APPS PUBLIC PORTAL – REFERENCE GUIDE

Washington Department of Fish and Wildlife (WDFW)

Version: 1.5

June 28, 2021

enfoTech

1368 How Lane
North Brunswick, New Jersey 08902
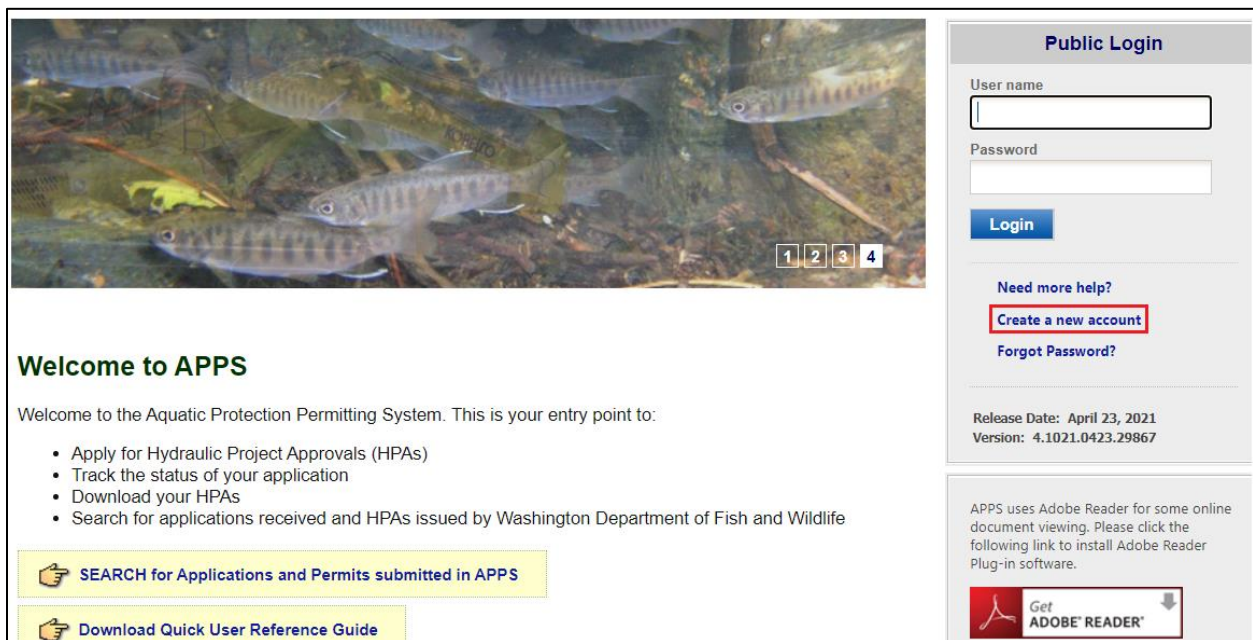www.enfotech.com

Tables of Contents

1 Public Site Account Management

1.1 Account Creation Process

The Public site will be made available to the public and will allow interested parties to create an account and submit applications towards an HPA Permit to WDFW. The subsequent sections will highlight the Public site login page, new user creation process, editing user profile information, submitting HPA Permit Applications, and checking the status of submitted applications.

Public Account user creation is made available to anyone who has access to the APPS Public Site URL as there will be a "Create a new account" link on the login page. Follow these steps to obtain a public user account.

Step 1: Click the **"Create a New Account"** link in the login page.

Step 2: Enter your personal identification information (Business, Name, Username, Title, etc.) along with your contact information (address, e-mail, phone number).

Step 3: Make sure to review your information to ensure the accuracy of your input. Then, click **Next**.

Step 4: The system will check your address against WDFW GIS library. Based on your-defined address, APPS presents a list of closely matching addresses in a pop-up window. You may either select one of system-suggested addresses via a checkbox or continue to proceed with initially specified address.

Step 5: Please select a group from a list of account types displayed on screen. You may select only one group record – via radio buttons – that most closely matches your business process.

CREATE ACCOUNT

For public user to create user account. (*) Denotes a required field.

* Please select the option below that most closely identifies yo
applications you create in APPS are created correctly.

- ⦿ Authorized Representative
- ○ Agriculture – Business
- ○ Agriculture – Individual
- ○ Agriculture – Irrigation, Drainage, or Other District
- ○ Commercial or Industrial (non-agriculture)
- ○ Forestry
- ○ Government – City
- ○ Government – County
- ○ Government – Federal
- ○ Government – Ports
- ○ Government – State
- ○ Government – Tribal
- ○ Non-Profit Group
- ○ Single or Multiple Private Individuals

[Back To Login] [<< Previous] [Next >>]

Step 6: Enter the answers to your Security Questions and click **Next**. You will need to provide the answer to any one of these security questions when submitting applications, so be sure to save them for later use.

Step 7: Enter the CAPTCHA code to verify that a machine is not generating spam accounts. Click **Create Account**.

