

## SIGNING AND SUBMITTING APPLICATIONS

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

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Name	Document Type	Date	Links
<a href="#">APP10095.PDF</a>	Application Application/NOI	2017/12/07 11:56	
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<a href="#">SWC SWPPP 2.1.pdf</a>	Application SWPPP: Stormwater Pollution Prevention Plan	2017/12/07 11:54	<a href="#">🔗</a>
<a href="#">RTF.pdf</a>	Application SWPPP Site Map	2017/12/07 11:53	<a href="#">🔗</a>

Showing 1 to 4 of 4 entries Previous **1** Next

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](#).

The next two sections of this document will cover these steps.

### Sign an MPDES Application

Signing an Application is a required step of the Application process. This step verifies that the Applicant is the person applying and it certifies that the information submitted is accurate and true. This is a legally binding signature that binds the Application to the Applicant.

Before an Application can be signed, a Signatory Authority must be designated, authorized and verified as described in a [previous section](#). In the Application process, a Signatory Authority is required to be

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designated as a [representative](#). An Organization Administrator needs to ensure that the Signatory Authority is not only listed as a [representative](#) but is also [granted](#) the Signatory Authority role for this organization, allowing him/her to login and complete the signing process.

Once these steps are accomplished, the Signatory Authority can login to FACTS, [view the Application](#), then click on "Sign App/NOI" where you should see a screen similar to the one below (note that you may instead see the screen for Identity Proofing or signing ESA if you did not complete these steps before; see [Signatory Authority Setup](#)):

# Sign Application or Notice of Intent (NOI)

[Click here](#) to download and review your application document, then sign it by answering the questions below.

**Password \***

**Question**

What is your favorite TV show?

**Answer \***

Sign

Download and review the Application/NOI document by clicking the link at the top of the page, then electronically sign it by providing your password and the answer to one of the secret questions provided during [registration](#). Once you have signed your document the CROMERR system will email the signer a confirmation notice.

If there are errors in the Application/NOI document that need to be corrected before you can sign it, you will need to contact DEQ to get your Application opened for [re-submission](#).