MO, 63755	Cape Girardeau	N	<input type="button" value="Associate"/>
OAK CREEK ESTATES	RON RICHMOND	RT D, JACKSON, MO, 63755	Cape Girardeau	N	<input type="button" value="Associate"/>

If the user clicks the blue facility name hyperlink as identified with (H), the Facility Information page is shown. The user can then click the Associate button at the bottom of the screen, which is identified by (I).

Home | Facility Search | Facility

Facility Information

**Indicates a required field.*

Facility Information

* Facility Name:
 * Address: Address (line 2):
 * City: State: * Zip Code:
 * County:
 Phone:

My facility is regulated by the Public Service Commission

Owner Information

*Ownership Type:

*Company Name: MI: Last Name: Suffix (Jr., Sr., etc):
 First Name:
 *Address: Address (line 2):
 *City: *State: Zip Code:
 *Country: International Code:
 *Phone: Fax:
 E-mail Address:

I

When the user clicks the Associate button as identified with the (I) on the previous page, the following page is displayed with blue text as identified with (J).

Facility Information

Record successfully updated. 
 *Indicates a required field.

Facility Information

* Facility Name:

* Address: Address (line 2):

* City: State: * Zip Code:

* County:

Phone: () -

My facility is regulated by the Public Service Commission

Owner Information

* Ownership Type:

* Company Name:

First Name: MI: Last Name: Suffix (Jr., Sr., etc):

* Address: Address (line 2):

* City: * State: Zip Code:

* Country: International Code:

* Phone: () - Fax: () -

E-mail Address:

 **Create New Permit**

Additionally, when the user is associated to the facility, they can create a new permit or rather start the application process for obtaining an issued permit as indicated with (K), but that will come in a different chapter.

Missouri Department of **Natural Resources**
 Clean Water Information System - ePermitting

- User Profile Settings
- Help
- Logout

Home | Facility Search

Facility Search

You must first search for an existing facility before adding a new facility. This is to ensure that the facility does not already exist in our records.

Search By Facility

Facility Name: Owner Company Name:

Address: City: Zip Code: County:

Facility Name	Owner Company Name	Address, City, State, Zip	County	Application Process	Associate
Oak Creek Estates	Ron Richmond and Nabors Construction	Route D, JACKSON, MO, 63755	Cape Girardeau	N	 <input type="button" value="Associate"/>
Oak Creek Parkway Subdivision	Oak Creek Parkway POA	Andrew Drive and Angora Road, BRANSON WEST, MO, 65737	Stone	N	<input type="button" value="Associate"/>
79TH TERRACE AND N OAK ST, KANSAS					<input type="button" value="Associate"/>

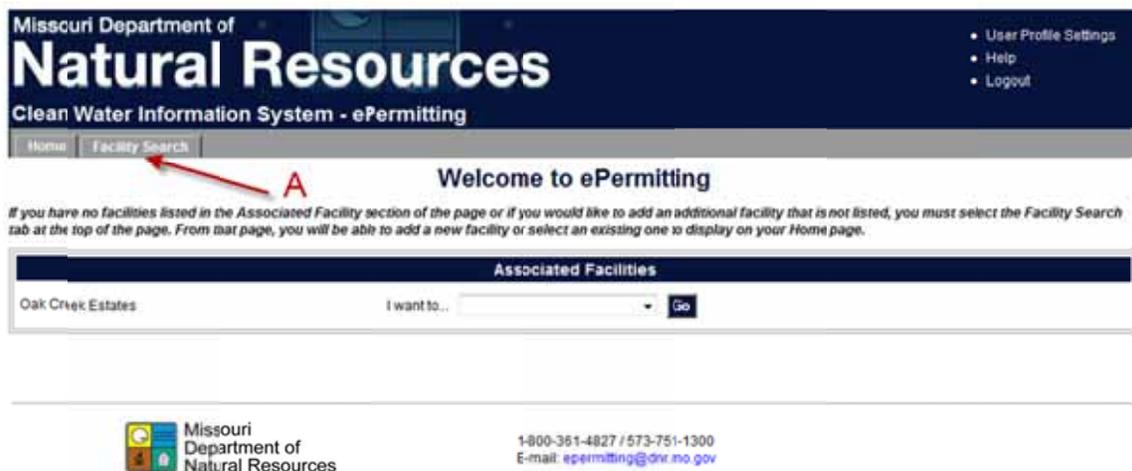
Chapter 6: Creating and Associating to a New Facility.

6.1 Create a New Facility

Regardless if the user is new or existing and the facility they want to get a permit for is new, they will need to create a new facility in order to receive an operating permit for their activities. Additionally, the creation of a facility does not indicate that the user cannot be associated to other existing facilities.

Before a new facility can be added, the user must search for the facility to ensure that creating the new facility isn't duplicating an existing facility. To search for a facility to determine if it exist or not, the user will need to access the Facility Search tab on the ePermitting Home page, illustrated in Chapters 4 and 5 of the ePermitting User Guide.

To help describe how to create a new facility, the example facility will be St. John's Bayou Subdivision. The user will need to access the Facility Search tab in the primary navigation bar on the ePermitting Home page as shown below with the (A) arrow.



In the screen shot above, you will notice that the user is already associated to a facility named Oak Creek Estates. The creation of a new facility will not affect the users association to this facility. The ePermitting system does not have any rules against having multiple facilities associated to any one user.

After the user clicks the Facility Search tab, the Facility Search page will be displayed in ePermitting. The user will need to type in the name of the new facility into the Facility Name field, as documented with the (B) arrow on the next page. Then the user will need to click the [Search] button as shown with the (C) arrow. Remember, for this chapter we are going to create St. John's Bayou Subdivision.

Missouri Department of
Natural Resources
 Clean Water Information System - ePermitting

- User Profile Settings
- Help
- Logout

Home | Facility Search

Facility Search

No records found matching search criteria. ← **D**

You must first search for an existing facility before adding a new facility. This is to ensure that the facility does not already exist in our records.

Search By Facility

Facility Name (Ⓢ): St. John's Bayou Subdivision Owner Company Name (Ⓢ):

Address: City: Zip Code: County:

C →

E →

Missouri Department of Natural Resources
1-800-361-4827 / 573-751-1300
E-mail: epermitting@dnr.mo.gov

If the facility does not exist in the department's database, two items will pop-up. One of the items is a message in red text indicating that "No records found matching search criteria" as documented with (D). The other item is the [Add Facility] button as documented with [E].

The user will need to click [Add Facility] to add a facility. When the user clicks the [Add Facility] button as shown in (E) above, the Facility Information page will be displayed, but all fields will be empty. The user will need to enter all required data in both the Facility Information portion first. The user may not need to enter data into the Owner Information due to the two buttons [Copy from Facility Info] and [Copy from User Info] as shown with (F) and (G) respectively.

Facility Information

***Indicates a required field.**

Facility Information

* Facility Name: St. John's Bayou Subdivision

* Address (Ⓢ): way 50 East 1/4 mile past Clark St. Address (line 2) (Ⓢ):

* City: JEFFERSON CITY State: MO * Zip Code: 65102

* County: Cole

Phone: () -

My facility is regulated by the Public Service Commission (Ⓢ)

Owner Information

 ← **G**

F ↑ *Ownership Type (Ⓢ): Private

*Company Name:

First Name: MI: Last Name: Suffix (Jr., Sr., etc):

*Address: Address (line 2):

*City: *State: MO Zip Code:

*Country: USA International Code:

*Phone: () - Fax: () -

E-mail Address:

As seen in the screen shot immediately above, the facility information was entered. The user can click the [Copy from Facility Info] button, and the following will appear.

Facility Information

***Indicates a required field.**

Facility Information

* Facility Name: St. John's Bayou Subdivision

* Address: Highway 50 East 1/4 mile past Clark Address (line 2):

* City: JEFFERSON CITY State: MO * Zip Code: 65102

* County: Cole

Phone: () - -

My facility is regulated by the Public Service Commission

Owner Information

Copy from Facility Info **Copy from User Info**

* Ownership Type: Private

* Company Name: St. John's Bayou Subdivision

First Name: MI: Last Name: Suffix (Jr., Sr., etc):

* Address: Highway 50 East 1/4 mile past Clark Address (line 2):

* City: JEFFERSON * State: MO Zip Code: 65102

* Country: USA International Code:

* Phone: () - - Fax: () - -

E-mail Address:

H I

Notice that all the required information, which is noted with the "*" by the field has been populated for the Owner Information. If this is the correct owner information, the user can click the [Add Facility] button as shown with (H). However, if this is not the correct information, the user can click the clear button as documented with the (I).

If the facility info was not correct, the user would click the [Clear] button. The user also determined that the information should come from the [Copy from User Info] button as documented with the (G) on the previous page. The owner information would appear as follows:

Owner Information

Copy from Facility Info **Copy from User Info**

* Ownership Type: Private

* Company Name: Missouri DNR

First Name: Michael MI: Last Name: Abbot Suffix (Jr., Sr., etc):

* Address: PO Box 176 Address (line 2):

* City: Jefferson City * State: MO Zip Code: 65102

* Country: USA International Code:

* Phone: (537) 526-1139 Fax: () - -

E-mail Address: @gmail.com

If the information obtained from the users account information (obtained from the Gateway system), the user can go ahead and click [Add Facility]. However, if the

information from the user isn't correct, the user can enter the correct data into the required fields and then click [Add Facility].

When the user clicks the [Add Facility] button regardless of the method used to populate the Owner Information portion of the Facility Information screen, the Facility Information page is displayed but with some additional items. The additional items are the blue text indicating the "Record successfully added" shown with the (J) below; Contact tab is now in the Secondary Navigation bar as documented with the (K); [Create New Permit] button now appears shown with the (L); and a [Save Changes] button now appears as shown with the (M).

