

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:

The screenshot displays the Missouri Department of Natural Resources ePermitting interface. At the top, the header includes the department name and navigation links for User Profile Settings, Help, and Logout. Below the header is a navigation bar with links for Home, Facility Search, Facility, and Contacts. The main content area is titled "Facility Information" and contains two forms: "Facility Information" and "Owner Information".

Facility Information Form:

- Facility Name: St. John's Bayou Subdivision
- Address: Highway 50 East 1/4 mik past Clark
- Address (line 2):
- City: [Dropdown]
- State: MO
- Zip Code: 65102
- County: Cole
- Phone: () -
- My facility is regulated by the Public Service Commission []

Owner Information Form:

- Ownership Type: Private
- Company Name: Missouri DNR
- First Name: Michael
- MI: []
- Last Name: Abbot
- Suffix (Jr., Sr., etc): []
- Address: FO 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: inouldbefahin.abbott@gmail.com

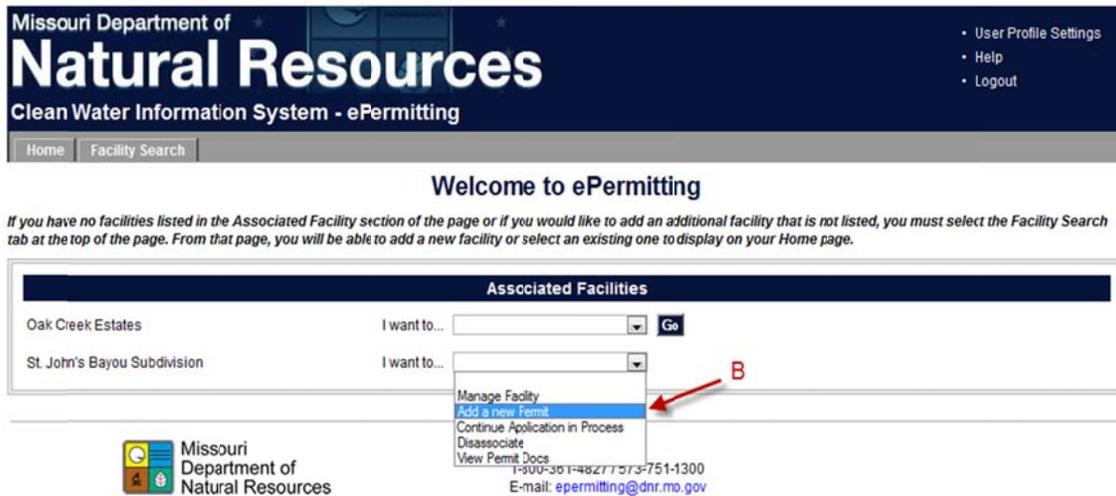
At the bottom right of the forms, there are two buttons: "Create New Permit" and "Save Changes". A red arrow labeled "A" points to the "Create New Permit" button.

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

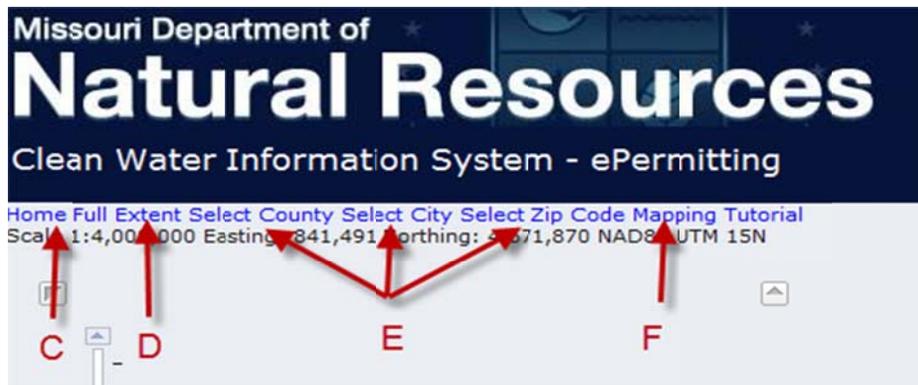
polygon (the area of the actual land disturbance or the total project), please read the following to become familiar with the mapping program.

