Iowa DNR PERMT User Guide

Please use the Iowa DNR PERMT website for 24/7 access to make submittals to Iowa DNR Flood Plain Section, Iowa DNR Sovereign Lands Section and the US Army Corp of Engineers, determine submitted application Iowa DNR review status, and obtain copies of the DNR’s official response documents.

Additional information regarding the permitting process can be found online on the DNR Flood Plain Permitting website and the DNR Sovereign Lands Construction Permits website. You can also contact the Flood Plains Helpline at 866-849-0321 or floodplain-help@dnr.iowa.gov, or Sovereign Lands Assistance at 515-330-6432.

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**Definitions**

**A&A Login** - Authentication and authorization login is account ID (Iowa ID) and password used to login to PERMT.

**Animal Unit** - means a unit of measurement based upon the product of multiplying the number of animals of each category by a special equivalency factor (see 567 IAC 65)

**Base Flood Elevation** - the elevation of surface water resulting from a flood that has a 1% chance of equaling or exceeding that level in any given year

**Declaratory Order** - for AFO’s with less than 1000 animal units (AU)

**Flood Plain Determination** - for AFO’s with 1000 or more animal units (AU)

**Floodway Offset / Encroachment Limits** - The stream channel and portion of the adjacent floodplain that must remain open to permit passage of the base flood.

**Joint Application (JA)** - the application that is submitted to the Iowa Department of Natural Resources Flood Plain Permitting, Iowa DNR Sovereign Lands Construction Permitting, and the US Army Corps of Engineers

**Supplemental information**

For more information and guidance on each of the below areas the Iowa DNR issues permits for, click on the specific project type and a new tab will open with the corresponding pdf or link:

- [Bridge and Roadway Embankment (542-1023)]
- [Culverts (542-1027)]
- [Building Guidance (542-1011)]
- [Channel Changes (542-1025)]
- [Earth Embankment Dam (542-1015)]
- [Agricultural Levees (542-1011)]
- [Design Guidance for Streambank/Shoreline Protective Devices (Iowa River Restoration Toolbox)]
- [Sovereign Land Construction Permit Requirements for Shoreline Erosion Protection (riprap) and Seawall Standards]
- [Streambank Stabilization Form and Guidance]
- [Water Supply Wells and Facilities]
Functions of PERMT

1. **Submit a Joint Application (Screen Project and Submit Application)** - Screen need for joint application, then submit if required. Submitting a joint application is required for any development in a floodway or floodplain which exceeds the thresholds in 567—Chapter 71 and Chapter 73 and is not otherwise regulated by a department floodplain management order or a department-approved, locally adopted floodplain management ordinance requires a department floodplain development permit.

2. **Request a Base Flood Elevation (BFE)** - Submit a request for determination of the elevation of surface water resulting from a flood that has a 1% chance of equaling or exceeding that level in any given year.

3. **Request an Animal Feeding Operation Declaratory Order or Flood Plain Determination** - Request for a Flood Plain Declaratory Order (for AFO’s less than 1000 animal units) or a Flood Plain Determination (1000 or more animal units) for your animal feeding operation.

4. **Request an Environmental Review** - Request the Iowa DNR to search records for state and federal listed endangered or threatened species, rare natural communities, sensitive habitat, and state lands and waters in a proposed project area. You will need to create a new account or sign into your existing account.

5. **Public Search** - Search by location to find Flood Plain and Sovereign Land construction projects.

PERMT Management Tool

1. **My Projects** – Applicant Dashboard used to access all four classifications of permit applications.
   a. **Applications Started but Not Submitted** – This includes all permit applications that were started by the Applicant, but have not been submitted to the Iowa DNR. Therefore, the review of this project has not started. The incomplete application can be resumed for submission to the Iowa DNR.
   b. **Projects In Review** – This includes all permit applications that have been successfully submitted to the Iowa DNR. Clicking on the tracking number link (left most column) will expand the view for the Iowa DNR review status of the project. The US Army Corps of Engineer review status cannot be obtained on this website. Additional information for your applications can also be submitted here.
   c. **Waiting for Notification from Applicant that Construction is Complete** – This includes all permit applications that were approved (permitted) by the Iowa DNR, and require a Notice of Completion (NOC) when the construction phase of the project is complete. The NOC can be submitted electronically under this tab.
   d. **Closed Projects** – This includes all projects that did not require a permit, or permitted projects that have received a NOC. Copies of Iowa DNR official response documents (projects completed after April 2020) can be accessed here.

2. **Request Joint Application** – Link to specific submittal form.
3. **Request Base Flood Elevation, or Other Technical Assistance** – Link to specific submittal form.
4. **Public Search** – Applicant search for a specific recent application based on the map location.
5. **Request Environmental Review** – Link to specific submittal form.
6. **Request Animal Feeding Operation DO, or FP Determination** – Link to specific submittal form.
7. **Log Out**
Query to Determine if Joint Application (JA) is Required *(Screen Project and Submit Application)*

Your first steps will be to choose one or more project types, select your location, and finally select “Get Results” to determine if you should submit a Joint Application.