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Facility Search', 'Facility', and 'Contracts'. A red arrow labeled 'K' points to the 'Facility' tab. Below the navigation bar is a 'Facility Information' section with a blue header and a message: 'Record successfully added.' with a blue checkmark and a red arrow labeled 'J'. Below this is a red asterisk and the text '*Indicates a required field.' The form contains fields for Facility Name, Address, City, State, Zip Code, County, and Phone. Below the form is a checkbox for 'My facility is regulated by the Public Service Commission'. The 'Owner Information' section follows, with fields for Ownership Type, Company Name, First Name, Last Name, Address, City, State, Zip Code, Country, International Code, Phone, and Fax. At the bottom right of the Owner Information section, there are two buttons: 'Create New Permit' (labeled 'L') and 'Save Changes' (labeled 'M').

6.2 Associate to the New Facility

When users create a new facility in ePermitting, they are already associated. When the user clicks the Home tab after creating or saving the facility, the below is seen on the Home page. The user can dissociate from the facility, but cannot delete the facility.

The screenshot shows a section titled 'Associated Facilities' with a dark blue header. Below the header, there are two rows of information. The first row shows 'Oak Creek Estates' followed by 'I want to...' and a dropdown menu with a 'Go' button. The second row shows 'St. John's Bayou Subdivision' followed by 'I want to...' and a dropdown menu.

Chapter 7: Facility (New or Existing), Owner, and Contact Information.

7.1 New Facility or Existing Facility

In the ePermitting system, there are essentially two types of facilities: New Facilities – those created in ePermitting but a permit has not been issued; and Existing Facilities – those that exist in the Missouri Clean Water Information System (MoCWIS) and facilities created in ePermitting but have an issued permit. This is important to note due to the fact that if a facility is an existing facility, the user cannot make edits or modifications to the Facility or Owner Information.

The easiest way to know if a facility is an existing facility versus a new facility is to access the Facility Information page. If the Facility Information contains gray text (as seen below) and does not allow the user to make edits or modification – it is an existing facility.

Missouri Department of
Natural Resources
Clean Water Information System - ePermitting

Home Facility Search
Facility Contacts

User Profile Settings
Help
Logout

Facility Information

*Indicates a required field.

Facility Information

* Facility Name:

* Address:

Address (line 2):

* City: JACKSON State: MO * Zip Code: 63755

* County: Cape Girardeau

Phone: (573) 455-1001

My facility is regulated by the Public Service Commission

Owner Information

* Ownership Type: Private

* Company Name: Ron Richmond and Nelson Const

First Name: MI: Last Name: Suffix (Jr., Sr., etc):

* Address: 625 West Mount Drive Address (line 2):

* City: Cape Girardeau * State: MO Zip Code: 63755

* Country: USA International Code:

* Phone: (573) 455-1001 Fax: () -

E-mail Address:

This feature is needed because later phases of ePermitting will allow users to change specific information much like what is currently being accomplished by department permit writers when they receive an application for modification from the permittee.

7.1 New Facility or Existing Facility (continued)

If the facility is a new facility, the text in the fields will be black, as shown below.

Facility Information

*Indicates a required field.

The image shows two screenshots of a web form. The top screenshot is titled "Facility Information" and contains the following fields: Facility Name (St. John's Bayou Subdivision), Address (Highway 50 East 1/4 mile past Clark), City (dropdown), State (MO), Zip Code (65102), County (Cole), and Phone. There is a checkbox for "My facility is regulated by the Public Service Commission". The bottom screenshot is titled "Owner Information" and contains the following fields: Ownership Type (Private), Company Name (Missouri DNR), First Name (Michael), Last Name (Abbot), Suffix (Jr., Sr., etc.), Address (PO Box 176), City (Jefferson City), State (MO), Zip Code (65102), Country (USA), International Code, Phone ((537) 526-1139), and Fac. There is an E-mail Address field with a blacked-out value.

If the facility is new, the user is associated to the facility, and a permit has not been issued for this facility; then the user can edit or modify the Facility Information and Owner Information as needed until a permit is issued. After the permit is issued, ePermitting will treat the system as being an existing facility type. This means no edits or modifications can be made to the facility in ePermitting by any user, including department staff.

7.2 Contact Information

Unlike Facility Information and Owner Information, the Contact Information page allows some modification regardless if the facility is new or existing. So using the Oak Creek Estates facility (existing facility) above, click the Contact tab in the secondary navigation bar, shown with (A).

The image shows a screenshot of the Missouri Department of Natural Resources Clean Water Information System - ePermitting interface. The header includes the logo and navigation links for User Profile Settings, Help, and Logout. Below the header is a secondary navigation bar with tabs for Home, Facility Search, Facility, and Contact. A red arrow labeled 'A' points to the Contact tab. Below the navigation bar is a form titled "Facility Information" with a "Facility Name" field containing "Oak Creek Estates".

When the Contact tab is selected for this existing facility and if no contact information has been entered in either MoCWIS or ePermitting, the default value is [Main] as documented with the (B). The user can either fill the contact

information in or click the [Copy from User Info] as documented with (C). If the information is correct, then the user can click the [Add] button shown with (D). However, if the information is incorrect, the user can click the [Clear] button, which is shown with the (E).

Contact Information

Facility: Oak Creek Estates
Owner Name: Ron Richmond and Nabors Construction

***Indicates a required field.**

Contact Information

Copy from User Info ← C

*Contact Type (i): **Main** ← B

Contact Type Description: _____

*Company Name: _____ Position/Title: _____

First Name: _____ MI: _____ Last Name: _____ Suffix (Jr., Sr., etc): _____

*Address: _____ Address (line 2): _____

*City: _____ *State: MO Zip Code: _____

*Country: USA International Code: _____

*Phone: () - _____ Fax: () - _____

E-mail Address: _____

D → **Add** E → **Clear**

When the information is entered into the system (for this example the information was copied from user with using the (C)), the user will need to click [Add], which is (D) above. The below will be shown.

Contact Information

Facility: St. John's Bayou Subdivision
Owner Name: Missouri DNR

***Indicates a required field.**

Contact Information

*Contact Type (i): **Main**

Contact Type Description: _____

*Company Name: **Missouri DNR** Position/Title: **ESIV**

First Name: **Michael** MI: _____ Last Name: **Abbott** Suffix (Jr., Sr., etc): _____

*Address: **PO Box 176** Address (line 2): _____

*City: **Jefferson City** *State: **MO** Zip Code: **65102**

*Country: **USA** International Code: _____

*Phone: **(537) 526-1139** Fax: () - _____

E-mail Address: **shouldbefishin.abbott@gmail.com**

F → **Delete** **Save Changes** **Clear**

Editable Contact List

The following contacts exist for the facility and can be edited by authorized users.

Contact Type	Company/Contact	Address	Phone	E-mail
Main	Missouri DNR / Michael Abbott	PO Box 176, Jefferson City, MO 65102	(537)526-1139	shouldbefishin.abbott@gmail.com

The above existing facility was specifically used for this chapter because it did not contain a Facility Contact type of Main. Because of this fact, the user can edit the Contact Type of Main in the system because it was essentially created in ePermitting. Thus, the user can either delete or save changes as documented with the (F) above.

If the contact information was previously filled into MoCWIS or in ePermitting and if a permit was issued afterwards, then the [Delete] button would not be seen and no edits to the Contact Type of Main would be allowed.

There are, of course, other Contact Types for a Facility other than Main.

The screenshot shows a web-based form with a dropdown menu for 'Contact Type'. The dropdown is open, showing a list of options: 'Consultant/Engineer', 'DMR Mailing', 'Downstream Landowner', 'Lead Attorney', 'Main' (which is highlighted in blue), 'Operator', 'Other', and 'Pretreatment Operator'. To the left of the dropdown, the form fields are labeled: '*Contact Type', '*Company Name:', 'First Name:', '*Address:', '*City:', and '*Country:'. To the right of the dropdown, there are several empty input fields and a label 'MI:'. The background of the form is white with a dark blue header bar.

There can only be one main. If the facility is an existing facility and has a main contact, then this cannot be modified in ePermitting. Until modifications are allowed in ePermitting, a paper application will need to be submitted for modifications to facility and ownership information.

Unlike the Contact Type of Main, when other Contact Types are selected and regardless if the facility is new or existing, edits and modifications can be completed by the user.

Create New Permit and the Mapping Program

Creating the New Permit

After the facility and owner information and optional contact information has been saved, the user can create a new permit.

There are different paths the user can take to create a new permit. One path the user can take to create the new permit depends on if the user is continuing with the application, which assumes that the user has completed the facility and owner information on the facility information page in ePermitting. While it is very important to the department that the user complete the contact information, it is not required.

So with the assumption that the user is continuing after filling in the facility and owner information, and has clicked the [Save] button; the below screen is generated in ePermitting:

Facility Information

*Indicates a required field.

Facility Information

* Facility Name:

* Address: Address (line 2):

* City: State: * Zip Code:

* County: Phone: () -

My facility is regulated by the Public Service Commission

Owner Information

*Ownership Type:

*Company Name:

First Name: MI: Last Name: Suffix (Jr., Sr., etc):

*Address: Address (line 2):

*City: *State: Zip Code:

*Country: International Code:

*Phone: () - Fac: () -

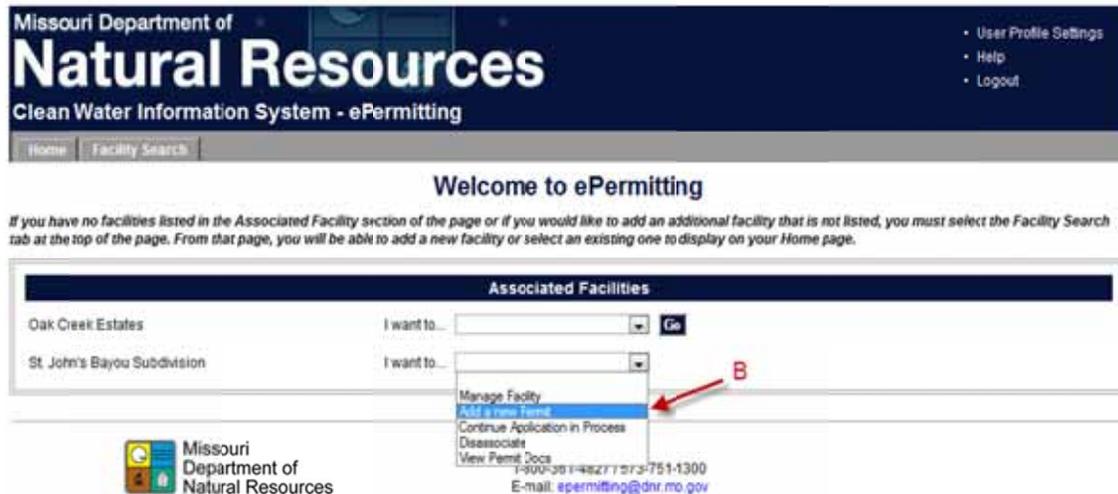
E-mail Address:

In order to create a new permit, the user will need to click the [Create New Permit] button as documented with (A).