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:

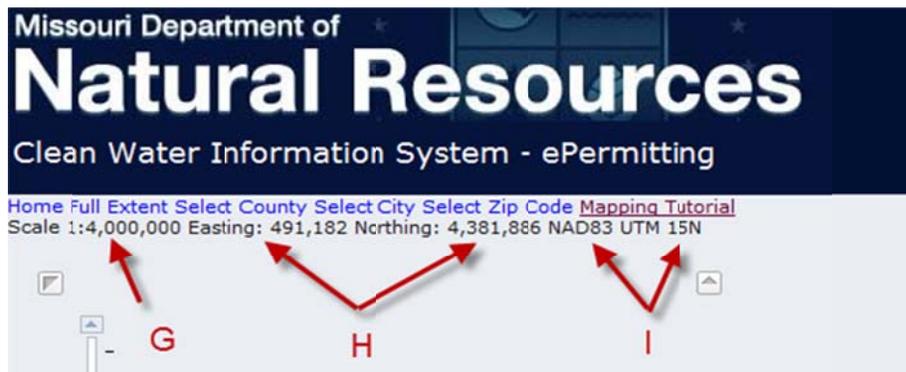
(D) – Full Extent. The map is shown at the scale of 1:4,000,000 which is the max scale.

(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).



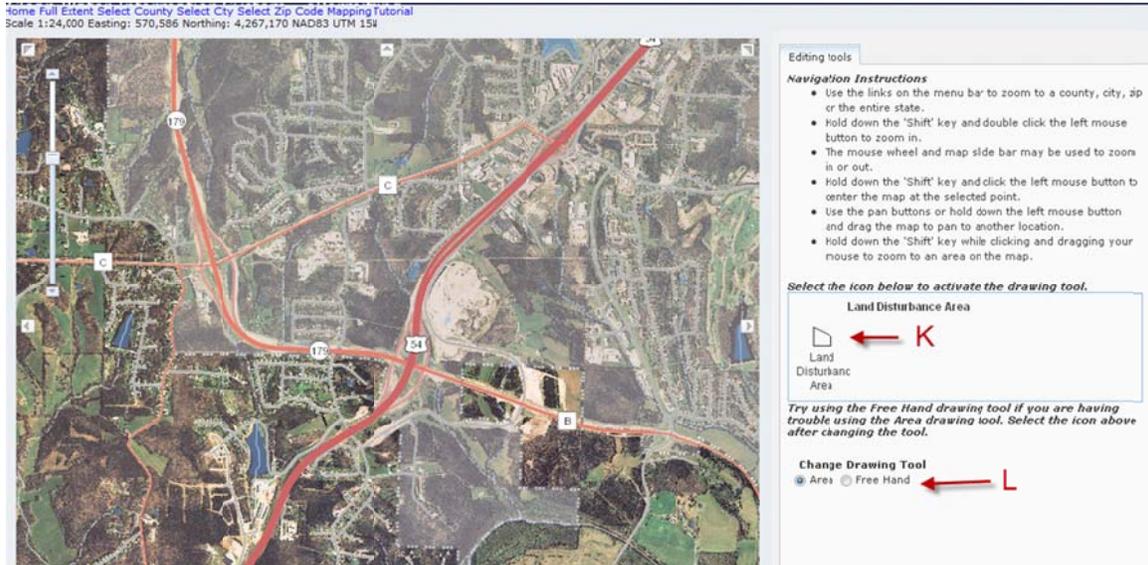
These instructions first indicate, “*Please zoom in. Editing is not allowed at Map scales less than 1:24,000.*” Mapping scales are opposite of what normal thinking would have you believe is greater or less than. This means that 1:24,000 scale is greater than the full extent of 1:4,000,000 scale, and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

Missouri Department of
Natural Resources

Home Full Extent Select County Select City Select Zip Code Mapping Tutorial
Scale 1:6,000 Easting: 568,499 Northing: 4,266,671 NAD83 UTM 15T

- 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.

Select the icon below to activate the drawing tool.

Land Disturbance Area

Land Disturbance Area **K**

Try using the Free Hand drawing tool if you are having trouble using the Area drawing tool. Select the icon above after changing the tool.

Change Drawing Tool

Area Free Hand

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].

Home Full Extent Select County Select City Select Zip Code Mapping Tutorial
Scale 1:6,000 Easting: 568,820 Northing: 4,266,422 NAD83 UTM 15T

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.

Mapping Instructions

- Single click on the map to begin drawing your area.
- Move your mouse and single click again to add additional corners to your sketch.
- When finished drawing your area double click to stop editing.
- The area within your sketch will be shaded.
- A minimum of three sides are required.**
- Your drawing lines cannot cross.**

M

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

Clear Water Information System - Processing
 Home Full Extent Select County Select City Select Zip Code Mapping Tutorial
 Scale 1:6,000 Easting: 569,180 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 ← O

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

Mapping Complete ← P

Area: 12.24 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 1:16,000 Easting: 569,180 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

Area: 12.24 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
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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:

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

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

Codes

*Primary SIC: 1629 Additional SIC Codes:

Primary NAICS: Additional NAICS Codes:

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).