If a state permit application should be submitted, PERMT will automatically take you through the steps to log in, fill out a joint application, and submit that joint application to the Iowa DNR Flood Plains, Iowa DNR Sovereign Lands, and the US Army Corps of Engineers (USACE) Rock Island District for 404 Water Quality Permit review.

1. Select the project type or types that best describe your project.

2. To see examples of each project type, click on the Project Type label.
3. Use one of the search options to find your project’s location.

4. Once you zoom to your location, choose point, line, or polygon, then select the project area on the map.
   a. The map will show a blue tag based on the approximate location you previously searched.
   b. You must confirm the location by using the point, line, or polygon features to select the area of your project (Image A, B, and C).
5. Once you have selected your project location, select “Get Results.”

**Step 3: Get Results!**

6. After selecting “Get Results” the following information will appear with a determination whether a JA will need to be submitted.
   a. Under #4 on the “Results” page, select whether you would like to submit a JA or not.
   b. Select “Continue.”
Submitting a Joint Application (JA)

Logging In

1. After selecting “yes”, and then selecting the continue button, you will be directed to the state’s A&A login screen. If you do not already have login credentials select, “Create an Account” at the top of the page.
   a. Please note that the email address used to create your login credentials must be the same as the exact email address used for your JA. If the email addresses used for your Iowa ID creation do not match the email address used on your application, you will be unable to check the status of your application.
   b. When creating your Iowa ID, you will need to respond to the time sensitive email to confirm your Iowa ID before it can be used in PERMT. The A&A login is controlled by Iowa OCIO and not the Iowa DNR. Contact information for OCIO is contained in the help section of the A&A login page.

2. After logging in application data will be lost if not completed or saved within 60 minutes.
Step 1 - Enter Applicant Information

1. Select “Add Applicant” - The applicant(s) shall be the person(s), firm(s), corporation(s), etc. who have or will have the responsibility for the property on which the project will be located by reason of ownership, easement, or other agreement.

Landowner/Applicant Contact and Mailing Information

The applicant(s) shall be the person(s), firm(s), corporation(s), etc. who have or will have the responsibility for the property on which the project will be located by reason of ownership, easement, or other agreement. If the property is not presently owned by the applicant, attach an explanation of any easements or rights-of-way which have been or will be obtained or how such land will be acquired. If a project is being proposed by a lessee, the lessee and lessor should be joint applicants.

Add Applicant

2. Complete the required fields (identified with a red asterisk) and any other applicable fields, select “Save.”
   a. If you have made an error after saving the information you can either select “Edit” to correct the information or “Delete” to completely delete what was entered.
   b. If the email addresses used for your applicant(s) Iowa ID creation does not match the email address used on your application, the applicant(s) will be unable to access that application.

3. Enter the Applicant’s Point of Contact/Consulting Firm.
   a. If you are the applicant’s point of contact or consultant working on behalf of the applicant, please enter your contact information.

4. Select “Add Point of Contact.”

Add Point of Contact

Applicant's Point of Contact/Consulting Firm

If you are the applicant's point of contact or consultant working on behalf of the applicant, please enter your contact information.
If you have multiple people working on this project, please add them to the Point of Contact list so that they can have access to this application.

Add Point of Contact

a. Complete the required fields and any other applicable fields, select “Save.”
   b. If you have made an error after saving the information you can either select “Edit” to correct the information or “Delete” to completely delete what was entered.
   c. If you have multiple people working on this project, please add them to the Point of Contact list so that they can have access to this application.
   d. If the email addresses used for your applicant(s) Iowa ID creation does not match the email address used on your application, the applicant(s) will be unable to access that application.
   e. Filling out the application alone is not sufficient to have future access to an application. Only “Applicants” or “Points of Contact” added to the application will have future access to that application.

5. Adjoining Landowners - If your project type is a dam, levee, or channel change, or encompasses more than 10 acres of land, adjoining landowner information is required. If not, skip to step 6. Submit names, mailing addresses and County Assessor Parcel Numbers for the land that adjoins the property and adjacent land.
upstream, downstream and across from your project. Upload a property map and Excel Spreadsheet with this information.

a. Select “Browse.”

b. Selecting “Browse” will open your file explorer to allow you to upload the property map and Excel Spreadsheet with the adjoining landowner’s information.

c. Select the file location from the menu on the left.

d. Select the applicable document from the file menu by clicking on the file name.

e. Select “Open” to attach the file to the PERMT application.

6. At this time you may select “Save and Continue” to move to Step 2 or “Save and Exit” to exit and continue the application at a later time.

7. For the purpose of this guide, select “Save and Continue.”

Step 2 - Enter Project Description and Location

1. Enter a project name or title and a physical address for the site.
2. Explain the purpose and need for the project.
3. Enter the name of the waterbody or stream if known. If unknown or not applicable, use “Unknown” or “N/A.”