Once you complete the account creation process, the system sends an automated message to your email with a "temporary" password.
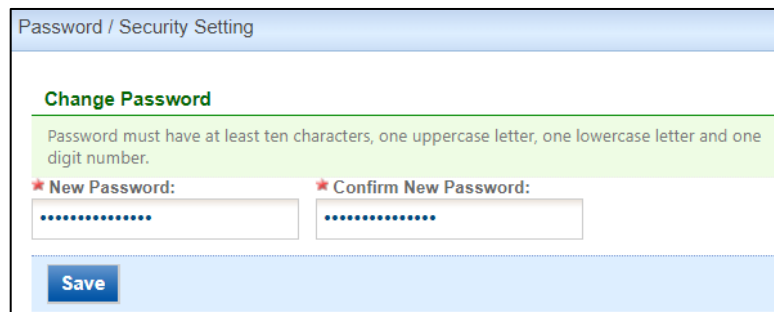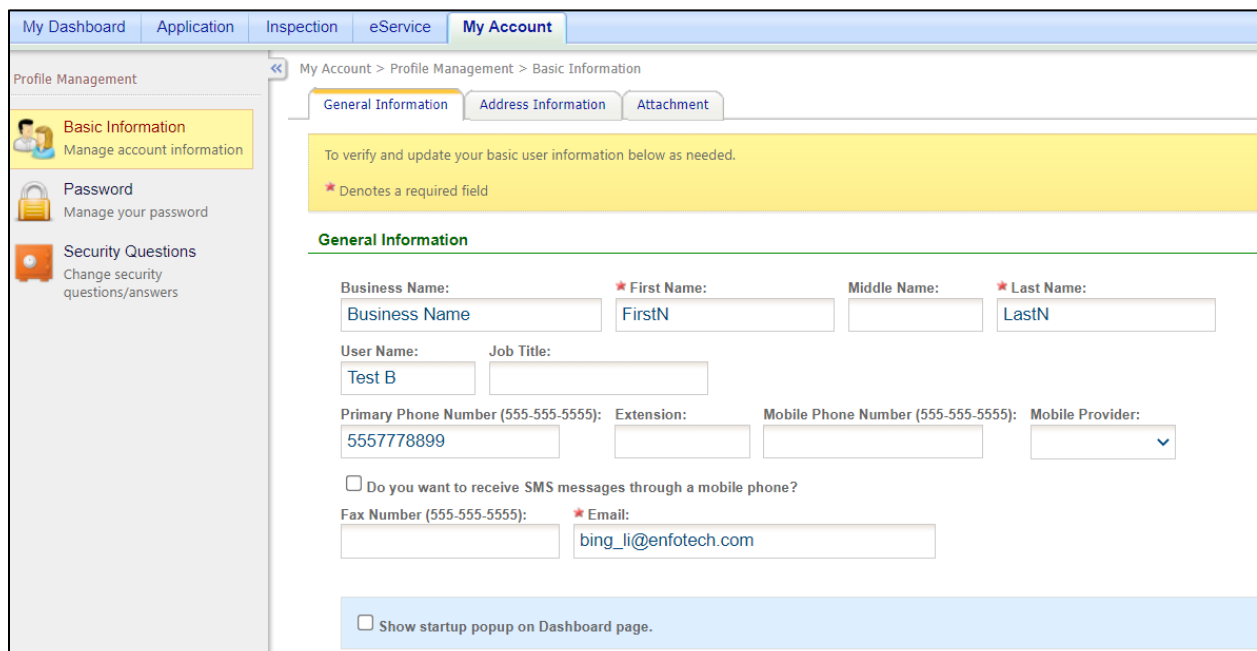
Step 8a: Login to APPS using username/password credentials provided in the email.

Step 8b: When logging in for the first time, system will prompt you to change the temporary password to a permanent password that has at least one of each of the following: ten characters, one uppercase letter, one lowercase letter, and one number.

If desired and/or needed, you can change your account information at any time in the future by logging in with your account name/password. Your personal information, such as Name and Address, along with Password details can be update via My Account module.
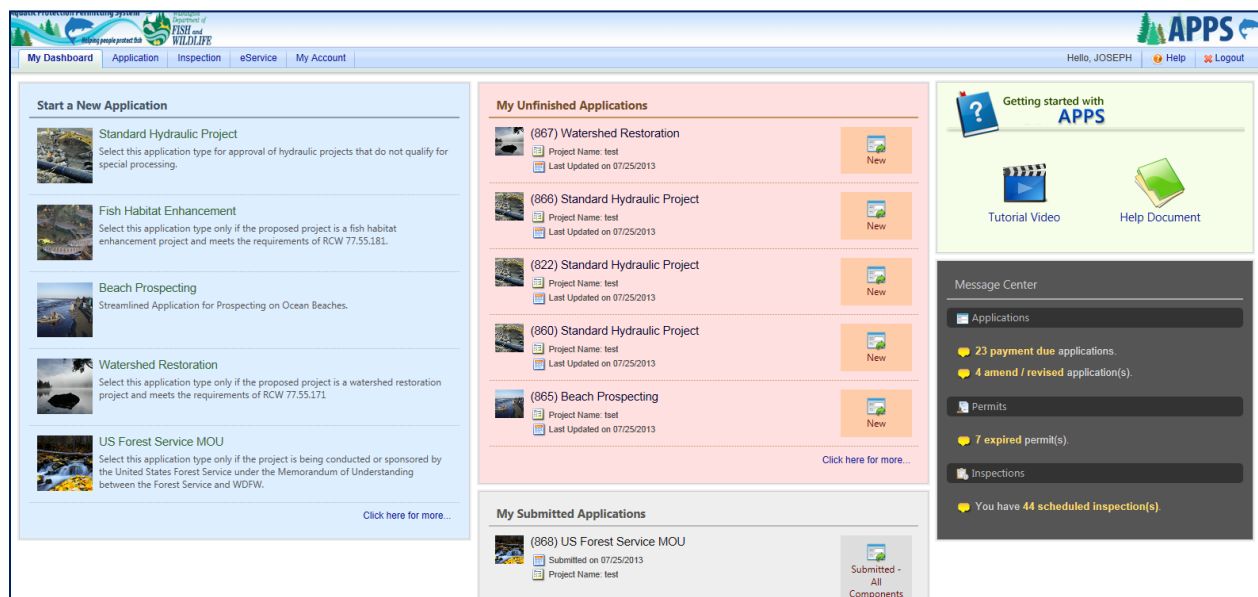
1.2   Public Site – Application Submission and Management

