

Citizen Self-Service Portal User Guide

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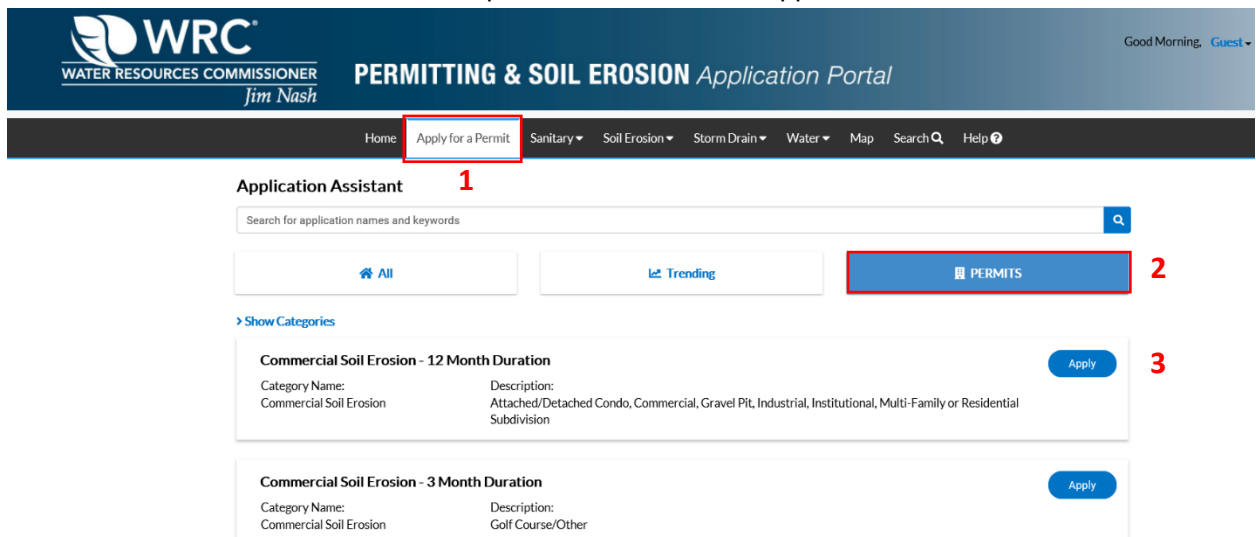
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APPLY FOR A PERMIT

You must be a registered user in order to apply for a permit with the Water Resources Commissioner's (WRC) office.

1. From the CSS home page, click **Apply for a Permit**.
2. Click on the **Permits** tab to view a list of permits available to be applied for online.



The screenshot shows the WRC Permitting & Soil Erosion Application Portal. The navigation bar includes links for Home, Apply for a Permit (highlighted with a red box and number 1), Sanitary, Soil Erosion, Storm Drain, Water, Map, Search, and Help. Below the navigation bar, the 'PERMITS' tab is highlighted with a red box and number 2. Under the 'PERMITS' tab, two permit categories are listed: 'Commercial Soil Erosion - 12 Month Duration' and 'Commercial Soil Erosion - 3 Month Duration'. Each category has an 'Apply' button highlighted with a red box and number 3.

3. Find the permit type that you would like to apply for and click the **Apply** button.
4. Log in to Citizen Self-Service, if needed.
5. Your permit application has now begun, at any time during the application process you can save your progress by clicking **Save Draft**.

ADD LOCATION BY SITE ADDRESS:

- a. Click **Add Location**

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Apply for Permit - Commercial Soil Erosion - 12 Month Duration

*REQUIRED



LOCATIONS

Please add the site address or parcel identification number (PIN) associated with this application.

a

Location
 Add Location
 +
 REQUIRED

Save Draft **Next**

- b. Enter the address you would like to add and click the magnifying glass next to the right of the search bar.
- ❖ **NOTE: If you are trying to search an address that is a vacant lot, please skip to Step 9.**
- c. Click **Add** on the appropriate address from the list of search results.

Home My Dashboard Apply for a Permit Sanitary ▼ Soil Erosion ▼ Storm Drain ▼ Water ▼ Map Search Help

[Back to Application](#)

Add Location

Address ☐ Parcel ☐

Add Address As

Search

Address Information

b Search

Address	Action
54 Wellesley Dr Pleasant Ridge 48069 MI	c <input type="button" value="Add"/>
545 Wellesley Dr Birmingham 48009 MI	<input type="button" value="Add"/>
6543 Wellesley Ter Clarkston 48346 MI	<input type="button" value="Add"/>
6546 Wellesley Ter Clarkston 48346 MI	<input type="button" value="Add"/>

- d. Click **Next**

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LOCATIONS

Please add the site address or parcel identification number (PIN) associated with this application.