4. Upload any applicable documentation.
   a. Select “Upload Additional Information.”
b. From file explorer, select the appropriate folder that contains the documents that need to be updated.
c. Select the document and select “Open.”
d. The document will be attached to the application.
e. If you uploaded the incorrect document, select “Delete” to remove the uploaded document.

5. Enter a project description that accurately and clearly depicts the proposed activities.

Provide a project description for each project type that accurately and clearly depicts the proposed activities. Include project dimension, types and amounts of materials being used, construction methods, measures to prevent or minimize adverse impacts and disposal site locations, type and amount.

Give appropriate dimensions (length, width and height) of structures such as wing walls, dikes or excavations. Identify any structure to be constructed on fill, piles, or float-supported platforms. Indicate whether discharge of dredged or fill material is involved and any affects to a stream wetland, or other waterbody.

Streambank/Shoreline Protective Devices

6. The next section is to be completed if any dredged or fill material will be discharged to a waterbody. Enter “Not Applicable” in each box if no material will be discharged.

Complete this section if any dredged or fill material will be discharged to a waterbody. Include all affects to any stream, wetland, or other waterbody. Enter “Not Applicable” to each box if no material will be discharged.

What are the reasons for discharge?

What types of material are being discharged?

How much of each material will be discharged in cubic yards?

What is the surface area in acres of wetlands or other waters that will be filled?

Description of Avoidance, Minimization and Compensation

Explain your site information and provide directions to the site.

All fields with an * are mandatory.

7. At this point you may select “Previous” to go back to the previous page (the entered information will not be saved), “Save and Continue” or “Save and Exit.”
8. For the purpose of this guide, select “Save and Continue.”
Step 3 - Additional Questions

1. Enter the anticipated activity start date.
2. Enter the anticipated activity completion date.
3. Complete the required questions on the application.
   a. Any ‘yes’ answer will require additional information and provide a dialogue box to type this information in.

4. If you are requesting a permanent easement from the State of Iowa you will need to upload an easement draft as part of the application.
5. Select “Upload Additional Documentation” and the file explorer will open to allow you to upload the easement draft to continue with the application.
   a. Select the file location from the menu on the left.
   b. Select the applicable document from the file menu by clicking on the file name.
   c. Select “Open” to attach the file to the PERMT application.
6. At this point you may select “Previous” to go back to the previous page (the entered information will not be saved), “Save and Continue” or “Save and Exit.”

7. For the purpose of this guide, select “Save and Continue.”

Step 4 - Supporting Documentation

1. Upload all of your supporting documents. **At a minimum, a plan view must be uploaded showing the dimension and extent of work.** The following items are required for your application to be complete:
   - Vicinity/location map which shows the project site, name of waterway, name of and distance to local town, community or other identifying location such as roads; and north arrow.
   - A plan view of the project showing existing wetland boundary and or shoreline and the normal water surface elevation, adjacent property lines and ownership as listed in the application, principal dimensions of the structure or work and extent of encroachment into the water way, floodway/floodplain lines if established and known, north arrow and graphic or numerical scale.
   - Cross-sectional view of the project showing wetland boundary and/or shoreline, elevations, extent of encroachment, principal dimensions of the work as shown in plan view and graphic or numerical scales (horizontal and vertical).

2. Other supporting documents that may be required (pdf copies preferred for most items):
   - Cover Letter
   - Engineering Plans
   - Site Plans
   - GIS Shape Files
   - Images
   - Wetland Delineation Reports
   - Hydrologic / Hydraulic Models (please zip files prior to upload)
   - Easements or Easement Requests
   - Any other legal documentation

3. The following project type specific guidance documents can be used as your supporting documentation:
   - [Bridge and Roadway Embankment](#)
   - [Culverts](#)
   - [Building Guidance](#)
   - [Channel Changes](#)
   - [Earth Embankment Dam](#)
4. Select “Upload” and the file explorer will open to allow you to upload the necessary documents to continue with the application.
5. Select the file location from the menu on the left.
6. Select the applicable document from the file menu by clicking on the file name.
7. Select “Open” to attach the file to the PERMT application.

8. At this point you may select “Previous” to go back to the previous page (the entered information will not be saved), “Save and Continue” or “Save and Exit.”
9. For the purpose of this guide, select “Save and Continue.”

Step 5 - Consent to Enter, Verification, e-Signature

1. Consent to Enter Property - Agency personnel may make one or more field inspections of the project site when necessary to obtain information about the project. Agency personnel will contact the applicant prior to any
inspections. Submission of the application is deemed to constitute consent by the applicant for the agency staff and its agents to enter.

a. Indicate whether or not you provide consent to enter the property.

2. Environmental Review - The Department will review the application for any threatened or endangered species as well as sensitive natural area community impacts.
   a. Indicate whether or not you would like an official response sent to you after the review has been completed.