Once the system has sent you a "temporary" password, you can login to the Public site, change the password to a preferred one that meets password requirements, and begin the application submission process. The application submission process, and all corresponding details (that are relevant to public users only), is highlighted in subsequent sections and are applicable to paper submission process for agency users as well.

1.2.1   Home Page (aka the "Dashboard")

When you log into APPS via the Public portal, system will navigate you to a dashboard with several out-of-box web parts. These web parts are static and cannot be changed or adjusted by you. For details on what each web part entails, refer to the table below.

Web Part	Web Part Description
Start A New Application	Begin a new application record for submission based on applications listed in the web part.
My Unfinished Applications	Display five (5) most recent applications that were started but not yet submitted, or were sent back for amendment.
My Submitted Applications	Display five (5) most recent applications that have been submitted and their current status.
Getting Started with APPS	Access help guide and video on how to use the public portal for application submissions.
Message Center	Provide a quick link to access applications that have not been paid in full, have been sent back to public you for amendment, have expired permits, or have scheduled inspections.

1.2.2 Apply for an HPA Permit

Once logged into the Public site, you can select and submit applications for WDFW review from a list of application types in the Public Dashboard "Start a New Application" web part or within the Application module. For application types, such as Standard, that correspond to more than one application form, APPS determines the form that needs to be completed based on your selected criteria on the first page of the form.

During the application submission, APPS guides you to successfully submit an application by breaking the entire submission procedure into a 5-step process highlighted below. Additionally, WDFW administrator has defined help text (yellow bubble) to further facilitate an online application submission.
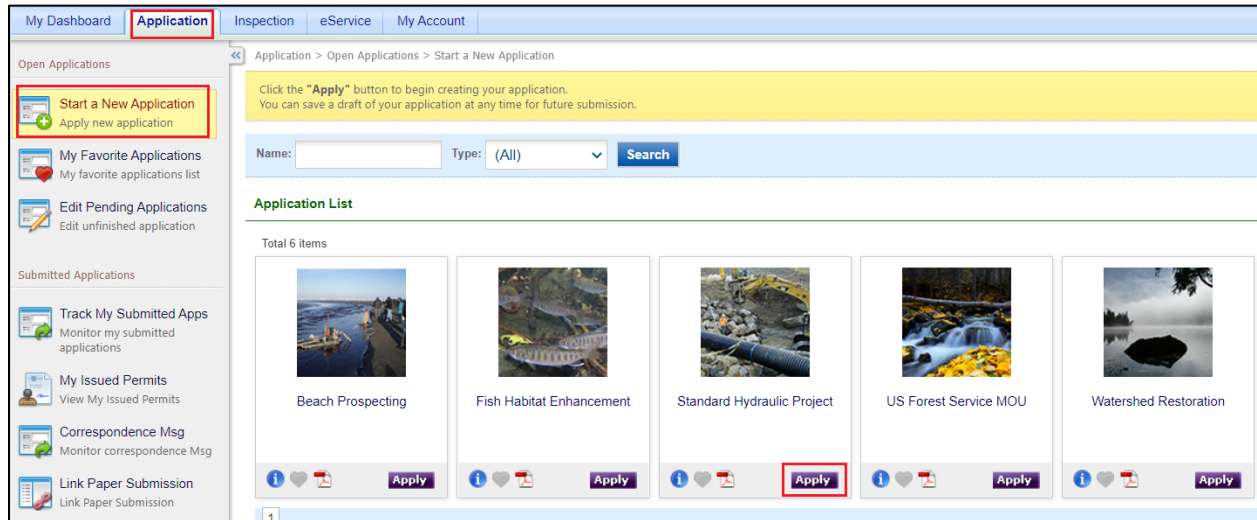
1) **Application:** The form used to capture desired information about your project. The forms may be configured to contain special logic and validation checks to ensure accurate data entry. For example, data fields may be marked as required, enforced for a specific format, shown/hidden based on selection of other parameters within an application, or require attachments based on selected options. On the first page specifically, APPS will autofill some of your account information and you will not be able to modify it in the application without also modifying the information on your account.

2) **Attachments:** You can upload supporting documents required for the permit. You may choose to mail the documents. In such cases where all documents are not uploaded as part of application submission process, APPS marks the application with "Submitted – Some Components Missing" status after submission has been completed to signify pending receipt of specific documents. On the contrary, if all documents have been uploaded during submission process, APPS marks application as "Submitted – All Components Included" after successful submission.

3) **Validation:** APPS checks the entire application package to ensure it meets minimum submission requirements mandated by WDFW.

