

How to submit Removal-Fill applications online

DSL is now accepting the following applications online:

- Joint Permit Applications – (Individual Permits and General Permits)
- Emergency Permit Applications
- General Authorization Notification
- Application for General Permit to Maintain Drainage for Protection of Agricultural Lands
- Notification for Certain Exempt Voluntary Habitat Restoration Projects

INSTRUCTIONS

Please review the guidelines below before uploading your application.

Applications should be a single document. PDF is the preferred document type. Any associated drawings, supplemental reports, maps, pictures, etc. should be included with the application form in your application document.

Addresses for adjoining property owners must be provided separately. DSL requires applicants to provide addresses for adjoining property owners so notice of the removal-fill application may be provided by mail. If your project has 30 or fewer adjoining property owners, DSL will prepare mailing labels. Please upload the address list in a Word document. If there are more than 30 adjoining property owners, the applicant must prepare mailing labels and mail them to DSL.

After selecting files to upload, you will be asked to provide:

1. An email address. DSL will contact this email address if there are problems with the uploaded files.
2. A description of the uploaded file(s) as follows:
 - a. An application type from the 5 listed above
 - b. Project name
 - c. Adjoining property address list Word document, if included.

LINK TO UPLOAD FILES

Upload your application file and adjoining property address list to: [Upload application](#)

Please note: DSL cannot accept .exe files.

APPLICATION CONFIRMATION AND PAYMENT

Department of State Lands staff will automatically be notified when an application is uploaded.

By the next business day, you will receive an email confirming receipt of your application, your application number and payment instructions. DSL recommends the permit fee be paid online for applications submitted online.

If you do not receive confirmation and payment information please contact Melissa Pelton, Melissa.Pelton@dsl.state.or.us or 503-986-5220.