3. US Army Corps of Engineers Consent Required - Certain minor activities are eligible for authorization by general permits, which include Nationwide (NWP) and Regional General (RGP) permits. By selecting “No” will acknowledge that you have verified that your project meets the general, special, and 401 Water Quality Certification conditions of an NWP relative to your request and that no notification criteria has been met. No further coordination with the Corps of Engineers Regulatory Division is necessary if this "No" box is selected.

4. Additional Information - Provide any additional information that the Agency should know regarding the application.

5. Application Verification - Check the “I agree” box to certify that the information contained in the application is true, complete and accurate, to the best of your knowledge.

6. Select the appropriate box for “I am the applicant or I am the applicant’s POC”

7. Your Signature - Type your First and Last Name

8. Check the “Signature on Application” box

9. At this time, you may select “Previous” to move to prior steps in the application, “Save and Exit” to exit and continue the application at a later time, or “Submit” if you have completed the application.

10. For the purpose of this guide, select “Submit.”
   a. If the “Submit” button is grayed out, you have not completed all requirements in Step 5.

11. Once the application is submitted a copy of the application will be emailed to the email address(s) provided in the application and the application will go into the assigned engineer’s queue for review.

12. Use the assigned tracking number(s) provided in the email on all future correspondence for this project.

13. Log in to https://programs.iowadnr.gov/permit/JointApplication/Submitted to check on the status of your project.
Requesting a BFE

Logging In

1. After selecting the BFE button you will be directed to the state’s A&A login screen. If you do not already have login credentials select, “Create an Account” at the top of the page.
   a. Please note that the email address used to create your login credentials must be the same as the email address used for your JA. If the email addresses do not match you will be unable to check the status of your application.

![DNR Permit & Environmental Review Management Login Screen](image)

Step 1 - Enter Applicant Information

1. Select “Add Applicant” - If the applicant is a private landowner, please fill out the Applicant field with First Name/Last Name. If the applicant is an Entity, please enter the name of the Entity in the Applicant Field and add a point of contact in the Point of Contact Field (First Name/Last Name).

   Landowner/Applicant Contact and Mailing Information

   If the applicant is a private landowner, please fill out the Applicant field with First Name/Last Name. If the applicant is an Entity, please enter the name of the Entity in the Applicant Field and add a point of contact in the Point of Contact field. All fields with an * are mandatory.

   ![Add Applicant Button](image)

2. Complete the required fields and any other applicable fields, select “Save.”
   a. If you have made an error after saving the information you can either select “Edit” to correct the information or “Delete” to completely delete what was entered.
3. Enter the Applicant’s Point of Contact/Consulting Firm.
   a. If you are the applicant’s point of contact or consultant working on behalf of the applicant, please enter your contact information.

4. Select “Add Point of Contact.”

   **Applicant’s Point of Contact/Consulting Firm**

   *If you are the applicant’s point of contact or consultant working on behalf of the applicant, please enter your contact information.*

   **Add Point of Contact**

   a. Complete the required fields and any other applicable fields, select “Save.”
   b. If you have made an error after saving the information you can either select “Edit” to correct the information or “Delete” to completely delete what was entered.
   c. If you have multiple people working on this project, please add them to the Point of Contact list so that they can have access to this application.

**Step 2 - Enter Request Information**

1. Select what you are requesting:
   a. Base Flood Elevation (BFE) and Minimum Protection Level (MPL)
   b. Floodway Offset
   c. Other Technical Assistance (Flow Rate, Reach Slope, etc.)

2. Select the purpose of your request:
   a. BFE needs to apply for a letter of Map Change or Letter of Map Amendment from FEMA.
   b. BFE, MPL and/or Offsets needed for project design.
   c. Other (explanation needed).

   ![Request Options]

3. Enter the Project Description, Explanation of Request and Street Address (if available).

   ![Additional Information]

Created 8/2/22 - CR
Step 3 - Project Location Search

1. Use one of the search options to find your project's location.

2. Once you zoom to your location, choose point, line, or polygon then select the project area on the map.
   a. The map will show a blue tag based on the location you previously entered.
   b. You must confirm the location by using the point, line, or polygon features to select the area of your project (Image A, B, and C).
Step 4 - Application Verification

1. Check the “I agree” box to indicate that you are accepting responsibility for the accuracy of the information provided in the request
2. Type your First Name and Last Name in the signature field.
3. Select the “Submit” button.

By submitting this petition you are accepting responsibility for the accuracy of all information provided in this request.

I agree

Your Signature*  
Signature Date: 5/26/2022

Request Animal Feeding Operation DO or FP Determination

Logging In

1. After selecting “Request Environmental Review” you will be directed to the state’s A&A login screen. If you do not already have login credentials select, “Create an Account” at the top of the page.
   a. Please note that the email address used to create your login credentials must be the same as the email address used for the applicant information. If the email addresses do not match you will be unable to check the status of your application.

