

## **How to submit applications to remove or fill material online**

Looking to submit an application for a waterway authorization (registration/lease, easement, or other type of authorization)? [Read these instructions](#).

DSL is now accepting the following applications online:

- Joint Permit Applications (for 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
- Monitoring Reports
- Mitigation Bank and In-Lieu Fee Documents (example - Prospectus, Instrument)

### **Instructions**

Use the following link to upload your application file(s) PDF is preferred document type, except as noted below.

[Upload application](#)

**When uploading an application, any associated attachments, drawings, supplemental reports, etc., need to be combined within the application file.**

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 6 listed above
  - b. Project name
3. For **JOINT PERMIT APPLICATIONS**: If there are 30 or less adjoining property owners addresses, we will prepare the labels for you. Please provide the list of addresses in a separate Word document. If you have more than 30 , you will need to mail DSL the labels when you submit your application. This will mean for Removal Fill Applications with more than 30 adjoining property owners, you will be submitting 2 files – (1) application (2) word doc with labels. Please if any of the adjoining property owners have more than 1 tax lot, please submit **ONLY** one mailing label per owner.

*Please note: DSL cannot accept .exe files.*

### **Application Confirmation and Payment**

By the next business day, you will receive an email confirming our 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 April Gomez, [april.gomez@dsl.oregon.gov](mailto:april.gomez@dsl.oregon.gov), 503-986-5284.