Applicant User Guide

Washington Department of Fish and Wildlife
December 2024

Table of Contents

1. Introduction

The Aquatic Protection Permitting System (APPS) is an online permitting system provided by the Washington Department of Fish and Wildlife (WDFW) to submit, track, search, and manage technical assistance requests, pre-applications for regulatory review, and applications for Hydraulic Project Approval (HPA) permits. The APPS system was first introduced in 2014 and was replaced and modernized in late 2024. This guide is intended to serve as a resource for HPA applicants and other public users of APPS. This guide will detail the common processes and key functionalities of the new modernized APPS.

- **APPS is available at: https://hpa.wdfw.wa.gov/**
- For additional information on the HPA permitting process at WDFW, visit our HPA website at https://wdfw.wa.gov/licenses/environmental/hpa.
- For questions about this guide, using APPS, or any issues with the system, please contact us at APPS.help@dfw.wa.gov.
- For anything else HPA-related, please contact us by emailing HPAapplications@dfw.wa.gov or calling 360-902-2422.

2. APPS Orientation

2.1. Secure Access Washington

You will need a Secure Access Washington (SAW) account to access APPS. SAW is a tool used to access online services from various state agencies with one username and password. Information on creating a new SAW account or accessing your existing SAW account is available here: https://wa.gov/how-to-guides/secureaccess-washington-saw-your-login-state-services.

2.1.1 Logging In

Login to APPS here: https://hpa.wdfw.wa.gov/

You will be redirected to SAW to sign in or create a new account if one doesn't already exist.

- If you have an existing APPS account prior to the 2024 Modernization, it has been migrated to the new system. To access your existing account, you will need to sign in via SAW.
    - If you have an existing SAW account, your SAW email and APPS email must match to access your existing applications, permits, and associated data.
    - If you don't have an existing SAW account, you will be prompted to set up a SAW account. You must set up your SAW account with the same email as your existing APPS account if you are to access your migrated applications, permits, and associated data.
    - If you need help recovering your SAW username or password, visit https://secureaccess.wa.gov/public/saw/pub/remindAndReset.do.
    - *If you believe that your SAW email matches that of your existing APPS email and you are having issues accessing the system, please contact APPS.help@dfw.wa.gov.*
- If you are a new APPS user, then you have no existing APPS account information.
    - If you have an existing SAW account, you can log into APPS using your existing SAW credentials. This will create an APPS account based on your SAW email address provided. Once in APPS, you can add any additional contact information desired.
    - If you don't have an existing SAW account, you will be prompted to create a new SAW account. Once you log into APPS for the first time using your SAW account, this will create an APPS account based on your SAW email provided. Once in APPS, you can add any additional contact information desired.

2.2. Navigating in APPS

Once you've successfully logged in, you will arrive at the **Home Screen**, your central hub for navigating APPS. It provides access to key features and resources for managing HPAs. Below is an overview of its main sections and functionalities:

Located at the top of the screen, the menu bar allows you to move between key sections:

- **Home**: Return to the main dashboard.
- **Applications**: Manage and track submitted or draft applications.
- **Cases**: Access and review technical assistance requests
- **Permits**: View permits issued under your account.
- **Application Search**: Search for specific applications, cases, or permits.

In the top-right corner of the screen, there are two icons for notifications and profile management:

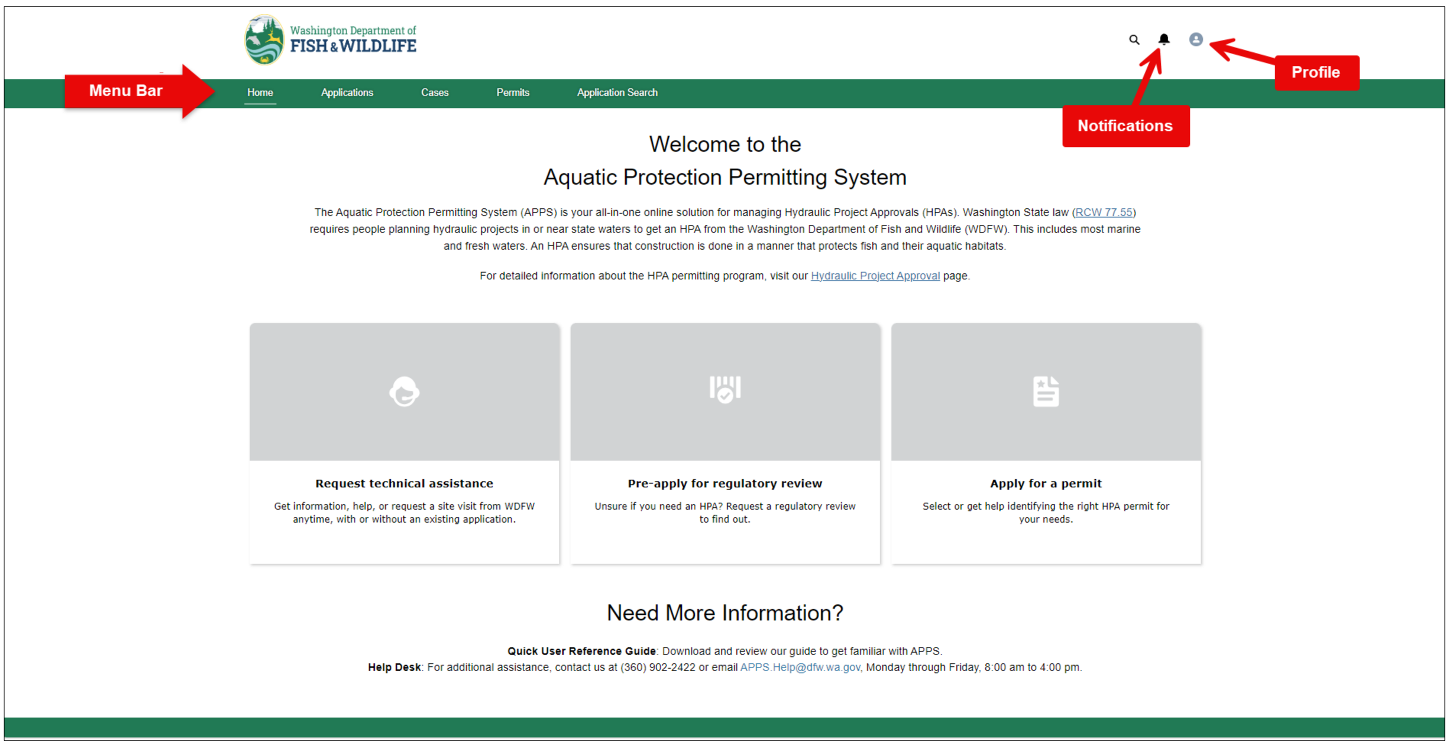
- **Bell Icon**: Alters you to any new notifications related to your submissions, such as new messages from WDFW.
- **Person Icon**: Directs you to the My Profile section, where you can review and updated your contact information as needed.

The three tiles on the Home Screen allow APPS users to submit the following:

- **Technical Assistance Requests**: Request help, information, or a site visit from WDFW at any stage, even without an existing application.
- **Pre-applications for Regulatory Review**: Submit a pre-application to determine whether an HPA is needed for your project.
- **HPA Applications**: Apply for an HPA or receive guidance on selecting the appropriate permit type for your project.

At the bottom of the Home Screen, you'll find links to resources for additional assistance:

- **Quick User Reference Guide**: Download the guide to help familiarize yourself with APPS functionality.
- **Help Desk Information**: For further support, contact the Help Desk at (360) 902-2422 or email APPS.Help@dfw.wa.gov, available Monday through Friday, 8:00 AM to 4:00 PM.



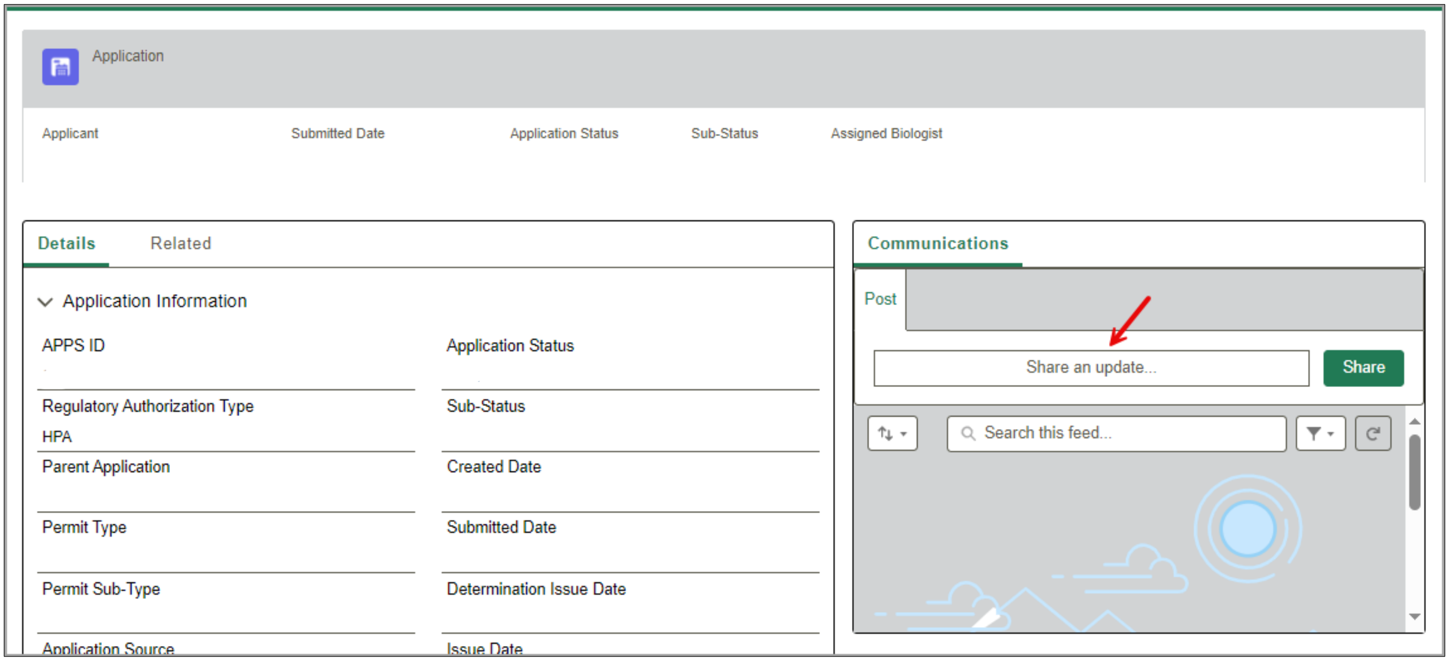
2.3. Communications (Chatter)

Chatter is a within-system messaging feature of APPS. It allows communications to be sent between the applicant, agent, and assigned WDFW staff regarding a particular application or technical assistance request. Please note that all Chatter posts/comments will be public/viewable by all other APPS users.

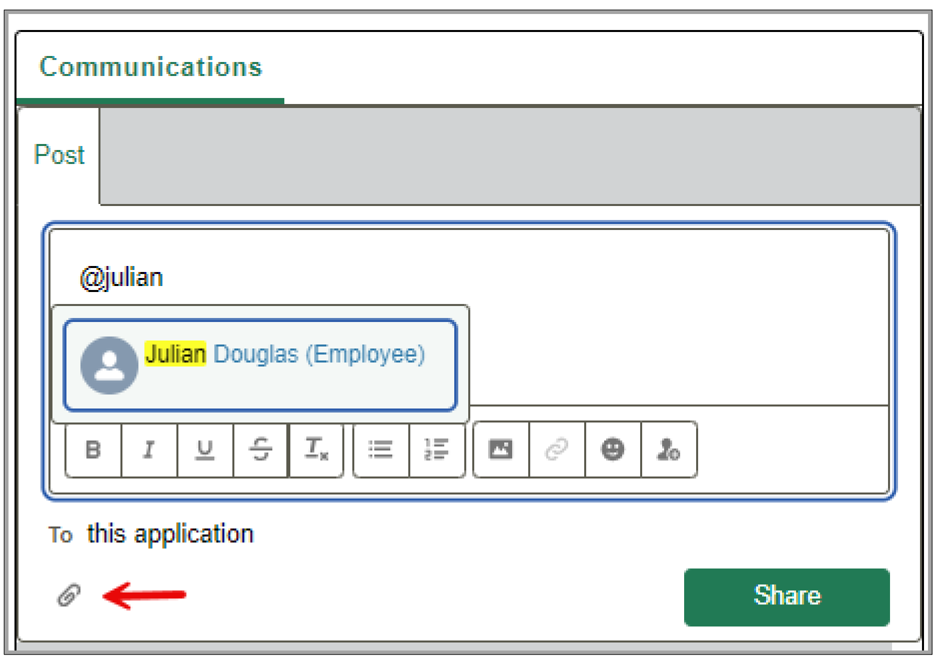
Once in an application or technical assistance request, the Chatter feature can be found on the right side of the screen. Here, you will be able to see, respond to, or initiate any Chatter messages regarding the application or technical assistance request. *If you are initiating a Chatter message, it is best practice to @mention the recipient to ensure they are properly notified. See example below of how to use the @mention feature.*

To initiate communication using Chatter:

1. Open the application or technical assistance request where you want to send a message.
2. Click **Share an update** in the Communications section.



3. In the text field type your message.
   - Use an @mention to notify the intended recipient by including the @ symbol before the name. As you type the name after the "@," the system will automatically suggest users to select.
   - You can include attachments with your message by selecting the **paperclip icon**.



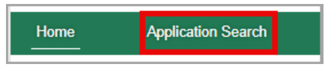
4. When ready to send your message, click **Share.**

2.4. Searching in APPS

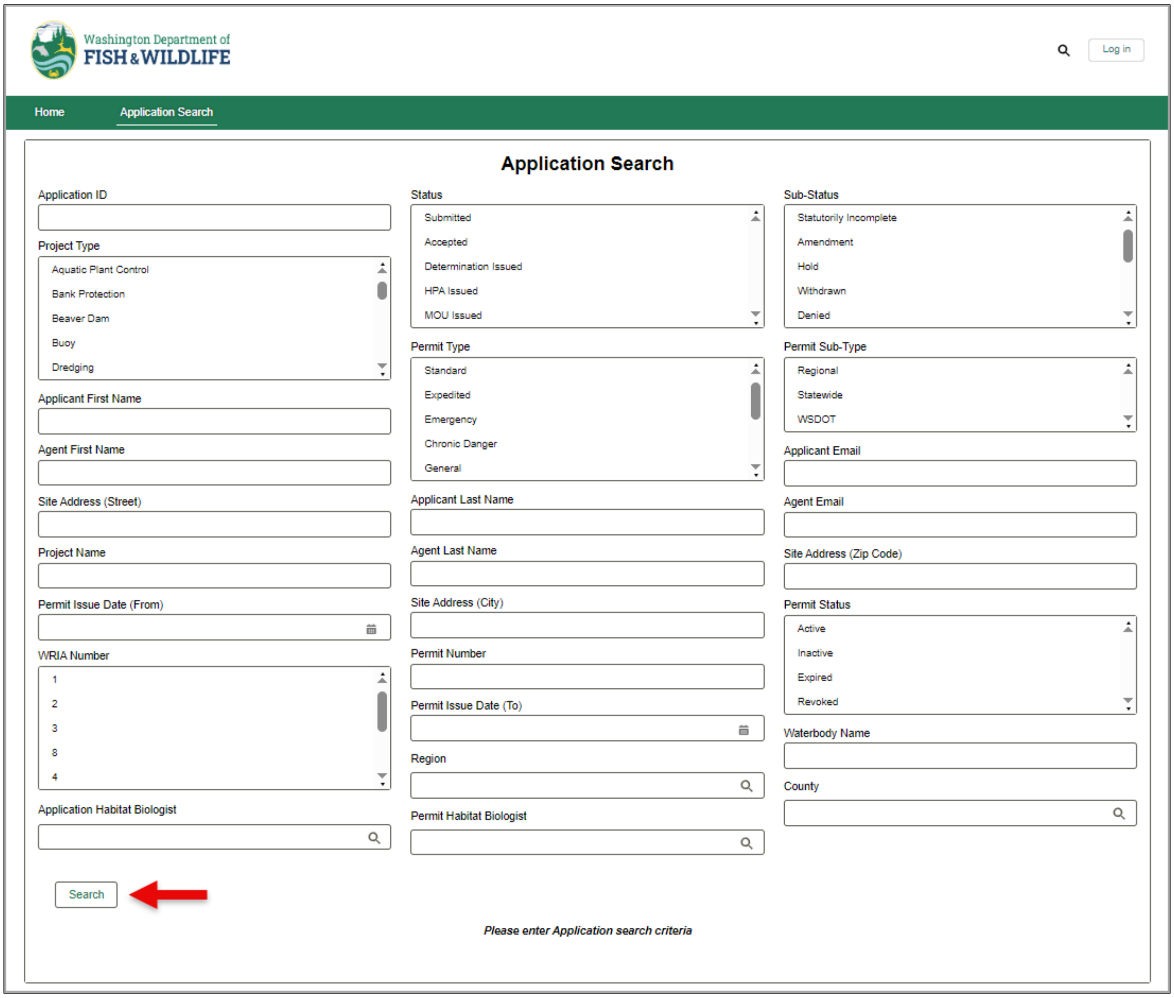
This section outlines how to search for any case, application, or permit in APPS, with or without an account. For guidance on searching your own technical assistance requests, pre-applications, applications, or permits, see Sections 3.2, 4.2, 5.2, and 7.1.

To search records:

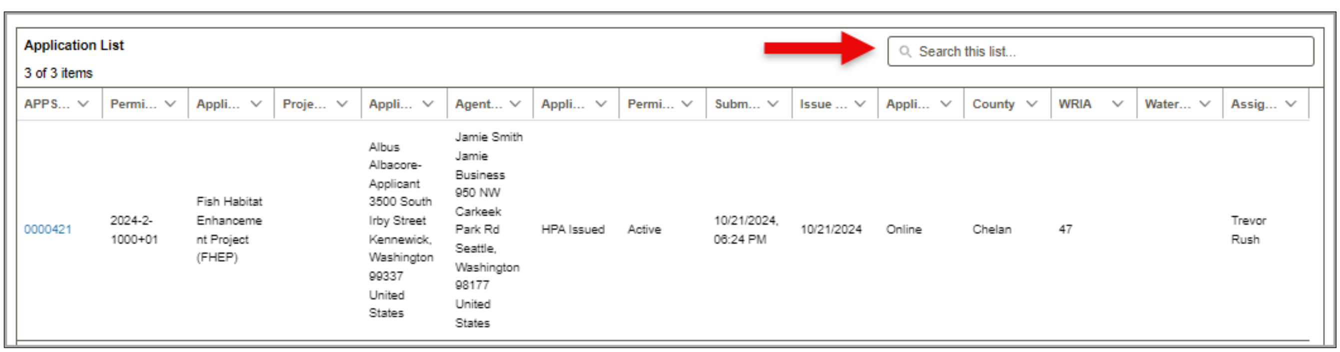
1. Click on the **Application Search** option in the menu bar.



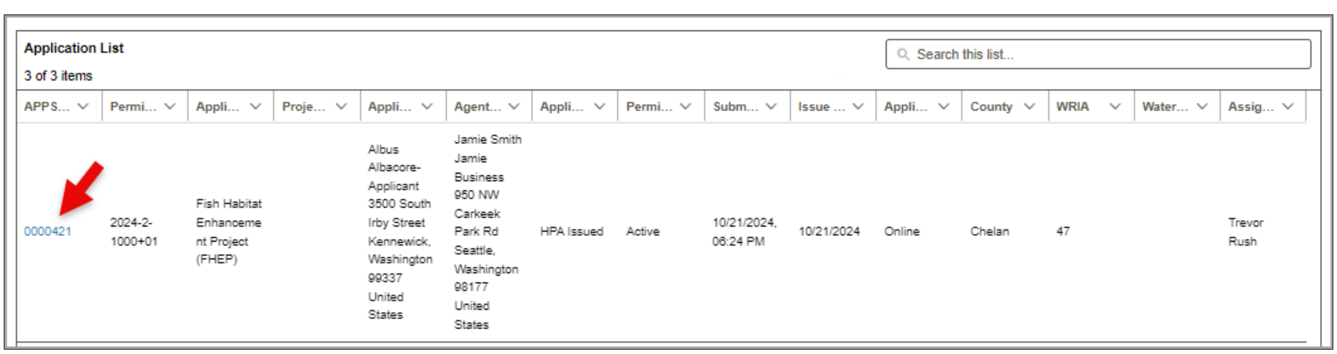
2. Enter the search criteria.
   - Use the available fields to refine your search. You can enter one or multiple criteria to narrow your results:
     - **Application ID**: Enter the unique identifier for the specific application.
     - **Project Type**: Select from the dropdown menu to specify the project type (e.g., Aquatic Plant Control, Bank Protection, Dredging).
     - **Status**: Select the status of the application (e.g., Submitted, Accepted, HPA Issued).
     - **Sub-Status**: Choose additional status details such as Amendment, Hold, or Withdrawn.
     - **Permit Type and Sub-Type**: Select the relevant permit type (e.g., Standard, Expedited) and sub-type (e.g., Regional, Statewide).
     - **Applicant or Agent Information**: Enter the first and/or last name, email address, or other contact details for the applicant or agent.
     - **Site Address**: Provide details such as street, city, zip code, or county where the project is located.
     - **Project Name**: Enter the name of the project if applicable.
     - **Permit Details**: Specify the permit number, issue date range, or permit status (e.g., Active, Inactive, Expired).
     - **WRIA Number**: Select the Water Resource Inventory Area (WRIA) number.
     - **Region or Waterbody Name**: Include information about the region or waterbody involved.
     - **Application Habitat Biologist**: Enter the name of the biologist associated with the application, if known.
3. Click the **Search** button to submit your search criteria.