4) **Payment:** allows you to make a payment towards an application. You have the option to make online payment via Credit Card or ACH payment methods or offline via Check, Money Order, Inter-Agency Fund Transfer and Intra-Agency Fund Transfer options. If an application meets the criteria where no fee or payment is required, APPS skips the payment step of the process and takes you directly to the Submission page. The following criteria define conditions under which no payment is required:
   a. Emergency Application submission: fee is marked as Pay Later; an agency user must update the fee by selecting "Pay Now" checkbox in Payment page to enable applicant to make an online or offline payment.
   b. Application Type is US Forest Service MOU
   c. Project Type is one of the following: Farm and Agricultural Land (option available to public and agency users during application submission in Standard form), or Project Landward of OHWL (Ordinary High Water Line: option not available to public or agency user in application form; agency user must manually determine this criteria and "Waive Fee" accordingly)
   d. Application is being processed under a contract with WDFW; you must provide Contract Number upon selecting this option
   e. Application is a modification to submission made before July 2012; you must provide HPA Number upon selecting this option
   f. Application is considered a minor modification based on selected options on the applicant initiated modification page.
   g. Application is a modification that is not initiated by the applicant.

5) **Submission:** APPS certifies application data to be submitted in the form. Upon successful submission of an application, APPS sends an automated message to the applicant for receipt confirmation and to Olympia Administrative staff for notification of a new application requiring their review.

6) **Review:** APPS displays a page after successful submission of an application; the page serves as your submission receipt.

To submit an application, follow these steps:

Step 1: Log into APPS.

Step 2: Go to the **Application** tab on the top. Make sure the left panel displays **Start a New Application**.

Step 3: Select the application you wish to apply for and click the **Apply** icon. In this example, we will use a Standard Hydraulics Project Application form.

Step 4: Make sure to fill in every page of the application, as needed. The application portion consists of four main forms; General Information, Project Information, Waterbodies, and SEPA Compliance and Application Fee Exemption. The subsequent steps will highlight different sections within Standard HPA Application form only; other application forms may or may not contain all pages, data-entry fields, and/or data field logic.

Step 4a: Fill in the General Information Form, which includes Application Information, Project Identification, Applicant, Applicant Account Type, Authorized Agent or Contact, and Property Owner(s).

Application Information

★ Application Type: ○ Standard ○ Expedited

WDFW does not accept online applications for emergency HPAs. During normal business hours please call the Habitat Biologist for your project location to request a verbal HPA. You can identify the biologist at the following website: http://wdfw.wa.gov/conservation/habitat/ahb/ . After normal business hours, please call the Emergency HPA Hotline at (360) 902-2537. If you wish to continue with the online application process, please choose either the Standard or Expedited application type.

- **Standard:** You should apply for a standard HPA if you do not qualify for an expedited or emergency HPA. The majority of hydraulic projects qualify only for a standard HPA.
- **Expedited:** You may apply for an expedited HPA if there is an official declaration by the county legislative authority or the Department of Fish and Wildlife of a threat by weather, water flow, or other natural conditions that is likely to occur within sixty days of a request for a permit application. Expedited work may only be for work to remove any obstructions, repair existing structures, restore banks, protect fish resources, or protect property. The Department of Fish and Wildlife may also issue expedited HPAs where normal permit processing would result in significant hardship for the applicant or unacceptable damage to the environment.
- **Emergency:** You may apply for an emergency HPA if there is an official declaration by the Governor, the county legislative authority, or the Department of Fish and Wildlife of an immediate threat to life, the public, property, or of environmental degradation. Emergency work may only be for a stream crossing, or work to remove any obstructions, repair existing structures, restore streambanks, protect fish life, or protect property threatened by the stream or a change in the stream flow.

Addtional Options (select only if they apply to your application):

☐ I am applying for a Pre-application.

You would request the Pre-Application process if:
1. You need to find out if an HPA permit is needed for your project, or
2. You want assistance from a biologist to discuss project details before submitting a complete application. WDFW strongly recommends using the pre-application process as a means to reduce application processing time, increase your understanding of the permit process, and to discuss options/alternatives for your project.

☐ I am applying as a government agency, organization, or company for hydraulic projects anywhere within a broad geographic area but can't yet identify specific, discrete locations for those projects.

Are you applying for a long-term HPA for agricultural irrigation or stock watering purposes under RCW 77.55.021 (9)(c)? ○ Yes ○ No

Project Identification

★ Project Name (A name for your project that you create. Examples: Smith's Dock or Seabrook Lane Development) [   ]

★ Project Type(s) (check all that apply):

☐ Aquatic Plant Control	☐ Bank Protection	☐ Barge Landing
☐ Boat Access	☐ Buoy	☐ Channel Change/Realignment
☐ Diversion Structure	☐ Dredging	☐ Fish Trap or Diversion Weir
☐ Fishways	☐ Foot Access - beach stairs, cable car, etc	☐ Garbage and Debris Removal
☐ Gravel Extraction	☐ Habitat	☐ Logging
☐ Outfall structure	☐ Overwater Structure	☐ Shoreline Armoring - Marine
☐ Utility Crossing	☐ Water Crossing Structure	☐ Water Surface Control
☐ Other		

☐ Beaver Dam Modification	☐ Dock Maintenance/Repair	☐ Fish Screen Maintenance or Replacement
☐ Mineral Prospecting Other Than Suction Dredging.	☐ Repositioning or Removal of Large Wood	☐ Road Maintenance Work
☐ Scientific Instruments	☐ Trenchless Conduit (Utility) Crossing	☐ Suction Dredging

---

Applicant

Business Name (if applicable) ⊙

test b

★ First Name ⊙
David

Middle Name

★ Last Name
Smith

★ Address 1
450 W Washington Ave

Address 2

★ City
Yakima

★ State/Province
WA ⌄

★ Zip Code (12345 or 12345-1234)
98903

★ Country
United States ⌄

★ Primary Phone No (555-555-5555 Ext.)
[   ] [   ]

Mobile Phone No (555-555-5555)
14343424234

Fax (555-555-5555)

Email
ds@gmail.com

☐ Check here if you have made corrections to your contact information above and wish to apply those changes to your user profile.

