YMD Permitting Workflow Diagram

Incoming Mail

Submitted Personally (walk-in)
(Dillard, Alice, Cheryl & Anna)

Expiring Permits (Renewals)
(Cheryl)

All Applications Received
Completeness Review
(Dillard)

Application Complete

Yes → Application Fee Collected/ Application Logged In

No → Application Returned or YMD Staff Contacts Applicant

Application Data Entered Into YMD Database

Application Data Entered Into MS Water Info System (MSWIS)/Documents Scanned

Provide Notice of Intent to Applicant (new applications/

If Required ← Maps of Permitted Area Drawn in Both Databases/ Permitted Acres Determined

Receive Proof of Notice Publication from Newspaper/

All Processed Applications Final Review (Dillard)

Completed Application Forms
(all fields should be completed including:)

Correct Applicant/Landowner Contact Info
Email Address for Applicant
Accurate Well Location
Permitted Acres (Map & Number of Acres)
Beneficial Use
Conservation Practices
Acknowledge Form

Recommendation on Permit Issuance to MDEQ → YMD Board Ratifies Recommendation

Permits are printed and mailed from MDEQ.

All Hard Copy Applications Forwarded to MDEQ by FedEx

12/2019