



## 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](mailto: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

What would you like to do today?

Screen Project and Submit Application	This button will take you to the screening tool and Joint Application system. Your first steps will be to choose one or more project types, and then select your location using either a point, line or shape. You'll then be informed if you should submit an application. Instructions will be provided to walk you through the Joint Application process.
Request Base Flood Elevation, or Other Technical Assistance	This button is used to request a base flood elevation (to assist in planning or to apply for FEMA Letters of Map Amendment) or other technical assistance. You will need to create a new account or sign into your existing account. If you are planning to construct in the near term in a flood plain, you should submit a joint application instead (button above).
Request Animal Feeding Operation DO, or FP Determination	This button is used to submit a request for a Flood Plain Declaratory Order (less than 1000 animal units) or a Flood Plain Determination (1000 or more animal units) for your animal feeding operation. You will need to create a new account or sign into your existing account.
Request Environmental Review	This button is used to 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.
Public Search	Search by location to find Flood Plain and Sovereign Land construction projects.
Login	If you have already created an Account ID and Password, you may log into the system to check the status of your project, submit additional information or download final Iowa DNR response documents.

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 (for AFO's with 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

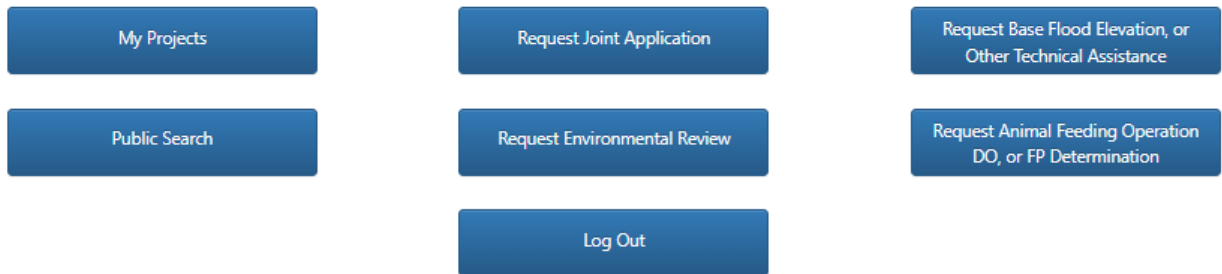
1. **My Projects** - Applicant Dashboard used to access all four classifications of permit applications.
  - a. Applications Started but Not Submitted - This includes all permit applications that were started by the Applicant, but have **not** been submitted to the Iowa DNR. Therefore, the review of 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**

# Permit and Environmental Review Management Tool (PERMT)

Flood Plain Management, Sovereign Lands and Environmental Review

Welcome to Iowa DNR's Permit and Environmental Review Management Tool

## Main Menu



## 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.

### Submitting a Joint Application

Complete the following 3 steps to determine if a Joint Application is required for your project. Once you “Get Results”, you may then complete the Joint Application process or request an official copy of the results for your records.

If you have any questions, or the results are unclear, please contact the Iowa Department of Natural Resources at [866-849-0321](tel:866-849-0321) for Flood Plain Permitting and [515-330-6432](tel:515-330-6432) for Sovereign Lands Construction Permitting.

**Step 1:** Pick the project type or types that best describes your project by clicking on the check box. To see examples of each project type, click on the Project Type label.

- ☐ [Animal Feeding Operation Structures](#)
- ☐ [Boat Docks](#)
- ☐ [Bridges, Culverts, Stream Crossings, and Road Embankments](#)
- ☐ [Buildings and Associated Fill](#)
- ☐ [Channel Changes](#)
- ☐ [Dams](#)
- ☐ [Excavations](#)
- ☐ [Levees and Floodwalls](#)
- ☐ [Pipeline Crossings](#)
- ☐ [Sanitary Landfills](#)
- ☐ [Streambank/Shoreline Protective Devices](#)
- ☐ [Other Structures, Obstructions, Fill, Spoil, Deposits](#)
- ☐ [Waste or Water Treatment Facility](#)

2. To see examples of each project type, click on the Project Type label.

- ☐ [Animal Feeding Operation Structures](#)
- ☐ [Boat Docks](#) Examples: floating docks, non-floating docks that are supported on posts, poles, or wheels in the s dock support posts and bracing features, floating dock shore connection, piers, sea walls, and water/boat access th Structure project types. Please visit the following link for information on submitting an additional separate dock pe
- ☐ [Bridges, Culverts, Stream Crossings, and Road Embankments](#)
- ☐ [Buildings and Associated Fill](#)
- ☐ ...

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

**Step 2: Use one of the search options to find your project's location.** Once you zoom to your location, choose point, line, or polygon then select the project area on the map.

1. Search by Address; City; Zip code; Lat,Long

Enter address or place: 50131

--- Or ---

2. Search Township/Range/Section (click the button below)

--- Or ---

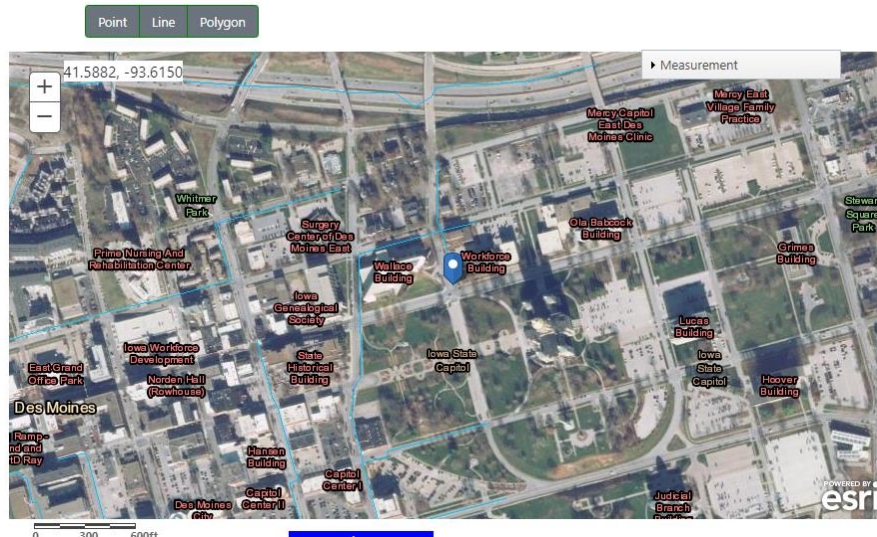
3. Click the Button below to Find Current Location (mobile users)



--- Or ---

4. Upload and save Shapefile as application type (**Must use zipped files**)

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).