4. Search results matching the entered criteria will be displayed below. You can refine the search results further by entering additional criteria in the **Search this list** field within the search results section.



5. Click on the **APPS ID** of the desired record to view its details.

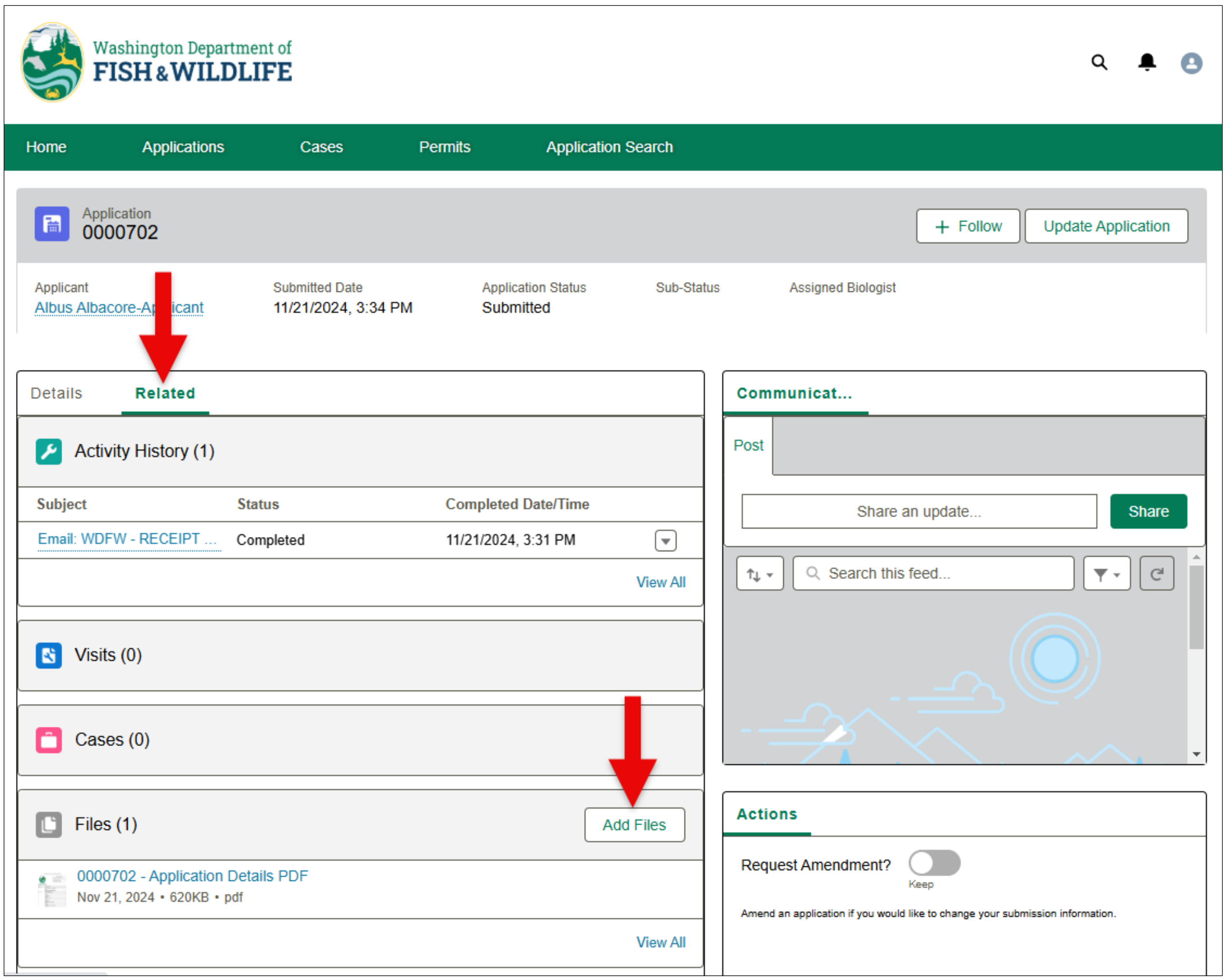


2.5. Uploading Additional Files

If you need to upload additional files to a submitted application, modification request, or issued permits, you can:

- Upload them directly into APPS;
- Submit them via email to HPAapplications@dfw.wa.gov; or
- Submit them via mail to the Washington Department of Fish and Wildlife, Habitat Program, P.O. Box 43234, Olympia WA 98504-3234.

To upload additional files in APPS, navigate to the application, select the **Related** tab, and then select **Add New Files** in the Files section.



3. Requests for Technical Assistance

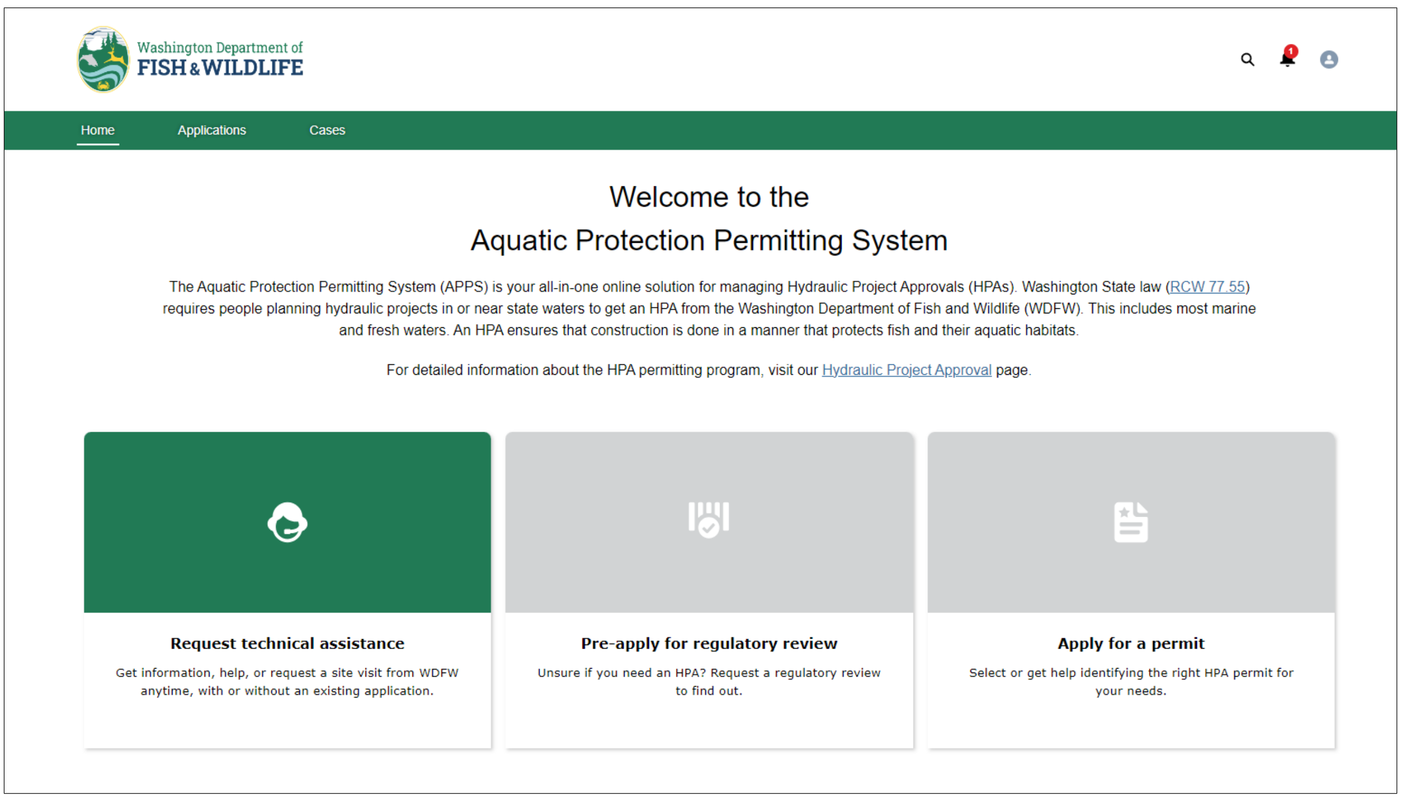
Requests for technical assistance may be submitted when you are seeking information or support about hydraulic work, fish life, project design, or any other related topic. We encourage you to contact our staff early and often with any questions you have.

If you are seeking a determination as to whether proposed construction or work requires an HPA, then you should submit a Pre-application for Regulatory Review (see Section 4) instead of a Request for Technical Assistance. WDFW will evaluate the proposed project to determine if it is a hydraulic project and, if so, whether an HPA is required to ensure the protection of fish life.

3.1. Submitting a Request for Technical Assistance

Requests for technical assistance are created as “Cases” in APPS. To submit a request for technical assistance, follow these steps:

1. Login to APPS
2. On the home screen, select the **Request technical assistance** button.



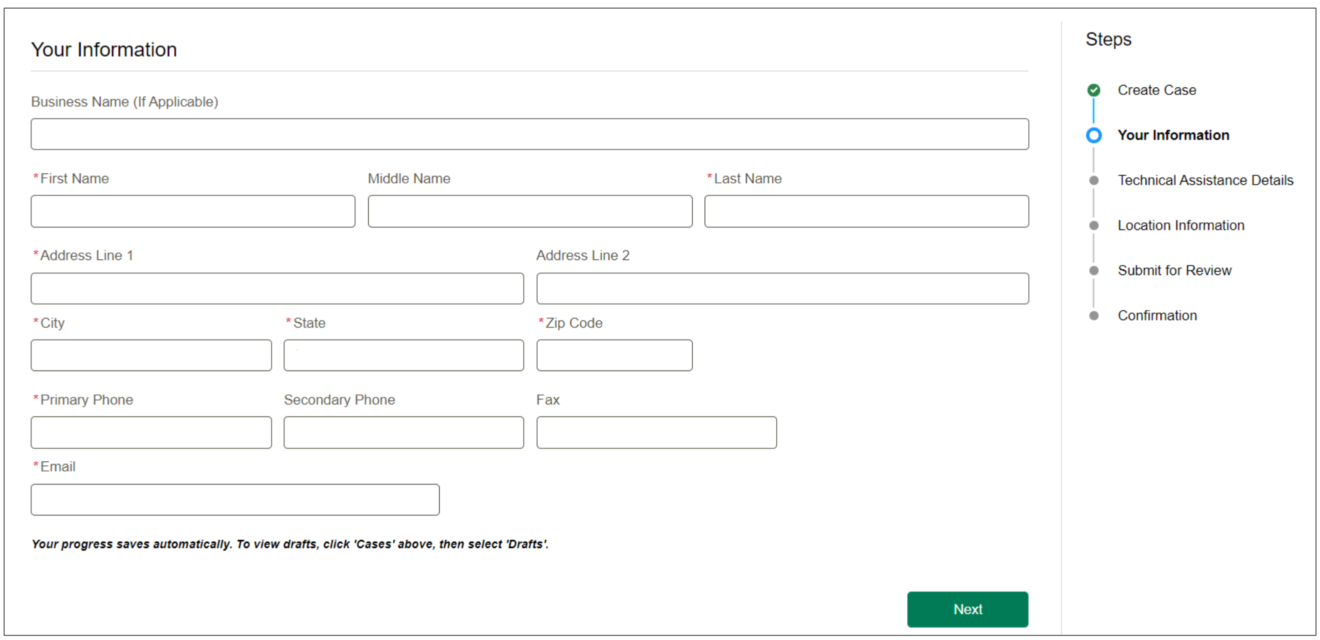
3. To answer the question “Are you requesting information or technical assistance on behalf of someone else?”, select either **Yes** or **No** from the dropdown as appropriate, then select **Next**.

Note: After this point, the system has created a <u>draft</u> Case of your request for technical assistance. Your case is automatically saved as you progress through the form. If at any point you need to leave the screen, you can navigate back to your created cases by selecting **Cases** from the menu bar (refer to Section 3.2.).

4. **Your Information**. Verify your contact information. Contact information is automatically populated based on what is saved in your APPS account.

    a. If your contact information is incorrect or needs to be updated, you can do so within the case form. The only information that is not editable is your email address (this must be modified via your SAW account).

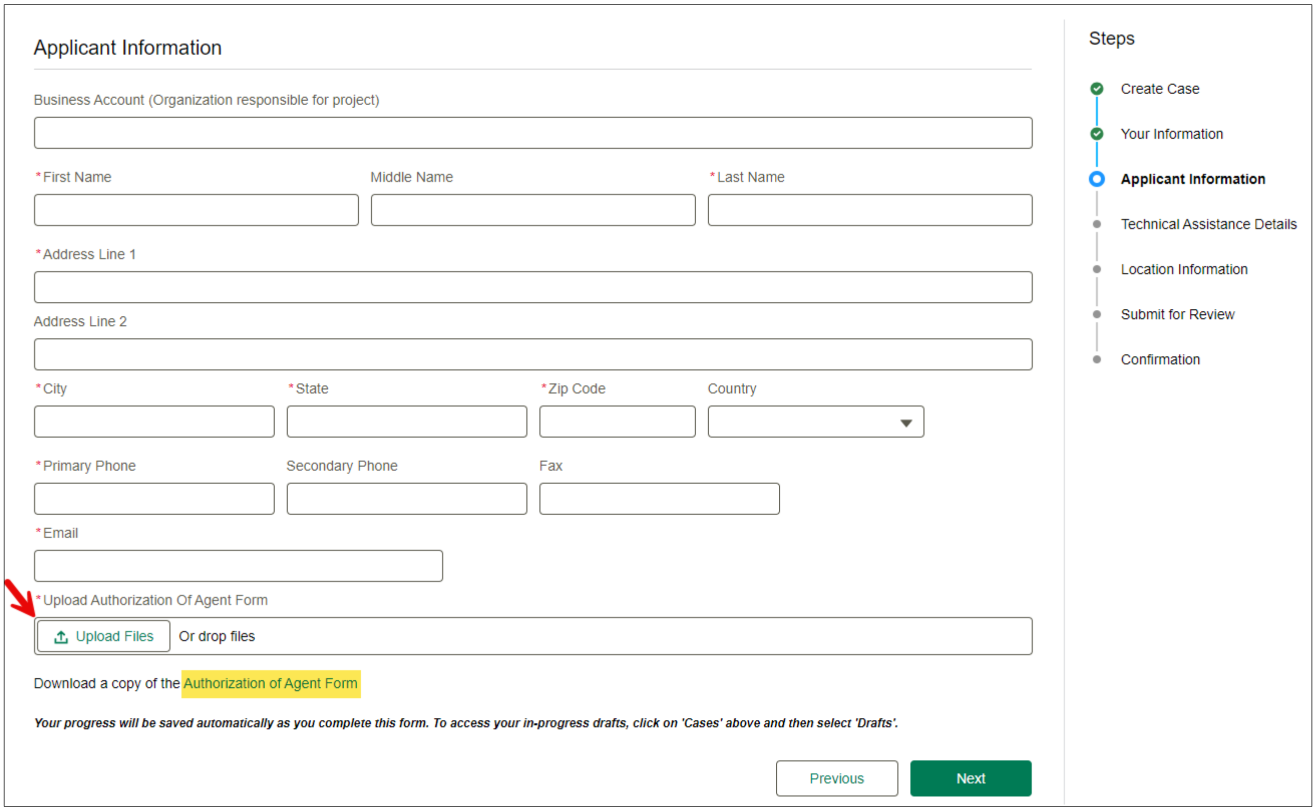
    b. If your contact information is correct and complete, select **Next**.



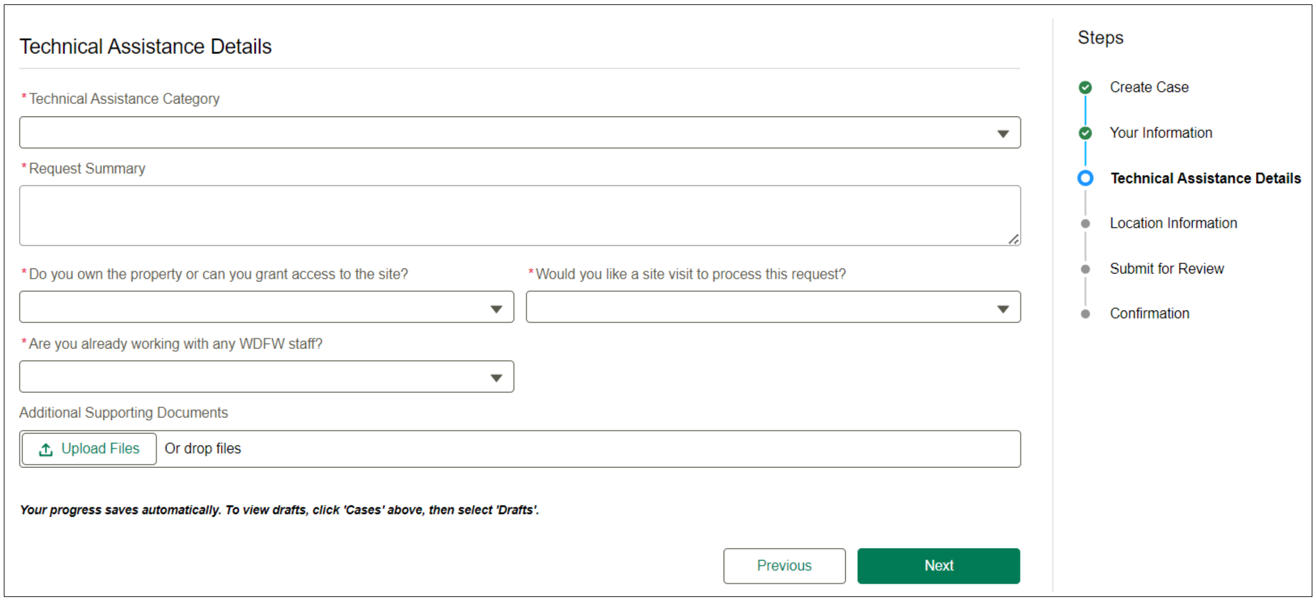
5. **Applicant Information.** Verify the applicant's information. <u>If</u> you selected **Yes** that you are requesting on behalf of someone else (step 3 above), an **Applicant Information** step will appear after **Your Information** where you will add the applicant details.

    a. You will also be provided a link to the authorization of agent form required when an agent is acting on behalf of an applicant. This form will need to be filled out, signed, and uploaded to the **Upload Authorization of Agent Form** section.

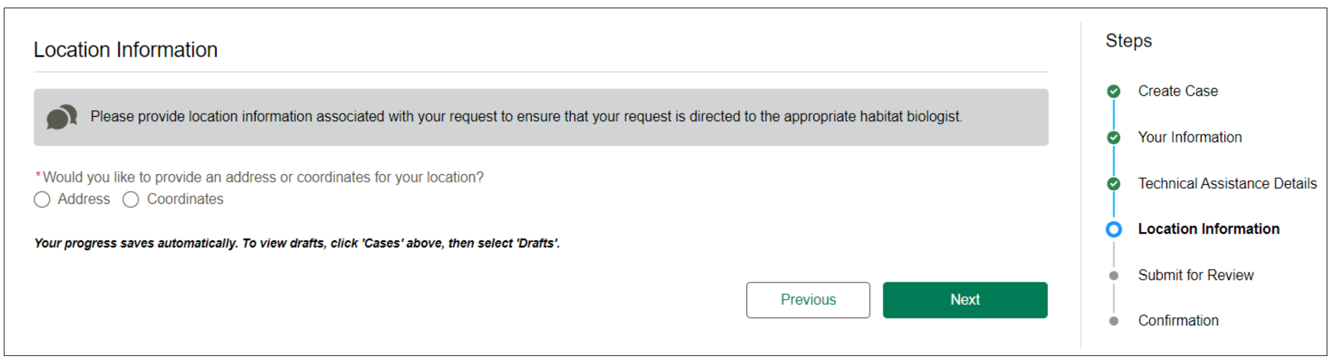
    b. Select **Next** to proceed.



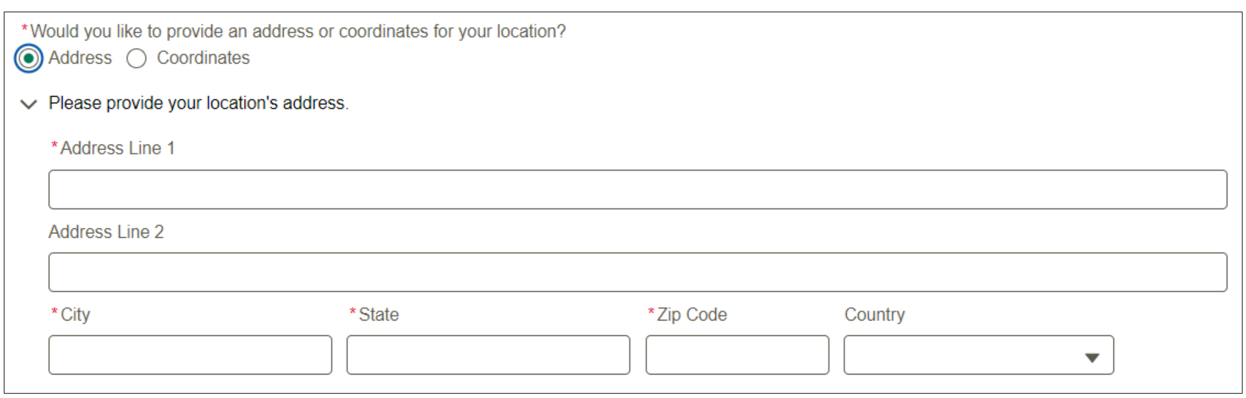
6. **Technical Assistance Details**. Enter the technical details of the request.:
    a. Select the **Technical Assistance Category** that best fits your request.
    b. In the **Request Summary** box, enter a short description of your request.
    c. Select **Yes** or **No** for the question “Do you own the property or can you grant access to the site?”
    d. Select **Yes** or **No** for the question “Would you like a site visit to process this request?”
    e. Select **Yes** or **No** for the question “Are you already working with any WDFW staff?”
        - If you select **Yes**, then enter the name of the WDFW staff member that you are working with regarding your request for technical assistance.
    f. Upload any related or supporting documentation in the **Additional Supporting Documents** section.
    g. Select **Next**



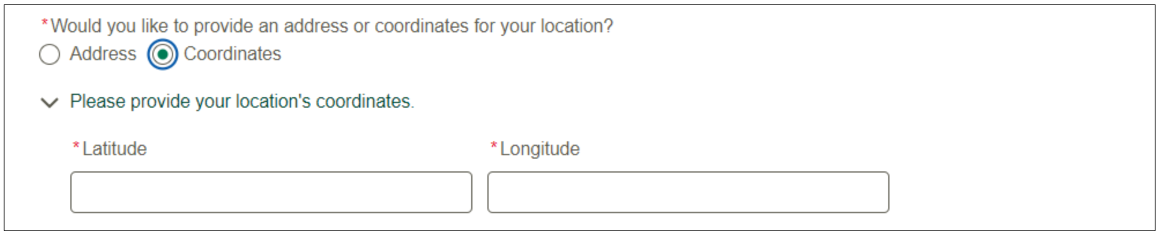
7. **Location Information**. Select whether you would like to provide an **Address** or **Coordinates** for your location. The location should reflect where you are seeking technical assistance to ensure your request is directed to the Habitat Biologist assigned to that area.