Missouri Department of
Natural Resources
Clean Water Information System - ePermitting

- User Profile Settings
- Help
- Logout

Home | Facility Search | **Permitted Feature List** (R)

Map | General info

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
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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

- User Profile Settings
- Help
- Logout

Home | Facility Search | **Permitted Feature List** | 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

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	<input checked="" type="checkbox"/>	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

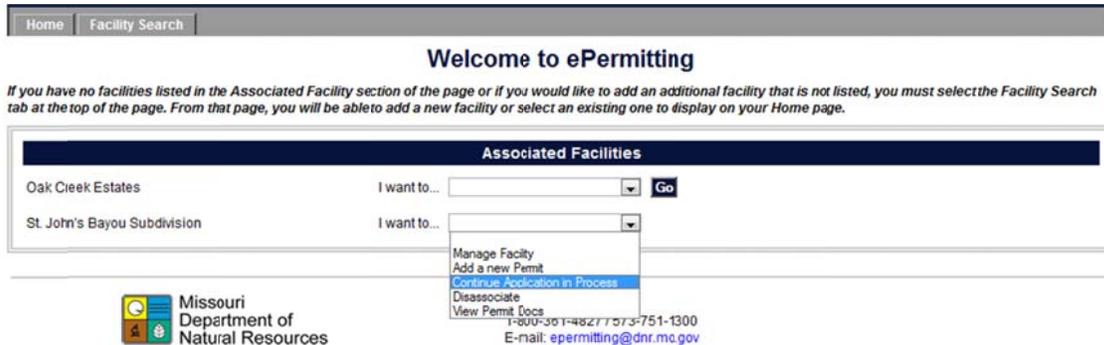
UTM Easting: 568677.772
UTM Northing: 4266233.348
Legal Description: S23T44NR12W
County: Cole

Waterbody and Basin Information

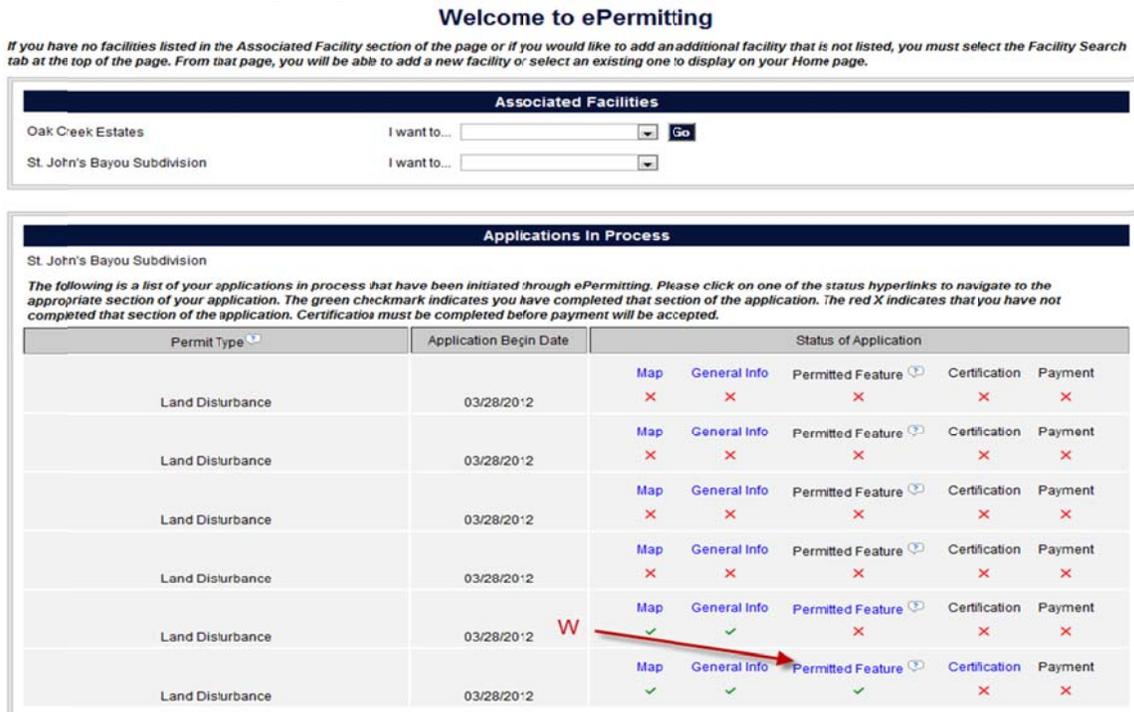
USGS HUC8: 10300102
Sub-Watershed Number: 1207
Receiving Waterbody Name: Tributary to Moreau R.
Is the first receiving waterbody a classified water: No
Does this permitted feature discharge to any classified water in the state of MO: Yes
Distance to Classified Segment: 2.352 miles
Classified Waterbody 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:



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



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