When this button is clicked, ePermitting will then take the user to the mapping program for ePermitting, which is below:



If for any reason the user discontinued their initial session in ePermitting, they can create a new permit without going to the Facility Information page. The user will simply need to log onto ePermitting and in the home page of ePermitting, the user can select from the “I want to... drop down box – “Add a new permit,” which is documented with (B) below.



When the “Add a new Permit” is selected and the user clicks the [Go] button, the same map that is seen above will appear.

Becoming Familiar with the Mapping Program

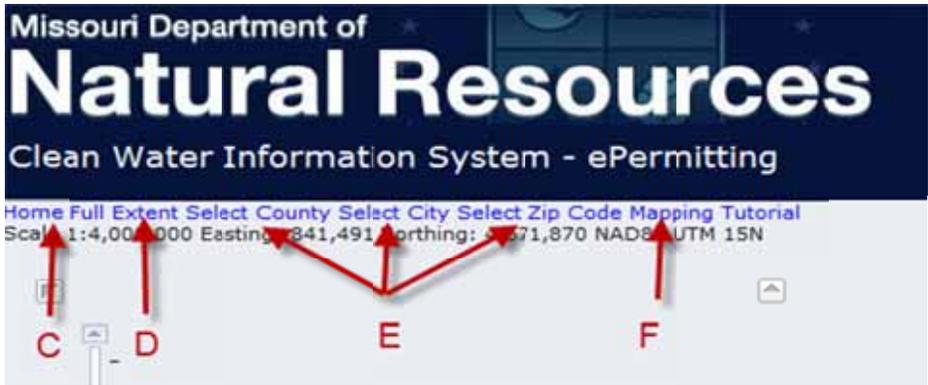
Ownership of the application to the user, including the map, is extremely important to the department. However, before we get into how to create a polygon (the area of the actual land disturbance or the total project), please read the following to become familiar with the mapping program.

The top of the ePermitting Map page contains some important information and zoom links. Unlike the other pages of ePermitting, there isn't a primary navigation bar, but there is a hyperlink for the home page, which is shown with (C) below. Additionally, there are other hyperlinks that are explained below:

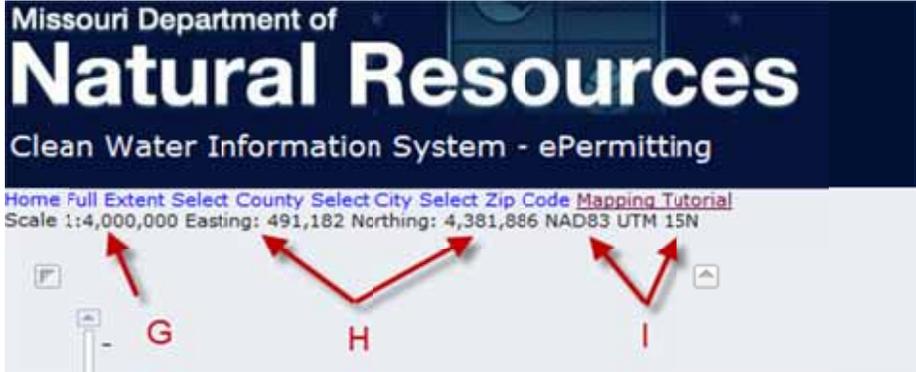
(D) – Full Extent. The map is shown at the scale of 1:4,000,000 which is the max scale.

(E) – Zoom Hyperlinks. The hyperlinks that allow the user to zoom by selecting either the county, city, or zip code.

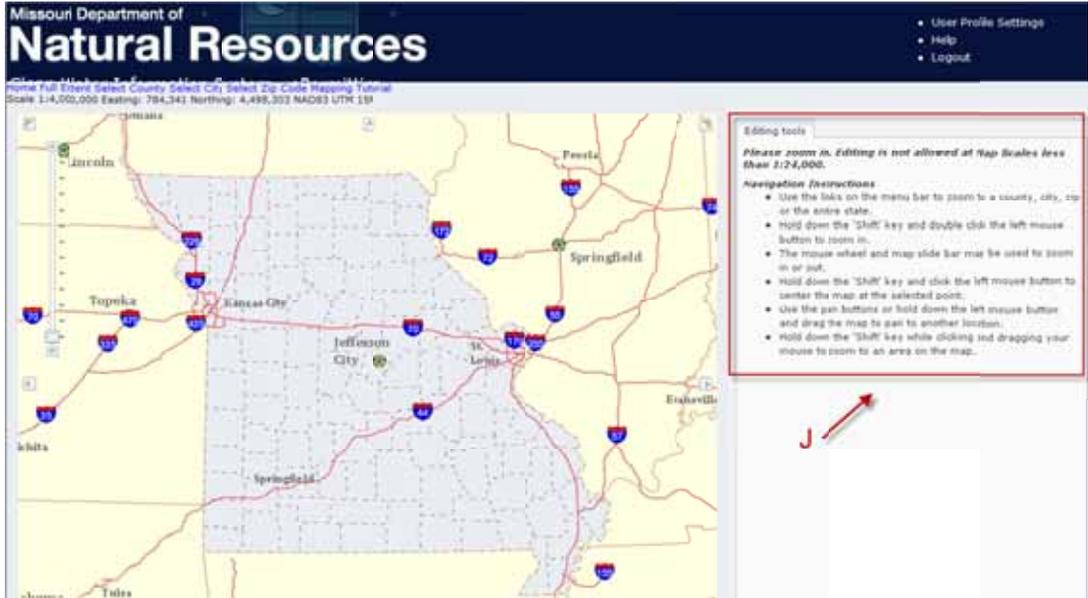
(F) – Mapping Tutorial. This hyperlink will take the user to a help document that explains in more detail how to use the mapping program of ePermitting.



In addition to the above links, this also gives information about the map and UTM location of the cursor. The scale is shown with (G), the UTM's Easting and Northing are shown with (H), and Horizontal Reference Datum and UTM Zone are shown with (I).



Also located on the ePermitting mapping page are directions for editing, which are located in the box shown with (J).



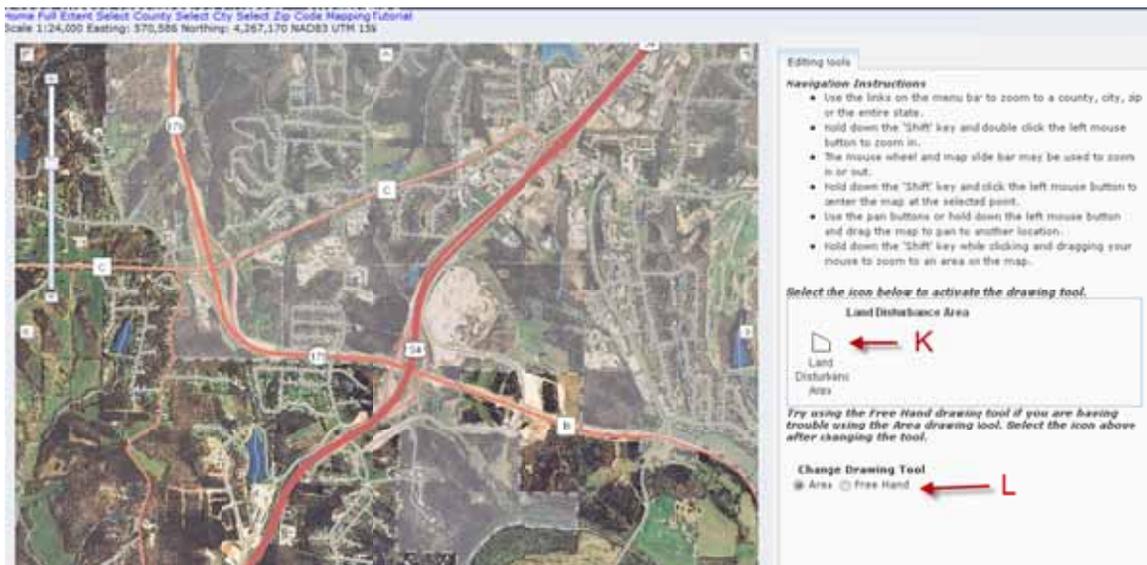
These instructions first indicate, “Please zoom in. Editing is not allowed at Map scales less than 1:24,000.” Mapping scales are opposite of what normal thinking would have you believe is greater or less than. This means that 1:24,000 scale is greater than the full extent of 1:4,000,000 scale, and 1:1200 scale is greater than 1:24,000 scale.

In the editing tool section, there is also an area listed as “Navigation Instruction.” This area directs the user to the zoom criteria listed in the above screen shot under the label (E). It also indicates that the user can double click to zoom in along with the mouse wheel. The navigation instructions also explain how to center the map, use the pan buttons and the zoom bar on the left side of the map. It also explains that the user can select a specific area to zoom into with their mouse and the shift key.

