

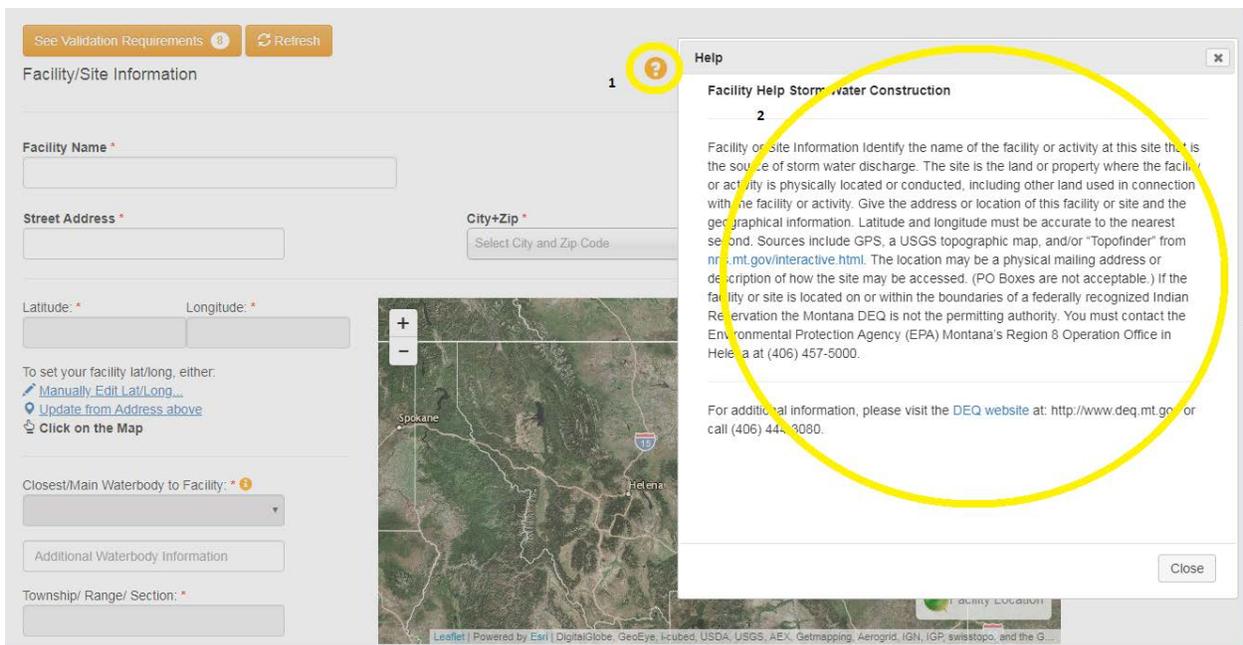
NEW APPLICATION

Complete an MPDES Application/NOI

Once you click next, your application will be initiated and the work you do from that point on will be auto-saved. You can leave the application process at any time to return later and pick up where you left off by [viewing/editing your application](#).

The left hand side of the Application pages shows how many steps you have to complete for your application. You can freely move back and forth between pages of the Application. Note that Applications/NOI's for different permits will ask and require different information. At each step of the

Application, each page has an icon in the upper right hand side of the page. Clicking this icon will display page-specific help documentation.



Almost every page of an Application will have some required fields. These fields can be identified by the red asterisk next to the label. If you start working on a page but do not fill out all of the required fields, you will see a reminder the next time you visit that page. If a page has more than one required field still to be filled out, the top of the page will show two buttons: “See Validation Requirements (#)” and “Refresh”.

Surface Water Individual for



NEW APPLICATION

The number lets you know how many fields are still required on the page. Click the “See Validation Requirements” button to see a list of required fields that need to be completed. Once you fill out the fields you can click the “Refresh” button to update the list and number. If there is only a single required field left to be completed, that field will be shown instead of the “See Validation Requirements” button.

All required fields will need to be filled out correctly to submit the application. At any time during the application process, you may skip to the last step (“Certification/Signature”) page on the left hand side. This page will show you all the required information that has not been completed for each step of the application process.

Most applications/NOI’s will at least ask for your:

- Facility/Site Information,
- [Representatives](#),
- SIC Codes,
- Outfalls,
- Documents.

Once you provide all the required information for the application and you submit it, you will be presented with a screen similar to the one below:

Permit #: MTR107106

[View/Edit Representatives](#)

Status: Submitted: Pending Funds/Signature

Balance Due: \$1,000.00

[Pay Now](#)

[Sign App/NOI](#)

Your application still needs to be [paid](#) and [signed](#)

Document Manager [Upload](#)

Show entries Page search:

Name	Document Type	Date	Links
APP10095.PDF	Application Application/NOI	2017/12/07 11:56	
map.png	Application Topographic Map	2017/12/07 11:55	🔗
SWC SWPPP 2.1.pdf	Application SWPPP: Stormwater Pollution Prevention Plan	2017/12/07 11:54	🔗
RTF.pdf	Application SWPPP Site Map	2017/12/07 11:53	🔗

Showing 1 to 4 of 4 entries [Previous](#) **1** [Next](#)

NEW APPLICATION

From this point, you have two more processes left:

- 1) [Sign the Application](#). This is the process of verifying who is applying for the permit.
- 2) [Pay the required fees](#).