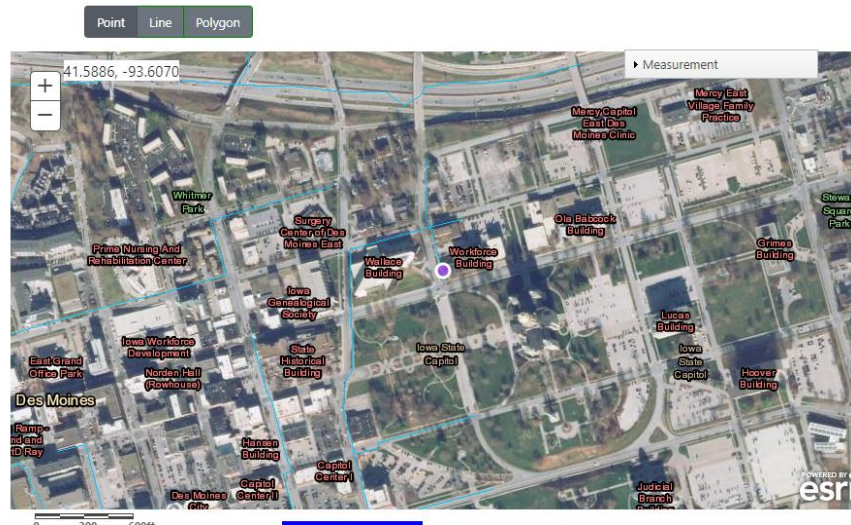


Image A - Point

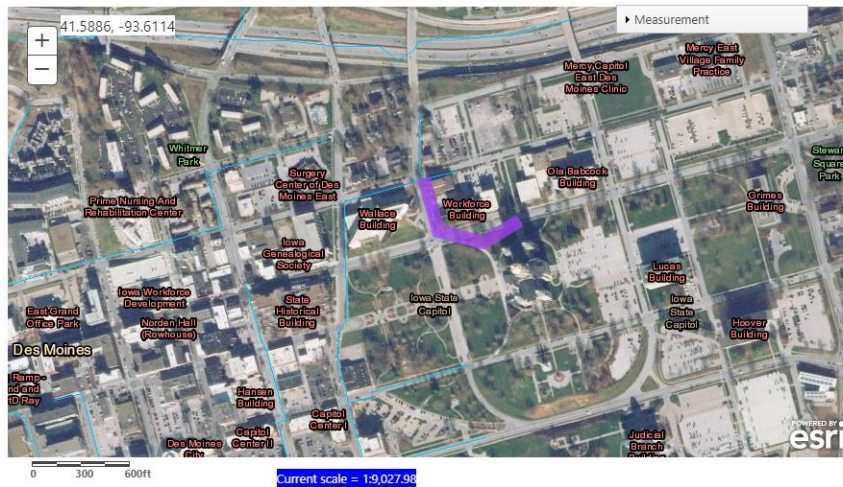


Image B - Line

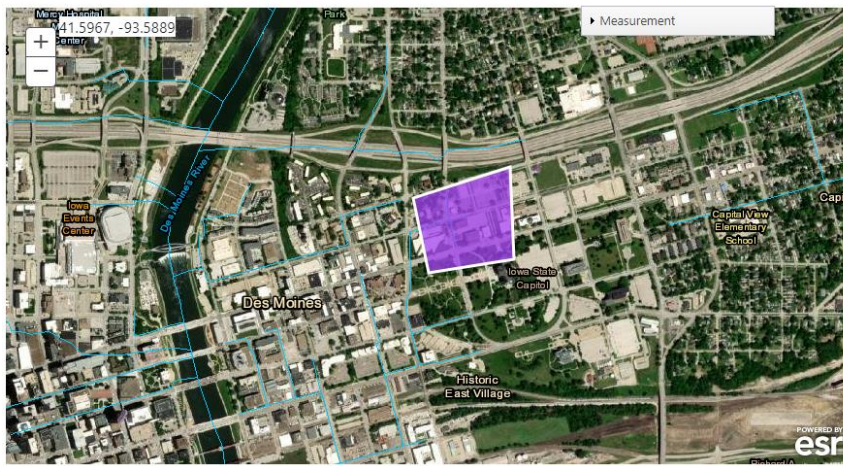


Image C - Polygon

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.”

**1. Do I need to submit a Joint Application to the State of Iowa and the US Army Corps of Engineers?**

☒ Yes

**2. Do I need a local flood plain permit?**

You may need a local flood plain permit. Always check with your local flood plain manager to determine if you need a local permit. Local Flood Plain Contact Information:

Des Moines: Adam Prilipp, Permit and Development Center, 602 Robert D Ray Dr, Des Moines, IA 50309-1891, aprilipp@dmgov.org, 515-283-4096

**3. Other Environmental Approvals**

The Department recommends submitting an Environmental Review request due to the proximity of state threatened and endangered species and sensitive natural communities in the surrounding area that could potentially be impacted by the project. Please visit the following link to the Environmental Review submittal page for more information at <https://programs.iowadnr.gov/perm/Application/ERRequestForm> or contact staff directly at 515-330-6432.

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>.

**4. Would you like to continue and submit a Joint Application to Iowa DNR and the US Army Corps of Engineers?**

☒ Yes, I would like to submit a Joint Application. An Environmental Review will be completed on all Joint Application submittals.

☐ No, I do not want to save my results.

If you would like to submit an Environmental Review request go to the Environmental Review Request Form,

<https://programs.iowadnr.gov/perm/Application/ERRequestForm>.

[Continue](#)

**Disclaimer** - You are responsible for obtaining all local, state and federal permits in advance of work. This page is not the final Iowa DNR/US Army Corps of Engineers determination for your project. If you would like an official determination, you must submit a Joint Application.

## 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.

Enterprise A&A [Sign In](#) [Create An Account](#) [Forgot Password](#) [Forgot Id](#)

## DNR Permit & Environmental Review Management

Enter your Account Id and Password and press sign in to continue.

Account ID:

Password:  [show](#)

[Sign In](#)

[Account Details](#)

[Help](#)

[What is A&A?](#)  
[Report Issue to State Service Desk](#)

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.

The screenshot shows a web form titled "Applicant". It contains several input fields with red asterisks indicating required fields. The fields are: "Point of Contact" (with a subtext "First Name Last Name or Name of Company or Entity"), "Company", "Address1", "Address2", "City", "State" (a dropdown menu showing "IA"), "Zip Code", "Email", "Primary Phone" (with the value "123-456-7890"), "Primary Phone Ext", and "Alternative Phone" (with the value "123-456-7890"). At the bottom right of the form are two buttons: "Save" and "Cancel".

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.

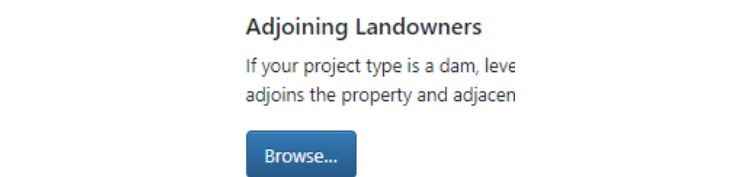
If you have multiple people working on this project, please add them to the Point of Contact list so that they can have access to this application.