Applicant Account Type

★ Please select one applicant account type
- ⦿ Agriculture – Business
- ○ Agriculture – Individual
- ○ Agriculture – Irrigation, Drainage, or Other District
- ○ Commercial or Industrial (non-agriculture)
- ○ Forestry
- ○ Government – City
- ○ Government – County
- ○ Government – Federal
- ○ Government – Ports
- ○ Government – State
- ○ Government – Tribal
- ○ Non-Profit Group
- ○ Single or Multiple Private Individuals

Step 4b: Fill in the Project Information Form, which includes Project Location and Project Description. To add a project location, click the **Add Project Location** button. You will be prompted to enter in the location and the system will perform address validation to ensure the address you entered is valid.

Step 4c: Fill in the Waterbodies Form.

Save   Previous   Next

Waterbodies (other than wetlands): Impacts and Mitigation

"waterbodies" refers to non-wetland waterbodies.

Describe how the project is designed to avoid and minimize adverse impacts to the aquatic environment.

☐ Not applicable

[text box]

Will your project impact a waterbody or the area around a waterbody?

○ Yes ○ No

Have you prepared a mitigation plan to compensate for the project's adverse impacts to non-wetland waterbodies?
  • If yes, submit the mitigation plan in Attachments section of this application.
  • If No, or Not applicable, explain below why a mitigation plan should not be required.

○ Yes ○ No ○ Not applicable

Summarize what the mitigation plan is meant to accomplish. Describe how a watershed approach was used to design the plan.

[text box]

Describe the source and nature of any fill material, amount (in cubic yards) you will use, and how and where it will be placed into the waterbody.

[text box]

For all excavating or dredging activities, describe the method for excavating or dredging,
type and amount of material you will remove, and where the material will be disposed.

[text box]

Save   Previous   Next

Step 4d: Finally, please select the SEPA Compliance.

SEPA Compliance

★ Compliance with the State Environmental Policy Act (SEPA).

  • For more information about SEPA, go to www.ecy.wa.gov/programs/sea/sepa/e-review.html
  • Typically local city or county planning and permitting offices conduct the SEPA review.

○ SEPA review is complete. I will upload, mail, or deliver a copy of the SEPA determination letter as part of this application..

○ A SEPA determination is pending.

○ This project is exempt. I will upload, mail, or deliver a draft of the SEPA Letter of Exemption as part of this application.

Step 5: Please upload any supporting attachments or required attachments along with this application.

Step 6: The system will perform a validation on all the data fields within the application to ensure there are no errors or missing required fields that were not entered. If the validation check fails, the system will ask you to go back to the application and change those data fields. If the validation check passes, you will be allowed to proceed on with the payment portion of the application.

Step 7: Finally, check the certification statement and answer the security question that you had created while setting up your public user account. Then, click **Submit**.

1.2.3 Submission by Authorized Agents

The APPS system allows Authorized Agents to act as application preparers for Applicants. This scenario is identified in one of following two manners:

1) When an applicant does not select "No Agency will be acting on behalf of the Applicant" checkbox option, and;
2) Your account type is Authorized Representative. In this case, system auto-populates the information from your profile into Authorized Agent section and requires you to enter applicant information instead.

Even in such cases where an authorized agent prepares an application rather than the applicant, APPS maintains the submission process consistent for all steps (1-8) above. The only difference between an applicant and authorized agent making a submission is that an authorized agent is required to upload an attachment with applicant's signature documenting authorization to submit an application on applicant's behalf.
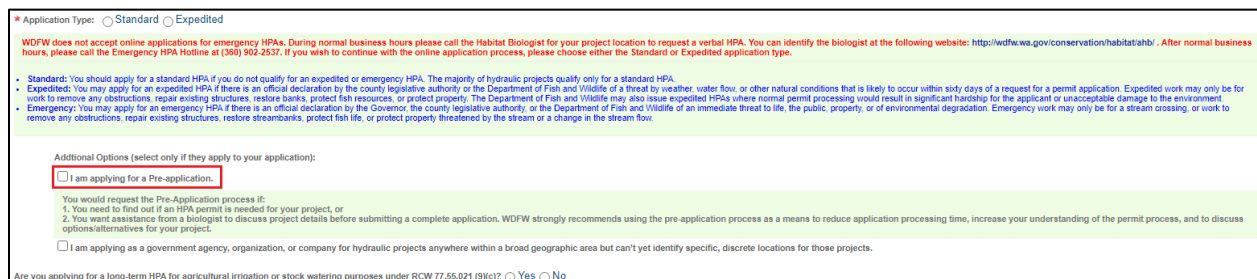
1.2.4 Submitting a Pre-Application

The Pre-application is a process that:

- Allows applicant to submit preliminary data in order to obtain WDFW's assistance
- Allows WDFW to provide technical assistance to an unofficial submission

The Pre-application could potentially turn into a real application

Public and Agency users alike will have the option to submit any application type, except for Minor and Major Modification, for a biologist's review only. This activity will be initiated when you make a submission while selecting "I am applying for a Pre-application." checkbox option. APPS will also display a message to you immediately below the checkbox option detailing conditions that qualify you to apply for a pre-application.