Drawing the Polygon

In ePermitting a polygon can represent two things. A polygon can represent the actual land disturbance or it can represent the total project size. If the project consist of multiple and non-continuous land disturbance locations, then it is best to draw a polygon for the whole project size. However, if the total project is non-continuous, then multiple land disturbance permits may be required. For the example polygon being used for this chapter, the polygon is going to be drawn for the actual land disturbance. Using any of the zooming functions, zoom into the location of the land disturbance area to the scale of 1:24,000. When you get to this scale (or greater), the map will show images rather than the basic map.

When the map is at the scale of 1:24,000 or greater, the map appearance will change and additional tools will be displayed, as follows:

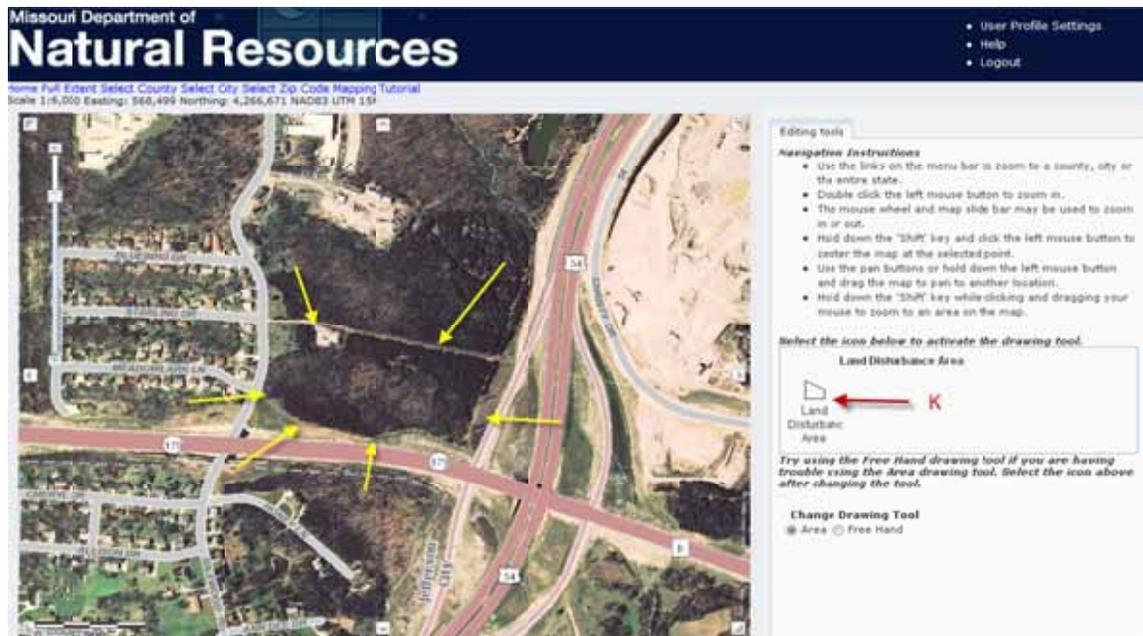


The scale at the top of the map, shown with (J), documents the scale is 1:24,000. One of the additional items that will now be seen in the ePermitting map is the tool to create the polygon, which is shown with (K) "Land Disturbance Area" icon. Finally, the user can either use the "Area" or "Free Hand" method for drawing, as shown with (L). Please note that "Area" toggle button is the default and is very useful for most projects, but is limited to drawing only straight lines. The free hand" can draw curves, but will slow the system down when it comes to background calculations when the polygon is completed. Meaning when the free hand method is used, it will take ePermitting longer to determine applicable information that is required in the Permitted Feature Detail page.

Also please note in the map above, some of the map appears to have a gray haze. This gray haze is a transparent layer that shows the city limit boundary..

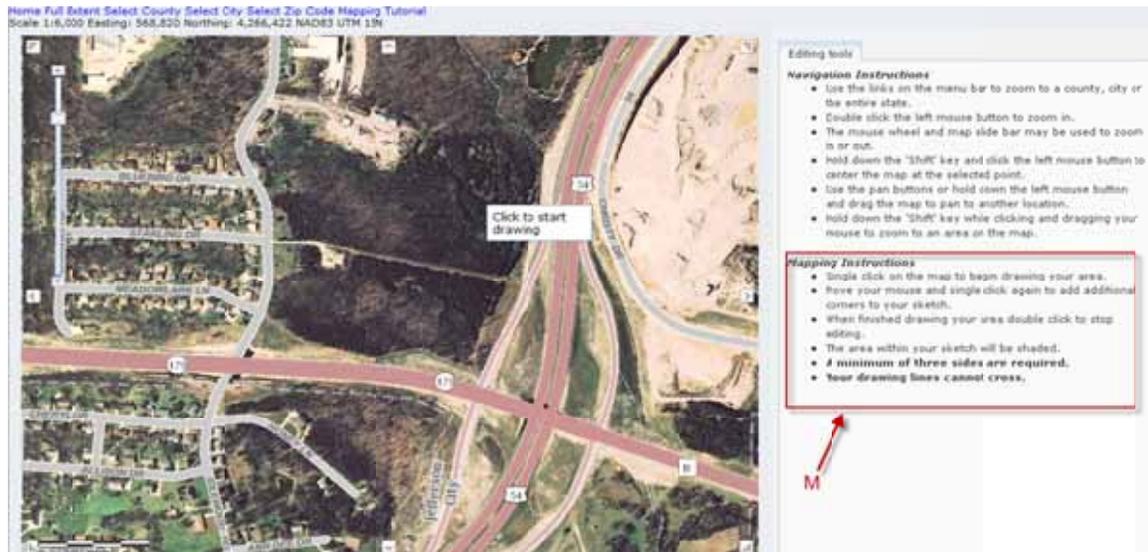
As stated above, 1:24,000 scale is when the user has the ability to draw their polygon, but that scale is really big. For most users, they will need to zoom closer.

For this example, the scale of 1:6,000 can be used to draw the polygon. However, the ePermitting mapping program will zoom to a scale of 1:1,200. For this example, a subdivision is going to be built North of Missouri Highway 179, West of Highway 54, and East of Idlewood Rd.



The polygon below was created with using the "Area" method. When the user clicks the Land Disturbance Area drawing icon shown with (K), the editing tool information will change to give more directions. The program will inform the user

how to draw the polygon with the mapping instructions located in the box shown with the (M). The program will also inform the user to [Click to start drawing].



8.3 Drawing the Polygon (continued)

The polygon line is read, and the system informs the user to [Double-click to complete]. The map below shows the polygon has been drawn up to the Idlewood Rd, but has not been completed.



To complete the map, the user will need to place their mouse very close to the start of their polygon before double-clicking the mouse. When they double-click the mouse, the following should appear on the map and right side instructional area.

The polygon will appear yellow, but this color can be changed as shown with the (N). There are also two new buttons that appear under the editing instructions area. The [Delete Sketch] button, shown with the (O), will delete the polygon and the user can draw another to their liking. However, if the polygon looks correct to the user, then the user can click the [Mapping Complete] button, shown with the (P).

Missouri Department of
Natural Resources
 Clean Water Information System - ePermitting
 Home | Full Extent | Select County | Select City | Select Zip Code | Mapping Tutorial
 Scale 1:6,000 Easting: 569,150 Northing: 4,266,306 NAD83 UTM 15N

• User Profile Settings
 • Help
 • Logout

Editing tools

Navigation Instructions

- Use the links on the menu bar to zoom to a county, city or the entire state.
- Double click the left mouse button to zoom in.
- The mouse wheel and map slide bar may be used to zoom in or out.
- Hold down the "Shift" key and click the left mouse button to center the map at the selected point.
- Use the pan buttons or hold down the left mouse button and drag the map to pan to another location.
- Hold down the "Shift" key while clicking and dragging your mouse to zoom to an area on the map.

Editing Instructions

- Single click on the edge of your sketch to start editing.
- Drag a white circle to add a new corner.
- Drag a gray circle to move a corner.
- Right click on a gray circle to delete a corner in the area's shape.
- Single click on an edge to save your changes.

Select the "Delete Sketch" button if you are not satisfied with your sketch.

Delete Sketch **Q**

Select the "Mapping Complete" button when you are satisfied with your sketch and ready to continue your application in process. Storm Water Reference Point(s) will be systematically derived based on your sketch.

Mapping Complete **P**

Area: 12.34 acres
 Length: 3,222.27 feet

Try changing the selection color if you are having trouble seeing your sketch. It may be necessary to click on the map to activate your selection.

Change Sketch Color **N**

Yellow Red White Blue

This screen also informs the user of the area (in acres) and the length of the polygon line (feet), shown with the (Q).

Missouri Department of
Natural Resources
 Clean Water Information System - ePermitting
 Home | Full Extent | Select County | Select City | Select Zip Code | Mapping Tutorial
 Scale 1:6,000 Easting: 569,150 Northing: 4,266,306 NAD83 UTM 15N

• User Profile Settings
 • Help
 • Logout

Editing tools

Navigation Instructions

- Use the links on the menu bar to zoom to a county, city or the entire state.
- Double click the left mouse button to zoom in.
- The mouse wheel and map slide bar may be used to zoom in or out.
- Hold down the "Shift" key and click the left mouse button to center the map at the selected point.
- Use the pan buttons or hold down the left mouse button and drag the map to pan to another location.
- Hold down the "Shift" key while clicking and dragging your mouse to zoom to an area on the map.

Editing Instructions

- Single click on the edge of your sketch to start editing.
- Drag a white circle to add a new corner.
- Drag a gray circle to move a corner.
- Right click on a gray circle to delete a corner in the area's shape.
- Single click on an edge to save your changes.

Select the "Delete Sketch" button if you are not satisfied with your sketch.

Delete Sketch

Select the "Mapping Complete" button when you are satisfied with your sketch and ready to continue your application in process. Storm Water Reference Point(s) will be systematically derived based on your sketch.

Mapping Complete **Q**

Area: 12.34 acres
 Length: 3,222.27 feet

Try changing the selection color if you are having trouble seeing your sketch. It may be necessary to click on the map to activate your selection.