Add Point of Contact

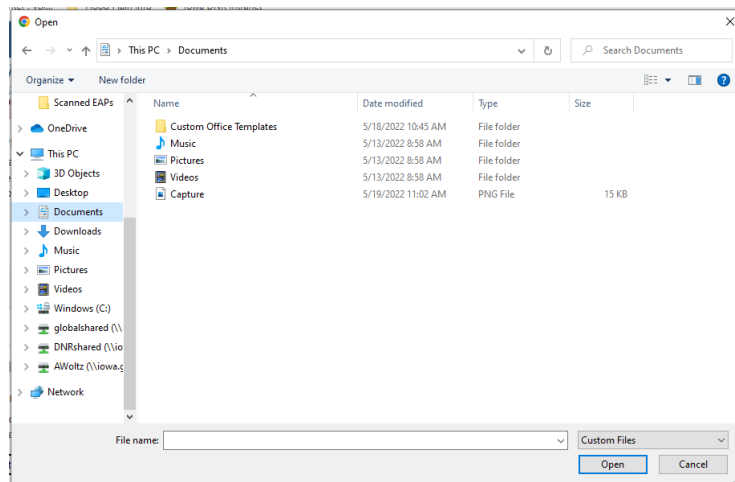
- a. Complete the required fields and any other applicable fields, select “Save.”
- b. If you have made an error after saving the information you can either select “Edit” to correct the information or “Delete” to completely delete what was entered.
- c. If you have multiple people working on this project, 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."

## Step 2 - Project Description and Location

**Project Location and Description Information**

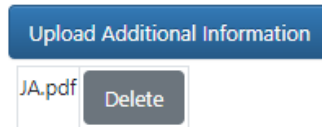
Please enter a project name or title and a physical address for the site.\*

Explain the purpose and need for your project.\*

Name of Water Body or Stream if known (if not applicable or unknown, use "N/A" or "unknown")\*

Upload Additional Information

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."

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



### Step 3 - Additional Questions

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

### Step 3 - Additional Questions

On this page, select your anticipated project start and completion dates and then answer the following additional questions. If you select “Yes” for any questions, include an explanation or description of the work that has already been completed.

Anticipated Activity Start Date: \*

Anticipated Activity Completion Date: \*

Has work been done on any portion of the project? \* Yes ☐ No ☐

Do you have any funding deadlines that pertain to the completion of your project? \* Yes ☐ No ☐

Is the need for a permit the result of an unforeseen emergency or catastrophic event? \* Yes ☐ No ☐

Is a permit needed to complete a project that will abate or prevent an imminent threat to the public health and welfare? \* Yes ☐ No ☐

Have you received any permits or approvals for this project? \* Yes ☐ No ☐

Will any federal funding be used on this project? \* Yes ☐ No ☐

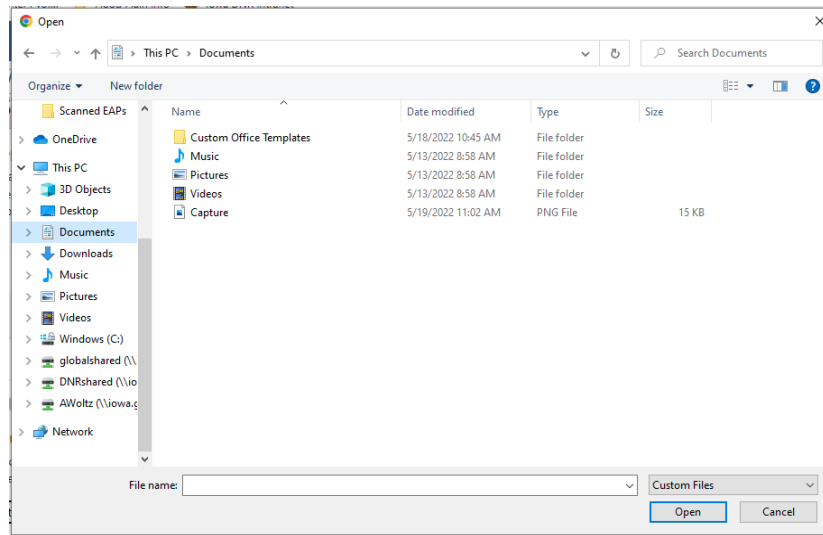
If dredging will occur with this project, please specify the date of the last dredge event that took place, if applicable, and how much material was removed? \* Yes ☐ No ☐

Are you requesting a permanent easement from the State of Iowa acting through the Iowa DNR? (Only applicable for projects located on a Sovereign Land. A request is not required in order to obtain a permit.) \* Yes ☐ No ☐

If Yes, an easement draft should be uploaded as part of this application.

[Upload Additional Documentation](#)

- 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.
- Select “Upload Additional Documentation” and the file explorer will open to allow you to upload the easement draft to continue with the application.
  - Select the file location from the menu on the left.
  - Select the applicable document from the file menu by clicking on the file name.
  - Select “Open” to attach the file to the PERMT application.



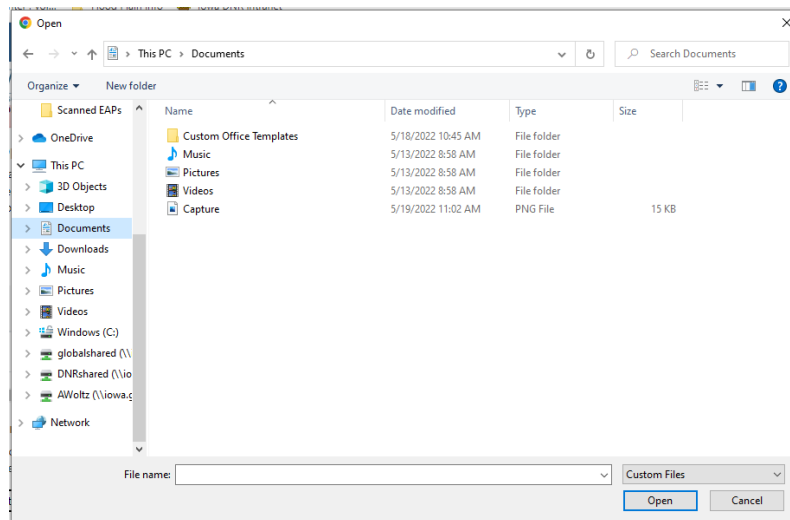
6. At this point you may select “Previous” to go back to the previous page (the entered information will not be saved), “Save and Continue” or “Save and Exit.”
7. For the purpose of this guide, select “Save and Continue.”



#### 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 (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
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

### Step 5 - Consent to Enter, Verification, E-Signature

**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.

Consent to Enter Property? Yes ☐ No ☐

**Environmental Review**  
The Department will review the application for any threatened or endangered species concerns as well as sensitive natural area community impacts. Would you like an official response sent to you after this review has been completed?

Yes ☐ No ☐

**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” below, you are acknowledging that you have verified that your project meets the general, special, and 401 Water Quality Certification conditions of a 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.

Yes ☒ No ☐

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 a 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.

#### Additional Information

Do you have any additional information that we should know about regarding your application?

#### Application Verification\*

Application is hereby made for the activities described herein. I certify that I am familiar with the information contained in the application, 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

Please select one of the following: \*

I am the applicant. ☐

I am the applicant's point of contact. ☐

Entered by DNR Support ☐

Your Signature\*

FirstName LastName

Signature Date: 5/25/2022

☐ Signature on Application

All fields with an \* are mandatory.

Previous

Submit

Save and Exit

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/permt/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

Enter your Account Id and Password and press sign in to continue.

Account ID:

Password:

 [show](#)

[Sign In](#)

[Account Details](#)

[Help](#)

[What is A&A?](#)  
[Report Issue to State Service Desk](#)

### Step 1 - Enter Applicant Information

2. 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](#)

3. 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.

