



Full Instructions - Waterways Inquiry Request

Reminders: This form is only for Section 401 Water Quality Certifications, Isolated Wetland permits, Construction in a Floodway permits or other construction along streams, lakes, or dams. The Waterways Inquiry Request is not a permit and does not provide authorization to move forward with your proposed project. If you do so, enforcement penalties may apply. Please wait for the email response to learn next steps.

Statement of Understanding

The very first item that will appear in the form is a statement that you must read and select "I understand."

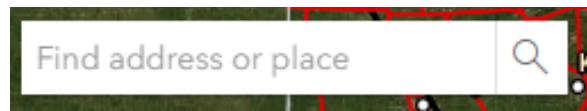
Project Location

All questions on this form are referring to the **specific location where you will be doing the work**. We call this the *area of disturbance*, which refers to (but is not limited to) clearing, stock piling, grading, excavation, fill, building, and/or any other construction activity.

To find your specific project location, click on the dotted square on the lower left side to enlarge the map to full screen



If you know the project area address, enter it into the "Find address or place" bar at the top left of the window and press "Enter." The map will zoom to that location.



If you do not know the address, use the plus and minus buttons in the top left corner to zoom in to your project location. To move the map, click and drag.

Use city names, streets, and other landmarks to orient yourself.

Streets, roads, and their labels may take several seconds to appear.

Once you've found your project area, the polygon button will allow you to mark your *area of disturbance*. To start drawing, lightly click to place the first point. Continue to click and leave points to surround your project boundary. Right before you reach your starting point, double click to complete your polygon.



Polygon



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*(If you see a pen, you have accidentally activated an edit feature. Click the "X" cancel button **below** the pen to return to your drawing.*



If you made a mistake and would like to erase your drawing, don't worry! Press the polygon button to remove your current drawing and start again.

Once you mark your *area of disturbance* with a polygon, exit the map by clicking the "X" exit button at the top right of the map window and move to the next question in the Inquiry Request.



Name

Enter your first and last name.

Phone Number

Enter your phone number. Start with your area code and include dashes.

Email

Enter your email address.

Confirm Email

Enter your email address again to confirm it was entered correctly.

If the entry area is red, the two emails don't match and the form will not submit successfully.

Project Type

Choose the project type that most closely fits your project. You may only select one.

Project Types

- Industrial or Commercial Development
- Residential Development (Multi-Lot)
- Utility/Outfall Project
- Transportation (LPA or Locally Funded)
- Bank Stabilization
- Construction of Residence (Single Lot includes improvements, additions to existing structure)
- Construction of Non-Residential Building
- Stream Crossing



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- Construction of Pond
- Levee Reconstruction
- Wetland Restoration
- Creek Rock Removal
- Dredging/Excavation
- Other/Multiple Project Types
- INDOT (Non-LPA Project)

Project Description

In the Project Description field, enter a detailed description of the project. Please provide as much information as possible.

County

Select the county where the project will take place.
(If there are multiple counties, please select the county where the majority of the work will occur.)

Is there is an address associated with the property?

If yes, select “yes” and fill in the fields that appear.

Do you have a parcel number for the project area?

If yes, select “yes” and enter the parcel number in the field that appears. Please include dashes and decimals.

What is the approximate acreage of disturbance for the project overall?

Enter the acreage total shown near the bottom left corner of the map unless you have a different acreage estimate you would like to provide.

Do you have a Wetland Delineation Report verified by the U.S. Army Corps of Engineers?

Select Yes or No. If you’re unsure, click the “unsure” button.

Have any other evaluations of potential waters within the property been completed?

If yes, please list them. If not, leave blank.



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Do you have any development plans and/or drawings/pictures currently available?

Select "yes" if you have any development plans and/or drawings/pictures currently available. If not, select "no." Do not send any images to us now. We may need to see these in the future, but we'll contact you if we need them.

Have you reached out to any governmental agencies about your project?

If yes, select "yes" and enter the agency name(s) in the next field. If no, select "no."

The form is now complete.

Press Submit.

If you are unable to submit the form, review your responses to ensure all fields marked with a red asterisk are filled out correctly. You will receive a confirmation email when the form submits successfully.

A Waterways Inquiry Response will be sent via email within 14 days.