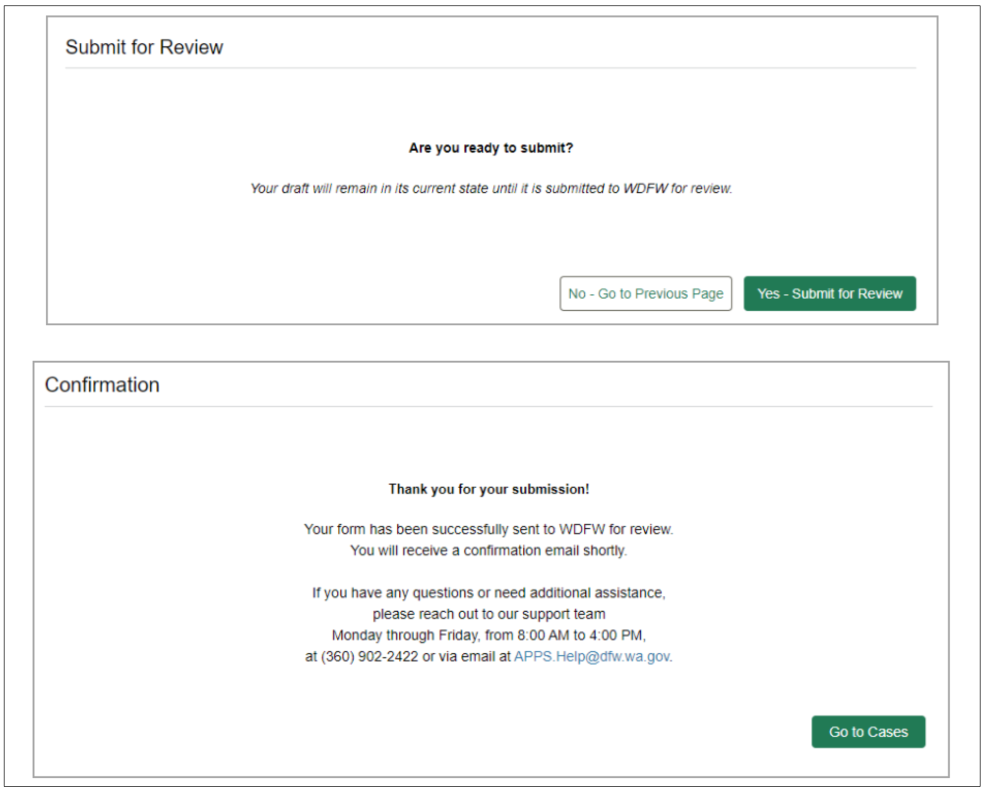
   a. If **Address** is selected, enter the physical address.



   b. If **Coordinates** are selected, enter the GPS coordinates in decimal degree format (e.g., Latitude: 47.1234, Longitude: -123.1234). If you need help figuring out your project location coordinates, you can use an online mapping tool like [Google Maps](). Select **Next** to proceed.



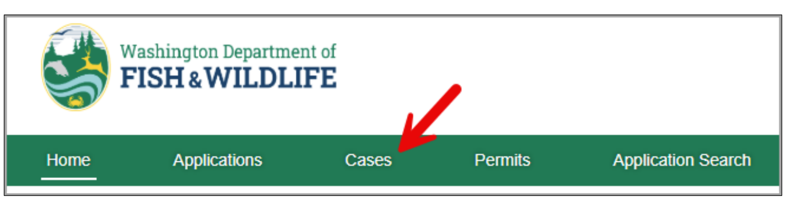
8. **Submit for Review**.
    a. If you are ready to submit your request to WDFW for review, select **Yes – Submit for Review**.
    b. To go back to previous sections before submitting your request, select **No – Go to Previous Page**.
        - Once your request has been submitted, the screen will show a confirmation message. You will also receive an email confirmation of your request.



After submitting your request, it will be automatically assigned to a local Habitat Biologist based on the location details provided. If you need to further contact this biologist regarding your request, you can use the Chatter function on the Case page (see Section 2.3. for details on Chatter). Otherwise, you will either receive additional communications from APPS when your case is resolved or directly from the assigned biologist if they have any questions.

3.2. Viewing Requests

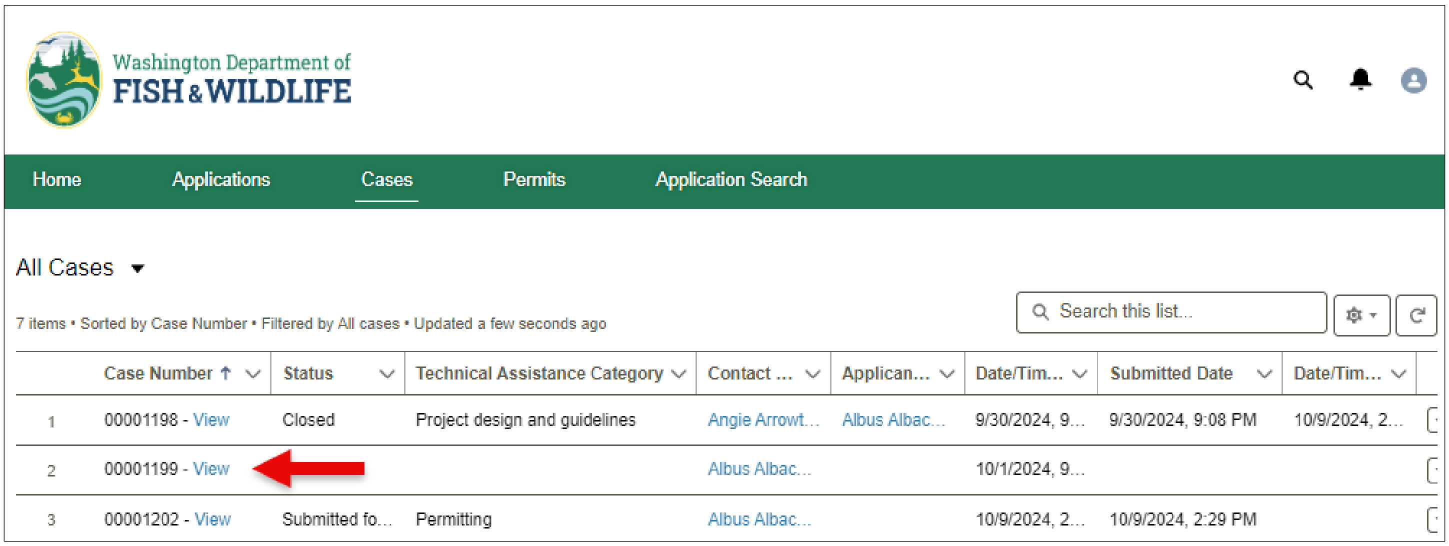
You can view draft and submitted requests at any time by logging into APPS and selecting **Cases** from the menu bar.



From the Cases list view, you can see some essential details including the case number, status, category, contact information, and dates.

You can sort your list of Cases by selecting the **sort arrow** next to any column header (e.g. Case Number, Status, or Submitted Date). Additionally, you can refine your list by entering specific criteria (e.g. technical assistance category) into the **Search this list** field.

To open an individual request and see the full details, select the **View** next to the case number.



When you open a request, the screen defaults to the **Details** tab which displays basic information about the request. Information may vary depending on the status of your request. The **Related** tab is also available for viewing additional information related to the request such as file attachments and associated site visits.

When a request is closed, either via withdrawal (see Section 6.1.) or resolution, that information will be populated in the **Details** tab under the *Closure Information* section.

4. Pre-applications for Regulatory Review

A Pre-application for Regulatory Review may be submitted if you are seeking a determination for whether proposed construction or other work requires an HPA. WDFW will evaluate the proposed project to determine if it is a hydraulic project and, if so, whether an HPA is required to ensure the protection of fish life.

Pre-applications must be submitted online through APPS and include:

- A description of the proposed project;
- A map showing the location of the project site;
- Preliminary plans and specifications of the proposed project, if available, and;
- Location of the nearest waterbody (e.g., describe or label the location of ordinary high water in the project description, map, and/or plans).

For each pre-application, WDFW is required to:

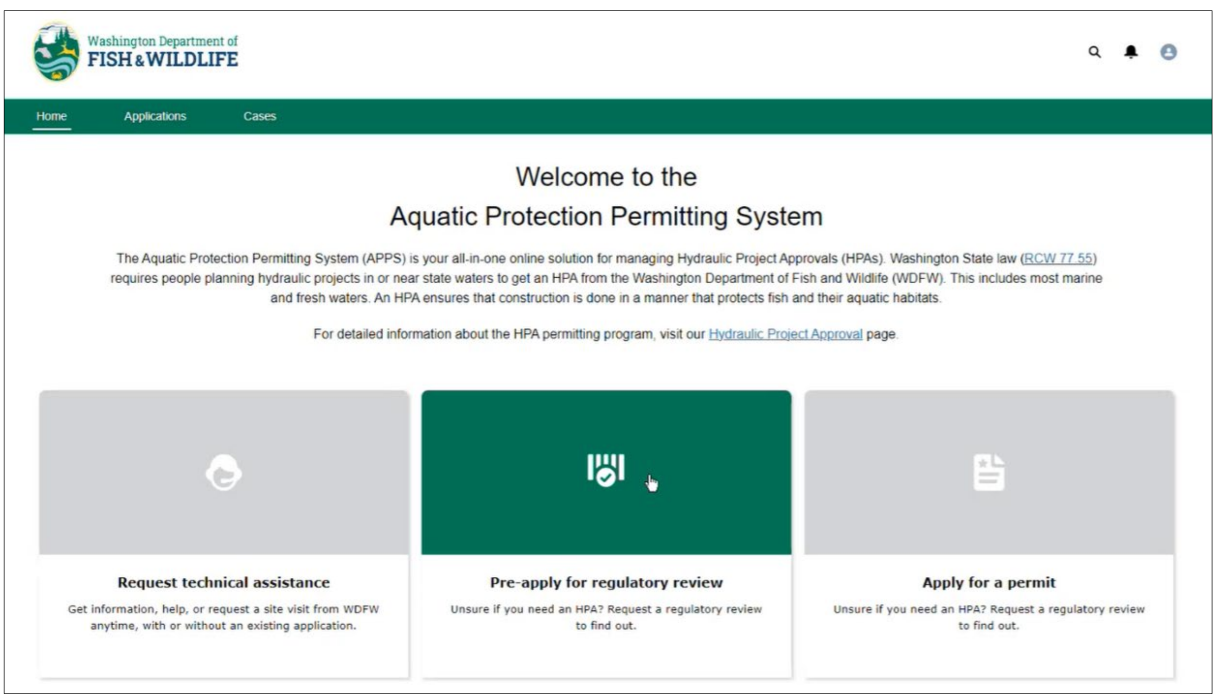
- Provide tribes and local governments a 7-calendar day review and comment period.
- Consider all applicable written comments received before issuing a determination; and
- Issue a written determination, including the rationale for the decision, within 21 calendar days of receipt.

Note: documentation of compliance with SEPA is not required for Pre-applications.

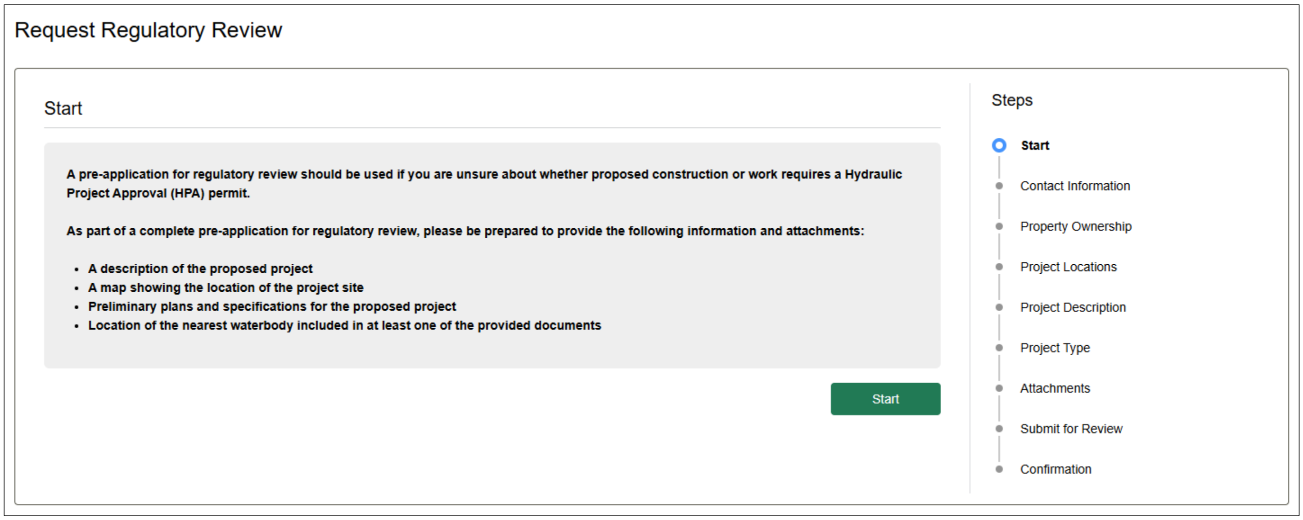
4.1. Submitting a Pre-application

To submit a pre-application, follow these steps:

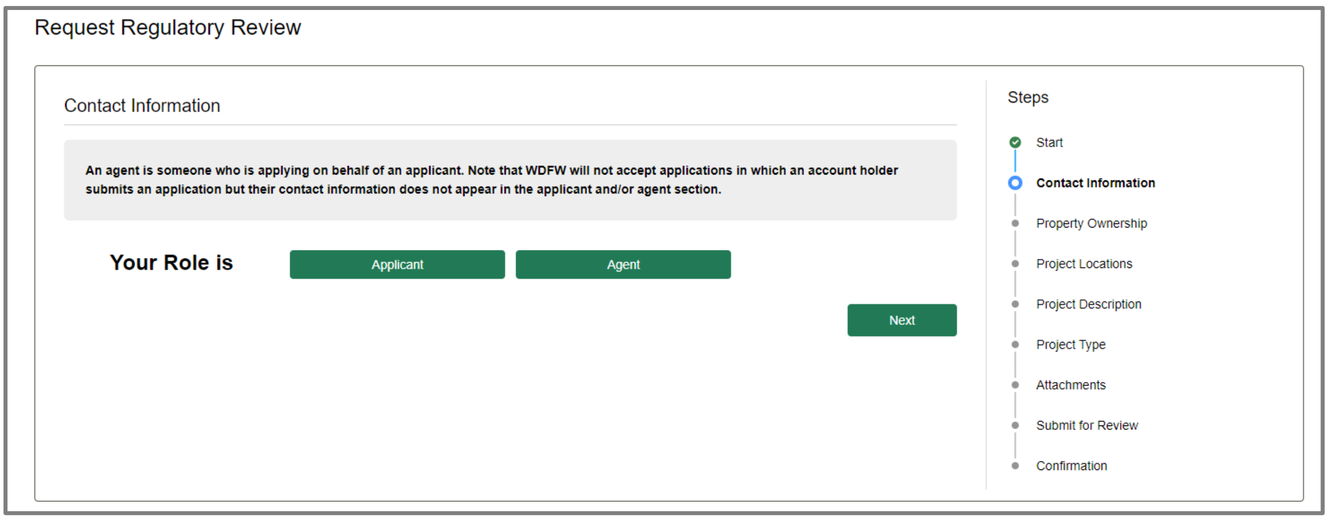
1. Login to APPS.
2. On the **Home** tab, select the **Pre-apply for Regulatory Review** button.



3. Select **Start** to begin. Be sure that you are prepared to provide all of the listed information on this page.



4. **Contact Information**. Select your role as either the **Applicant** or **Agent**.



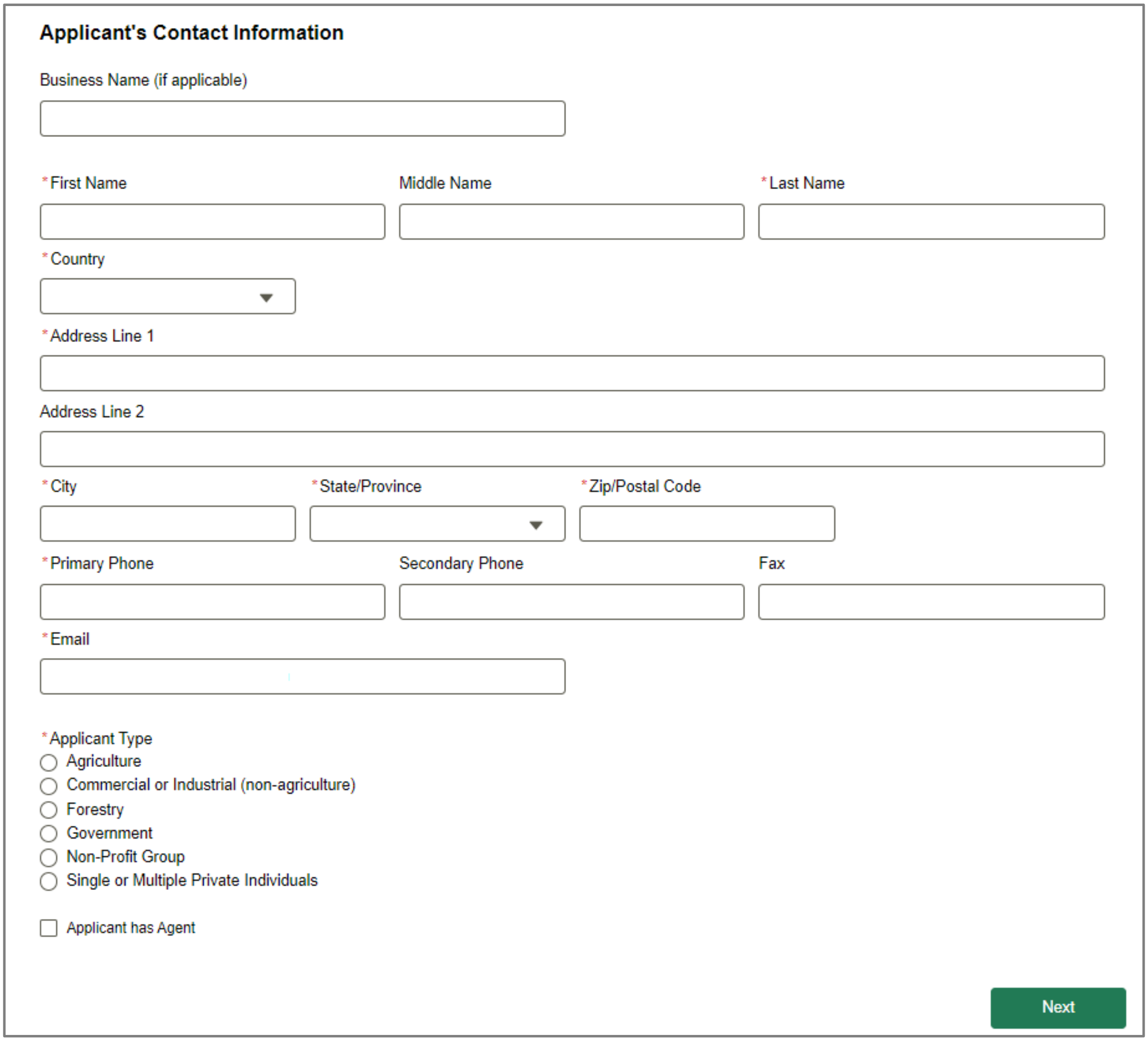
a. **If your role is the applicant**, then your contact information stored in your account will automatically populate in the *Applicant's Contact Information* section. To proceed:

i. Verify your contact information.

ii. Select your account type.

iii. If you have an agent, select the **Applicant has Agent** checkbox and add your agent's contact information.

iv. Select **Next**.



b. **If your role is the agent**, then your contact information stored in your account will automatically populate in the *Agent's Contact Information* section.