### Applicant

**Point of Contact \***

First Name Last Name or Name of Company or Entity

**Company**

**Address1 \***

**Address2**

**City \***

**State \***

**Zip Code \***

**Email \***

**Primary Phone \***

**Primary Phone Ext**

**Alternative Phone**

[Save](#) [Cancel](#)

4. 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.
5. 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).

**I am requesting:\*** (may select more than one)

- ☐ Base Flood Elevation (BFE) and Minimum Protection Level (MPL)
- ☐ Floodway Offset
- ☐ Other Technical Assistance (Flow Rate, Reach Slope, etc.)

Explain:

**Purpose of Request:\*** (may select more than one)

- ☐ BFE needed to apply for a letter of Map Change or Letter of Map Amendment from FEMA.
- ☐ BFE, MPL and/or Offsets needed for project design. A Joint Application will be submitted separately.
- ☐ Other

Explain:

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

**Project Description, Explanation of Request and Street Address if available:\***

### Step 3 - Project Location Search

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

**Step 2: Use one of the search options to find your project's location.** Once you zoom to your location, choose point, line, or polygon then select the project area on the map.

1. Search by Address; City; Zip code; Lat,Long

Enter address or place:50131

--- Or ---

2. Search Township/Range/Section (click the button below)

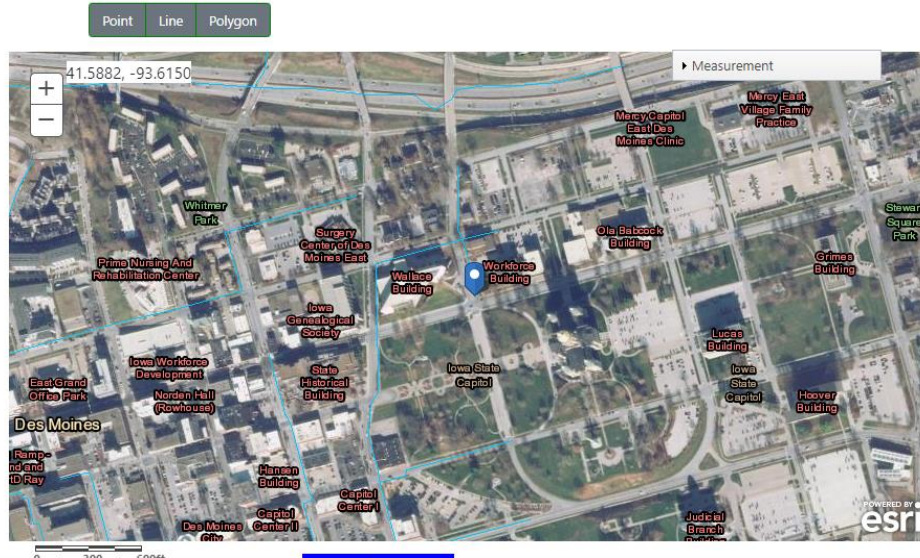
--- Or ---

3. Click the Button below to Find Current Location (mobile users)

--- Or ---

4. Upload and save Shapefile as application type (Must use zipped files)

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).

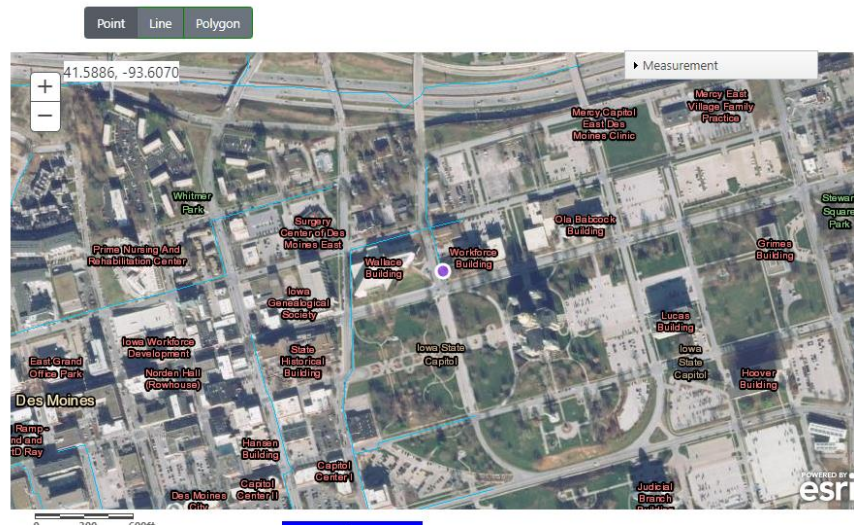


Image A - Point

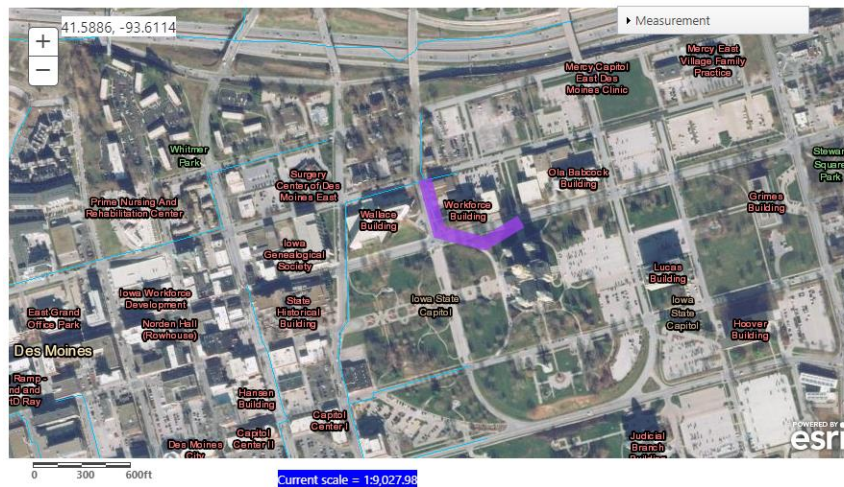


Image B - Line

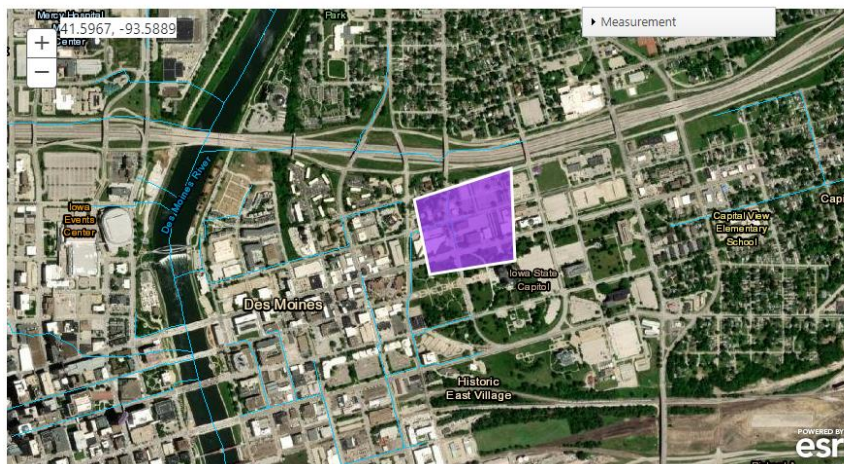


Image C - Polygon

#### 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.

##### Application Verification: \*

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

☐ I agree

Your Signature\*

FirstName LastName

Signature Date: 5/26/2022

Submit

Cancel

## 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.

The screenshot shows the login interface for the DNR Permit & Environmental Review Management system. At the top, there are links for "Enterprise A&A", "Sign In", "Create An Account", "Forgot Password", and "Forgot Id". The main heading is "DNR Permit & Environmental Review Management". Below this, a prompt says "Enter your Account Id and Password and press sign in to continue." There are two input fields: "Account ID:" and "Password:". The "Password:" field has a "show" button. To the right of the input fields are three buttons: "Sign In" (green), "Account Details", and "Help". At the bottom, there is a link "What is A&A? Report Issue to State Service Desk".