Step 1 - Enter Applicant Information

1. Select “Add Applicant” - If the applicant is a private landowner, please fill out the Applicant field with First Name/Last Name. If the applicant is an Entity, please enter the name of the Entity in the Applicant Field and add a point of contact in the Point of Contact Field (First Name/Last Name).

   Landowner/Applicant Contact and Mailing Information
   If the applicant is a private landowner, please fill out the Applicant field with First Name/Last Name. If the applicant is an Entity, please enter the name of the Entity in the Applicant Field and add a point of contact in the Point of Contact field. All fields with an * are mandatory.

   Add Applicant

2. Complete the required fields and any other applicable fields, select “Save.”
   a. If you have made an error after saving the information you can either select “Edit” to correct the information or “Delete” to completely delete what was entered.
3. Enter the Applicant’s Point of Contact/Consulting Firm.
   a. If you are the applicant’s point of contact or consultant working on behalf of the applicant, please enter your contact information.

4. Select “Add Point of Contact.”

   Applicant’s Point of Contact/Consulting Firm
   If you are the applicant’s point of contact or consultant working on behalf of the applicant, please enter your contact information.

   Add Point of Contact

   a. Complete the required fields and any other applicable fields, select “Save.”
   b. If you have made an error after saving the information you can either select “Edit” to correct the information or “Delete” to completely delete what was entered.
   c. If you have multiple people working on this project, please add them to the Point of Contact list so that they can have access to this application.

Step 2 - Calculating Animal Units
1. Provide the proposed total number of heads after expansion in the chart below.
   a. The total AUC will populate in the highlighted field and indicate whether you need a Flood Plain Determination or a Declaratory Order.

2. Provide the existing number of head.
3. Provide the DNR Animal Feeding Operation Facility # (if known).
4. Provide the facility name.
5. Provide the dimension of the proposed structure.
Step 3 - Project Location Search

1. Use one of the search options to find your project's location.

2. Once you zoom to your location, choose point, line, or polygon then select the project area on the map.
   a. The map will show a blue tag based on the location you previously entered.
b. You must confirm the location by using the point, line, or polygon features to select the area of your project (Image A, B, and C).
Step 4 - Upload Site Plan

1. Upload site plans and any applicable additional information.

   **Upload Site Plan:**
   
   Upload site plans and additional information. Show and label all separate manure storage structures or egg wash water storage structures on your site plan.

   ![Upload Document(s)](image)

2. Select “Upload Document(s)” and the file explorer will open to allow you to upload the necessary documents to continue with the application.
3. Select the file location from the menu on the left.
4. Select the applicable document from the file menu by clicking on the file name.
5. Select “Open” to attach the file to the PERMT application.

Step 5 - Additional Details

1. Explain why you think the proposed site is or is not located on the “one hundred year flood plain.”
2. Indicate whether the owner is currently a party to another proceeding involving the questions at issue and whether, to the owner’s knowledge, those questions have been decided by, are pending determination by, or are under investigation by, any governmental entity.

3. List below the names and addresses of other persons, or a description of any class of persons, known by the owner to be affected by, or interested in, the questions presented in this petition.

4. State whether or not you would like to request a meeting with the DNR Flood Plain Management Program (as provided for by 561 IAC 6.7).

Step 6 - Application Verification

1. Check the “I agree” box to certify the accuracy of the information provided in the petition.
2. Type your first and last name in the signature box.
3. Select the “Submit” button.
Requesting an Environmental Review

Logging In

1. After selecting “Request Environmental Review” you will be directed to the state’s A&A login screen. If you do not already have login credentials select, “Create an Account” at the top of the page.
   a. Please note that the email address used to create your login credentials must be the same as the email address used for the applicant information. If the email addresses do not match you will be unable to check the status of your application.

Disclaimer

In response to a request for Environmental Review for Natural Resources, the Department will search records for state and federal listed endangered or threatened species, rare natural communities, and sensitive habitat in a proposed project area.

Current list of endangered, threatened, and special concern species:

571 IAC chapter 77.2: List of Animals
571 IAC chapter 77.3: List of Plants

According to Iowa Administrative Code 481A and 481B, a person shall not take, possess, kill, trap or ensnare, transport, import, export, process, sell or offer for sale, buy or offer to buy, nor shall a common or contract carrier transport or receive for shipment, any species plant or animal on the state list.

If you have any questions or the results are unclear, please contact the Iowa Department of Natural Resources at 515-330-6432.

You are responsible for complying with all local, state and federal statutes, ordinances, rules and permit requirements applicable to the construction, operation and maintenance of your project.

For a review from the US Fish and Wildlife Service for any impacts to federally listed plant and animal species visit their project planning tool website at https://ecos.fws.gov/ipac/ or contact them at https://www.fws.gov/midwest/rockisland/contactus.html.

Step 1 - Enter Landowner/Applicant Information

1. Select “Add Applicant” to enter in the contact and mailing information for the landowner/applicant.
2. Enter in the applicable/required information.
   a. The email address entered here should match the email address associated with your A&A account.