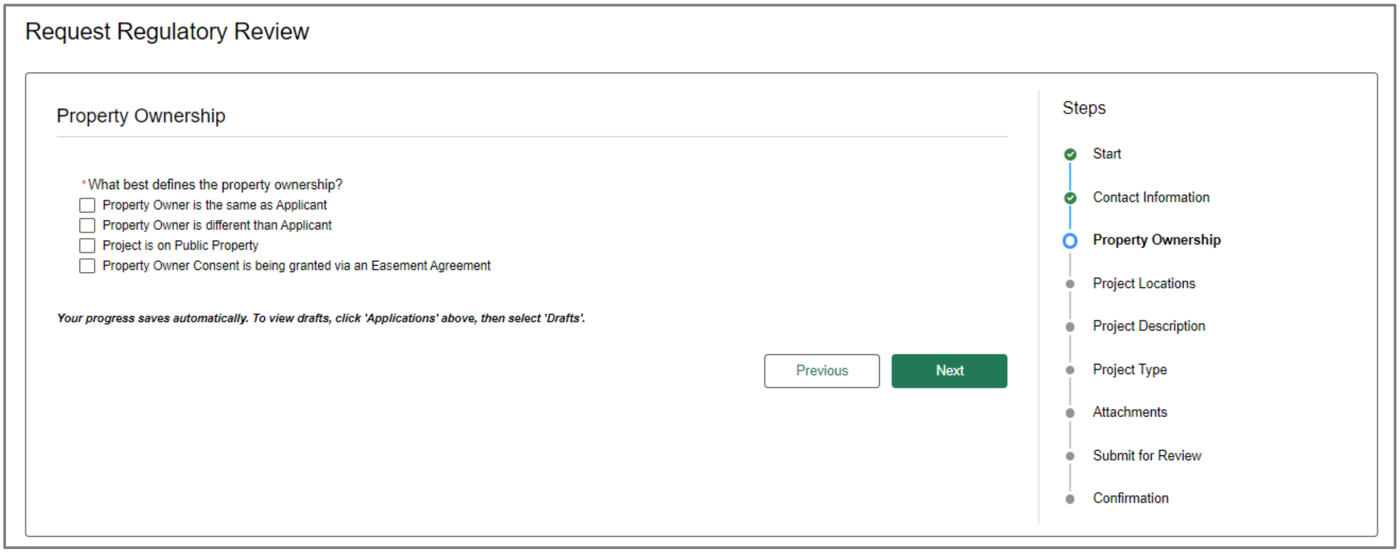
   i. Add the applicant's information in the *Applicant's Contact Information* section.

   ii. Select the **Applicant's Account Type**.

   iii. Verify your contact information in the *Agent's Contact Information* section.

   iv. Select **Next**.

2. **Property Ownership.** Select a response regarding property ownership for the project location.



a. If the **Property Owner is different than Applicant**, upload a completed Consent of Property Owner form in the *Attachments* section at the end of the form.

- If there are multiple property owners, upload a completed Consent of Property Owner form for each owner.

b. If **Property Owner Consent is being granted via an Easement Agreement**, upload a copy of the easement in the *Attachments* section at the end of the form.

c. If the **Project is on Public Property**, enter the name of the government agency that manages the property.

d. Add the property owner's contact information by selecting **Add+** and **Save** when complete.

- For multiple property owners, add each owner's information separately.

e. Select **Next** to proceed.

3. **Project Locations**. Select the **+Add** button to add each location related to your project. After entering the project location details, click **Save**.

a. Enter a custom **Site Name**.

b. Type in the **Waterbody Name**.

- The system will search for the existing name as you type. Select the name that applies. If you don't know the name of your Waterbody, select Unknown or Other.

c. Enter the **Proposed Project Start Date** and **Proposed Project End Date**.

d. Enter any pertinent **Driving Directions**.

e. Select whether the site is **within or outside the 100-year floodplain** or select **Not Sure** if you are unsure.

- For assistance answering this question, please refer to the Dept. of Ecology Flood Hazard Areas map.

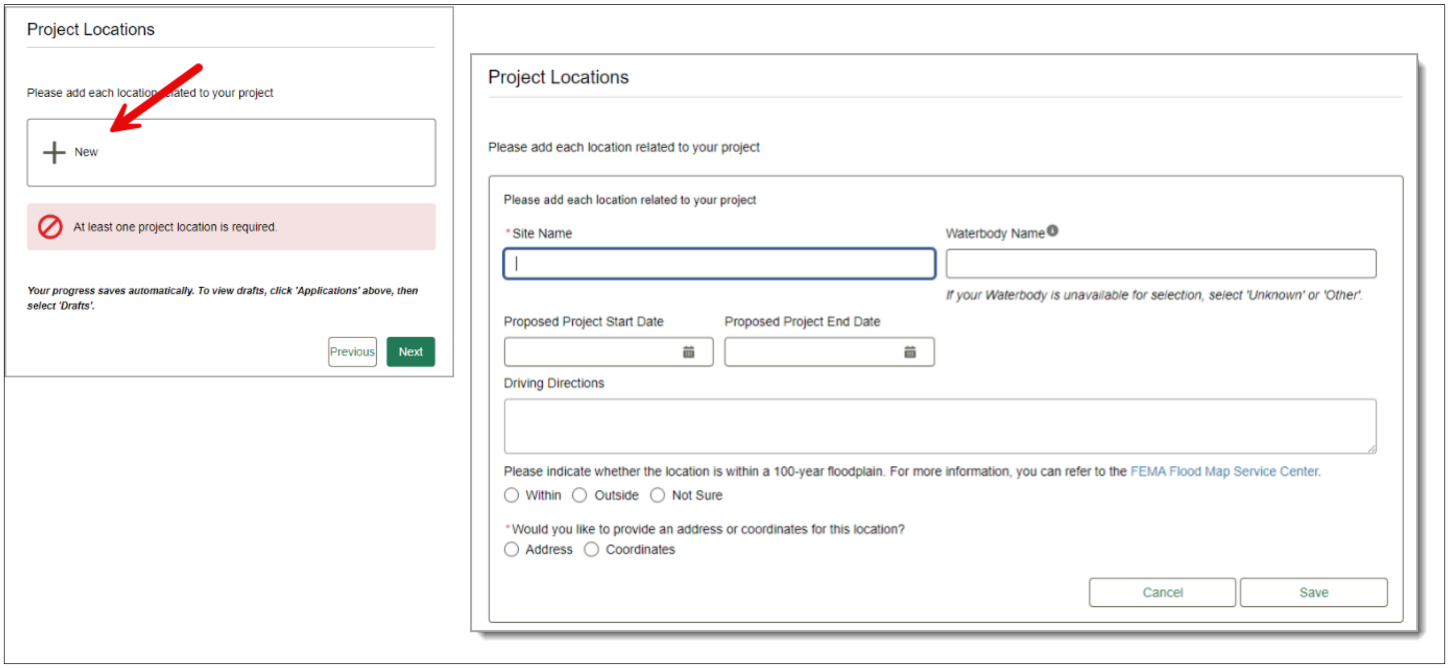
f. Choose whether to provide an **address** or **coordinates** for the site location.

- If providing an **address**, enter the street address for the project site. If the site does not have a street address, providing coordinates instead is recommended.

- If providing **coordinates**, enter them in decimal degree format (e.g., Latitude: 47.1234, Longitude: -123.1234). If you need help figuring out your project location coordinates, you can use an online mapping tool like [Google Maps](https://www.google.com/maps).

g. Select **Save**.

- You may edit an existing project location by clicking on the project name.
- You can add multiple project locations, if applicable to your pre-application.



2. **Project Description.** Provide detailed information about the project.

a. Enter the **Project Name**.

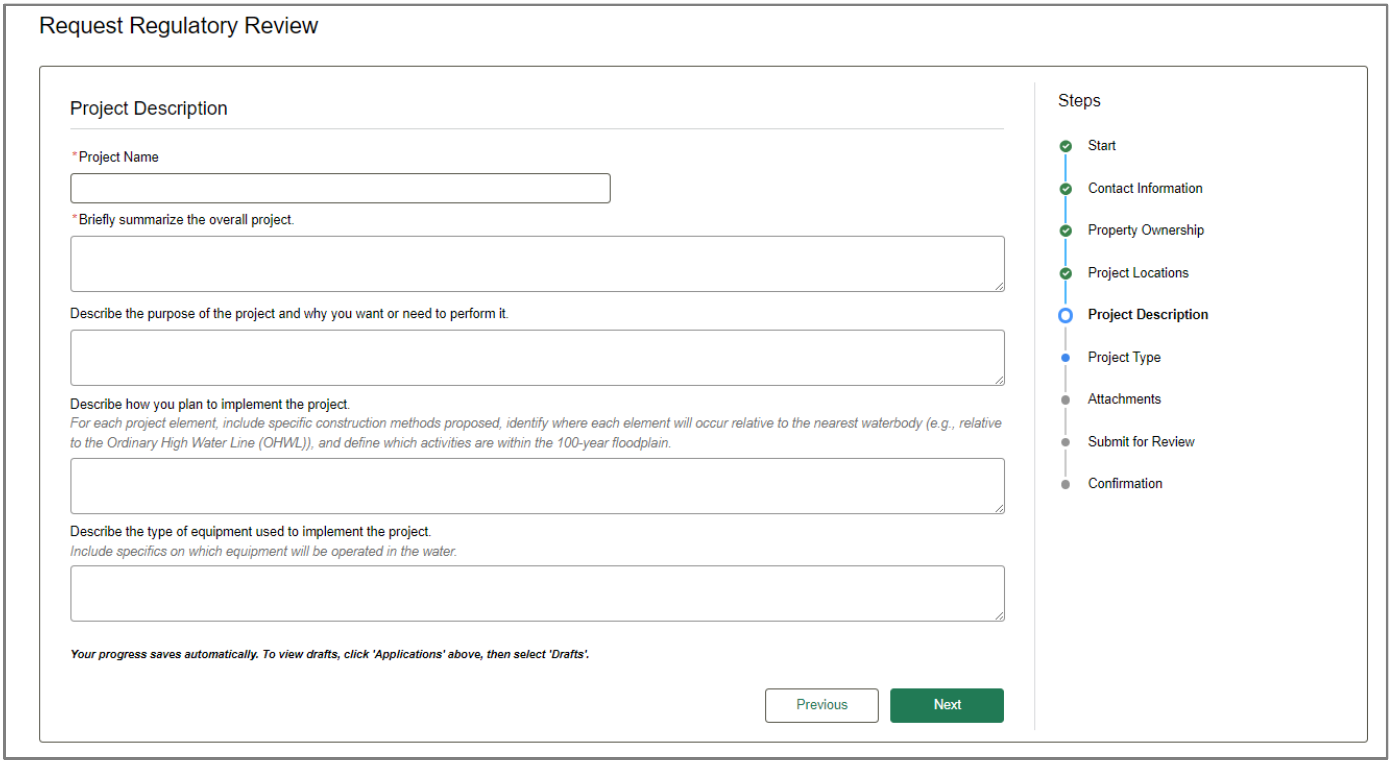
b. Briefly summarize the overall project.

c. Describe the purpose of the project and why you want or need to perform it.

d. Describe how you plan to implement the project.

e. Describe the type of equipment used to implement the project.

f. Select **Next** to continue.


Request Regulatory Review

Project Description

*Project Name

*Briefly summarize the overall project.

Describe the purpose of the project and why you want or need to perform it.

Describe how you plan to implement the project.
For each project element, include specific construction methods proposed, identify where each element will occur relative to the nearest waterbody (e.g., relative to the Ordinary High Water Line (OHWL)), and define which activities are within the 100-year floodplain.

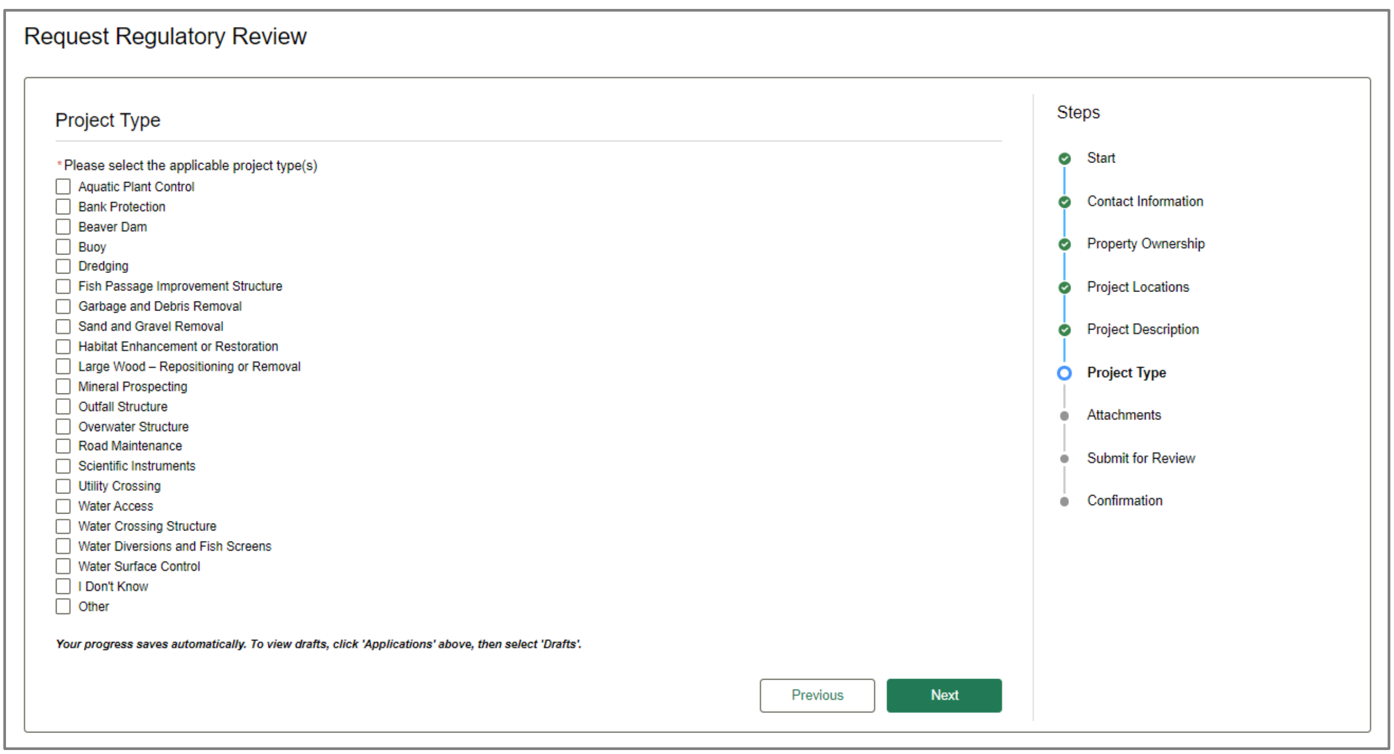
Describe the type of equipment used to implement the project.
Include specifics on which equipment will be operated in the water.

Your progress saves automatically. To view drafts, click 'Applications' above, then select 'Drafts'.

Previous Next

Steps
- Start
- Contact Information
- Property Ownership
- Project Locations
- **Project Description**
- Project Type
- Attachments
- Submit for Review
- Confirmation

3. **Project Type.** Select all **applicable project type(s)**, then select **Next**.
    a. If you select **Other**, enter the project type in the text box.


Request Regulatory Review

Project Type

*Please select the applicable project type(s)
- Aquatic Plant Control
- Bank Protection
- Beaver Dam
- Buoy
- Dredging
- Fish Passage Improvement Structure
- Garbage and Debris Removal
- Sand and Gravel Removal
- Habitat Enhancement or Restoration
- Large Wood – Repositioning or Removal
- Mineral Prospecting
- Outfall Structure
- Overwater Structure
- Road Maintenance
- Scientific Instruments
- Utility Crossing
- Water Access
- Water Crossing Structure
- Water Diversions and Fish Screens
- Water Surface Control
- I Don't Know
- Other

Your progress saves automatically. To view drafts, click 'Applications' above, then select 'Drafts'.

Previous Next

Steps
- Start
- Contact Information
- Property Ownership
- Project Locations
- Project Description
- **Project Type**
- Attachments
- Submit for Review
- Confirmation

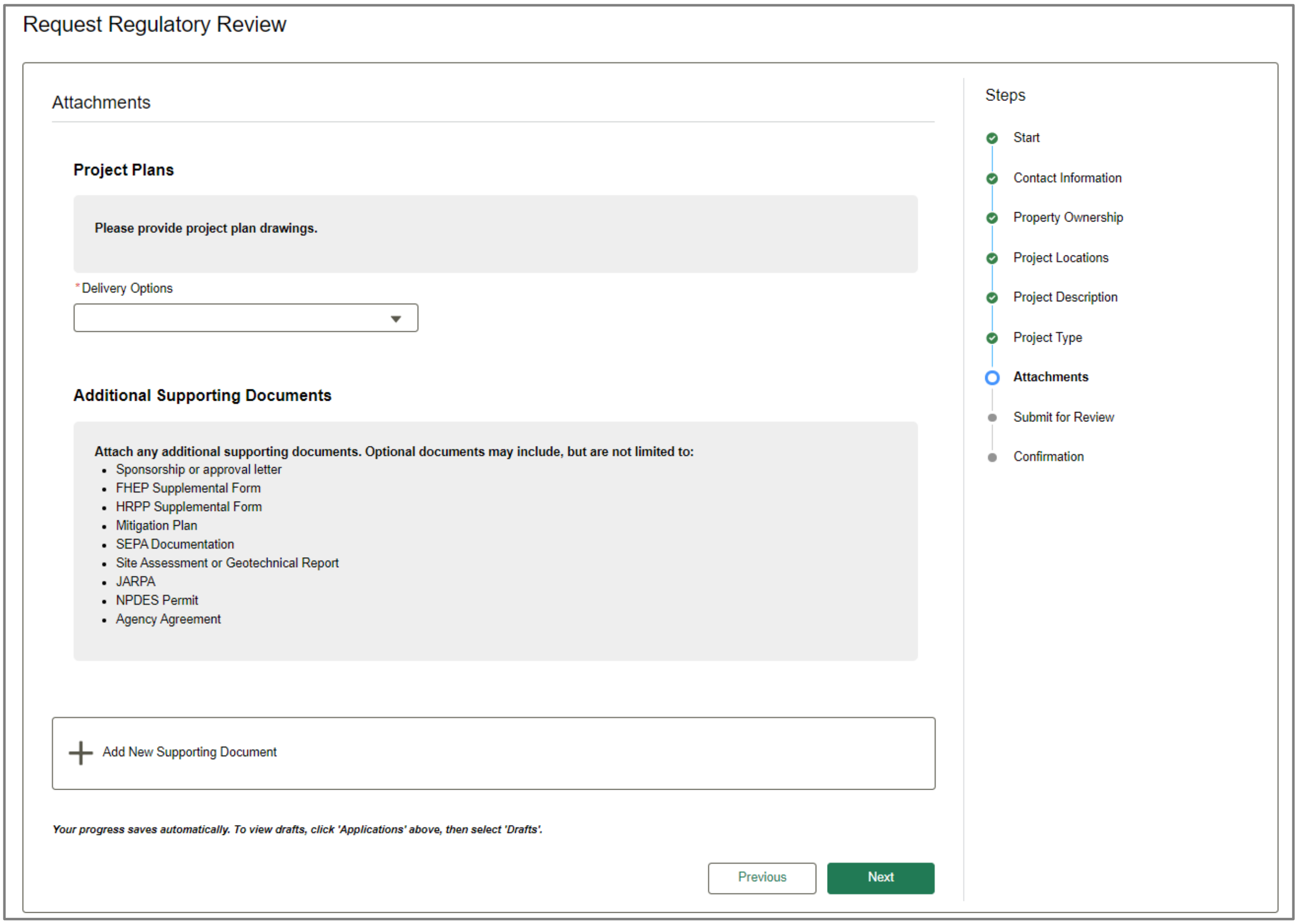
4. **Attachments**. This section will show certain documents as required, based on your responses earlier in the form (*for example, if you indicated there will be an agent associated with the project/request, then an Authorization of Agent form will be required*). Upload any relevant attachments for your project in the corresponding sections. This should include project plans and any other applicable documents (e.g., property owner consent form, authorization of agent form).

a. Using the **Delivery Options** dropdown for each document, select whether you will be uploading it directly into APPS, mailing it, or using another delivery option.

  - If you select **Other** as the delivery option, please provide a comment about how you will be submitting the document.

b. Add any additional supporting documents by clicking on the **+Add New Supporting Documents** button.

c. Select **Next** to proceed.



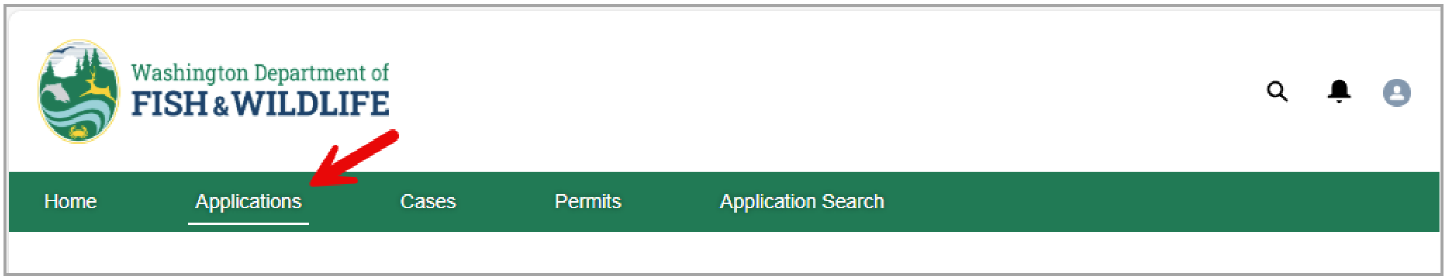
6. **Submit for Review.** If you are ready to submit your request, select **Yes – Submit for Review**.

  - Your draft will be saved as you go. If you need to leave and come back to this request later, you can access the draft again by selecting **Applications** from the top menu bar.

Once your request is submitted, a confirmation screen will appear with additional contact information if needed. You will also receive a confirmation email for your request.