### 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.

The screenshot shows the "Applicant" form. It has a title "Applicant" at the top. Below the title, there are several fields: "Point of Contact \*" (with a subtext "First Name Last Name or Name of Company or Entity"), "Company", "Address1", "Address2", "City", "State" (a dropdown menu showing "IA"), and "Zip Code". To the right of these fields, there are "Email \*" and "Primary Phone" (with a value of "123-456-7890"), "Primary Phone Ext", and "Alternative Phone" (with a value of "123-456-7890"). At the bottom right, there are "Save" and "Cancel" buttons.

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.

Calculate animal units by using the total number of head proposed after expansion in the chart below. The total proposed head should include any other confinement within 2,500 feet if the combined AU is greater than 1,000.

Animal Type	Confinement Buildings		
	Total No. head Proposed	X Multiplier	= AUC
Cattle (other than mature dairy cows) which includes beef cattle, steer, co-calf pairs, dairy heifers, veal calves or immature dairy cows	<input type="text"/>	1.0	
Mature dairy cows (milked or dry)	<input type="text"/>	1.4	
Swine, 55 lbs or more	<input type="text"/>	0.4	
Swine nursery, 15 to 55 lbs	<input type="text"/>	0.1	
Sheep and goats, including lambs	<input type="text"/>	0.1	
Chicken broilers, 3 lbs or more	<input type="text"/>	0.01	
Chicken broilers, less than 3 lbs	<input type="text"/>	0.0025	
Chicken layers, more than 3 lbs	<input type="text"/>	0.01	
Chicken layers, less than 3 lbs	<input type="text"/>	0.0025	
Turkeys, 7 lbs or more	<input type="text"/>	0.018	
Turkeys, less than 7 lbs	<input type="text"/>	0.0085	
Horses	<input type="text"/>	2.0	

My facility will have  animal units (both existing and proposed) and so I am requesting a:

- ☐ Flood Plain Determination (greater than 1,000 AU)  
☐ Flood Plain Declaratory Order (less than 1,000 AU)

Existing No. of Head:

DNR Animal Feeding Operation Facility # if known:

Facility Name:

Dimensions of the Proposed Structure:

### Step 3 - Project Location Search

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

**Step 2: Use one of the search options to find your project's location.** Once you zoom to your location, choose point, line, or polygon then select the project area on the map.

1. Search by Address; City; Zip code; Lat,Long

Enter address or place: 50131

--- Or ---

2. Search Township/Range/Section (click the button below)

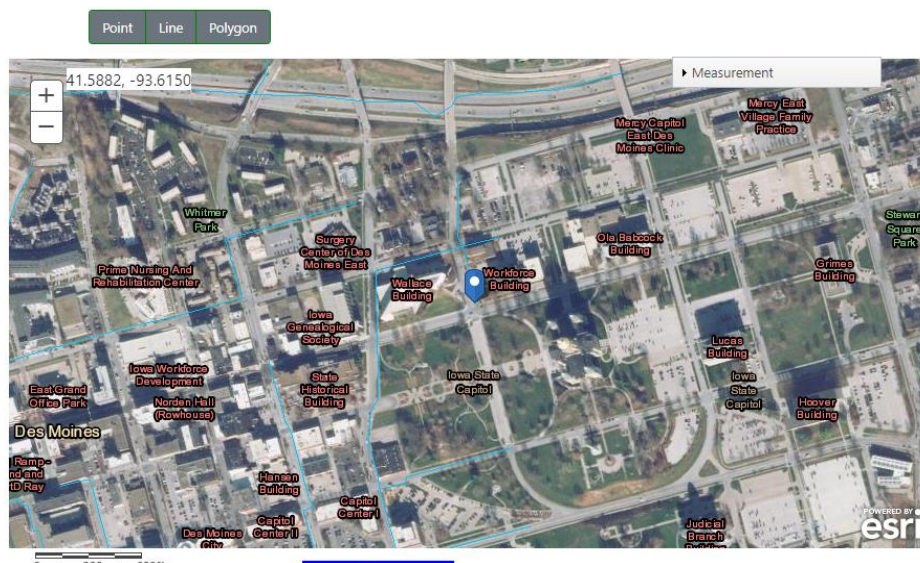
--- Or ---

3. Click the Button below to Find Current Location (mobile users)

--- Or ---

4. Upload and save Shapefile as application type (Must use zipped files)

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).