Step 2 - Select Project Type(s)
1. Select the project type(s) that best describes your project. Please note, more than one project type may be selected.
Step 3 - Project Site Description
1. Select the environment type at the project site.
   a. Hold the “ctrl” key to select more than one type

Step 4 - Vegetation Descriptions for Site
1. Describe all vegetation currently growing at the project site.

Step 5 - Type of Disturbance
1. Indicate the type of disturbance that will take place at the project site.
   a. If “Ground Disturbance,” provide the start date, end date, and explanation.
   b. If “Tree Clearing,” provide the start date, end date, and explanation.
   c. If “Wetland Draining, Filling, Dredging” provide the start date, end date, and explanation.
   d. If “Dredging,” provide the date of the last dredge event and how much material was removed.
Step 6 - Project Location Search

1. Use one of the search options to find your project’s location.

2. Once you zoom to your location, choose point, line, or polygon then select the project area on the map. The map will show a blue tag based on the location you previously entered.

   a. You must confirm the location by using the point, line, or polygon features to select the area of your project (Image A, B, and C).
Step 7 - Additional Information
1. Provide a project title.
2. Provide a project description.
3. Provide the purpose or need for the project.
4. Provide the anticipated start and end dates of the project.
5. Upload any supporting documentation; such as, aerial photos, engineering plans, wetland delineation reports, etc.

Step 7: Please fill out the following information

Project Title

Project Description
(Existing site location details as well)

Purpose or Need for the Project

Anticipated Activity Start and Completion Date
Start Date*  End Date*

Do you have any supporting documentation to add to your application?
Supporting information may include; Aerial Photos, Engineering Plans, Wetland Delineation Reports, Plant/Animal Surveys, Shapefiles or any other documents that you feel are necessary to complete review of your project.

Upload Documents

Step 8 - Application Verification
1. Check the “I agree” box to certify that the information contained in the request is true and accurate.
2. Enter your signature, by typing your first and last name.
3. At this time you may save the application for later or submit. For the purposes of this guide, select submit.

Application Verification:
I certify that I am familiar with the information contained in this request and that to the best of my knowledge and belief, such information is true, complete, and accurate. I further certify that I possess the authority to undertake the proposed activities.

☐ I agree

Your Signature*  Firstname Lastname  Signature Date:  5/26/2022

For a review from the US Fish and Wildlife Service for any impacts to federally listed plant and animal species visit their project planning tool website at [https://ecos.fws.gov/plp/] or contact them at [https://www.fws.gov/midwest/rocksand/contacts.html/]

Save For Later  Submit  Cancel

Viewing Applications in Process
To access an application that you have saved to complete later, first log into your A&A account.

Logging In
1. Select the “Log In” option in the upper right corner of the web browser and you will be directed to the state’s A&A login screen.
   a. Please note, to view incomplete applications or to view the status of a submitted application the email address used to create your (Iowa ID) login credentials must be the same as the email address used for the contact information in the application. If the email addresses do not match you will be unable to check the status of your application.
2. After logging in, application data will be lost if not completed or saved within 60 minutes.

In Progress Applications
1. To view applications that have been started, but not submitted, select “My Projects” from within PERMT Management Tool.
2. From this screen you can:
   a. **Applications Started but Not Submitted** - Resume and complete any incomplete application(s) previously started that are less than one year old. Delete an incomplete application(s).
   b. **Projects in Review** - View any previously submitted items. Add (upload) any supplemental information to any project currently under review. This includes information requested by the review engineer.
   c. **Waiting for Notification from Applicant that Construction is Complete** - Complete the “Notice of Completion” certification required at the end of construction for a permitted project.
   d. **Closed Projects** - Download additional copies of any approval documents, or upload any items required as a permit special condition.
Review Process

Initial Screening of Applications
Each application upon receipt will be evaluated by the department to determine whether adequate information is available to review the project. The department will advise the applicant of any additional information required to review the project.

If the requested information is not submitted within 60 days of the date the request is made, the department will consider the application withdrawn.

Order of Processing
In general, complete applications including sufficient plans and specifications will be reviewed in the order that complete information is received.

The current view period is 2 to 2 ½ months from the date of receipt.

Out of Order Requests
When there are a large number of pending applications, which preclude the department from promptly processing all applications, the department may expedite review of a particular application out of order if the completed application and supporting documents were submitted at the earliest practicable time and any of the following conditions exist:

- Relatively little staff review time (generally less than four hours) is required and delay will cause the applicant hardship;
- The applicant can demonstrate that a delay in the permit will result in a substantial cost increase of a large project;
- Prompt review of the permit would result in earlier completion of a project that conveys a significant public benefit;
- The need for a permit is the result of an unforeseen emergency or catastrophic event; or
- A permit is needed to complete a project that will abate or prevent an imminent threat to the public health and welfare.

Project Investigation
The department will conduct an investigation of a project for which an application has been submitted.

The following are standard procedures for an investigation of an application.