Type: Location
Oakland County
54 Wellesley Dr, Pleasant
Ridge, MI., 48069

Main Address ☒

Parcel Number
2527130006

Main Parcel ☒

[Remove](#)

Location

[Add Location](#)

+

[Save Draft](#)

[Next](#)

d

ADD LOCATION BY PARCEL IDENTIFICATION NUMBER (PIN):

- Click **Add Location**
- Click on the **Parcel** tab.
- Enter the parcel identification number (PIN) without dashes (ex. 2527130006) and click the magnifying glass next to the right of the search bar.
- Click the check box under *Action* and then click **Search Associated Addresses**

Apply for Permit - Commercial Soil Erosion - 12 Month Duration

*REQUIRED



LOCATIONS

Please add the site address or parcel identification number (PIN) associated with this application.

a

Location

[Add Location](#)

+

REQUIRED

[Save Draft](#)

[Next](#)

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Add Location

[Address](#)
[Parcel](#)

Parcel Information

Search 0726126020

Parcel Number	Section	Township	Range	Action
0726126020				<input checked="" type="checkbox"/>

Results per page: 10 1 - 1 of 1 << 1 >>

[Search Associated Addresses](#)

e. Click **Add Selected**

Associated Addresses

Associated Addresses for Parcel - #0726126020	
Address	Action
No records to display.	

[Add Selected](#)
[Cancel](#)

6. If you have more addresses or parcels to add, you can do so by selecting the appropriate type from the **Location** drop-down menu and repeating the steps above for site address or parcel. Otherwise, click **Next**.

Apply for Permit - Commercial Soil Erosion - 12 Month Duration

*REQUIRED

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Locations

Type

Contacts

More Info

Attachments

Review and Submit

LOCATIONS

Please add the site address or parcel identification number (PIN) associated with this application.

Parcel Number

0726126020

Main Parcel ☒

[Remove](#)

Location

Add Location

+

[Save Draft](#)
[Next](#)

6

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7. Verify that **Permit Type** that you are applying for is correct and type the project name in **Description**.
8. Click **Next**.

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Apply for Permit - Commercial Soil Erosion - 12 Month Duration *REQUIRED

✓
Locations

2
Type

3
Contacts

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More Info

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6
Review and Submit

PERMIT DETAILS

Please verify that the Permit Type that you are applying for is correct and type the project name in the Description box.

*** Permit Type**

Description

Commercial Soil Erosion - 12 Month ▼

Acmes Acres Subdivision

Back

Save Draft

Next

SEARCH AND ADD EXISTING CONTACT(S)

- a. Click **Add Contact** to add additional contacts on the permit

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Apply for Permit - Commercial Soil Erosion - 12 Month Duration *REQUIRED

✓
Locations

✓
Type

3
Contacts


4
More Info

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6
Review and Submit

CONTACTS

Permit must have a minimum of one contact. Please enter any additional applicants as needed.



Applicant ▼

Add Contact

+

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- b. Enter the contact name, email address or company name, then click the magnifying glass to the right of the search box.
- c. Click on the star to the left of the contact to add them to your Favorites list if you work with this contact on multiple permits that you may apply for in the future.
- d. Locate your desired contact and click **Add**.

Add Contact

Add Contact As

[Search](#) [Enter Manually](#) [My Favorites](#)

b

Sort

Favorite	First Name	Last Name	Address	Company	Email	Action
c		SMITH				d
		SMITH				
		SMITH				

- e. If additional contacts are needed, you may add them by repeating the steps above. Otherwise, click **Next**.

Apply for Permit - Commercial Soil Erosion - 12 Month Duration

*REQUIRED



CONTACTS

Permit must have a minimum of one contact. Please enter any additional applicants as needed.