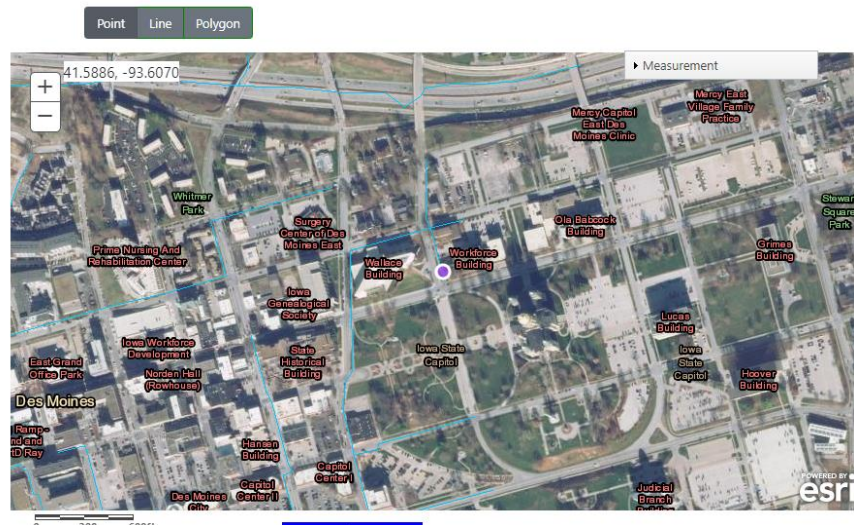


Image A - Point

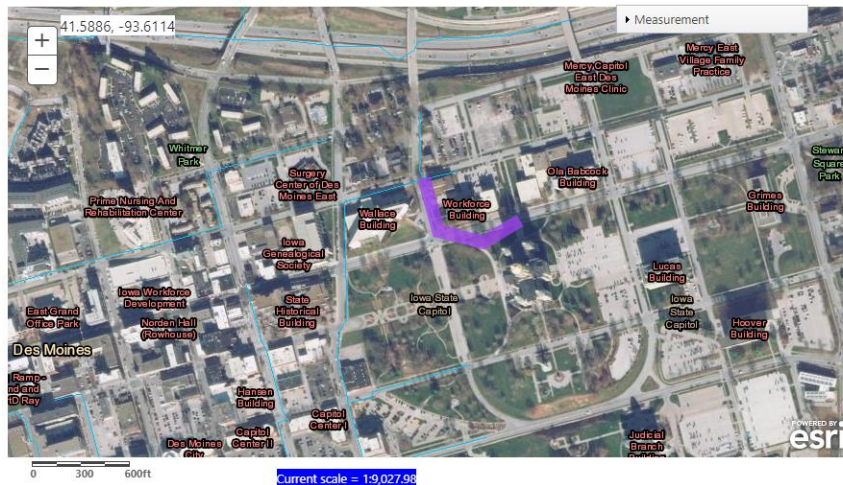


Image B - Line

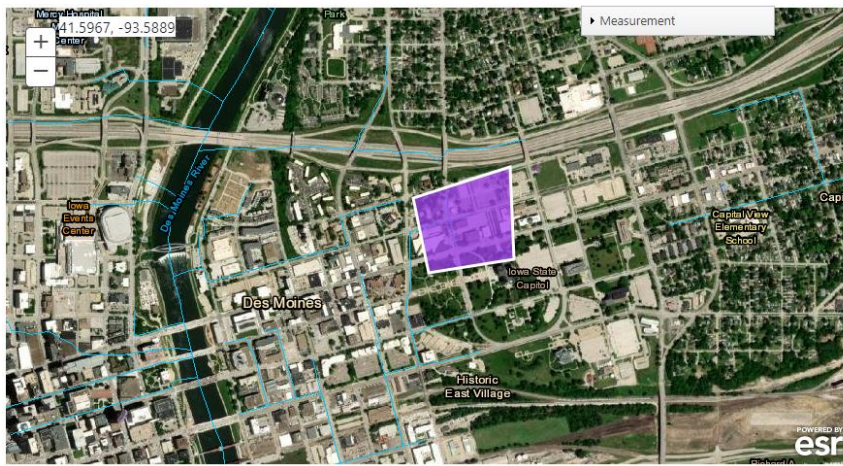


Image C - Polygon

#### Step 4 - Upload Site Plan

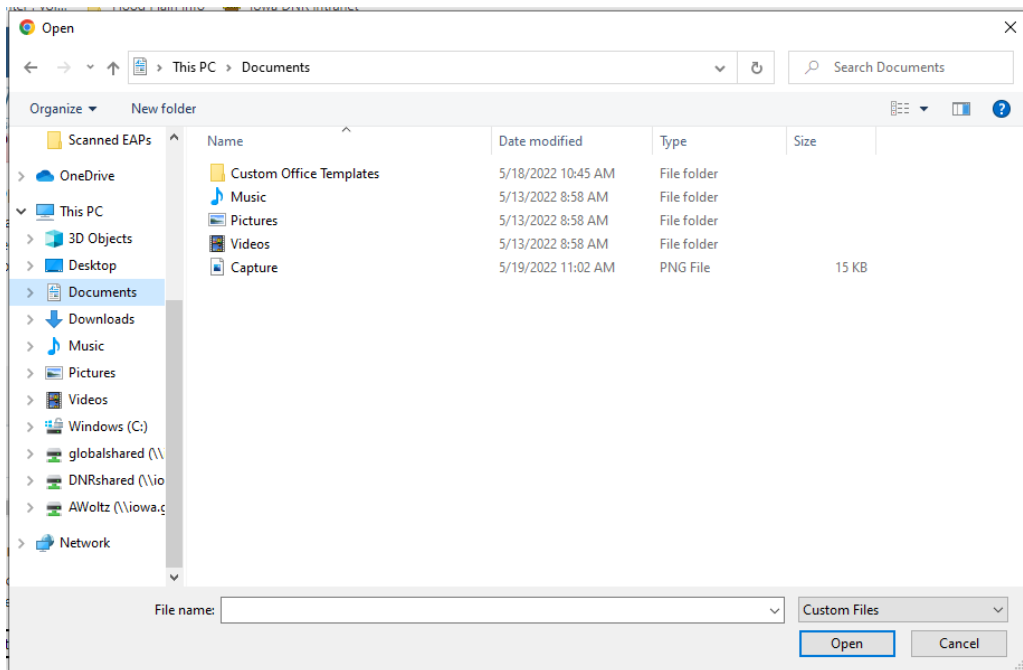
1. Upload site plans and any applicable additional information.

##### 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)

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).

### Additional Details

List or describe why you think the proposed site is or is not located on the “one hundred year flood plain”. \*

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. \*

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

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.

### Application verification\*

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

☐ I agree

Your Signature\*

FirstName LastName

Signature Date: 5/31/2022

Submit

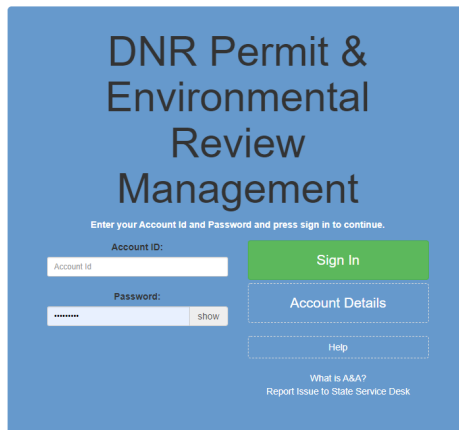
Cancel

## 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.

 Enterprise A&A [Sign In](#) [Create An Account](#) [Forgot Password](#) [Forgot Id](#)



### 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.

#### Step 1: Landowner/Applicant Contact and Mailing Information. \*

Add 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.

Applicant

Point of Contact \*

First Name Last Name or  
Name of Company or Entity

Company

Email \*

Address1 \*

Primary Phone \*

123-456-7890

Address2

Primary Phone Ext

City \*

Alternative Phone

123-456-7890

State \*

IA

Zip Code \*

Save

Cancel

## 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 2: Pick the project type or types that best describes your project. More than one project type may be checked.

Project Type (check all that apply):