4.2. Viewing Pre-Applications

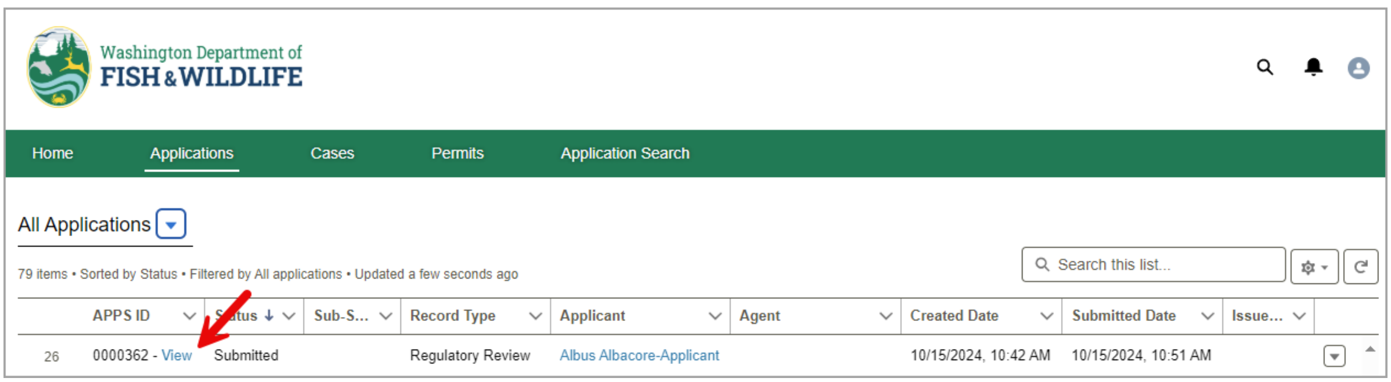
You can view draft and submitted pre-applications at any time by logging into APPS and selecting **Applications** from the menu bar.



From the **Applications** list view, you can see some essential details including the APPS ID, status and sub-status (see Section 8.2 for status descriptions), record type (i.e. pre-application for regulatory review, HPA application, etc.), contact applicant name, and agent name.

You can sort your list of Applications by clicking the **sort arrow** next to any column header (e.g. APPS ID, Status, or Submitted Date). To prioritize pre-application records, use the **Record Type** column to organize entries, bringing pre-applications labeled as **Regulatory Review** to the top. Additionally, you can refine your list by entering specific criteria (e.g. APPS ID) into the **Search this list** field.

1. To open an individual pre-application and see the full details, select "View" next to the APPS ID.



2. When you open a pre-application record, the screen defaults to the **Details** tab which displays basic information about the pre-application, in addition to a **Communications** (see Section 2.3.) and **Actions** component (see Section 6). The **Details** tab displays information about the project in question and the **Related** tab displays additional information associated with the pre-application.
    a. The **Details** tab contains key information about the application, including:
        i. Application information, including status and dates
        ii. Related information about the applicant and agent, if applicable
        iii. Project information
        iv. Impact and mitigation information, if relevant
    b. The **Related** tab contains additional information associated with the application, including:
        i. **Files** - you can access all documents uploaded to the pre-application, as well as a PDF version of the completed pre-application form.

ii. **Application Participant** – if there are additional property owners on the application, they would be included here
iii. **Visits** – displays any upcoming and past site visits associated with the pre-application.
iv. **Project location** – includes the project locations provided as part of the pre-application.
v. **Project sub-types** – lists the project types and sub-types provided as part of the pre-application.
vi. **Appeals** – notes any appeals associated with the pre-application
vii. **Application, Submission, and Activity History** section displays a record of all saved changes, submissions, and emails associated with the pre-application.

4.3. Re-submitting as an HPA Application

If you receive a determination that an HPA is required for your project, you can request an amendment to your Pre-application and resubmit it as a full HPA application. This is the best path forward to apply for an HPA for your project.

See Section 6.3.2. below for the steps to amend your Pre-application.

4.4. Appealing a Pre-application Determination

The Department's pre-application determination decision may be appealed as provided in WAC **220-660-460** (Informal appeal of administrative action) or WAC **220-660-470** (Formal appeal of administrative action). Please follow these links provided for directions on how to submit an appeal request. Appeals cannot be submitted via APPS.

5. Applications for an HPA

There are six categories of HPAs: Standard, Emergency, Expedited or Imminent Danger, Chronic Danger, and Pamphlet. Further, WDFW offers several special types of Standard HPA including Fish Habitat Enhancement Project (FHEP), General, Habitat Recovery Pilot Program (HRPP), Watershed Restoration, Perpetual, and Forest Service Memorandum of Understanding (MOU). Each broad category and Standard sub-category may have unique application and processing requirements. This section outlines the process steps common to all HPA application types.

Please note that if you are seeking an Emergency HPA in response to an immediate threat, please reach out to the habitat biologist assigned to that area for assistance. You cannot apply for an Emergency HPA in APPS. Further, if you are seeking work that is covered under the Gold and Fish Pamphlet or Aquatic Species Removal Pamphlet, you do not need to apply for an HPA. See the specific pamphlet for rules and restrictions.

As a part of a complete application, please be prepared to provide complete application materials including:

- A thorough description of your project, including when and where you plan to do the work.
- Complete plans and specifications for the project, typically including the Ordinary High Water Line (OHWL) for freshwater projects or the Mean Higher High Water Line (MHHWL) for marine projects.
    - Some projects require additional information on the plans (e.g., benchmarks) and/or a site assessment and alternative analysis prepared by a qualified professional.
- Plans and specifications for fish protection.
- Demonstrated compliance with the State Environmental Policy Act (SEPA), including a copy of your SEPA determination or applicable exemption.
    - Note that some applications do not require documentation of SEPA compliance.

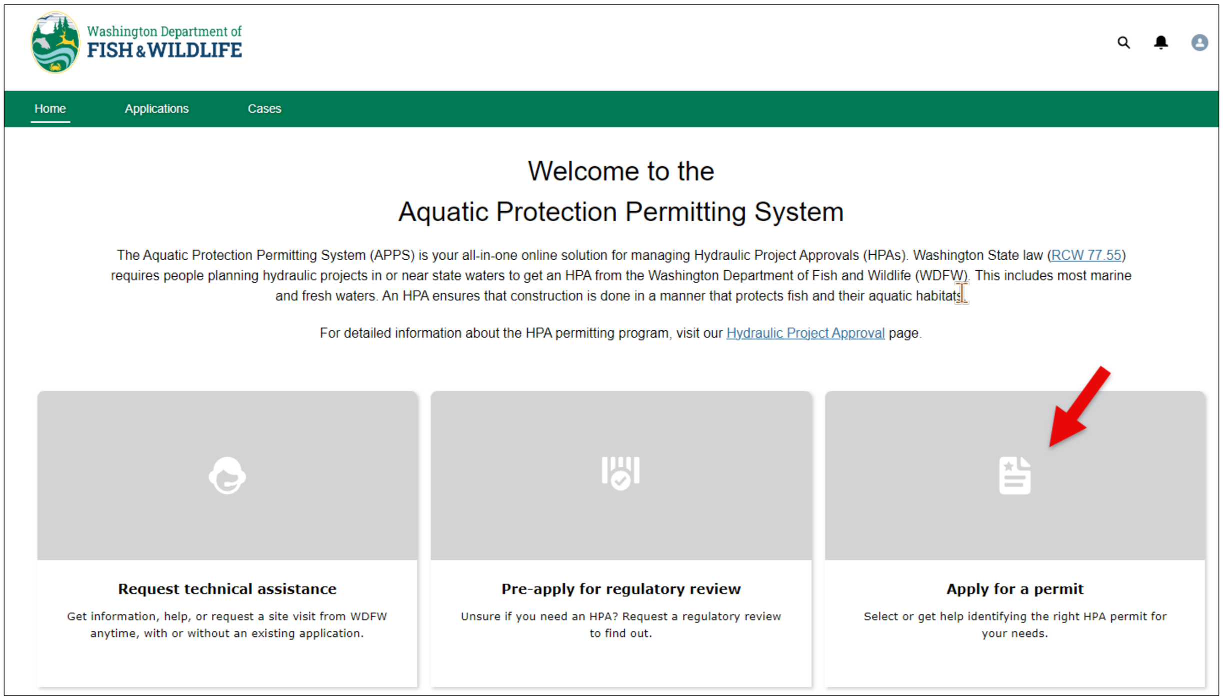
More information on required project documents and example project plans are available on our website at https://wdfw.wa.gov/licenses/environmental/hpa/application.

5.1. Submitting an HPA Application

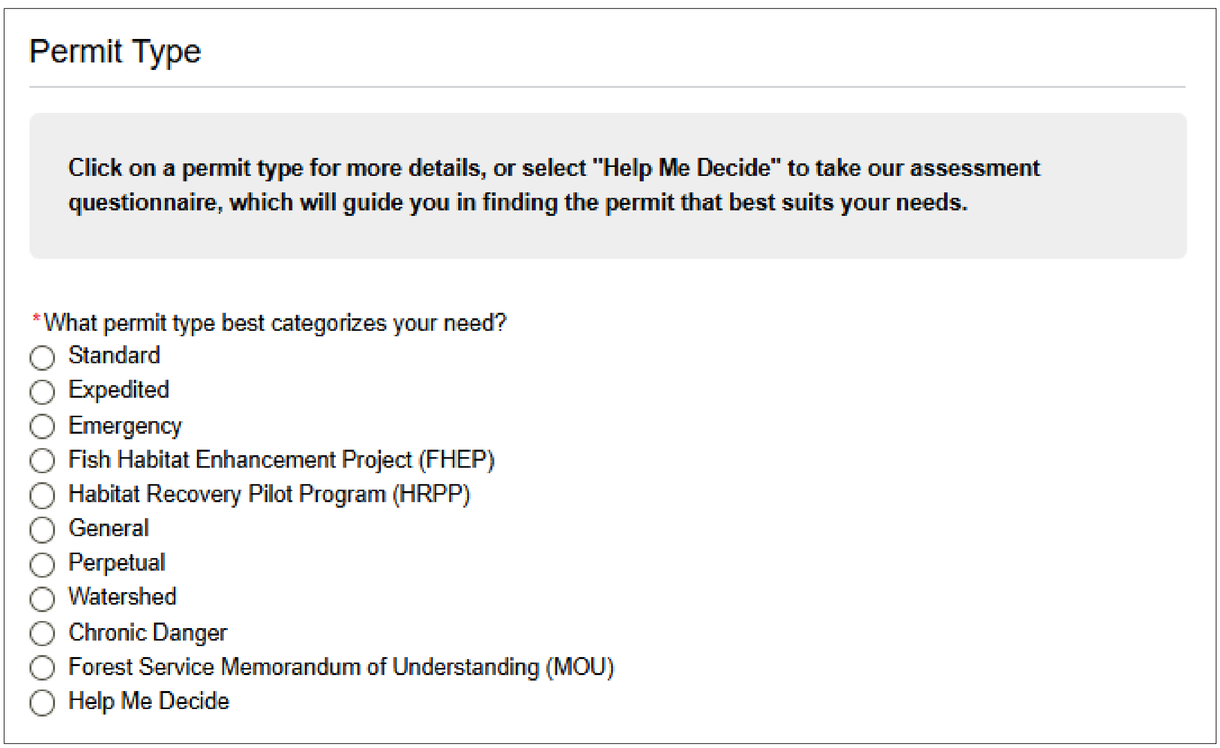
This section describes how to submit an HPA application via APPS. Submitting applications via APPS ensures timely processing. However, applications can also be submitted via email, fax, or hand delivery (see WAC 220-660-050(9))

To submit an HPA application online, follow these steps:

1. Login to APPS.
2. Select **Apply for a permit**.



3. **Permit Type**. Select the type of application you would like to submit, then select **Next**.
    - Most projects fall under the Standard application type. For more information on the available application types, please visit: https://wdfw.wa.gov/licenses/environmental/hpa/types.



- If you're not sure which permit type to apply for, select **Help Me Decide**. This will take you through a series of questions to help determine which application type best fits your project.

4. **Application Requirements.** Review the information required to submit a complete HPA application then select **Next** to proceed.
5. **Contact Information.** Select your role as either the **applicant** or the **agent**.

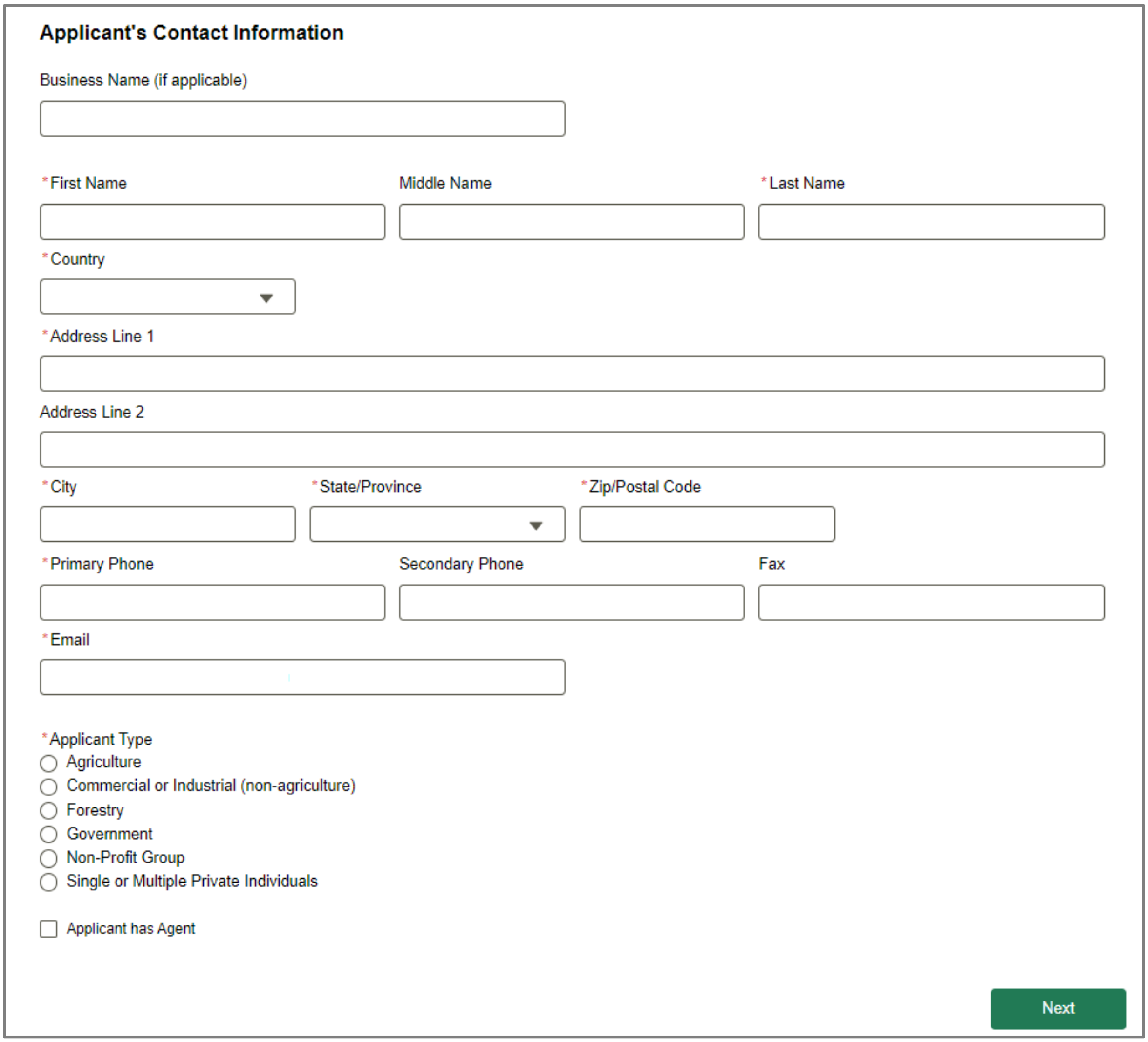
a. **If your role is the applicant**, then your contact information stored in your account will automatically populate in the *Applicant's Contact Information* section. To proceed:

i. Verify your contact information.

ii. Select your account type.

iii. If you have an agent, select the **Applicant has Agent** checkbox and add your agent's contact information.

iv. Select **Next**.



Applicant's Contact Information

Business Name (if applicable)

*First Name | Middle Name | *Last Name

*Country

*Address Line 1

Address Line 2

*City | *State/Province | *Zip/Postal Code

*Primary Phone | Secondary Phone | Fax

*Email

*Applicant Type

- Agriculture
- Commercial or Industrial (non-agriculture)
- Forestry
- Government
- Non-Profit Group
- Single or Multiple Private Individuals

Applicant has Agent

Next

b. **If your role is the agent**, then your contact information stored in your account will automatically populate in the *Agent's Contact Information* section.

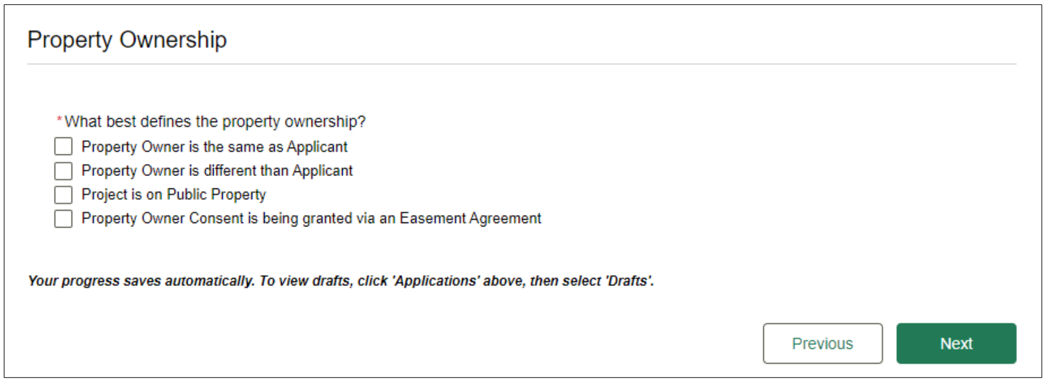
i. Add the applicant's information in the *Applicant's Contact Information* section.

ii. Select the **Applicant's Account Type**.

iii. Verify your contact information in the *Agent's Contact Information* section.

iv. Select **Next**.

6. **Property Ownership.** Select the appropriate option regarding property ownership at your project location and select the **Next** button to proceed.


Property Ownership

*What best defines the property ownership?

- [ ] Property Owner is the same as Applicant
- [ ] Property Owner is different than Applicant
- [ ] Project is on Public Property
- [ ] Property Owner Consent is being granted via an Easement Agreement

Your progress saves automatically. To view drafts, click 'Applications' above, then select 'Drafts'.

Previous Next

f. If the **Property Owner is different than Applicant**, upload a completed Consent of Property Owner form in the *Attachment* section at the end of form.
    - If there are multiple property owners, upload a completed Consent of Property Owner form for each owner.

g. If **Property Owner Consent is being granted via an Easement Agreement**, upload a copy of the easement in the *Attachments* section at the end of the form.

h. If the **Project is on Public Property**, enter the name of the government agency that manages the property.

i. Add the property owner's contact information by selecting **Add+** and **Save** when complete.
    - For multiple property owners, add each owner's information separately.

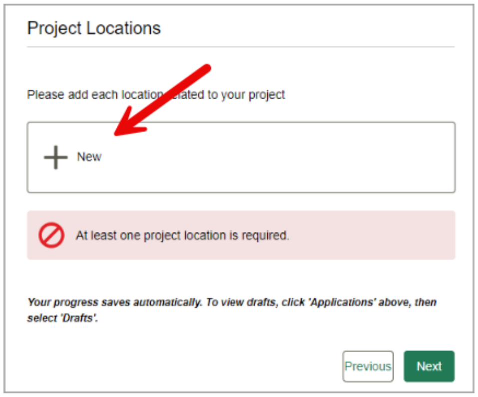
j. Select **Next** to proceed.

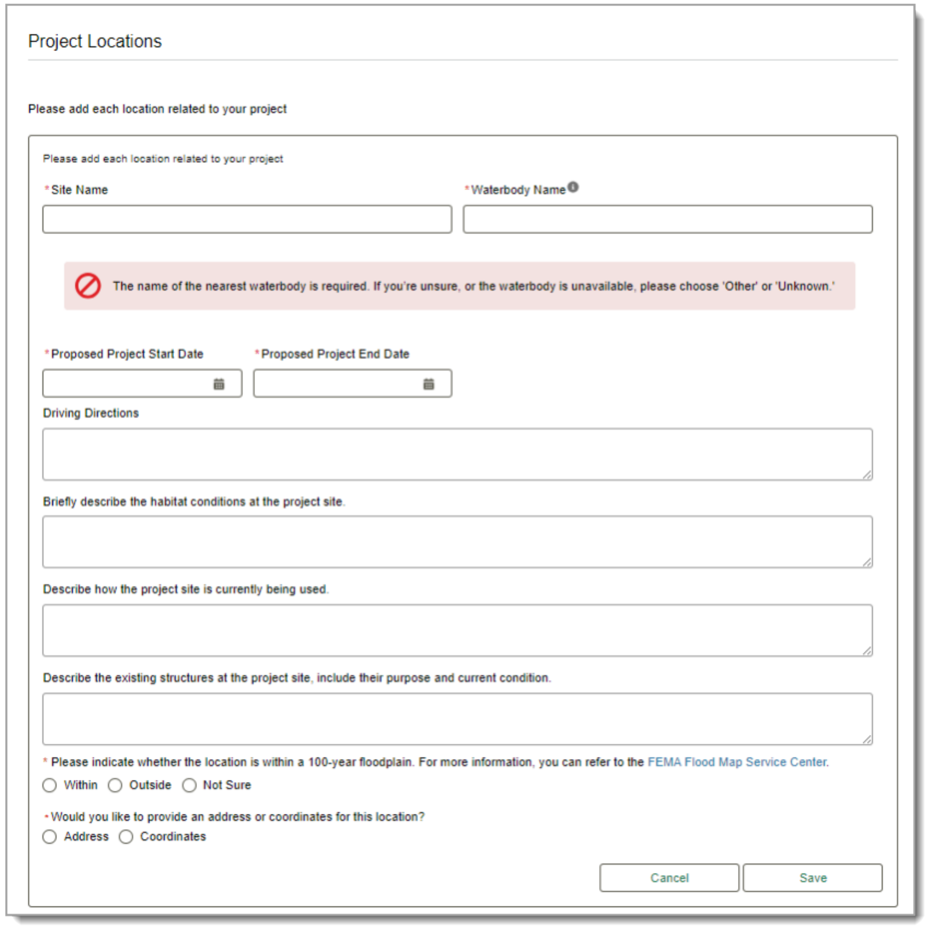
4. **Project Locations.** Select the **+Add** button to add each location related to your project. After entering the project location details, click **Save**.
    a. Enter a custom **Site Name**.
    b. Type in the **Waterbody Name**.
        - The system will search for the existing name as you type. Select the name that applies. If you don't know the name of your Waterbody, select Unknown or Other.
    c. Enter the **Proposed Project Start Date** and **Proposed Project End Date**.
    d. Enter any pertinent **Driving Directions**.
    e. Provide detailed descriptions for:
        i. The habitat conditions at the project site.
        ii. How the project site is currently being used.
        iii. The existing structures at the project site, including their purpose and current condition.
    f. Select whether the site is **within or outside the 100-year floodplain** or select **Not Sure** if you are unsure.
        - For assistance answering this question, please refer to the Dept. of Ecology Flood Hazard Areas map.
    g. Choose whether to provide an **address** or **coordinates** for the site location.
        - If providing an **address**, enter the street address for the project site. If the site does not have a street address, providing coordinates instead is recommended.