The Pre-Application submission processes is very similar to the process described Sections (1-8) highlighted above, except for following two differences:

1) Pre-Application bypasses the payment section because no payment is required yet, and;
2) Pre-application does not require you to provide Authorized Agent, Property Owner, Project Start and End Dates, and SEPA Compliance and Payment Fee Exemption details.

Upon submission of an application, the system displays application statuses "Submitted – All Components Included" or "Submitted – Some Components Missing," and informs an agency user of pre-application submissions via "Pre-App?" indicator in search results and the application summary section.

1.2.5 Application Status Tracking

For all applications submitted, you can keep track of application status in one of the following two ways :

1) Automatic Email Notifications: system sends email notifications automatically to you when an application status is updated.
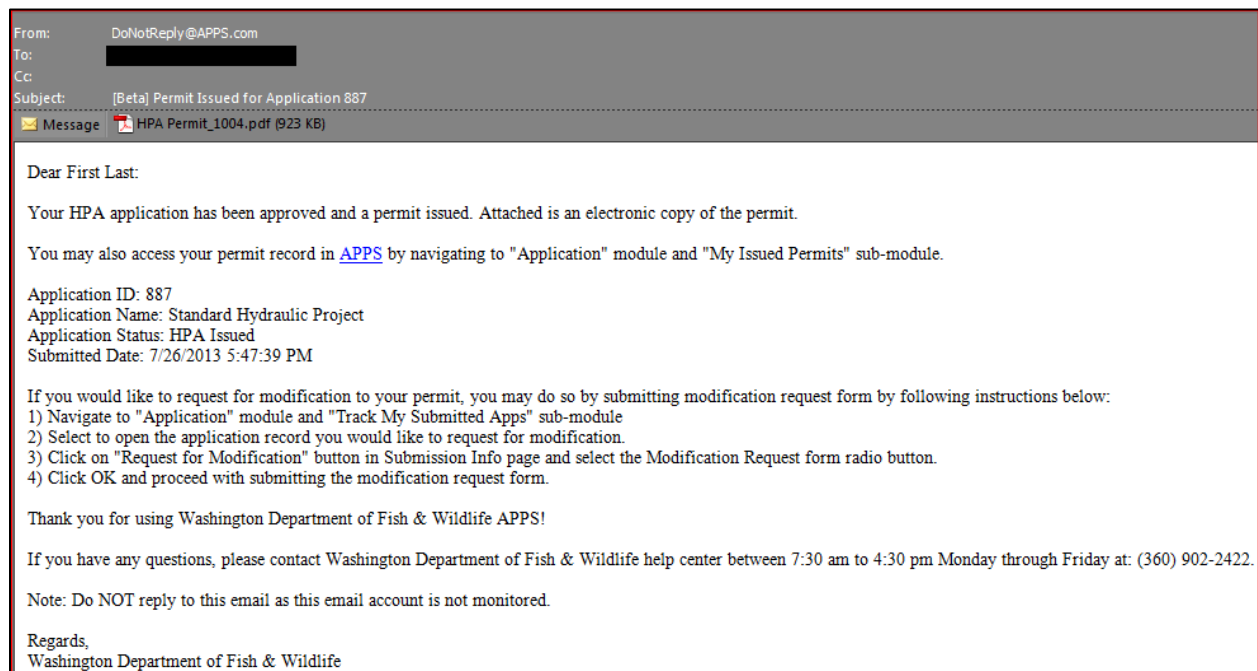
2) Review submissions in Public Portal: you can review all of your submitted applications in "Track My Submitted Applications" page in Application module.

You can export for the details regarding your applications displayed on screen to Excel via the **Export to Excel** button available in application search results page. You can further refine exportable results by filtering data using the "Advanced Search" option. In this manner, you can export only desired results to Excel.

Please note that export to Excel requires that you download exportable results to local drive on your computer. Data can then be managed and/or manipulated outside of APPS as necessary. The following image depicts small portion of data exported to Excel, but actual set of data exported to Excel is a much larger list.

Application ID	Permit Number	Current Application Status	Applicant First Name	Applicant Last Name	Applicant Business Name	Project Name	Project Description	Application Type	Application Name	Application Submission Da
1	2015-6-1+01,	New	JOSEPH	DU FOUR	BUSINESS NAME	Beach Mineral Prospecting	Mineral Prospecting on ocean beaches.	Standard	Beach Prospecting	3/16/2
1	2015-6-1+01,	New	JOSEPH	DU FOUR	BUSINESS NAME	Beach Mineral Prospecting	Mineral Prospecting on ocean beaches.	Standard	Beach Prospecting	3/16/2
1	2015-6-1+01,	New	JOSEPH	DU FOUR	BUSINESS NAME	Beach Mineral Prospecting	Mineral Prospecting on ocean beaches.	Standard	Beach Prospecting	3/16/2
							Remove fish screen, clean and repair if needed, reinstall. Building ramp to work off of, with some bank work to get access to screen when done sloping			

Note: you can toggle between tile view and table view by alternating between [icons] icons on page. In table view, you can view additional application informtaion, including basic project location information. If multiple

project locations are associated with an application, then [icon] (View)will be accessible. Clicking on the "View" icon will open a pop-up displaying basic project location information for all project locations associated to an application.