Change Sketch Color

Yellow Red White Blue

When the polygon looks correct, the user will need to click the [Mapping Complete] button. When they do this, ePermitting will take the user to the General Information screen. The General Information screen informs the user of the continuing authority, SIC and NAICS codes (NAICS are not required at this

time), and the land disturbance components. The user has the ability to change the information contained on this page; however, this should be avoided unless it is absolutely necessary.

General Information

Facility: St. John's Bayou Subdivision Owner name: Missouri DNR	Permit Name: Land Disturbance Master General Permit ID ⓘ : MORA00000 Master General Permit Effective Date ⓘ : 02/08/2012 Expiration Date: 02/07/2017
--	---

Please review the defaulted information below. Once you have completed entering/updating your general permit information, click the Save Changes button. You may view permitted feature information by clicking the Permitted Feature List option at the top of the page, or you may complete your application by clicking the Certification option at the top of the page (when available).

*Indicates a required field.

Continuing Authority ⓘ

*Company Name/Person: Missouri DNR	Authority Level ⓘ: <input type="text"/>
*Address: PO Box 176	Address (line 2): <input type="text"/>
*City: Jefferson City	*State: MO <input type="text"/> *Zip Code: 65102 International Code: <input type="text"/>

Codes

*Primary SIC ⓘ: 162	Additional SIC Codes ⓘ: <input type="text"/>
Primary NAICS ⓘ:	Additional NAICS Codes ⓘ: <input type="text"/>

Land Disturbance Component

Total Permitted Area ⓘ: 12.24 Acres

Total Permitted Area is calculated based on the size of your map drawing

Permitted Features List and Details

At the top of the General Information page there is a new tab labeled “Permitted Features List, which is shown with the (R).

[User Profile Settings](#)
[Help](#)
[Logout](#)

Missouri Department of Natural Resources

Clean Water Information System - ePermitting

[Home](#) | [Facility Search](#) | [Map](#) | [General Info](#) | [Permitted Feature List](#)

General Information

Facility: St. John's Bayou Subdivision OwnerName: Missouri DNR	Permit Name: Land Disturbance Master General Permit ID ⓘ : MORA00000 Master General Permit Effective Date ⓘ : 02/08/2012 Expiration Date: 02/07/2017
---	---

Please review the defaulted information below. Once you have completed entering/updating your general permit information, click the Save Changes button. You may view permitted feature information by clicking the Permitted feature List option at the top of the page, or you may complete your application by clicking the Certification option at the top of the page (when available).

*Indicates a required field.

While the map is actually completed (the user would have received an error if it wasn't), Permitted Feature information is directly tied to the mapping program. Therefore, it is best to cover it under this chapter rather than creating a new chapter.

When the user clicks the [Mapping Complete] button, the General Information page is shown. This is to allow the mapping program to calculate the locational data and the hydrological data, which can take from seconds to 30 minutes (max time seen in testing). On average, most were calculated in less than 5 minutes. To determine if ePermitting has made the necessary calculations for the

Permitted Features, the user will need to click the Permitted Feature List as shown with the (R) above.

When the user clicks the Permitted Feature List tab, the Permitted Features List page will appear. Permitted features (usually called outfalls, but there are other types) are generated in the system on a one per 12-Watershed Boundary (12-WBD). Meaning that there will be one permitted feature for every 12-WBD that the polygon crosses. For the above example, the polygon did not cross any 12-WBD (i.e., the polygon is located in only one 12-WBD), there should be only one permitted feature.

If there is only one permitted feature, it is known as the primary permitted feature. If the polygon had crossed an additional one 12-WBD, there would have been two permitted features. The permitted feature located in the 12-WBD that has the greater size in the polygon would then be designated as the primary permitted feature.

Missouri Department of Natural Resources
Clean Water Information System - ePermitting

Home | Facility Search | Map | General Info | **Permitted Features List** | Certification

Permitted Features List

Facility: St. John's Bayou Subdivision
OwnerName: Missouri DNR

Permit Name: Land Disturbance
Master General Permit ID: MORA00000
Master General Permit Effective Date: 02/08/2012
Expiration Date: 02/07/2017

The following permitted features have been created based on your map drawing. Clicking on one of the hyperlinks available in the PF No. column will navigate you to the Permitted Features Detail screen where you can view complete details for a specific permitted feature.

PF No.	Primary Indicator	Type
001		Storm Water Outfall

Missouri Department of Natural Resources
1-800-361-4827 / 573-751-1300
E-mail: epermitting@dnr.mo.gov

The above is the Permitted Feature List page, which is displayed when the user clicks the Permitted Feature List tab. This page shows the permitted feature number (S), if the permitted feature is a primary permitted feature and primary permitted feature type (U). The allows the user to continue to the "Certification" page of ePermitting, which will be covered in a later chapter.

If the user clicks the blue hyperlink Permitted Feature number, it will take the user to the Permitted Feature Detail page (if the system has accomplished the background information calculations. It appears as follows:

Permitted Feature Detail

Facility: St. John's Bayou Subdivision Owner Name: Missouri DNR	Permit Name: Land Disturbance Master General Permit ID: MORA00000 Master General Permit Effective Date: 02/08/2012 Expiration Date: 02/07/2017
--	---

To view details for other permitted features, click the Permitted Feature List option at the top of the page. If you are ready to complete your application, click the Certification option at the top of the page.

Permitted Feature	
Permitted Feature Number:	001
Permitted Feature Type:	Storm Water Outfall
Primary:	Yes
Location Information	
UTM Easting:	566577.772
UTM Northing:	4266233.348
Legal Description:	S23T44NR12W
County:	Cole
Waterbody and Basin Information	
USGS HUC8:	10300102
Sub-Watershed Number:	1207
Receiving Waterbody Name:	Tributary to Moreau R.
Is the first receiving waterbody a classified water:	No
Does this permitted feature discharge to any classified water in the state of MO:	Yes
Distance to Classified Segment:	2.352 miles
Classified Waterbody ID:	941.00
Classified Waterbody Name:	Moreau R.
Is the first receiving or first classified waterbody a 303 (d) listed waterbody:	No

There is another way of accessing this page from the Home page. If the user did not want to wait for the calculations, they can end their session in ePermitting. Also, if the background calculation takes a significant amount of time, the ePermitting session may be timed out. Regardless of the reason, if the user wants to return to their map, they can do so from the Home page in ePermitting.

In the Home page, the user will need to choose the "I want to... [Continue Application in Process]", as shown below:

Home Facility Search

Welcome to ePermitting

If you have no facilities listed in the Associated Facility section of the page or if you would like to add an additional facility that is not listed, you must select the Facility Search tab at the top of the page. From that page, you will be able to add a new facility or select an existing one to display on your Home page.

Associated Facilities	
Oak Creek Estates	I want to... <input type="button" value="Go"/>
St. John's Bayou Subdivision	I want to... <input type="button" value="Go"/>

- Manage Facility
- Add a new Permit
- Continue Application in Process**
- Disassociate
- View Permit Copy

Missouri Department of Natural Resources
1-800-368-4827 / 313-751-1300
E-mail: epermitting@dnr.mo.gov

When the user selects the [Continue Application in Process] and clicks the [Go] button, the following page appears:

Welcome to ePermitting

If you have no facilities listed in the Associated Facility section of the page or if you would like to add an additional facility that is not listed, you must select the Facility Search tab at the top of the page. From that page, you will be able to add a new facility or select an existing one to display on your Home page.

Associated Facilities	
Oak Creek Estates	I want to... <input type="text"/> <input type="button" value="Go"/>
St. John's Bayou Subdivision	I want to... <input type="text"/>

Applications In Process						
St. John's Bayou Subdivision						
<i>The following is a list of your applications in process that have been initiated through ePermitting. Please click on one of the status hyperlinks to navigate to the appropriate section of your application. The green checkmark indicates you have completed that section of the application. The red X indicates that you have not completed that section of the application. Certification must be completed before payment will be accepted.</i>						
Permit Type	Application Begin Date	Status of Application				
Land Disturbance	03/28/2012	Map	General Info	Permitted Feature	Certification	Payment
Land Disturbance	03/28/2012	X	X	X	X	X
Land Disturbance	03/28/2012	Map	General Info	Permitted Feature	Certification	Payment
Land Disturbance	03/28/2012	X	X	X	X	X
Land Disturbance	03/28/2012	Map	General Info	Permitted Feature	Certification	Payment
Land Disturbance	03/28/2012	X	X	X	X	X
Land Disturbance	03/28/2012	Map	General Info	Permitted Feature	Certification	Payment
Land Disturbance	03/28/2012	✓	✓	X	X	X
Land Disturbance	03/28/2012	Map	General Info	Permitted Feature	Certification	Payment
Land Disturbance	03/28/2012	✓	✓	✓	X	X

When the user clicks the Permitted Feature hyperlink, shown with (W), it will take the user to the ePermitting Permitted Feature List.

Chapter 9: Certification

The Certification page in ePermitting is a very important page in the ePermitting system. The completion of the Certification is required in order to receive your general operating permit, and therefore it is very important to understand what is on this page as well as what the information means.

9.1 Access the Certification Page

There are different paths users can take to access the Certification Page. If the Certification Page is available, ePermitting will list it in the primary navigation bar, shown with the (A) below.