1. **Inspection.** Agency personnel may make one or more field inspections of the project site when necessary to obtain information about the project. Submission of the application is deemed to constitute consent by the applicant for the agency staff and its agents to enter upon the land on which the proposed activity or project will be located for the sole purpose of collecting the data necessary to process the application, unless the applicant indicates to the contrary on the application.

2. **Technical review.** The department staff will conduct a technical review using appropriate analytical techniques such as application of hydrologic and hydraulic models to determine the effects and impacts of a proposed project.

3. **Solicitation of expert comments on environmental effects.** For channel changes or other development which may cause significant adverse effects on the wise use and protection of water resources, water quality, fish,
wildlife and recreational facilities or uses, the department will request comments from the fish and wildlife division of the department or other knowledgeable sources.

4. **Summary report of project review.** The department staff may, if indicated, prepare a project summary report which summarizes the results of the review with respect to relevant criteria, the analytical methods used in the review and other project information. Typical indications of when project summary reports will be prepared are for those projects for which negative comments have been received from potentially affected landowners, those projects which are not approvable, and those projects which are complex in nature. Project summary reports will not normally be prepared for routine, noncontroversial projects.

5. **Notice to landowners who might be affected.** Before an application for approval of a levee or channel change is approved the department shall require the applicant to provide the names of the owners and occupants of land located immediately upstream, downstream, and across from the project site, and owners of any other land which the agency staff determines may be adversely affected by the project. The department will then notify the landowners that the project is under consideration and provide a reasonable opportunity for submission of comments. These requirements may also apply to other types of floodplain development when the project review discloses that lands not controlled by the applicant may be adversely affected by the project.

6. **Notice to the applicant that the project does not conform to criteria.** If the project review discloses that the project violates one or more criteria and that the project should be disapproved, or approved only subject to special conditions to which the applicant has not agreed, the department will notify the applicant and, when practical, suggest appropriate project modifications. The department will offer the applicant an opportunity to submit comments before an initial decision is made.

**Initial Decision by the Department**

The initial decision by the department on an application for a floodplain development permit will be either an approval or disapproval. The initial decision will include a determination whether the project satisfied all relevant criteria and may incorporate by reference and attachment the summary report described in 70.5(3)”d”. Copies of the initial decision shall be emailed to the applicant, any person who commented pursuant to 70.5(3)”e,” and any other person who has requested a copy of the decision.

- **Approval.** Issuance of a floodplain development permit shall constitute approval of a project. The permit shall include applicable general conditions listed in 567 IAC Chapter 72 and may include one or more special conditions when reasonably necessary to implement relevant criteria.
- **Disapproval.** A letter to the applicant denying the application shall constitute disapproval of a project.

An initial decision becomes the final decision of the department unless a timely notice of appeal is filed within 30 days following the receipt of the decision. The final decision may be filed with the appropriate county recorder to give constructive notice to future landowners of any conditions or requirements imposed by the final decision.

**Appeal of initial decision.** Any person aggrieved by an initial decision issued under 567—70.5 of these rules may file a notice of appeal with the director. The notice of appeal must be filed within 30 days following the certified date of mailing of the decision unless the appellant shows good cause for failure to receive actual notice and file within the allowed time. The form of the notice of appeal and appeal procedures are governed by 567—Chapter 7. The department shall mail a copy of the notice of appeal to each person who was sent a copy of the initial decision. The department shall attach an explanation of the opportunity to seek intervention in the contested case.

**Frequently Asked Questions**

1. What browser works best with PERMT?
   a. Chrome.

2. What does PERMT do?
   a. PERMT will help you to:
      i. Complete and Submit a Joint Application for -
         1. State of Iowa Flood Plain Development Permit
         2. State of Iowa Sovereign Lands Construction Permit, and
3. US Army Corps of Engineers (USACE) 404 Water Quality Permit.
   ii. Request an Environmental Review.
   iii. Request a Base Flood Elevation or other Flood Plain Technical Assistance.
   iv. Request a Flood Plain Determination or Declaratory Order for your Animal Feeding Operation.
   v. View and track the status of your application.
   vi. Submit additional information for your application, if requested.

3. How does PERMT work?
   a. You are required to obtain federal, state, and local permits before doing any construction in the flood plain or near a river or stream. There are exceptions for certain projects on very small streams. When you begin the Joint Application Process, the system will walk you through steps to determine if a joint application is required for your project.
   b. By using PERMT and following the prompts, your Joint Application will be submitted to Iowa DNR Flood Plain, Iowa DNR Sovereign Lands and the US Army Corps of Engineers, Rock Island District for review.
   c. This electronic application program does not submit your Joint Application to county or city officials for local permitting. You are responsible for contacting local permitting officials and obtaining local permits prior to construction.
   d. PERMT also allows you to electronically request Base Flood Elevations, Environmental Reviews, and Flood Plain/Declaratory Order for your Animal Feeding Operation and check on the status of your applications.