When you select to view more details on a particular submission record by clicking on edit icon, APPS displays all application related information in various sets of tabs as follows:

a. **Application:** You can view information related to application submission and status. APPS displays: Submission ID, Application Type, Submission Date, Submitter details (Name, Address, Phone and Email), Most Recent Application Status, and Application Status History with Comments.

   i. Note 1: You can download the most recent version of submitted application in Word format by click on "Standard Application – Document Version" hyperlink.

   ii. Note 2: You can download the following JARPA forms pre-populated based on data submitted in HPA application from APPS. This can be done by click on any link that starts with "JARPA" in "Application" tab. Please note that all JARPA forms listed below are automatically downloaded in MS Word format and will match actual JARPA version at any point.

      1. JARPA Form
      2. JARPA Attachment B
      3. JARPA Attachment D
      4. JARPA Fish Habitat Enhancement

Part 1 - Project Identification

1. Project Name (A name for your project that you create. Examples: Smith's Dock or Seabrook Lane Development) [help]

test

Part 2 - Applicant

The person and/or organization responsible for the project. [help]

2a. Name (Last, First, Middle)

Du Four, Joseph, A

2b. Organization (if applicable)

BUSINESS NAME

2c. Mailing Address (Street or PO Box)

1368 How Lane

2d. City, State, Zip

North Brunswick, NJ 08902

2e. Phone (1)	**2f.** Phone (2)	**2g.** Fax	**2h.** E-mail
(098) 765-4321 x098	(123) 456-7890	(564) 738-3920	karan_arora@enfotech.com

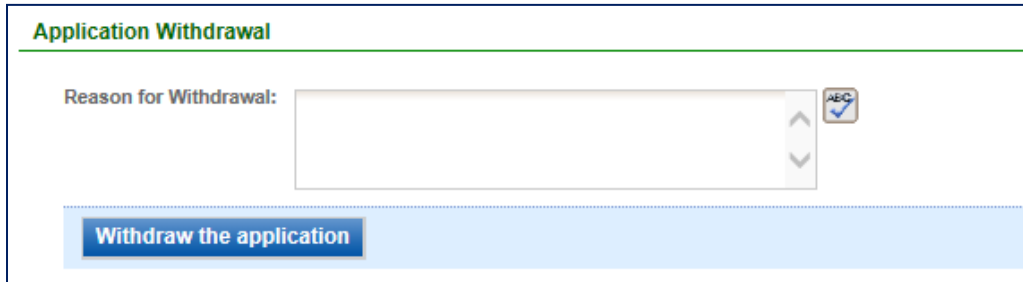[1]Additional forms may be required for the following permits:
- If your project may qualify for Department of the Army authorization through a Regional General Permit (RGP), contact the U.S. Army Corps of Engineers for application information (206) 764-3495.
- If your project might affect species listed under the Endangered Species Act, you will need to fill out a Specific Project Information Form (SPIF) or prepare a Biological Evaluation. Forms can be found at http://www.nws.usace.army.mil/Missions/CivilWorks/Regulatory/PermitGuidebook/EndangeredSpecies.aspx.
- Not all cities and counties accept the JARPA for their local Shoreline permits. If you need a Shoreline permit, contact the appropriate city or county government to make sure they accept the JARPA.

---

b. **Attachments:** displays any attachments that have been uploaded to APPS during submission process; if attachments were not uploaded during submission process or would like to provide additional attachments, applicant can upload addition set of attachments in this page.

c. **Payment:** displays total application fee, payment made and fee balance; you are able to make additional payments via Credit Card or electronic Check if there is any pending balance on application fee.

d. **Issued Letters/Permits:** displays all permits that have been issued for the submission in question.

e. **Correspondence:** allows applicant to initiate correspondence with agency users. Correspondence is viewable by third-party users.

f. **Post-Permit Requirements:** lists all reporting requirements detailed in issued HPA;

g. **Appeals:** lists any appeals that have been filed against the application record.
h. **Email History:** displays a list of emails that have been manually sent by agency users, and are not system-automated.
i. **Inspections:** displays a list of all inspections that have been completed for the submission; system also displays inspection results and attachments corresponding with each inspection record next to the inspection record itself.

1.2.6   Request for Withdrawal

During any part of application review process and before a permit has been issued, an applicant may withdraw an application from WDFW review process. This action, which can be performed in the Form detail page of a submitted Application, is completely independent of any review being performed by WDFW.

Upon withdrawal of application from WDFW review, system will update application status to "Withdrawn" and confirm such status update via email to applicant.

1.2.7   Submit Customer Satisfaction Survey

When an HPA is issued, APPS send an automated email to applicants requesting them to complete a Customer Satisfaction survey. When applicants click on the link, they are navigated to the Survey site where they must enter APPS site username and password to log in to the site and submit a survey.

The process to submit a survey is indicated in the steps below.