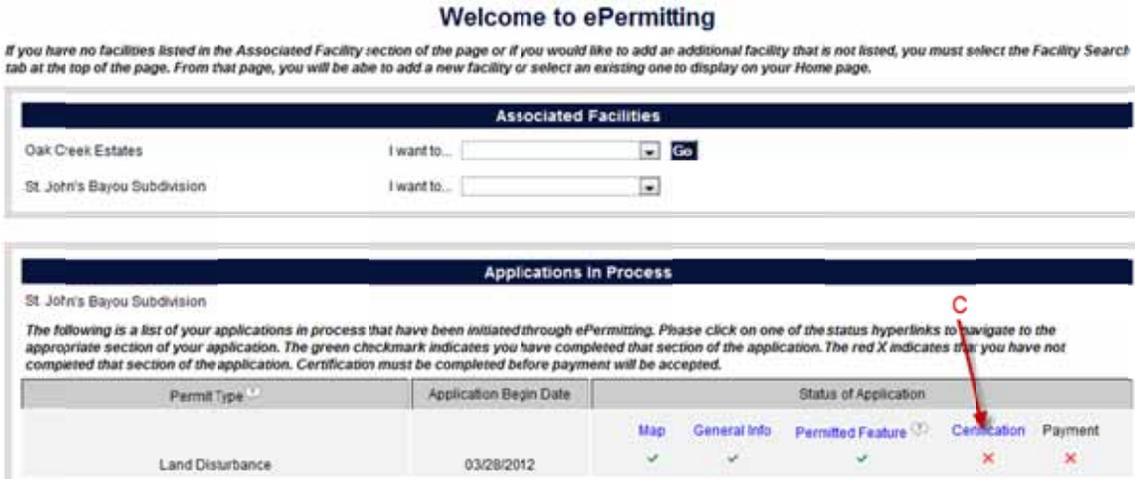
However, if the user has left the ePermitting system or has gone back to the Home page, the user can get to the Certification Page with the "I want to..." functions. To do this, the user will need to use the "I want to..." for the applicable

facility and select the “Continue Application in Process” drop down option, shown with (B) below.



When the user selects the Continue Application in Process, they will need to click the [Go] button. When they do this, the Home page will populate a sub-section of the Home page called “Applications in Process.” This portion of the Home page will display the status of the application by showing either green check mark for items completed, or red Xs for items not completed. Additionally, if the item is not in blue text, it is not available.

The user will need to click the Certification hyperlink shown with (C). When they do this or use the actual tab in the Primary Navigation bar, (A) above, it will take the user to the same page.



9.2 Certification Page

When the user accesses the Certification page, by one of the methods above, the below page (Certification Page) will be displayed.

Certification

Facility: St. John's Bayou Subdivision Owner Name: Missouri DNR	Permit Name: Land Disturbance Master General Permit ID: MORAD0000 Master General Permit Effective Date: 02/08/2012 Expiration Date: 02/07/2017
--	---

Before completing the certification statements below, please carefully review your draft permit document. The draft document is available by clicking the following button.

Certification Statements

Yes: No: Is any part of the area that is being disturbed discharging to a jurisdictional water of the United States? If yes, you must also receive a Clean Water Act, Section 404 Permit for this site from the United States Army Corp of Engineers.

Agree: I understand there may be an established Local Authority Erosion Control Plan in the city or the unincorporated area of the county where land disturbance activities covered under this general permit will occur. (Note - you may want to contact your local authority to determine if there are any requirements).

Agree: A Storm Water Pollution Prevention Plan (SWPPP) must be developed for this site. This plan must be developed in accordance with requirements and guidelines specified within the general permit for storm water discharges from land disturbance activities. This application will be considered incomplete if the SWPPP has not been developed.

Agree: I certify that I am familiar with the information contained in the application, that to the best of my knowledge and belief such information is true, complete and accurate, and being granted this permit, I agree to abide by the Missouri Clean Water law and all rules, regulations, orders and decisions, and terms of this permit, subject to any legitimate appeal available to an applicant under the Missouri Clean Water law of the Missouri Clean Water Commission.

The Certification page is important because it

- Informs the user about the facility, owner and permit information – (D).
- Allows the user to review the draft permit with (E).
- Presents the Certification Statements as shown with (F).

It is very important, but not required; that the applicant reviews the draft permit. When the [Review Draft Permit] is clicked, a File Download window will appear. The user will need to click the [Open] button, shown with the (G). The user can save the draft permit; however, it is only a draft. This means the permit is not issued and the applicant cannot start their land disturbance project.



When the user opens their draft general operating permit, they will see three documents that contain the following:

Document 1 – Certification Page. The Certification Page of an operating permit is the first page with the facility name, permit number (for the draft permit there will not be a permit number), owner information, and other facility related information.

Document 2 – Permit Body, Fact Sheet, and Standard Conditions Part 1. The permit body contains the terms and conditions of the operating permit. It is the same terms and conditions that are implemented for all general operating permits issued under a specific type of general permit. In this case, the terms and conditions are specific to Land Disturbance permits. These terms and conditions are applied to all land disturbance permits.

The operating permit informs the permittee what is to be implemented; the fact sheet informs the permittee why it is being implemented. Fact sheets are also used to give specific and useful information to the permittee to help them implement the terms and conditions of the permit.

Standard Conditions Part 1 is additional terms and conditions that are applicable to all operating permits throughout the State of Missouri.

Document 3 – Map. The map document shows the polygon and the stormwater reference point (Permitted Feature) calculated by the mapping program. The map should have imagery and a key indicating the specific items on the map.

9.2 Certification Page (continued)

The Certification Statement portion of this page is very important. Not only is it important for the user to understand what is being stated or asked for, but because without completing the certifications – the permit cannot be issued.

Certification Statement – Jurisdictional Waters: This is the only yes or no toggle option. This statement places the responsibility of determining if the land disturbance activity is in jurisdictional waters of the United States. For a better understanding of this, please see the FAQ section in Chapter 2.

Certification Statement – Local Authority Erosion Control Plan: This certification again places the responsibility of determining if the land disturbance activity is in a location where there is a local authority (county or city) that has an erosion control plan. While it is very important that the user determine if the activity will fall in such an area, the department does not require it. Checking on this will save the permittee time and stress up front rather than finding out the hard way (i.e., via an inspection by the department or a local authority).

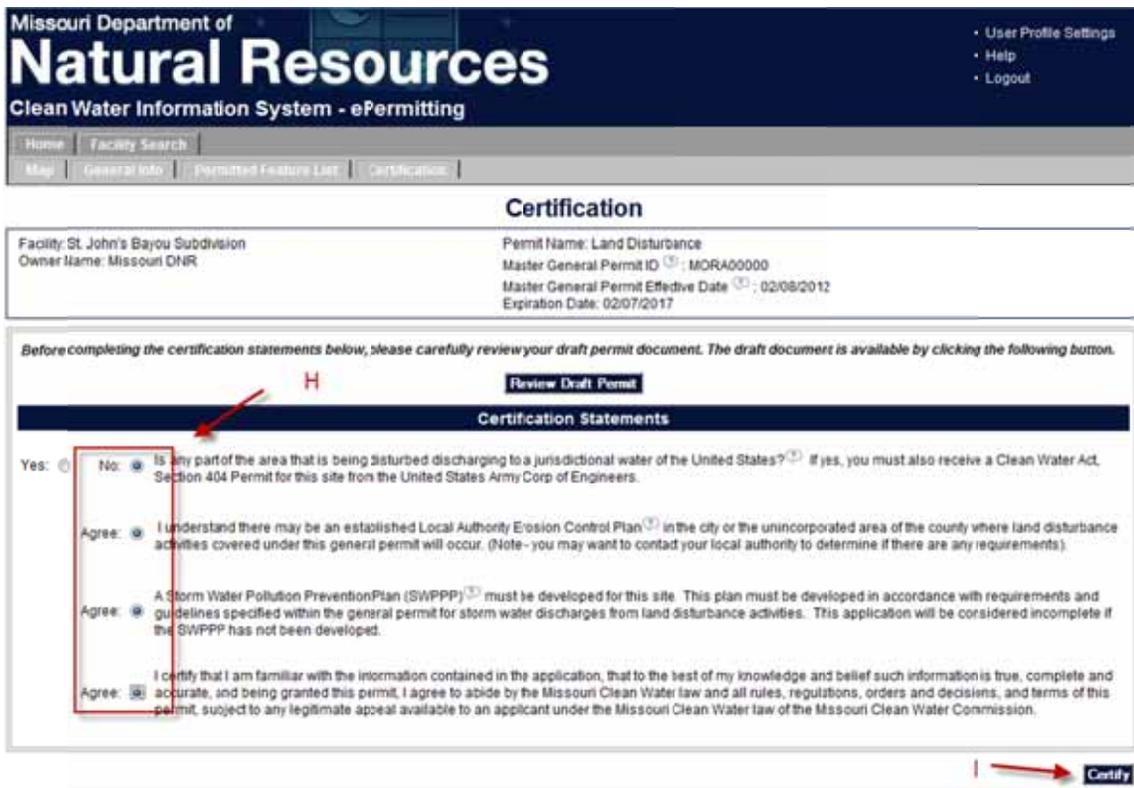
Certification Statement – SWPPP: The development of a Stormwater Pollution Prevention Plan (SWPPP) [*often pronounced swhip or S.W.P3*] is required prior to obtaining a land disturbance permit. However, until such time that ePermitting can accept records, the development of the SWPPP is on an honor system. If a SWPPP is not present during an inspection, this may lead to bigger problems for the permittee.

Certification Statement – Information is True: It is essential that the user ensure that everything in the ePermitting system is as accurate as can be. This also certifies that the user will abide by the terms and conditions of the permit.

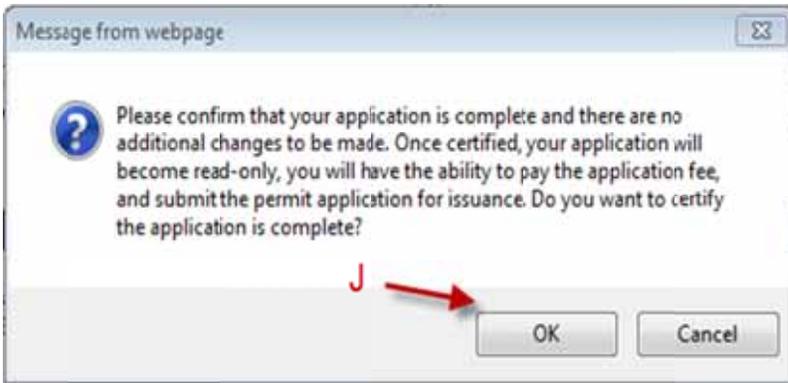
9.3 Certify

As stated above, if the user does not agree to any of the three Agree toggle buttons, then the permit will not be issued. Additionally, the system will not allow the user to issue the permit if both the yes and no toggle buttons are not activated.