- If providing **coordinates**, enter them in decimal degree format (e.g., Latitude: 47.1234, Longitude: -123.1234). If you need help figuring out your project location coordinates, you can use an online mapping tool like Google Maps.

h. Select **Save**.

- You may edit an existing project location by clicking on the project name.
- You can add multiple project locations, if applicable to your application.





5. **Project Description.** Provide detailed information about the project.

   a. Enter the **Project Name**.

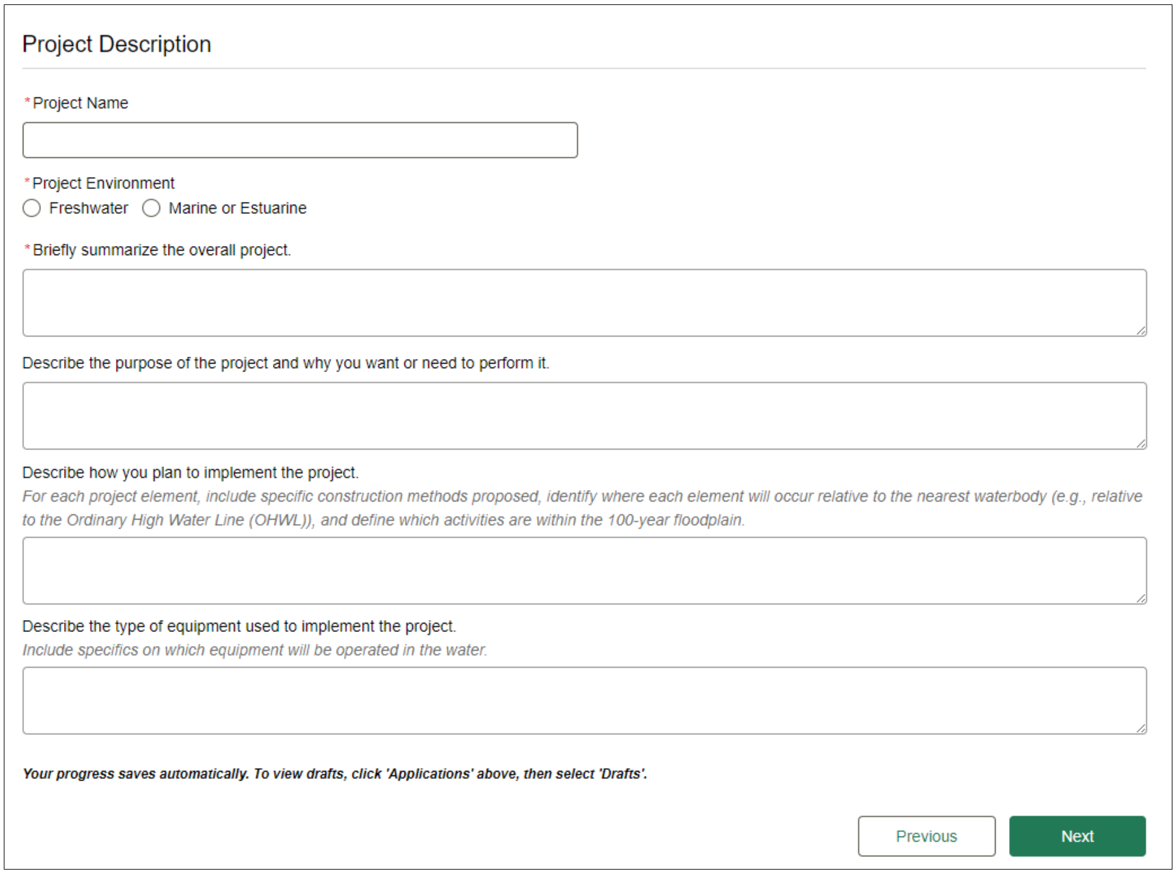
   b. Select either **Freshwater** or **Marine or Estuarine** for the **Project Environment.**

   c. Briefly summarize the overall project.

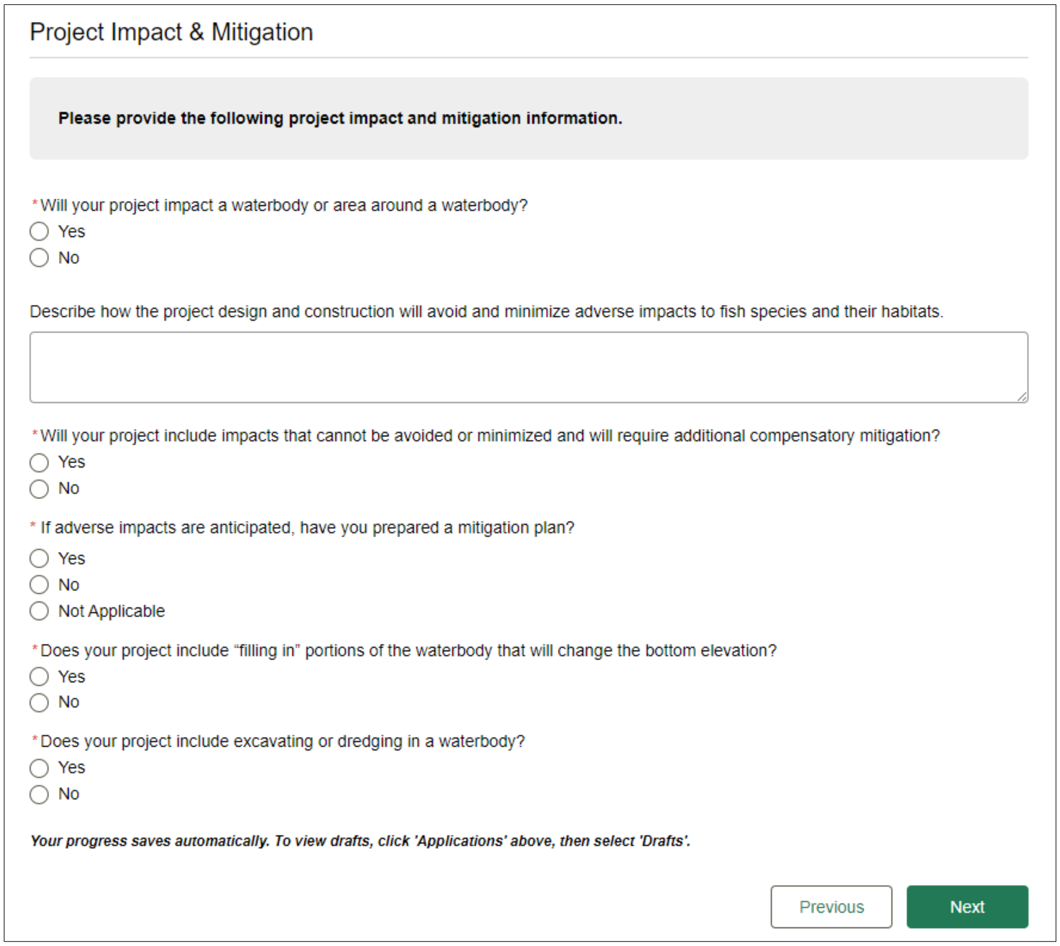
   d. Describe the purpose of the project and why you want or need to perform it.

   e. Describe how you plan to implement the project.

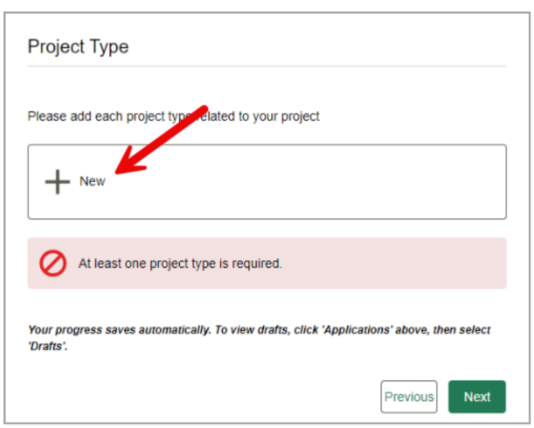
   f. Describe the type of equipment used to implement the project.

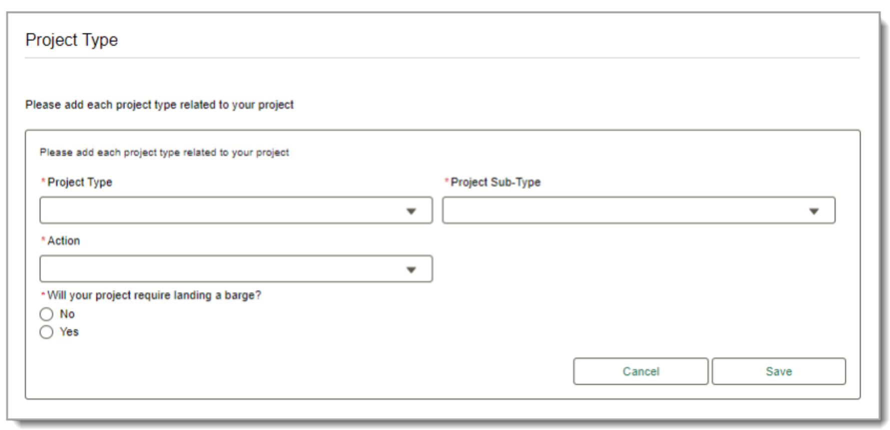


7. **Project Impact and Mitigation.** Provide details on project impact and explain how you propose to avoid, minimize, and/or compensate for any impacts. Click **Next** to proceed.
    a. Select **Yes** or **No** for: "Will your project impact a waterbody or area around a waterbody?"
    b. Describe how the project design and construction will avoid and minimize adverse impacts to fish species and their habitats.
    c. Select **Yes** or **No** for: "Will your project include impacts that cannot be avoided or minimized and will require additional compensatory mitigation?"
    d. Select **Yes**, **No** or **Not Applicable** for: "If adverse impacts are anticipated, have you prepared a mitigation plan?"
    e. Select **Yes** or **No** for: "Does your project include "filling in" portions of the waterbody that will change the bottom elevation?"
    f. Select **Yes** or **No** for: "No Does your project include excavating or dredging in a waterbody?"



8. **Project Type.** Add each project type related to the project by clicking **+New.** You can create multiple project types as needed. Click **Save** to proceed.
    a. Select the **Project Type** from the dropdown menu.
    b. If applicable, select a **Project Sub-Type** based on the chosen project type.
    c. Choose the appropriate **Action** from the drop down menu.
    d. If required, select **Yes** or **No** for: "Will your project require landing a barge."





9. **SEPA Compliance.** Choose one of the following options to document SEPA consistency. Click **Next** to proceed.

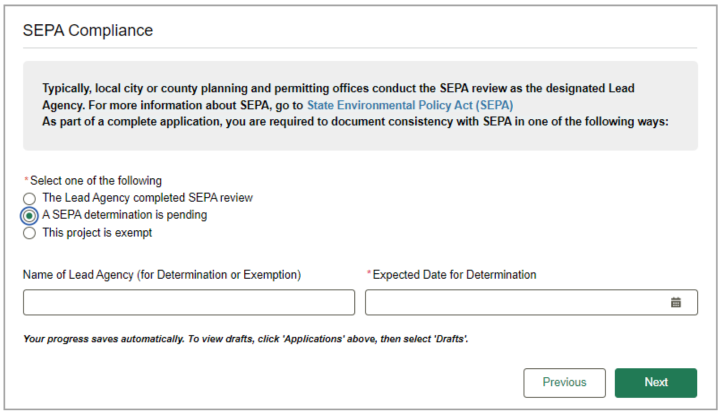
a. The Lead Agency completed SEPA review

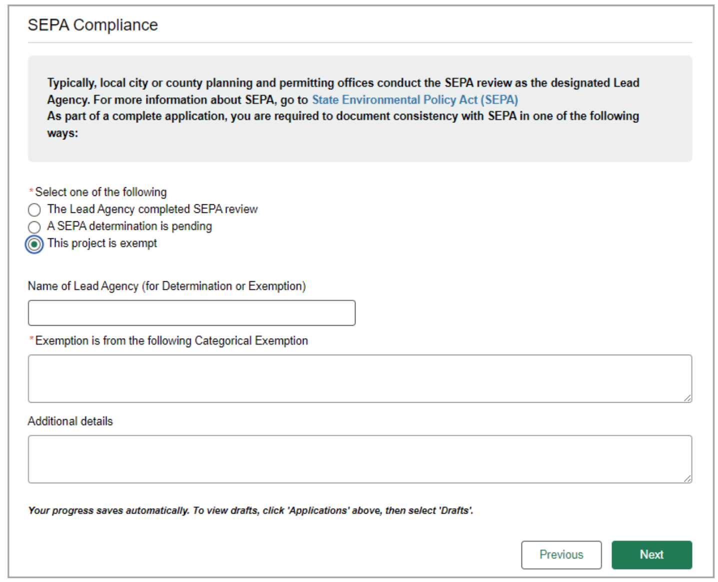
b. A SEPA determination is pending

- If selected, you will be prompted to enter the **Name of Lead Agency** and the **Expected Date for Determination**.

c. This project is exempt

- If selected, provide the **Name of Lead Agency**, the **Categorical Exemption** and any additional details that may be relevant to the exemption.
- If you received an exemption letter from the lead agency, please add the categorical exemption cited in the letter here or, if the letter did not cite a categorical exemption, write “see exemption letter”.





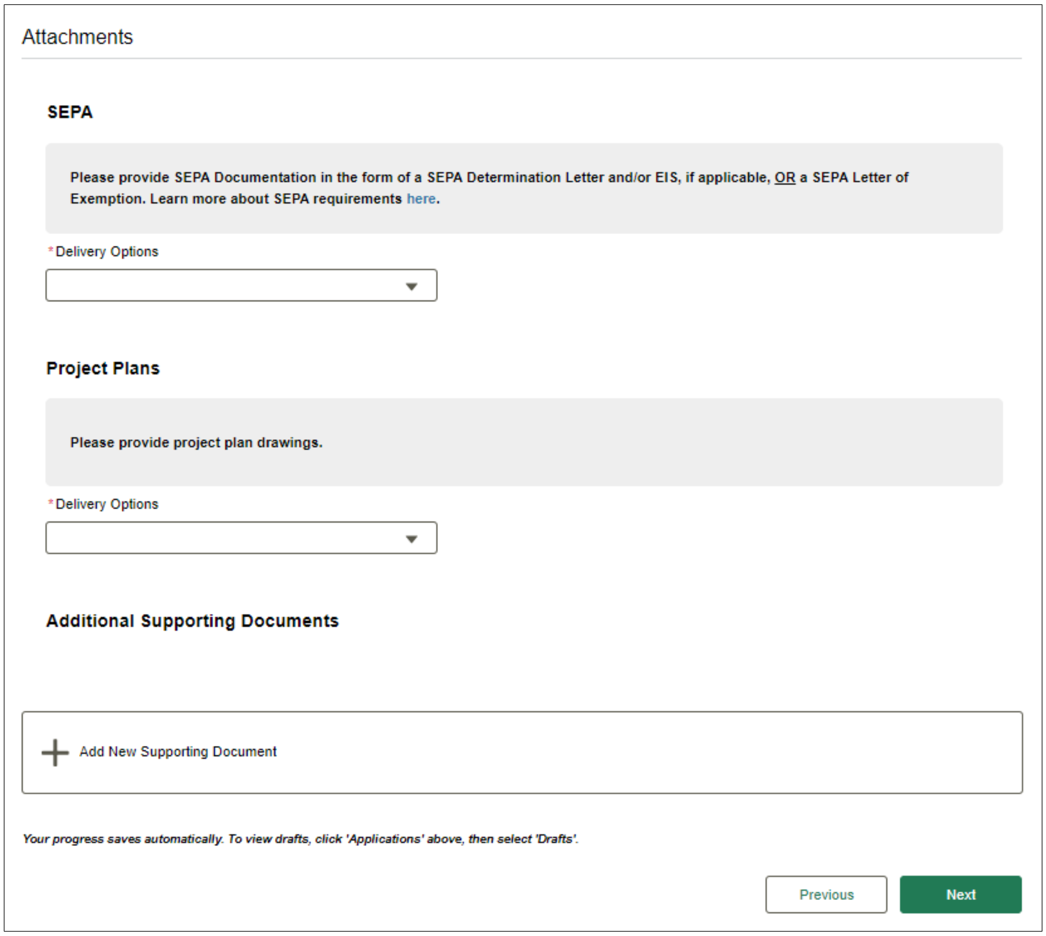
10. **Attachments**. This section will show certain documents as required, based on your responses earlier in the form (*for example, if you indicated there will be an agent associated with the project/request, then an Authorization of Agent form will be required*). Upload any relevant attachments for your project in the corresponding sections. This should include project plans and any other applicable documents (e.g., SEPA Documentation, property owner consent form, authorization of agent form).

    a. Using the **Delivery Options** dropdown for each document, select whether you will be uploading it directly into APPS, mailing it, or using another delivery option.

    - If you select **Other** as the delivery option, please provide a comment about how you will be submitting the document.

    b. Add any additional supporting documents by clicking on the **+Add New Supporting Documents** button.

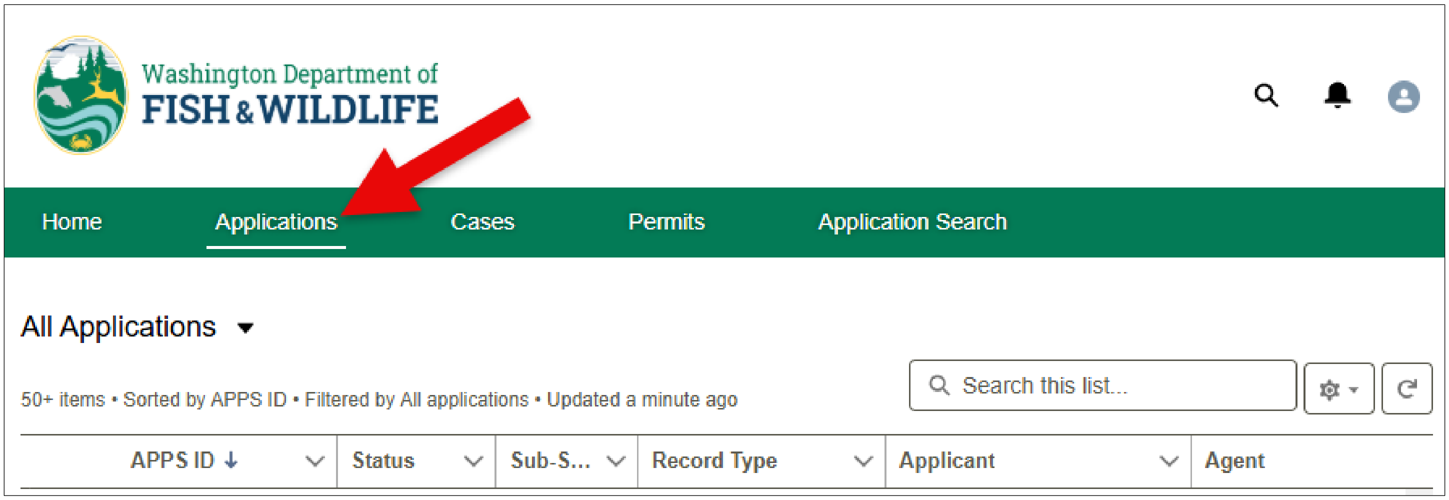
    c. Select **Next** to proceed.



11. **Submit for Review**. If you are ready to submit your application, select the **Yes – Submit for Review** button.
    - If you navigate away from your application before submitting it, a draft will be saved for you in the system. To view your draft or submitted applications, select Applications from the menu bar at the top of the screen (see Section 5.2).
    - When you submit your application, a confirmation screen will appear with additional contact information if needed. You will also receive a confirmation email for your application.

5.2. Viewing HPA Applications

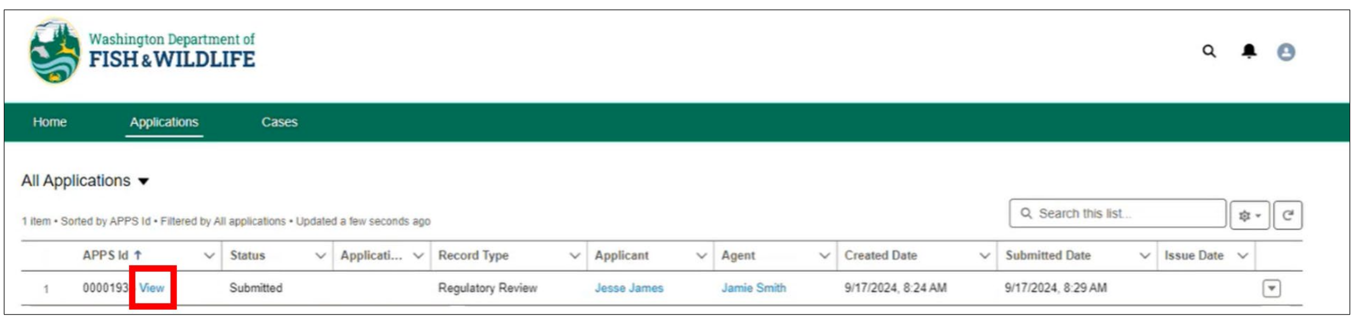
You can view draft and submitted HPA applications at any time by logging into APPS and selecting “Applications” from the menu bar.