Applicant

On Site Contact

SMITH

Add Contact

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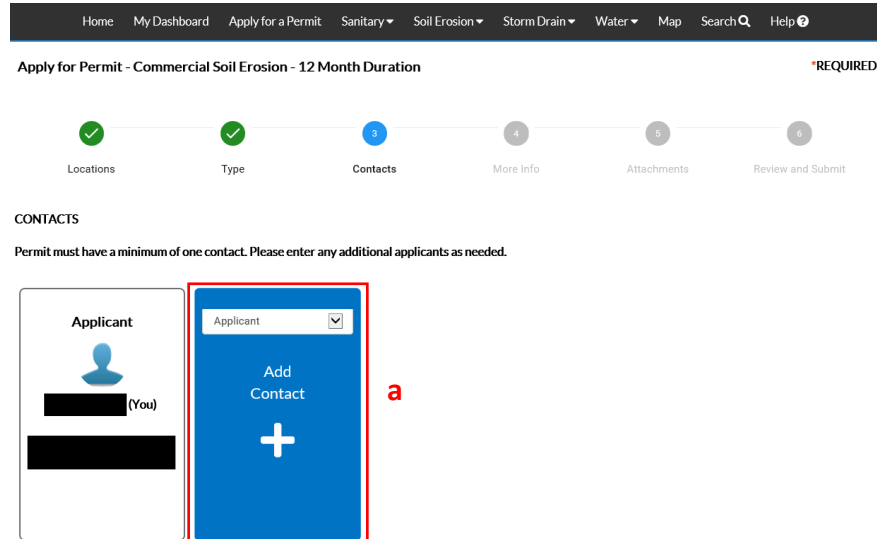
[Save Draft](#)

e [Next](#)

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ADD NEW CONTACT(S)

- a. Click **Add Contact** to add additional contacts on the permit.



Home My Dashboard Apply for a Permit Sanitary Soil Erosion Storm Drain Water Map Search Help

Apply for Permit - Commercial Soil Erosion - 12 Month Duration ***REQUIRED**

Locations Type **Contacts** More Info Attachments Review and Submit

CONTACTS

Permit must have a minimum of one contact. Please enter any additional applicants as needed.

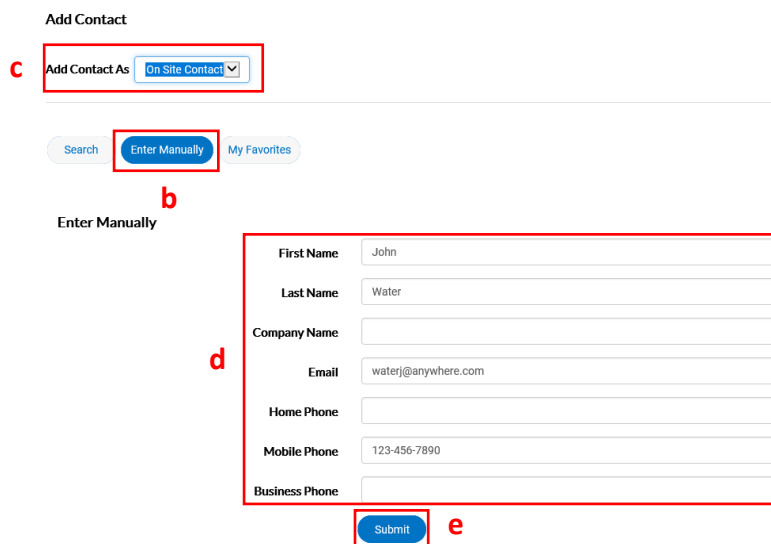
Applicant

Applicant

Add Contact

+

- b. Click the **Enter Manually** tab.
- c. Select type of contact from the *Add Contact As* drop-down.
- d. Enter the required (*) information for new contact.
- e. Click **Submit**



Add Contact

Add Contact As On Site Contact

Search Enter Manually My Favorites

Enter Manually

First Name John

Last Name Water

Company Name

Email waterj@anywhere.com

Home Phone

Mobile Phone 123-456-7890

Business Phone

Submit

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- f. If additional contacts are needed, you may add them by repeating the steps above. Otherwise, click **Next**.

Apply for Permit - Commercial Soil Erosion - 12 Month Duration


*REQUIRED



CONTACTS


Permit must have a minimum of one contact. Please enter any additional applicants as needed.

Applicant



(You)

On Site Contact



John Water

Remove

Applicant

Add Contact

+

Back

Save Draft

Next

f

REVIEW APPLICATION REQUIREMENTS

- Please review all information and requirements related to the permit that you are applying for, as well as entering information in the required (*) fields along with any other information.
- After carefully reviewing all information and requirements, click **Next**.

Back

Save Draft

Next











b

SEQUENCE-OF-CONSTRUCTION CHART (RESIDENTIAL SOIL EROSION PERMIT ONLY)

- Click pencil on the line.
- Select Item **A. Soil Erosion Control Measures** from *Sequence of Construction Item* dropdown list.
- Select Month from dropdown list in which this item will be completed.
- Select Week of the Month from the dropdown list in which this item will be completed.
- Click Save.
- Repeat steps a-e for the remaining items B-F from the *Sequence of Construction Item* dropdown list. (**See below for an example of a *Sequence of Construction Chart* that is filled out correct.)