For this example, the activity is not located in jurisdictional waters and the user agrees to the three remaining certification statements. The user only needs to click the toggle buttons to activate them. In the following screen shot, (H) points to the toggle buttons with No and Agree being activated. When the user does this, all they need to do is click the [Certify] button, shown with the (I).



When the user clicks the [Certify] button, an additional window will appear to the user to ensure the application is complete and no additional information needs to be added or changed. This window also informs the user that once the [Okay] button is clicked (J), the application is then a read-only file. This means that changes cannot be made to the application.



If the user wants to check everything in the application again, they only need to click the [Cancel] button. However, if everything looks fine and they click the [Okay] button, the Certification page re-displays but has more information.

When the Certification page re-displays, a new section appears below the certification statement called the Certification Completed By. In this section, the user that completed the certification will have their information populated here, shown with (L). Additionally and as explained above, the application is now in a read-only mode. Notice that the toggle buttons are now shown with grey activation (K). Finally, a new button appears on the bottom of the page. The [Pay Fee] button is now seen (M). If the user wishes to continue with the permit issuance process, all they need to do is click the [Pay Fee] button.

Certification

Facility: St. John's Bayou Subdivision Owner Name: Missouri DNR	Permit Name: Land Disturbance Master General Permit ID ^(?) : MOR00000 Master General Permit Effective Date ^(?) : 02/08/2012 Expiration Date: 02/07/2017
--	--

Before completing the certification statements below, please carefully review your draft permit document. The draft document is available by clicking the following button.

Review Draft Permit

Certification Statements

Yes: No: Is any part of the area that is being disturbed discharging to a jurisdictional water of the United States? ^(?) If yes, you must also receive a Clean Water Act, Section 404 Permit for this site from the United States Army Corp of Engineers.

Agree: I understand there may be an established Local Authority Erosion Control Plan ^(?) in the city or the unincorporated area of the county where land disturbance activities covered under this general permit will occur. (Note- you may want to contact your local authority to determine if there are any requirements).

Agree: A Storm Water Pollution Prevention Plan (SWPPP) ^(?) must be developed for this site. This plan must be developed in accordance with requirements and guidelines specified within the general permit for storm water discharges from land disturbance activities. This application will be considered incomplete if the SWPPP has not been developed.

Agree: I certify that I am familiar with the information contained in the application, that to the best of my knowledge and belief such information is true, complete and accurate, and being granted this permit, I agree to abide by the Missouri Clean Water law and all rules, regulations, orders and decisions, and terms of this permit, subject to any legitimate appeal available to an applicant under the Missouri Clean Water law of the Missouri Clean Water Commission.

Certification Completed By

Name:	Michael Abbott
Title:	ESIV
Phone Number:	(537) 526-1139
Date:	03/30/2012

Pay Fees

When the user clicks the [Pay Fees] button, this will start the payment process for the application. Fee payment is in Chapter 10 of this User's Guide.

Chapter 10: Payment Process

The user can only access the fee payment portion of ePermitting when all other steps in the application process have been completed. The permit will not be issued until ePermitting accepts the payment.

10.1 Accessing the Fee Payment Page

The user can access the Fee Payment page of ePermitting by either continuing to the Fee Payment page from the Certification page, as indicated with (A) below.

Home | Facility Search | Map | General Info | Permitted Features List | Certification

Certification

Facility: St. John's Bayou Subdivision
Owner Name: Missouri DNR

Permit Name: Land Disturbance
Master General Permit ID: MORA00000
Master General Permit Effective Date: 02/08/2012
Expiration Date: 02/07/2017

Before completing the certification statements below, please carefully review your draft permit document. The draft document is available by clicking the following button.

[Review Draft Permit](#)

Certification Statements

Yes: No: Is any part of the area that is being disturbed discharging to a jurisdictional water of the United States? ^(?) If yes, you must also receive a Clean Water Act, Section 404 Permit for this site from the United States Army Corp of Engineers.

Agree: I understand there may be an established Local Authority Erosion Control Plan ^(?) in the city or the unincorporated area of the county where land disturbance activities covered under this general permit will occur. (Note - you may want to contact your local authority to determine if there are any requirements).

Agree: A Storm Water Pollution Prevention Plan (SWPPP) ^(?) must be developed for this site. This plan must be developed in accordance with requirements and guidelines specified within the general permit for storm water discharges from land disturbance activities. This application will be considered incomplete if the SWPPP has not been developed.

Agree: I certify that I am familiar with the information contained in the application, that to the best of my knowledge and belief such information is true, complete and accurate, and being granted this permit, I agree to abide by the Missouri Clean Water law and all rules, regulations, orders and decisions, and terms of this permit, subject to any legitimate appeal available to an applicant under the Missouri Clean Water law of the Missouri Clean Water Commission.

Certification Completed By

Name: Michael Abbott
Title: ESRV
Phone Number: (537) 526-1139
Date: 03/30/2012

[Pay Fees](#)

If the user for whatever reason did not continue from the Certification Page in ePermitting or needed to switch to an alternative user (e.g., accounting staff for the entity), the user (or new user that will need to associate to the facility first) can access the Fee Payment page in ePermitting from the ePermitting Home page. The user will need to click the dropdown box in at the "I want to..." section for the appropriate facility, scroll down to the "Continue Application in Process" as seen with (B) below:



When the user clicks the [Go] button, the Home page is re-displayed with the information in the Application in Process area. The user will then need to click the Payment hyperlink, which should be blue as seen with (C) below. If the Payment hyperlink is not blue, the user has not completed all the processes. If a process is not completed, it will not have a green check mark by it.



Both ways (A) and (C) above, will take the user to the Payment Fee screen, which is displayed below.

Missouri Department of **Natural Resources**

Clean Water Information System - ePermitting

- User Profile Settings
- Help
- Logout

Home | Facility Search

Map | General Info | Permitted Feature List | Certification

Fee Payment

Facility: St John's Bayou Subdivision Owner Name: Missouri DNR	Permit Name: Land Disturbance Master General Permit ID: MORA00000 Master General Permit Effective Date: 02/08/2012 Expiration Date: 02/07/2017
---	---

**Indicates a required field.*

Fee Amount

Application Fee: \$300.00

Billing Information

*Name:

*Phone: () -

*E-mail:

*E-mail (verify):

Payment Details

*Payment Type:

When you navigate away from the screen, your Billing and Payment Details information will not be retained for future use. Please click the Submit button only once; it may take a few moments to process your payment and issue the permit.

10.2 Fee Payment Page

Before instructions are given on how to enter the required information in this page, there is information given on this page. Facility, owner, and facility information are given at the top (D). The fee amount is given at (E). The application fee amount is exactly that – the application fee.

The screenshot shows a web interface for fee payment. At the top, there is a navigation bar with links: Home, Facility Search, Map, General Info, Permitted Features List, and Certifications. Below this is a section titled "Fee Payment" containing the following information:

- Facility: St. John's Bayou Subdivision
- Owner Name: Missouri DNR
- Permit Name: Land Disturbance
- Master General Permit ID: MOR400000
- Master General Permit Effective Date: 02/08/2012
- Expiration Date: 02/07/2017

A red arrow labeled "D" points to the facility and permit information. Below this is a red text note: "*Indicates a required field." The main form is divided into three sections:

- Fee Amount:** Application Fee: \$300.00. A red arrow labeled "E" points to this value.
- Billing Information:** Contains four required fields: *Name, *Phone (with area code and exchange code boxes), *E-mail, and *E-mail (verify).
- Payment Details:** Contains a *Payment Type dropdown menu.

A red arrow labeled "G" points to the Payment Type dropdown. At the bottom right, there is a "Submit" button. A red arrow labeled "H" points to this button. A note at the bottom of the form reads: "When you navigate away from the screen, your Billing and Payment Details information will not be retained for future use. Please click the Submit button only once; it may take a few moments to process your payment and issue the permit."

The user making the payment for the application will need to fill in all the required information before they can submit payment. The required information is Name, Phone, E-mail, and E-mail Verify, which is shown with (F). Then they will need to select the payment type of credit or debit card or eCheck located at (G). After this, the user will need to click the [Submit] button, which is (H) below.

This screenshot is a closer view of the "Billing Information" and "Payment Details" sections of the form. It highlights the required fields for billing information:

- *Name
- *Phone (with area code and exchange code boxes)
- *E-mail
- *E-mail (verify)

A red arrow labeled "F" points to these four fields. Below them, the "Payment Details" section shows the *Payment Type dropdown menu, with a red arrow labeled "G" pointing to it. At the bottom right, the "Submit" button is shown with a red arrow labeled "H" pointing to it. The same note from the previous screenshot is present at the bottom: "When you navigate away from the screen, your Billing and Payment Details information will not be retained for future use. Please click the Submit button only once; it may take a few moments to process your payment and issue the permit."

When the user enters the information required under the billing information portion of the Fee Payment screen, they will continue next with the Payment Type.

When the user clicks the drop-down for the payment type under the payment details portion of the Fee Payment page, more additional information will come up based on the type of payment.

For example, when the payment type of credit card is used, the below will be displayed:

The screenshot shows a form titled "Payment Details" with the following fields: "Payment Type" (set to "Credit Card"), "Card Type" (a dropdown menu), "Card Number" (a text input field), "Expiration Date" (with "(MMYY)" as a placeholder), and "Security Code" (with a "What is this?" link). A "Submit" button is located at the bottom right.

When you navigate away from the screen, your Billing and Payment Details information will not be retained for future use. Please click the Submit button only once; it may take a few moments to process your payment and issue the permit.

Submit

If the payment type of eCheck is used, the below will be displayed:

The screenshot shows a form titled "Payment Details" with the following fields: "Payment Type" (set to "eCheck"), "Account Type" (a dropdown menu), "Check Type" (a dropdown menu), "Routing Number" (a text input field), and "Account Number" (a text input field). A "Submit" button is located at the bottom right.