From the Applications list view, you can see some essential details including the APPS ID, status and sub-status (see [Section 8.2](#) for status descriptions), record type (i.e. pre-application for regulatory review, HPA application, etc.), applicant name, and agent name.

You can sort your list of Applications by clicking the **sort arrow** next to any column header (e.g. APPS ID, Status, or Submitted Date). Additionally, you can refine your list by entering specific criteria (e.g. APPS ID) into the **Search this list** field.

1. To open an individual HPA application and see the full details, select **View** next to the APPS ID.



3. When you open a HPA application record, the screen defaults to the Details tab which displays basic information about the application, in addition to a Communications (see [Section 2.3.](#)) and Actions component (see [Section 6](#)). The Details tab displays information about the project in question and the Related tab displays additional information associated with the application.
    c. The Details tab contains key information about the application, including:
        i. Application information, including status and dates
        ii. Related information about the applicant and agent, if applicable
        iii. Project information
        iv. Impact and mitigation information, if relevant
    d. The Related tab contains additional information associated with the application, including:

- **Files** - you can access all documents uploaded to the application, as well as a PDF version of the completed application form.
- **Application Participant** – if there are additional property owners on the application, they would be included here
- **Visits** – displays any upcoming and past site visits associated with the application.
- **Project location** – includes the project locations provided as part of the application.
- **Project sub-types** – lists and project types and sub-types provided as part of the application.
- **Appeals** – notes any appeals associated with the application
- **Application, Submission, and Activity History** section displays a record of all saved changes, submissions, and emails associated with the application.

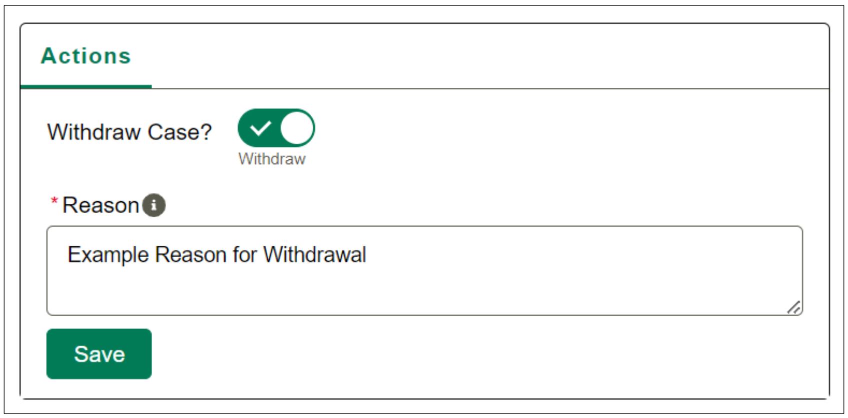
6. Application and Case Actions

6.1. Withdrawing

You can withdraw a submitted technical assistance request or an application (including modification requests) before the HPA is issued. Once withdrawn, the application will no longer be considered for further review and will display a sub-status of Withdrawn in APPS.

To withdraw a case or application:

1. Open the request or application.
2. Under the **Actions** component on the right side of the screen, select the **Withdraw** button and add a reason for the withdrawal in the text box.



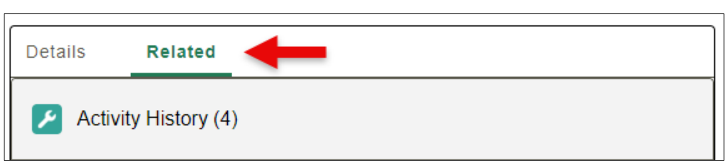
3. Select the **Save** button to withdraw the request or application.

6.2. Uploading Documents

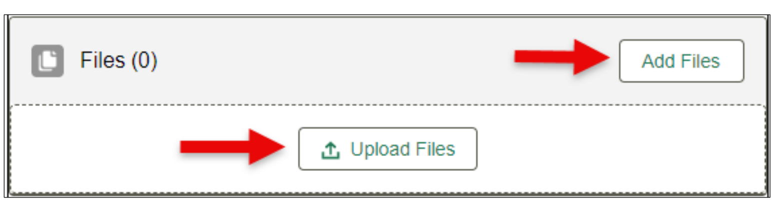
You can upload documents to a technical assistance request, application, modification request, or permit at any stage of the HPA process. When a document is uploaded, the assigned Biologist will be notified. Alternatively, you can send documents to WDFW for upload by emailing HPAapplications@dfw.wa.gov.

To upload documents:

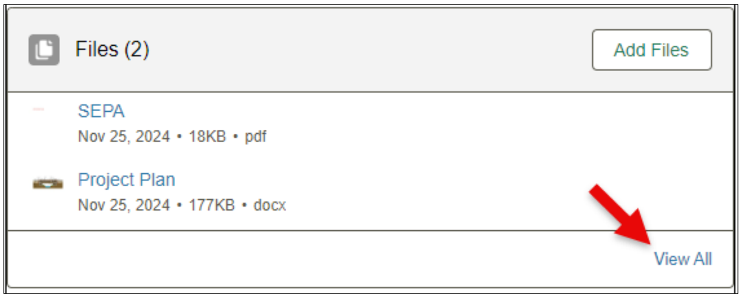
1. Open the record in APPS.
2. Select the **Related** tab on the main screen.



3. Under the *Files* section, upload the document(s) using **Add Files** or **Upload Files**.



Once a file is uploaded, it will display in the **Related** tab under the *Files* section of the record. Click **View All** to see all files associated with the record.



6.3. Amending and Updating

6.3.1. Technical Assistance Cases

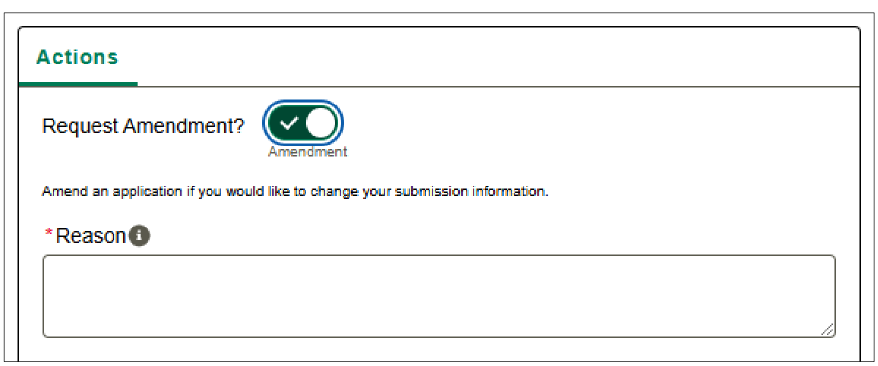
Submitted technical assistance requests cannot be modified by applicants or agents in APPS. If you need to make any changes to a submitted technical assistance case, send a message to WDFW by emailing HPAapplications@dfw.wa.gov with your request's case number, a description of what you would like to change, and any other relevant details and/or attachments.

6.3.2. Pre-applications and HPA Applications

Once your application is submitted it is locked from further editing. If you would like to edit your application, you must request an amendment. This request will be processed by the Department and the application will be sent back to you as a "Draft" for you to edit and re-submit. You do not need to request an Amendment to upload new files, see Section 6.2. for instructions on attaching new documents. An amendment is only necessary if you need to edit your application form.

<u>To request an amendment:</u>

1. Navigate to the pre-application or application desired.
2. Under the Actions component on the right of the screen, toggle the **Request Amendment?** button to change it from "Keep" (grey) to "Amendment" (green with white checkmark).

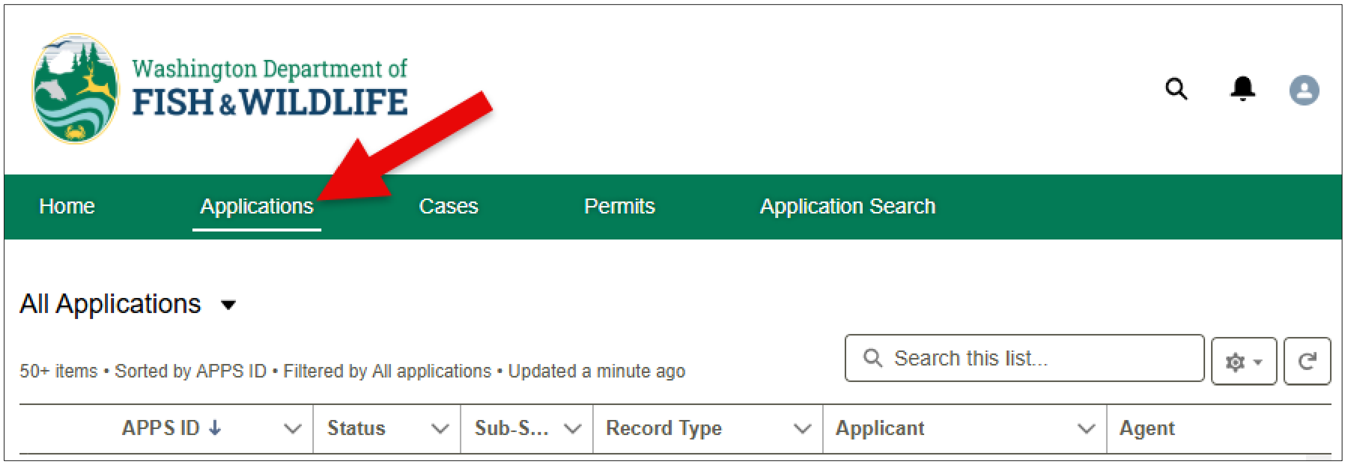


3. Input the reason for the amendment request in the text box (e.g., "I need to add a property owner").
4. Select **Save**.

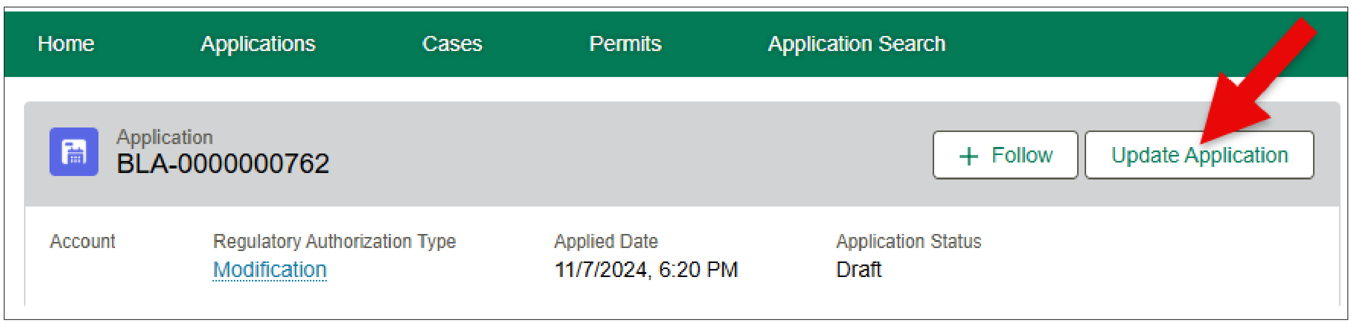
<u>To edit your pre-application or application:</u>

Once your pre-application or application is in Amendment sub-status, you will be able to edit it. To make updates:

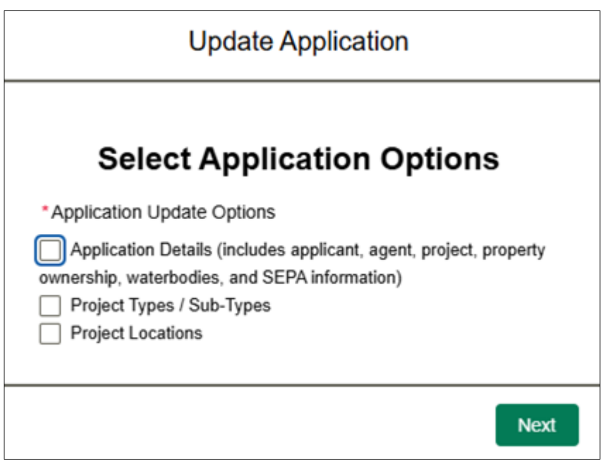
1. Navigate to the pre-application or application you would like to update by logging into APPS, selecting **Applications** from the top menu bar, and then selecting the appropriate pre-application/application from your list.



2. In the top right corner, select the **Update Application** button.

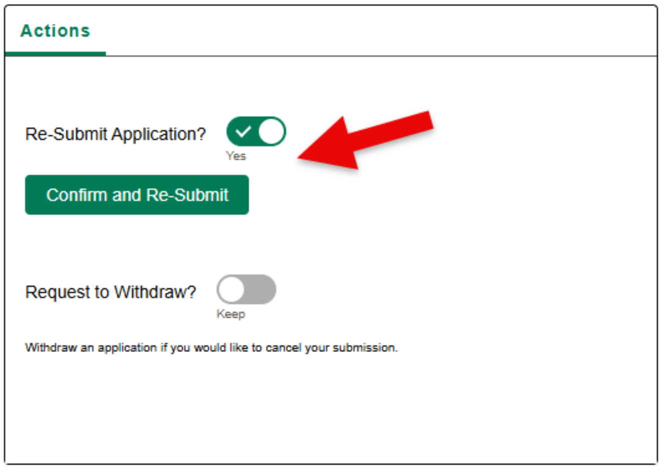


3. In the pop-up window select the information you would like to update and then select the **Next** button to proceed.



4. Provide updated information then select the green **Save and Continue** button to proceed.

5. When you have updated the necessary information, you must resubmit your application for review by navigating to the **Actions** section on the right side of the screen, toggling the **Re-Submit Application?** Button to change it from **No** to **Yes**, and then selecting the **Confirm and Re-Submit** button.



Your screen will refresh, showing the updated application details and the status will now show as Submitted.

6.4. Placing a Hold

6.4.1. Cases

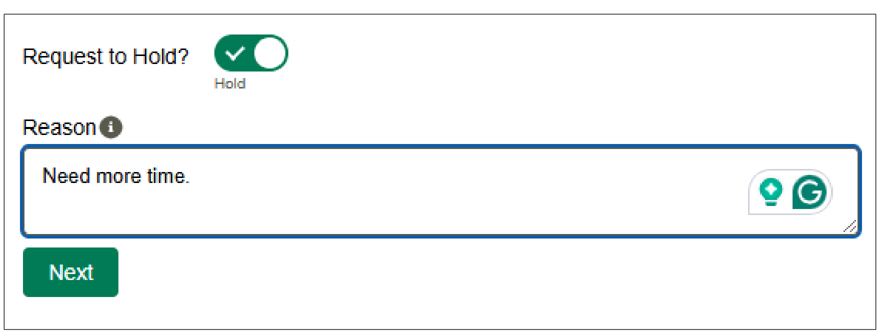
There are no statutory processing clocks on requests for technical assistance therefore no holds can be applied.

6.4.2. Pre-applications and HPA Applications

If you would like to request a delay in the processing of your pre-application or HPA application, you can do that by requesting a hold. This changes the sub-status of your application to Hold in APPS and may be helpful in giving you more time to gather any required information for your application package. An applicant or agent can place or lift a hold at any time (except for emergency and expedited applications).

<u>To place a hold in APPS</u>:

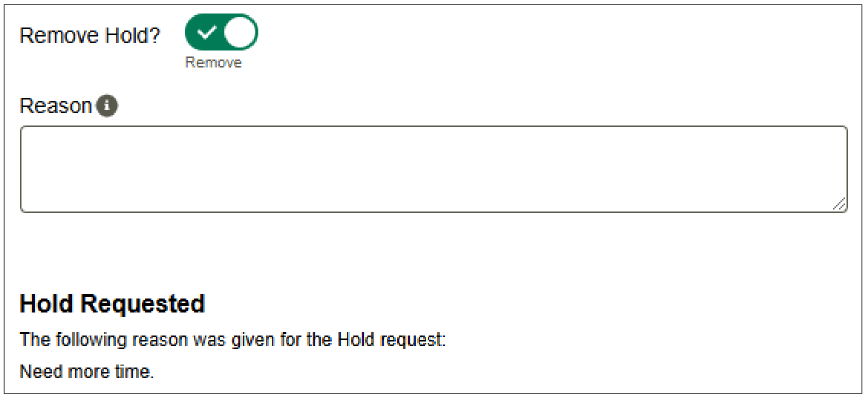
1. Navigate to the desired pre-application or application.
2. Under the Actions component on the right of the screen, toggle the **Request to Hold?** button to change it from "Keep" (grey) to "Hold" (green with white checkmark).



3. Input the reason for the hold request in the text box (e.g., "I need more time").
4. Select **Next**.
5. There will be a follow-up question that directs you to confirm that you would like to place the hold by selecting **Yes, continue** or you can select **No, cancel** to abort the request.

<u>To remove a hold in APPS</u>:

1. Navigate to the desired pre-application or application.
2. Under the Actions component on the right of the screen, toggle the **Remove Hold?** button to change it from “Keep” (grey) to “Remove” (green with white checkmark).



3. Input the reason for the hold removal in the text box (e.g., “New plans developed”).
4. Select **Next**.
5. There will be a follow-up question that directs you to confirm that you would like to remove the hold by selecting **Yes, continue** or you can select **No, cancel** to abort the request.

Note: *The applicant or agent can also request a hold be placed or removed by contacting WDFW via email at HPAapplications@dfw.wa.gov.*

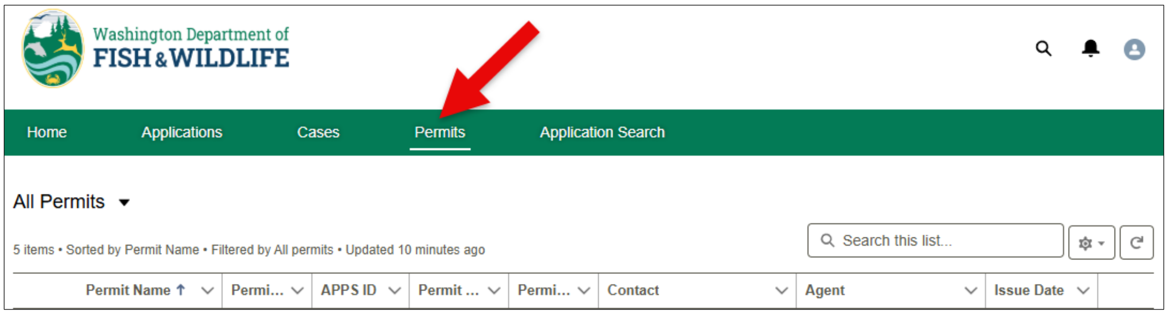
7. HPA Permits

7.1. Viewing Permits

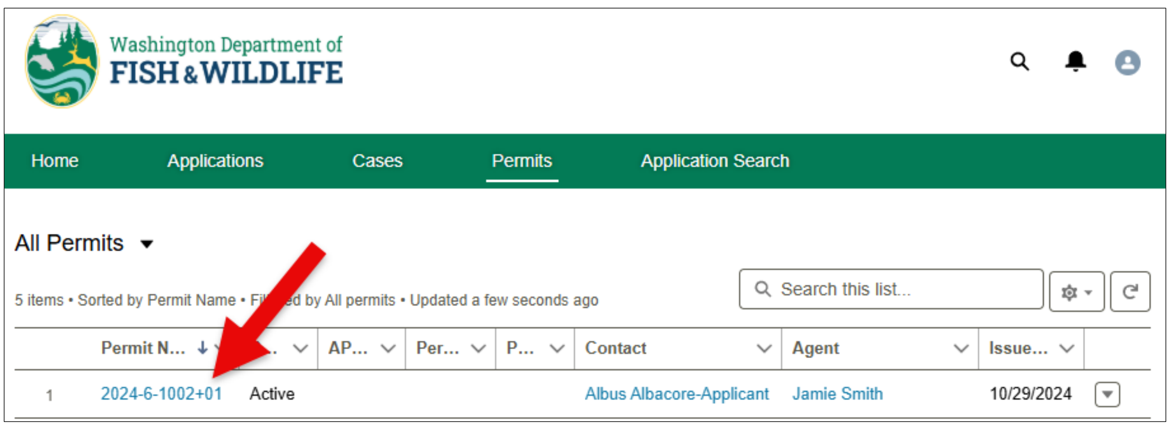
When an HPA is issued, the status will update to HPA issued, and APPS will display the permit issue date and permit number.