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Sequence of Construction Details













Sequence of Construction Item	Month	Week	
			 
			 
			 
			 
			 

Sequence of Construction Item

*Month

*Week

****Example of a Sequence of Construction Chart filled out correctly**

Sequence of Construction Chart Details			+ Add Row
Sequence of Construction Items	Month	Week	
A. Soil Erosion Control Measures	July	Week 1	 
B. Excavate Basement	July	Week 3	 
C. Back fill Basement	August	Week 2	 
D. Stone Access Drive	September	Week 4	 
E. Complete All Earth Movement	October	Week 1	 
F. Seed & Mulch as Required	October	Week 4	 

ADDING ATTACHMENTS

- Review attachment requirements before uploading any attachments.
- Select the appropriate attachment type from the drop-down.
- Click **Add Attachment**.
- Navigate to the file that you would like to attach, select it.
- Click **Open**.

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Apply for Permit - Commercial Soil Erosion - 12 Month Duration

REQUIRED



Attachments

a Please upload all permit documents & plans for review. NOTE: Construction and site plans must be in PDF format with layers flattened, optimized and compressed. JPG format is acceptable for documents or letters. Maximum file size for each file should not exceed 50MB.

b Asbuilts

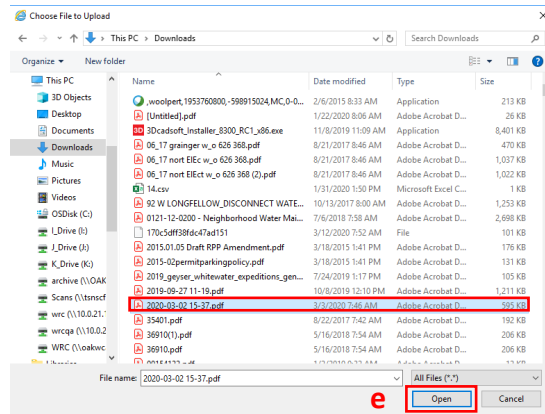
c Add Attachment

Supported: .pdf

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Save Draft

Next




f. Repeat steps b – e for any additional attachments you want to upload. Otherwise, click **Next**.

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Attachments

Please upload all permit documents & plans for review. NOTE: Construction and site plans must be in PDF format with layers flattened, optimized and compressed. JPG format is acceptable for documents or letters. Maximum file size for each file should not exceed 50MB.



Construction Plans

2020-03-02 15:37.pdf

Size: 594.11 KB

[Remove](#)

Construction Plans ☒

Add Attachment

+

Supported: .pdf

[Back](#)

[Save Draft](#)

[Next](#)



SUBMITTING YOUR APPLICATION

- On the final page, please ensure that you have reviewed that all the information is correct.
- Click **Submit** at the bottom to submit your application for review.

Locations

Location	54 Wellesley Dr, Pleasant Ridge, MI, 48069
Parcel Number	2527130006

Basic Info

Type	Commercial Soil Erosion - 12 Month Duration
Description	Acme Acres Subdivision
Applied Date	06/24/2020

Contacts

Applicant	
On Site Contact	

More Info

COMMERCIAL APPLICATION REQUIREMENTS

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**** ACCEPTABLE TYPES OF PROOF OF OWNERSHIP:** Current Tax Bill, Recorded Warranty Deed, Buyers & Sellers Closing Statements or Recorded Land Contract. **

1. Complete permit application.

2. The plan review fee is due with the permit application. The inspection fee is due at the time the soil erosion permit is issued.

3. Submit one (1) full set of the civil engineered plans for the site (24" x 36") that includes a soil erosion and sedimentation control specification sheet on the soil erosion page with the following items listed below under Construction Plan Requirements.

4. The permit may be renewed for a maximum of one (1) year from the date of application if there is no activity on the site.

5. To transfer a permit, a permit transfer information form, or a similar form created by the landowner, must be completed, signed and mailed or delivered to the WRC Soil Erosion Department office. NOTE: A permit cannot be transferred if there are any outstanding balances or violation against the permit.

6. This permit will be renewed every three (3) months after it expires until the site has all permanent soil erosion controls in place.

7. Final vegetation is specified as having every square foot of ground disturbance with a density of 90% and at least 1" in height.

■ NOTE: Permits not picked up within 30 days after notification of approval will be terminated. NO REFUNDS WILL BE ISSUED ■

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Attachments

Construction Plans

2020-03-02 15:37.pdf

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[Save Draft](#)

[Submit](#)

b

- c. Congratulations, you have successfully submitted your application and should receive a confirmation message.

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✔ **Your permit was successfully created!**

Thank you for your application, it has been submitted to the WRC Soil Erosion Department for review.

[Continue to permit](#)

Fees

\$0.00

[View Details](#)

[Add to Cart](#)