When you navigate away from the screen, your Billing and Payment Details information will not be retained for future use. Please click the Submit button only once; it may take a few moments to process your payment and issue the permit.

Submit

10.3 Making the Payment

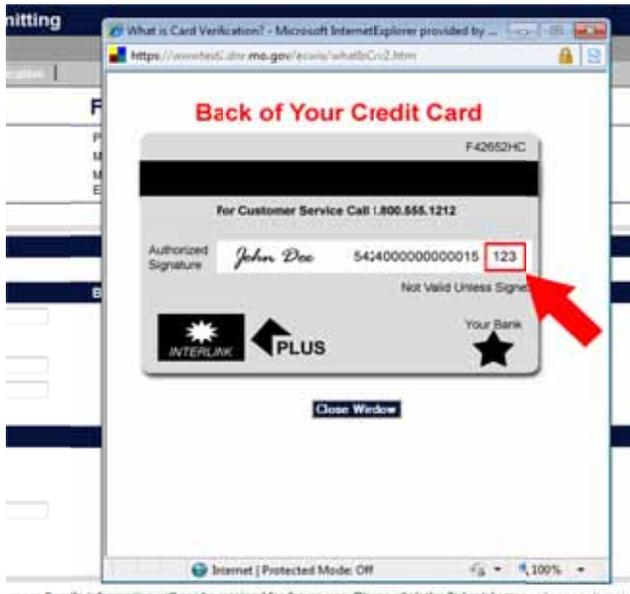
Once the user has determined what the payment type is to be (for this example credit card will be used), they will be required to enter it. One of the first items is the selection of the card type (I), the credit card number (J), expiration date (K), and security code (L). The security code has an additional hyperlink beside it to help the user determine what this means.

This screenshot is identical to the one above but includes red arrows and letters pointing to specific fields: 'I' points to the Card Type dropdown, 'J' points to the Card Number field, 'K' points to the Expiration Date field, and 'L' points to the Security Code field. A "Submit" button is at the bottom right.

When you navigate away from the screen, your Billing and Payment Details information will not be retained for future use. Please click the Submit button only once; it may take a few moments to process your payment and issue the permit.

Submit

Again, if the user does not know what the security code is they can click the blue hyperlink, which will display the following in a separate window:



After the user has entered all the required information correctly, they will click the [Submit] button. This will then take the user to the ePermitting Permit Confirmation page, which will inform the permittee if the application has been successfully processed (i.e., issued) or not.

Chapter 11: Permit Issuance

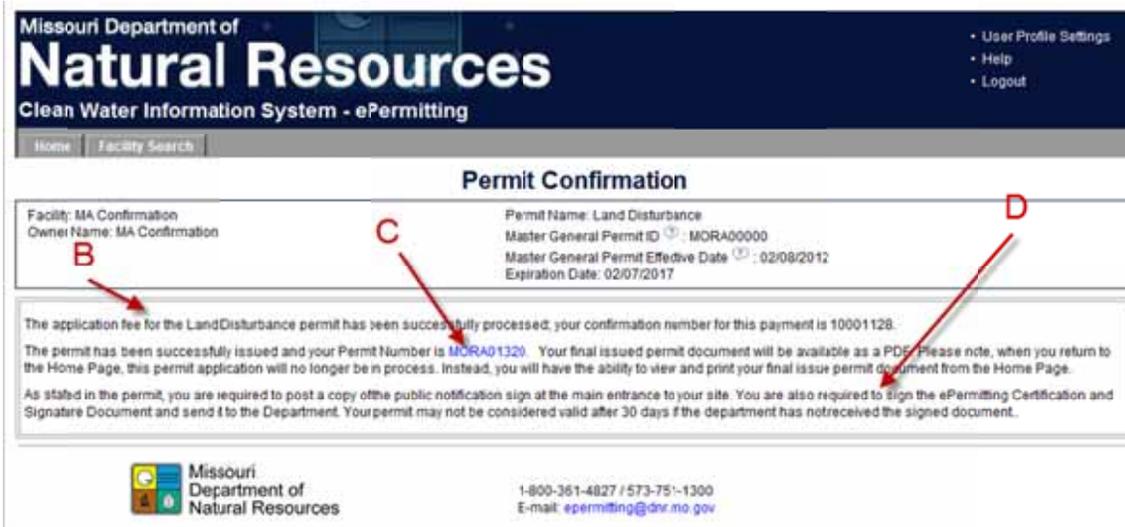
After the user has successfully paid for the permit via the ePermitting Fee Payment page by clicking the [Submit] button at the bottom of the payment fees page, as shown with (A) below, the next page that will be displayed is the Confirmation page.



When the user clicks the [Submit] button, ePermitting will also generate an email from "cleanwater@dnr.mo.gov". This email will contain the amount of the payment that was successfully processed, the payment confirmation number, and the General Missouri State Operating Permit number.

11.1 Confirmation Page at a Glance

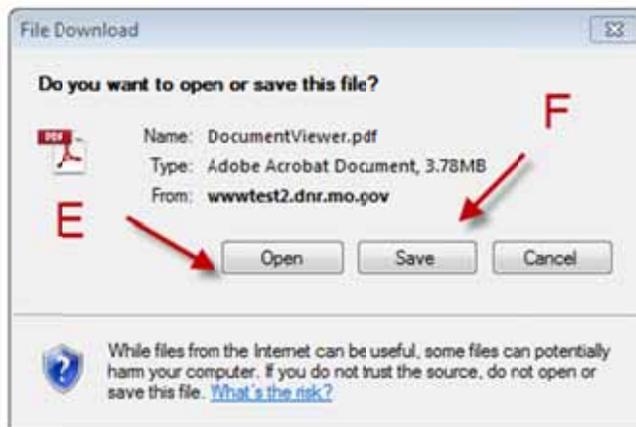
The ePermitting Confirmation page gives important information to the user regarding if the payment was successful, identified with (B) below; the final issued Missouri State Operating Permit for Land Disturbance activities, identified with (C) below; and other information regarding the public notification sign and ePermitting Certification and Signature Document, identified with (D) below.



11.2 Accessing the Issued Permit

To successfully access the PDF version of the issued permit, the user will need to click the blue hyperlink permit number identified with (C) above.

When the user clicks the blue hyperlink permit number, ePermitting will generate a separate File Download window. The user can either click the [Open] button, which is identified with (E); or the [Save] button, which is identified with (F).



If the user clicks the [Open] button or saves the document and then opens it, the document will contain the following:

- Cover Letter: this letter contains the Missouri Department of Natural Resources letter head and lists in the address box the owner's name, permit number and county, facility name and facility address. The paragraphs in the letter inform the user that the permit is issued to them based on information they have placed into the application (i.e., ePermitting system), and gives other important details.
- Certification page of the permit (first page). The certification page of the permit gives all the pertinent information regarding the permit number, owner's information, continuing authority information, facility information, and location and hydrological data. It also gives the facility description and the actual permit's issuance and expiration date. Finally, the Certification page is signed by the Director of the Department of Natural Resources and the Director of the Water Protection Program.
- Permit Body. The permit body will include several pages of terms and condition requirements that are to be implemented by the permittee.
- The next document in this permit package is the Standard Conditions for NPDES Permits – Part I: General Conditions. These are conditions that are applicable to all permits.
- After the Standard Conditions is the Fact Sheet for MORA00000 Land Disturbance General Permits. The purpose of this fact sheet is to detail the reasons and justification to the user on why the terms and conditions in their permit exist. The fact sheet also includes addendums.

11.2 (continued)

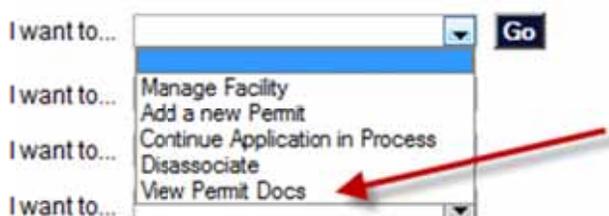
- Facility Map (in color if viewing on a computer). This is the map that the users drew in order to receive the operating permit. In addition, there is a map legend to give details regarding what the actual map contains.
- Public Notification Sign is the next document.
- Missouri Department of Natural Resources contact information for all the regional and satellite offices as well as the contact information for the central office.
- Finally, the ePermitting Certification and Signature Document. This document gives the information that the user entered into the ePermitting system, certification statements, and who the certification was completed by. The user will need to sign and date this document and send it back to the department within 30 days of receiving the issued permit. The clock starts ticking the day that the permit was issued (i.e., when the fees were paid).

Again, after the user has paid and printed off their permit, they can begin to conduct their land disturbance activities even prior to sending the ePermitting Certification and Signature Document back to the department.

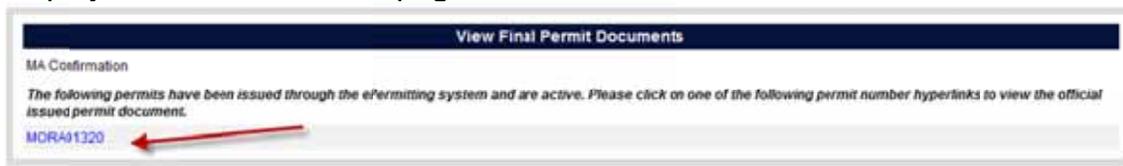
Chapter 12: ePermitting after Permit Issuance:

After the permit is issued via ePermitting, users can come back to ePermitting and review the issued permit document again as long as they are associated to the facility. Rather than contacting the department and requesting a copy of their operating permit, the user can continue to access and print the permit.

To access the permit, the user need only log back into ePermitting, and conduct a facility search if the user disassociated from the facility; or select the “View Permit Docs” from the appropriate facility’s “I want to...” drop-down box. Then all they need to do is select the [Go] button.



When the user selects the go button, View Final Permit Documents area will display at the bottom of the page.



The user need only click the blue hyperlink permit number to access their operating permit again.