To view your issued permits:

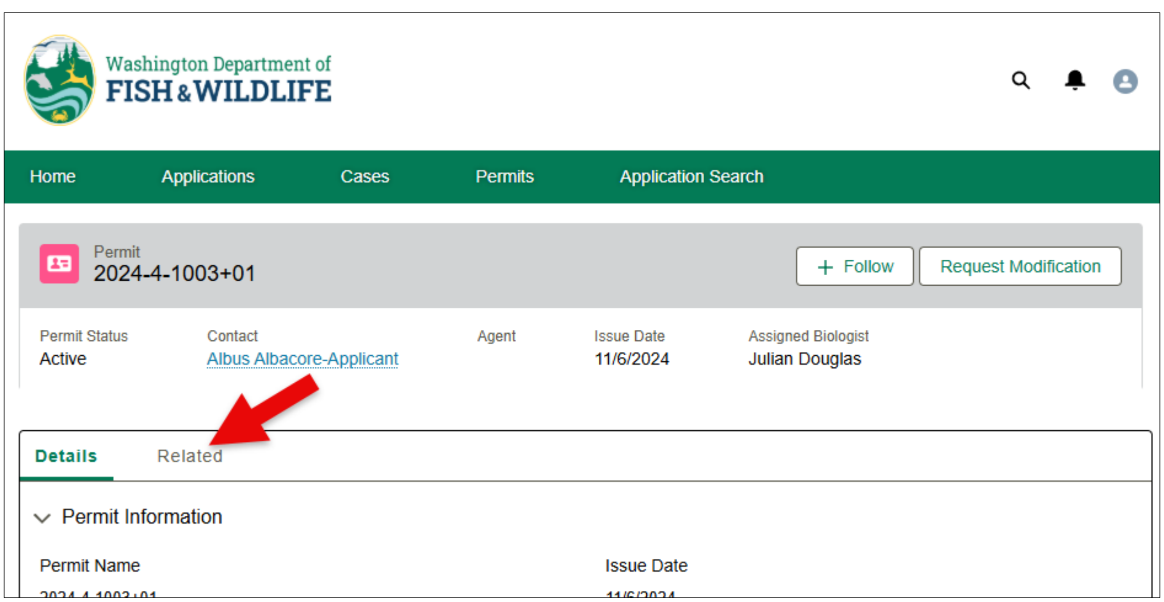
1. Login to APPS and select **Permits** from the top menu bar.



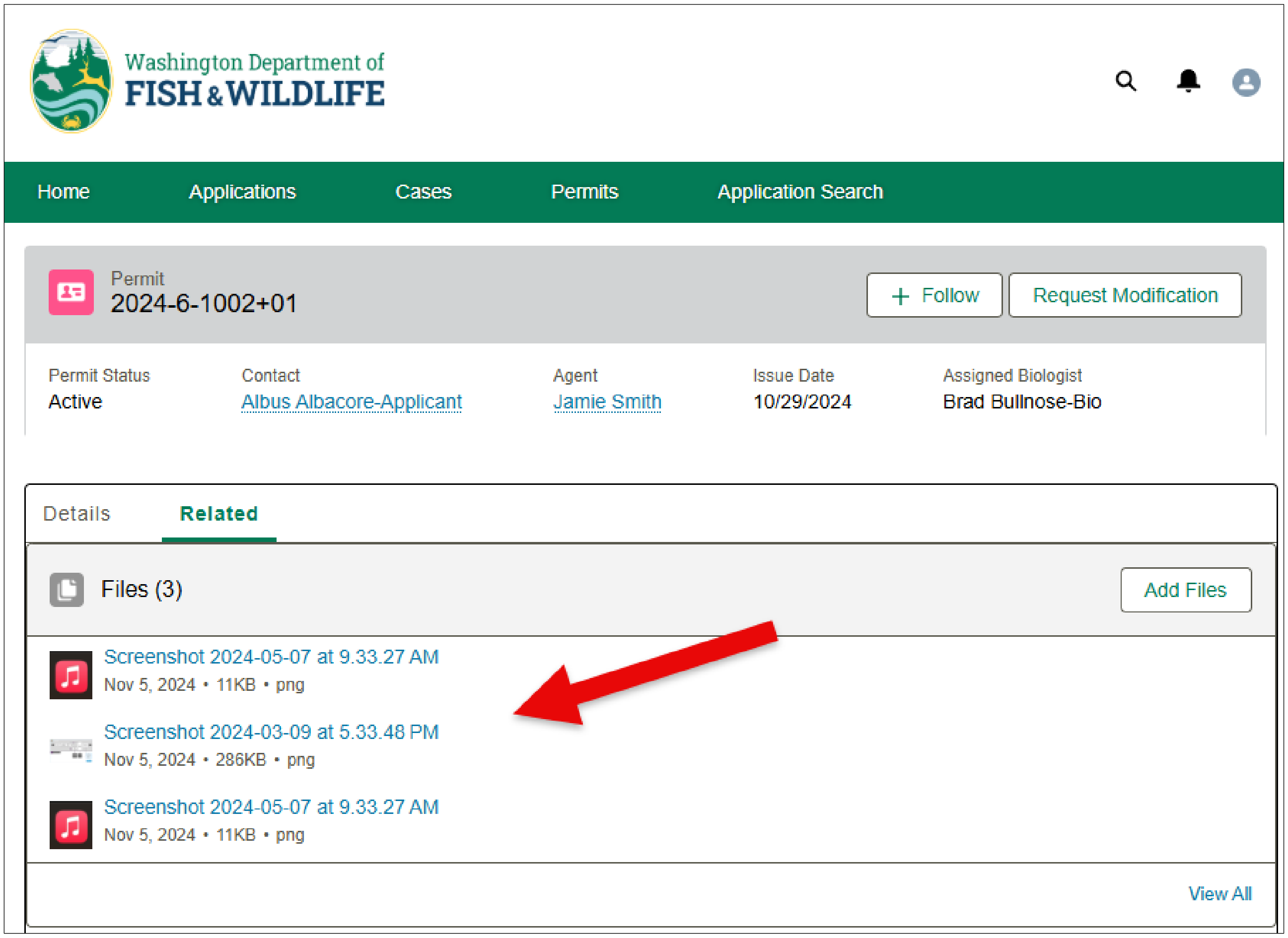
2. Select the permit you would like to view using the linked permit numbers in the **Permit Name** column.



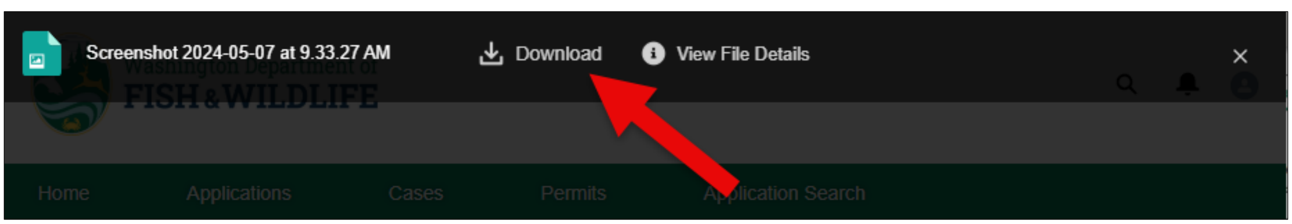
3. When the permit record opens, select the **Related** tab.



4. On the Related tab, a copy of your permit will be saved as a PDF in the **Files** section. You can select the file name to view your permit, or any other files attached to the permit record.



5. Once the file is open, you can select the **Download** option at the top of the screen to download a copy of your permit.



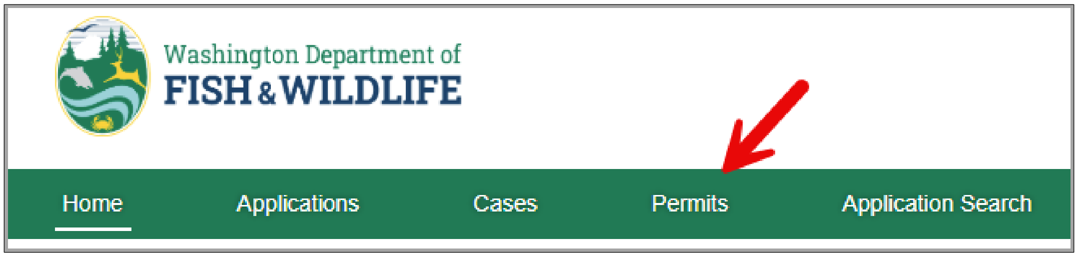
7.2. Modifying a Permit

Once an HPA permit is issued, the permittee or agent can request modifications to the permit. Modifications may include changing ownership or agent, extending the work timeframe, adjusting the project end date, revising project plans, or other similar changes. Modifications cannot be made to expired HPA permits. It is recommended to consult with the permitting Biologist to confirm whether the proposed changes qualify as a modification.

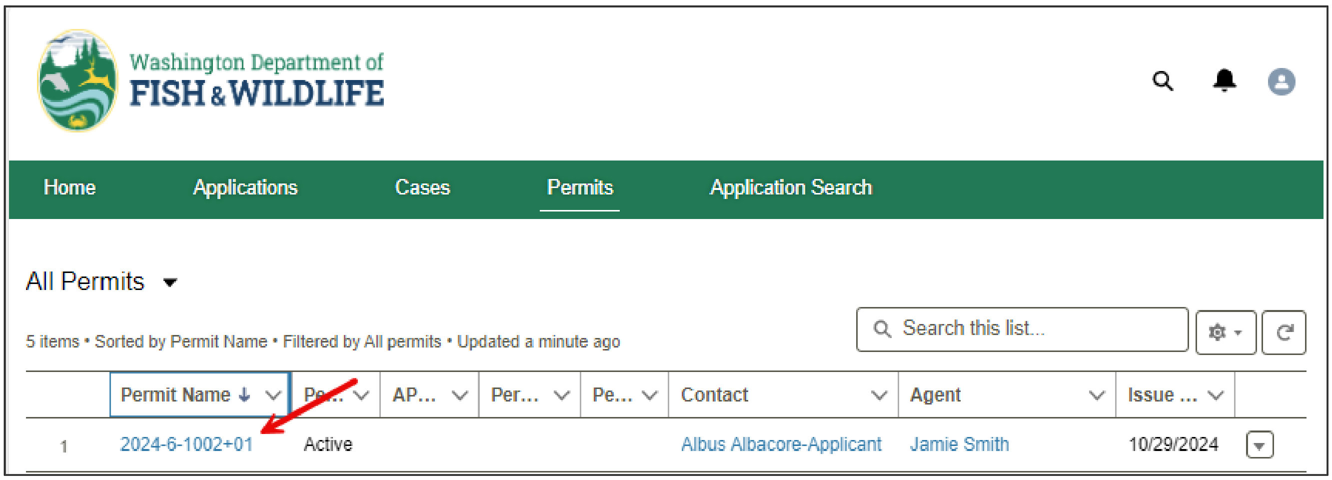
The most efficient way to submit a modification request is directly in APPS. The applicant or agent can also request a modification via email at HPAapplications@dfw.wa.gov; by mail to the HPA Processing Unit, P.O. Box 43234, Olympia, WA 98504; or by fax to 360-902-2946.

Follow these steps to request a modification in APPS for your HPA permit:

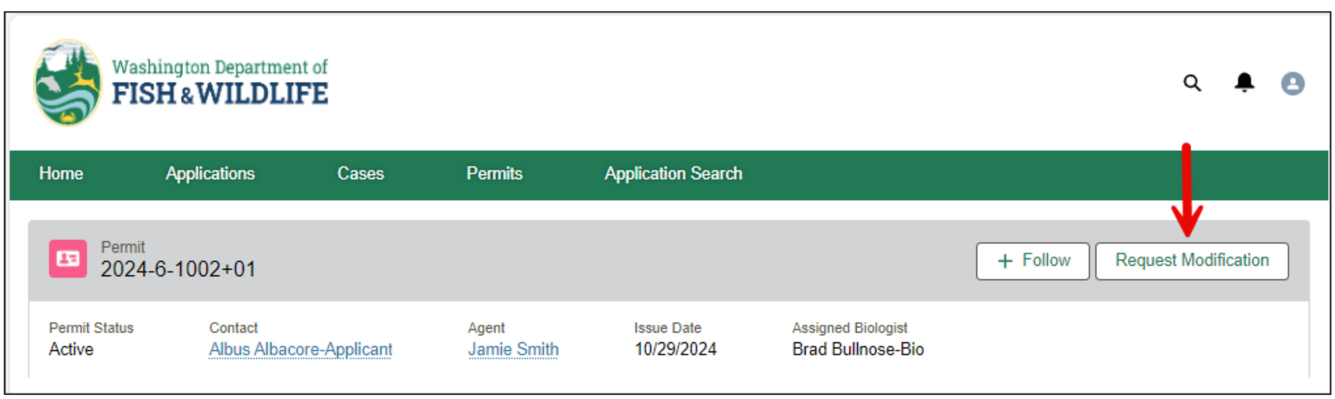
1. Navigate to the Permits Section:
   i. Log in to APPS.
   ii. Click on **Permits** in the top menu bar.



2. Select the permit to modify:
   a. In the **Permits** screen, locate the permit you wish to modify from the list.
   b. Click on the **Permit Name** to open the permit details.



2. Start the modification request:
   a. Once in the permit details screen, click on the **Request Modification** button located at the top-right of the permit details header.



3. Complete the modification request details:
   a. In the **Request Modification** form, respond to the following questions by selecting **Yes** or **No**.
      i. Does your modification request include an adjustment to the project as permitted?
         - If **Yes**, describe the project modification and reasoning in the text field that appears below.

ii. Does your modification request include an adjustment to the permitted project plans?

- If **Yes**, describe plan modification and reasoning in the text field that appears below.

iii. Does your modification request include changes to permitted work timing to enable project or work phase completion?

- If **Yes**, enter the **Proposed State Date,** the **Proposed End Date** and the **Reason for the time extension** in the fields that appear below.

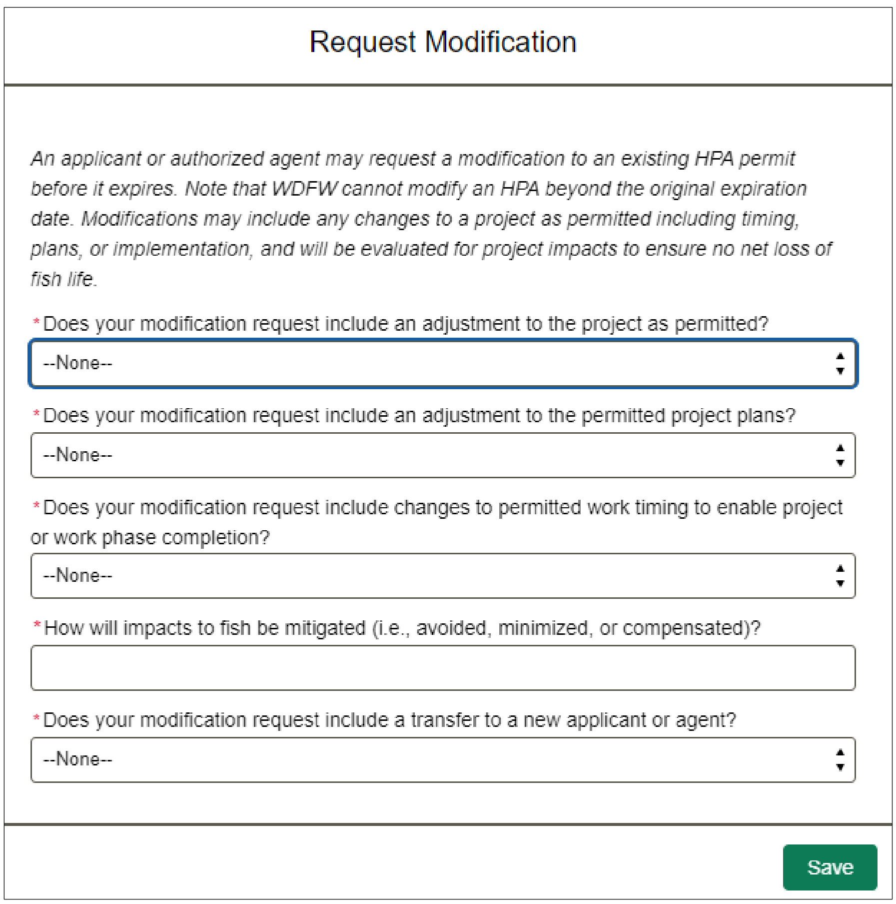
iv. Does your modification request include a transfer to a new applicant or agent?

- If **Yes**, indicate whether the change is to the applicant, agent, or both and provide the updated contact information for the new party(ies) in the designated fields.
- A new **Authorization of Agent** and/or **Consent of Property Ownership** form may be required. These forms can be uploaded in the modification application under the **Related** tab in the **Files** section.

  Note: *If you are transferring to a new applicant or agent and they have an account in APPS, then they will have access to the permit in their APPS account after the transfer is complete.*

b. Provide a detailed response to the question **"How will impacts to fish be mitigated (i.e., avoided, minimized, or compensated)?"**

c. Once all fields are completed, select the **Save** button to submit your modification request.



4. A confirmation screen will appear indicating that your modification request has been successfully submitted. Click the "**here**" link to navigate directly to the modification request record.

5. Once in the modification request record, upload any relevant documents (e.g. updated project plans or Authorization of Agent) in the Files section of the record. Refer to Section 6.2 for detailed instructions on uploading documents.

The modification request will be reviewed by WDFW staff, and depending on the scope, scale, and impact of the modification, it will be issued as either a letter or a revised permit. The assigned Biologist will process the request and contact you if additional information is needed.

7.3. Transferring a Permit

Per WAC 220-660-050(15), the permittee (applicant or agent) may request to transfer an HPA permit that has not expired. This involves transferring ownership from one applicant/agent to another.

Transfers are handled as permit modifications in APPS. Transfer requests should be submitted directly in APPS by the permit's current applicant or agent. Please refer to Section 7.1 (Modifying a Permit) for detailed instructions on submitting a modification request to transfer an existing permit to a new permittee, agent, or both.

If neither the permit's original applicant nor agent has access to the permit in APPS, please reach out to HPAapplications@dfw.wa.gov for the appropriate form and process.

8. Appendix

8.1. Resources

Some additional resources related to hydraulic projects that may be useful include:

- WDFW's HPA webpage: https://wdfw.wa.gov/licenses/environmental/hpa
- Hydraulic Code Rules (WAC Chapter 220-660): https://apps.leg.wa.gov/wac/default.aspx?cite=220-660
- WDFW's Area of Responsibilities Map, for finding your local Habitat Biologist: https://wdfw.maps.arcgis.com/apps/MapJournal/index.html?appid=48699252565749d1b7e16b3e34422271
- WDFW's Map of Issued HPA Permits (2014 – Present): https://wdfw.maps.arcgis.com/apps/MapJournal/index.html?appid=f84599ac6cd547dabb6eb30b88d4f47e
- Information regarding JARPA forms, including blank copies that can be downloaded: https://www.oria.wa.gov/site/alias__oria/4220/jarpa-form.aspx
- WDFW's Aquatic Plant Removal and Control Pamphlet webpage: https://wdfw.wa.gov/licenses/environmental/hpa/types/aquatic-plants
- WDFW's Aquatic Plant Removal and Control Pamphlet: https://wdfw.wa.gov/sites/default/files/publications/01728/wdfw01728.pdf
- WDFW's Gold and Fish Pamphlet: https://wdfw.wa.gov/sites/default/files/publications/02150/wdfw02150.pdf
- WDFW's Mineral Prospecting and Placer Mining webpage: https://wdfw.wa.gov/licenses/environmental/hpa/types/prospecting
- Department of Ecology's State Environment Policy Act (SEPA) webpage: https://ecology.wa.gov/regulations-permits/sepa/environmental-review
- Department of Ecology's Mineral Prospecting and Placer Mining webpage: https://ecology.wa.gov/regulations-permits/permits-certifications/mineral-prospecting-and-placer-mining
- SecureAccess Washington account information webpage: https://wa.gov/how-to-guides/secureaccess-washington-saw-your-login-state-services
- Governor's Office for Regulatory Innovation and Assistance (ORIA) permitting services webpage: https://www.oria.wa.gov/site/alias__oria/347/Permitting.aspx

For help using the APPS system, reach out to WDFW via email at APPS.Help@dfw.wa.gov or call (360)902-2422.

For questions related to HPA permits and the application process, reach out to WDFW via HPAapplications@dfw.wa.gov or call (360)902-2422.

8.2. Application Status & Sub-status Descriptions

Every application or request in APPS will show an application status. The status is dynamic and changes throughout the life of the application/request, depending on the stage and outcome of processing. Below is a table of application statuses and sub-statuses in APPS and their descriptions. Application statuses help WDFW staff, applicants, agents, and third-party reviewers understand the sequence of events and determinations in application review.

Status/Sub-status	Description
Accepted	The submitted pre-application or application has been deemed statutorily complete and is ready for review by the assigned Habitat Biologist.
Amendment	The application is in amendment status to be updated or modified.
Closed	The application has been closed due to inactivity for more than 12 months, per WAC 220-660-050(10)(c).
Denied	The application or request has been denied by the Department.
Determination Issued	The pre-application has been reviewed and the determination of whether or not an HPA is required has been issued.
Draft	A draft application or technical assistance request has been created by an applicant or agent but has not yet been submitted for review.
Hold	The submitted application or pre-application has been placed on hold because the applicant or agent was unavailable or unable to arrange a site visit, the site is inaccessible, or the applicant/agent requested the hold (see Section 6.3 regarding holds).
HPA Issued	The HPA permit has been issued.
HPA Not Required	The pre-application was reviewed and a determination that an HPA is not required was issued.
HPA Required	The pre-application was reviewed and a determination that an HPA is required was issued.
Rejected	The application has been rejected.
Statutorily Incomplete	The submitted pre-application or application has been deemed statutorily incomplete by WDFW staff because it is missing one or more items required by RCW or WAC.
Submitted	The application, pre-application, or technical assistance request has been submitted by the applicant or agent for review.
Withdrawn	The application or request has been willfully retracted by an application or agent.

8.3. Permit Status Descriptions

The permit status is different from the application status (see Section 8.2 above for application statuses) and only occurs after an HPA has been issued. The table below details the different permit statuses and their descriptions. Permit statuses help applicants, agents, WDFW staff, and third-party reviewers understand the state of an HPA permit.

Status	Description
Active	Permit is within the project end date (i.e., it has not exceeded the permitted end date) and is valid for the provisioned work to occur.
Inactive	Permit has exceeded the project end date but has not yet expired (i.e., 5 years for Standard and Emergency HPAs or 60 days for Expedited HPAs). An inactive permit can be modified, as needed.
Expired	Permit has exceeded its maximum lifespan (5 years for Standard and Emergency HPAs or 60 days for Expedited HPAs). An expired permit is no longer valid and cannot be modified or extended.
Revoked	Permit was revoked. A revoked permit cannot be re-activated, is no longer valid, and cannot be modified.