- ☐ **Animal Feeding Operation Structures.** Please visit the [Iowa DNR's Siting Atlas](#) before applying for you flood plain permit.
- ☐ **Boat Docks.** Examples: non-floating docks located on a river. Please visit the following link for information on obtaining a dock permit: [Dock Permits](#)
- ☐ **Bridges, Culverts, Stream Crossings, and Road Embankments.** Examples: roadway, railroad, pedestrian, trail, or driveway bridges; round pipe culverts, box culverts, temporary stream crossings for access and embankments associated with bridges and culverts.
- ☐ **Buildings.** Examples: sheds, detached garages, houses, residential buildings, industrial buildings, commercial buildings, office buildings, restroom buildings, pole buildings, storage buildings, etc., along with associated fill for proposed buildings.
- ☐ **Channel Changes.** Examples: channel enlargement/widening, ditch cleanout, channel to pipe conversion, pipe to channel conversion, straightening or shortening the channel or alignment changes.
- ☐ **Dams.** Examples: impoundments, stormwater retention basins, low water crossings, weirs, roadway embankments and low head dams.
- ☐ **Excavations.** Examples: quarries, ponds, wetlands, oxbow restorations, laying back banks and sedimentation basins.
- ☐ **Levees and Floodwalls.** Examples: small to large levees, dikes, spoil berms, spoil mounds, ditch cleanout spoil piles and raising top of channel elevation.
- ☐ **Pipeline Crossings.** Examples: include but are not limited to, underground fiber optic, gas, sanitary sewer water, storm sewer, electric, etc.
- ☐ **Sanitary Landfills.** Examples: municipal, private, commercial, industrial construction and/or disaster cleanup solid waste disposal typically compacted and buried.
- ☐ **Streambank/Shoreline Protective Devices.** Examples: stone riprap, gabion baskets, broken concrete, jetties, rootwads, sea walls, and bendway weirs. Please visit the following links for information on Streambank/Shoreline Protective Devices:
  - [Designing Streambank/Shoreline Protective Devices](#)
  - [Sovereign Land Construction Permit Requirements \(see Shoreline Erosion Protection \(riprap\) and Seawall Standards under Additional Resources\)](#)
  - [Floodplains Permit Requirements \(see Streambank Stabilization Form 542-1034 under Project Type Guidance\)](#)
- ☐ **Other Structures, Obstructions, Fill, Spoil, Deposits.** Please choose a subproject type that most closely matches your project.

<input type="checkbox"/> Beach construction/maintenance	<input type="checkbox"/> Golf course	<input type="checkbox"/> Safety berms aggregate/soil piles
<input type="checkbox"/> Boat ramp	<input type="checkbox"/> New utility poles	<input type="checkbox"/> Temporary construction causeways
<input type="checkbox"/> Buffers	<input type="checkbox"/> Open sided picnic shelter without utilities	<input type="checkbox"/> Tile
<input type="checkbox"/> Chutes	<input type="checkbox"/> Pipe outlet	<input type="checkbox"/> Wetland mitigation
<input type="checkbox"/> Communication Towers	<input type="checkbox"/> Portages	<input type="checkbox"/> Wind farm
<input type="checkbox"/> Fill	<input type="checkbox"/> Retaining walls	<input type="checkbox"/> Solar farms
<input type="checkbox"/> <a href="#">Floating Boat Dock Support Posts</a>	<input type="checkbox"/> Roadway/drive embankment and utilities	<input type="checkbox"/> Structures & Materials Across Channel / Low Head Dam
		<input type="checkbox"/> Other
- ☐ **Waste or Water Treatment Facility.** Examples: all parts of the waste or water treatment facility including water supply wells, water intake structures, treatment facilities, buildings and related utilities

## 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 3: Project Site Description. Please select all that apply. (Note: Hold "ctrl Key" to select more than one Project.)

Forest/Timber

Grassland

Gravel

Hayfield/Pasture

Lake/Pond

Parking Lot

Pavement

River/Creek/Stream

Road/Right of Way

Row Crops

Step 4: Vegetation descriptions for site (What plants are 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 5: Please select the type of disturbance that that will take place on the project site**

- ☒ **Ground Disturbance:** Defined as any activity that compacts or disturbs the ground within a project area

Start Date\*

End Date\*

If yes, please explain.\*

- ☒ **Tree clearing:** Time of year trees will be cleared

Start Date \*

End Date \*

If yes, please explain.\*

- ☒ **Wetland Draining, Filling, Dredging:** What time of year wetland will be drained, filled, dredged

If yes, please explain.\*

- ☒ **If dredging will occur with this project, please specify the date of the last dredge event that took place, if applicable, and how much material was removed?**

If yes, please explain.\*

## Step 6 - Project Location Search

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

**Step 2: Use one of the search options to find your project's location.** Once you zoom to your location, choose point, line, or polygon then select the project area on the map.

1. Search by Address; City; Zip code; Lat,Long

--- Or ---

2. Search Township/Range/Section (click the button below)

--- Or ---

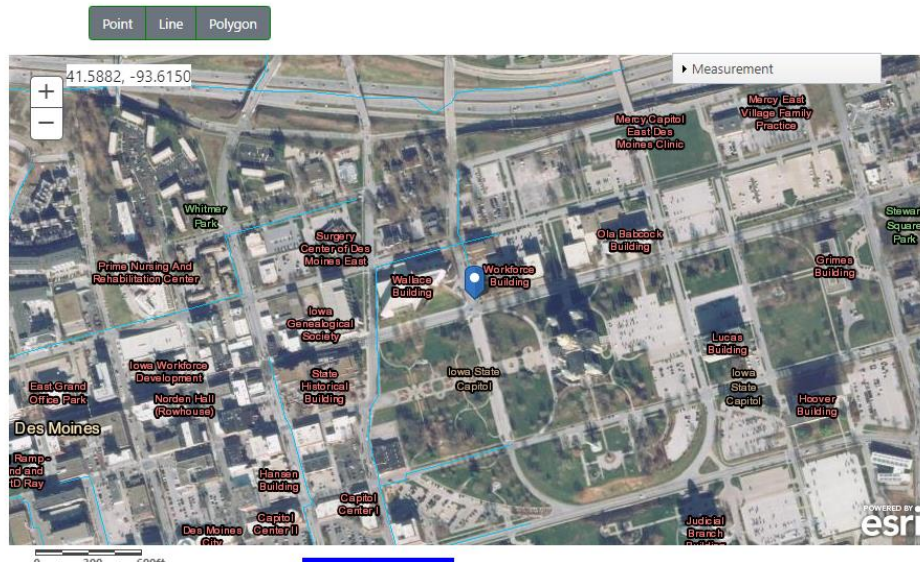
3. Click the Button below to Find Current Location (mobile users)



--- Or ---

4. Upload and save Shapefile as application type **(Must use zipped files)**

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).