4. When are permits required?
   a. Our regulatory thresholds are outlined in 567 Iowa Administrative Code (IAC) Chapter 71. In general, the answer to this question revolves around the type of construction and location. We’ve built a useful screening tool into our PERMT online system that allows you to select your project type and location to determine if you are required to submit an application, here are instructions:
      i. Your first steps will be to choose one or more project types; select your location using either a point, line or shape; and finally select “Get Results” to determine if you should submit a Joint Application.
      ii. If no Iowa DNR permit application submission is required, PERMT allows you to receive documentation that your project does not require a DNR Flood Plain or Sovereign Lands Permit if you continue through the process of providing your information. PERMT will take you through the steps to log in (or create an account for first time users), fill out a joint application, and submit the Joint Application form to the US Army Corps of Engineers (USACE), Rock Island District for 404 Water Quality Permit review.
   iii. If a state permit application should be submitted, PERMT will automatically take you through the steps to log in (or create an account for first time users), fill out a joint application, and submit that joint application to the Iowa DNR Flood Plains, Iowa DNR Sovereign Lands, and the US Army Corps of Engineers (USACE), Rock Island District for 404 Water Quality Permit review.
   iv. PERMT does not submit your Joint Application to county or city officials for local permitting, including local floodplain permitting. You are responsible for contacting local permitting officials and obtaining all required local permits prior to construction.
   v. Iowa DNR and US Army Corps of Engineers, Rock Island District Responses. The Iowa DNR will send out one response for both the Iowa DNR Flood Plain and Sovereign Lands programs. The US Army Corps of Engineers, Rock Island District will communicate with you directly regarding the status and final response to any Joint Application submitted. The status or results of this review are not available on this system.

5. How do I apply?
   a. PERMT is our new online tool that walks you through the steps to apply (we call this process filling out a “Joint Application” as this single process will send the application to three programs: DNR Flood Plain Permitting, DNR Sovereign Lands, and the US Army Corps of Engineers.)
   b. Your first steps will be to choose one or more project types; select your location using either a point, line or shape; and finally select “Get Results” to determine if you should submit a Joint Application.
c. If a state permit application should be submitted, PERMT will automatically take you through the steps to log in, fill out a joint application, and submit that joint application to the Iowa DNR Flood Plains, Iowa DNR Sovereign Lands, and the US Army Corps of Engineers (USACE), Rock Island District for 404 Water Quality Permit review.

d. PERMT does not submit your Joint Application to county or city officials for local permitting, including local floodplain permitting. You are responsible for contacting local permitting officials and obtaining all required local permits prior to construction.

6. What do I need to submit?
   a. Different project types require different information being submitted, more complex projects require a licensed engineer to provide plans, specifications and calculations. Some project types do not require an engineer. Rules governing our criteria are in 567 IAC Chapter 72. See below for useful checklists that we encourage you to fill out and submit for these project types:
      • Agricultural Levees
      • Bridge and Road Embankments
      • Building Guidance
      • Channel Changes
      • Culverts
      • Earth Embankment Dam
      • Streambank Stabilization
      • Water Supply Wells and Facilities

7. How will I know if my application has been properly submitted and reviewed?
   a. By following the step by step processes you will eventually “Submit” your application. An email will be sent to you confirming receipt of the application. This email is not an approval of your project.
   b. Iowa DNR will send out one final response for both the Iowa DNR Flood Plain and Sovereign Lands programs. The US Army Corps of Engineers, Rock Island District will communicate with you separately and directly regarding the status and final response to your Joint Application.

8. How long will the review be?
   a. Due to the large number of applications we receive, it can currently take up to 3 months to receive your response. 567 IAC Chapter 70.5(2) allows the department to expedite review of a particular application out of order if the completed application and supporting documents were submitted at the earliest practicable time and any of the following conditions exist:
      i. Relatively little staff review time (generally less than four hours) is required and delay will cause the applicant hardship;
      ii. The applicant can demonstrate that a delay in the permit will result in substantial cost increase of a large project;
      iii. Prompt review of the permit would result in earlier completion of a project that conveys a significant public benefit;
      iv. The need for a permit is the result of an unforeseen emergency or catastrophic event; or
      v. A permit is needed to complete a project that will abate or prevent an imminent threat to the public health and welfare.
   b. To flag your application for consideration of OOO processing, you can select one of the questions at the end of the application and/or send an email with application tracking number and the specific need you have to floodplain-help@dnr.iowa.gov.

9. What do you mean by “other permits may be required”?
   a. Below is a list of other permits that are often also required for projects near floodplains. This list is not all inclusive and you are required to understand all the permits required for your construction project.
      i. DNR Sovereign Lands (included in the PERMT Joint Application)
      ii. USACE (Included in the PERMT Joint Application)
iii. Local FP Permits: Any community that participates in the National Flood Insurance Program requires application for a local floodplain permit for work completed in the mapped floodplain.

iv. NPDES/Stormwater