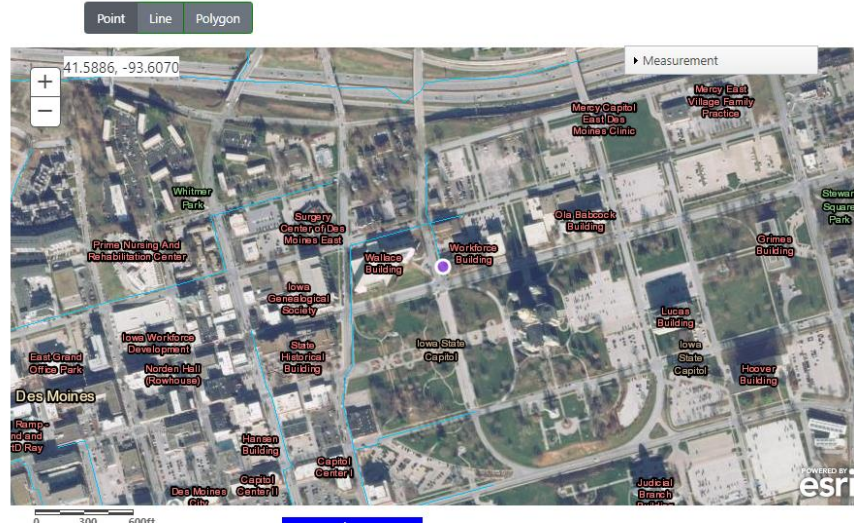


Image A - Point

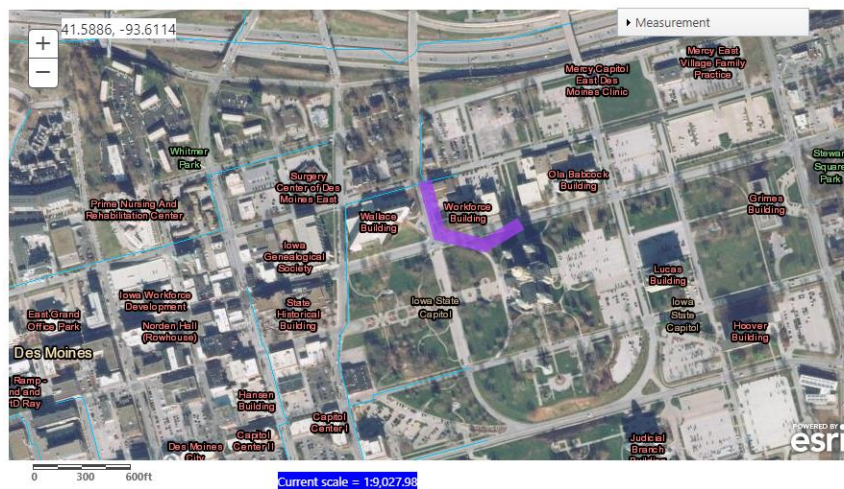


Image B - Line

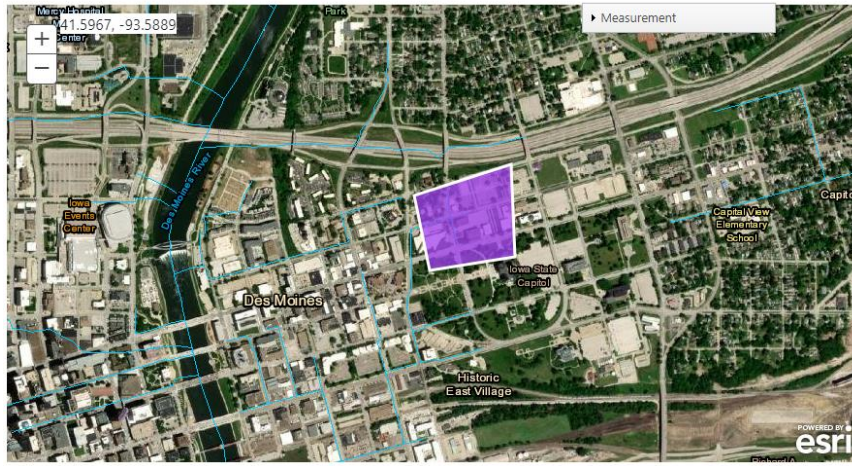


Image C - Polygon

## 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 Document(s)

## 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 type 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/ipac/> or contact them at <https://www.fws.gov/midwest/rockisland/contactus.html>.

Save For Later

Submit

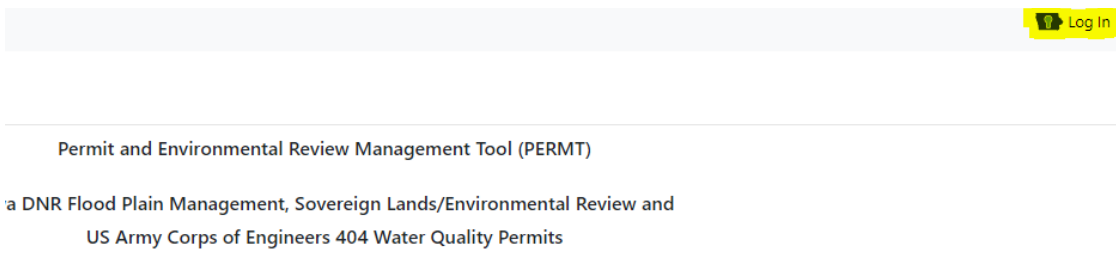
Cancel

## 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.

## My Projects

Applications Started but Not Submitted
Note: Applications started but not submitted will only be retained for 1 calendar year from "Date Started" value.

Project Type	Location/County	Date Started
No data available in table		

Projects In Review

Tracking Number	Applicant Name/ Company Name	Applicant's Point of Contact / Company	Work Type	Date Received	Project Title/ Project Type	Lat,Long/County
<a href="#">2022-0496</a>	Arlo Woltz		Joint Application	5/25/2022	test/Buildings and Associated Fill	41.5919, -93.6075/Polk

You are required to obtain all federal, state, and local permits before doing any construction in the flood plain or near a river or stream. Contact city or county officials for local permit application materials.

Flood Plain Review Status
Waiting for Review

Information Requested Date

Information Due Date

Information Received Date

Sovereign Lands Review Status
Waiting for Review

United States Corps of Engineers  
Rock Island District

The Joint Application for this project was submitted electronically to the US Army Corps of Engineers Rock Island District on 5/25/2022. For USACE Review Status, contact USACE, Rock Island District by phone 309-794-5057; or by email: iowaRegulatory@usace.army.mil

View Submitted Information
Submit Additional Information

Waiting for Notification from Applicant that Construction is Complete

Tracking Number	Applicant Name/ Company Name	Applicant's Point of Contact / Company	Permit Number	Location/County	Permit Expiration Date
No data available in table					

Closed Projects

Tracking Number	Applicant Name/ Company Name	Applicant's Point of Contact / Company	Work Type	Lat,Long/County	Date Received	Date Mailed
No data available in table						

### View the Iowa DNR Review Status of a Submitted Application

- To view the Iowa DNR review status of submitted application, select "My Projects" from within PERMT Management Tool
- Under the "Projects in Review" section, select the tracking number of the application you wish to view. The view will expand for that application to show the Iowa DNR Flood Plain and Iowa DNR Sovereign Lands Status.
- You will need to call the USACE to obtain the federal review status.

## 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 review period is 2-2 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.

### Notice of Completion

Once your permitted project is complete, please submit a Notice of Completion through your “My Projects” tab in PERMT.

1. In PERMT, go to “My Projects.”
2. Go to the section “Waiting for Notification from Applicant that Construction is Complete.”
3. Select the “Enter Notice of Completion” option.

Tracking Number	Applicant Name/ Company Name	Applicant's Point of Contact / Company	Permit Number	Location/County	Permit Expiration Date	
<a href="#">2022-0528</a>			2022-0528FP-01	43.1106, -93.3946/Cerro Gordo	12/24/2022	<a href="#">Enter Notice of Completion</a>

4. Enter the date your project was completed and then submit. The current date will auto-populate.

Iowa DNR Notice of Completion:

Addition of the date and submitting this online Iowa DNR Flood Plain & Sovereign Lands Construction Permit Notice of Completion (NOC) form is reporting to the Iowa DNR that the construction of the permitted project is complete as authorized by the approved plans and specifications, and the project is transitioned from construction to the maintenance phase of the permit. Note that the Iowa DNR reserves the right to inspect the completed project at a later date. Additionally, this Iowa DNR NOC will be copied to the US Army Corps of Engineers. A separate US Army Corps of Engineers notification may still be required.

Completion Date

[Submit](#) [Cancel](#)

5. This project will now be found in the “Closed Projects” tab.

### 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](mailto: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](#)