Step 1: Access email received upon permit issuance and click on **Survey** hyperlink.
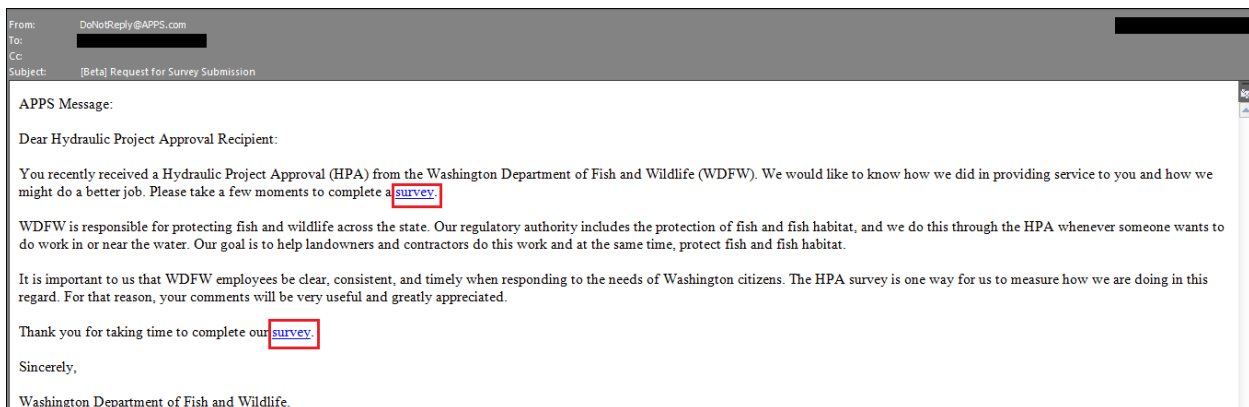
Step 2: Provide login **Username** and **Password** and click on **Login** button to begin submitting a survey.
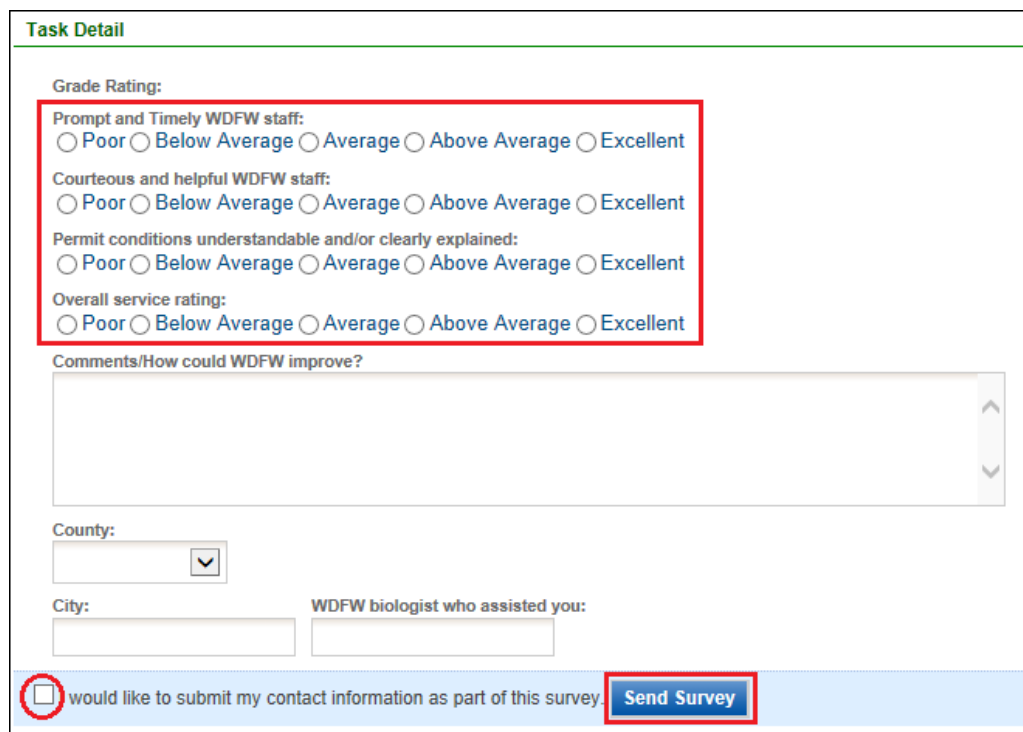
Note: System requests your login credentials to ensure that an anonymous user is not submitting a survey. System is not tracking your credentials during survey submission process *except for when* you choose to provide your contact information *while* submitting the survey.

Step 3: Rate WDFW support process, provide comments, and specify miscellaneous data if desired (such as County, City, and Biologist). If you would like to provide your information to agency users for review, click on **checkbox** option that says "I would like to provide my name and contact information to WDFW."

Step 4: Click on **Send Survey** button once all necessary details have been specified to submit the survey for WDFW review.

1.3   Public Site – Third-Party Review

1.3.1   Review APPS Submissions

APPS provides the capability for any non-agency user to review specific details about applications that are submitted and tracked in APPS. These details are available on a third-party site that is accessible from the Public Site login page via "SEARCH for applications and permits" link. The third-party site is not to be used for third-party users to file appeals or report suspected violations. These details are managed outside of APPS.

After accessing the third-party site, you may search for applications with a pre-defined list of search parameters, however, you are not able to save their search criteria. If you would like to save such data, you must sign-up for automatic notification process highlighted in subsequent section of this document.
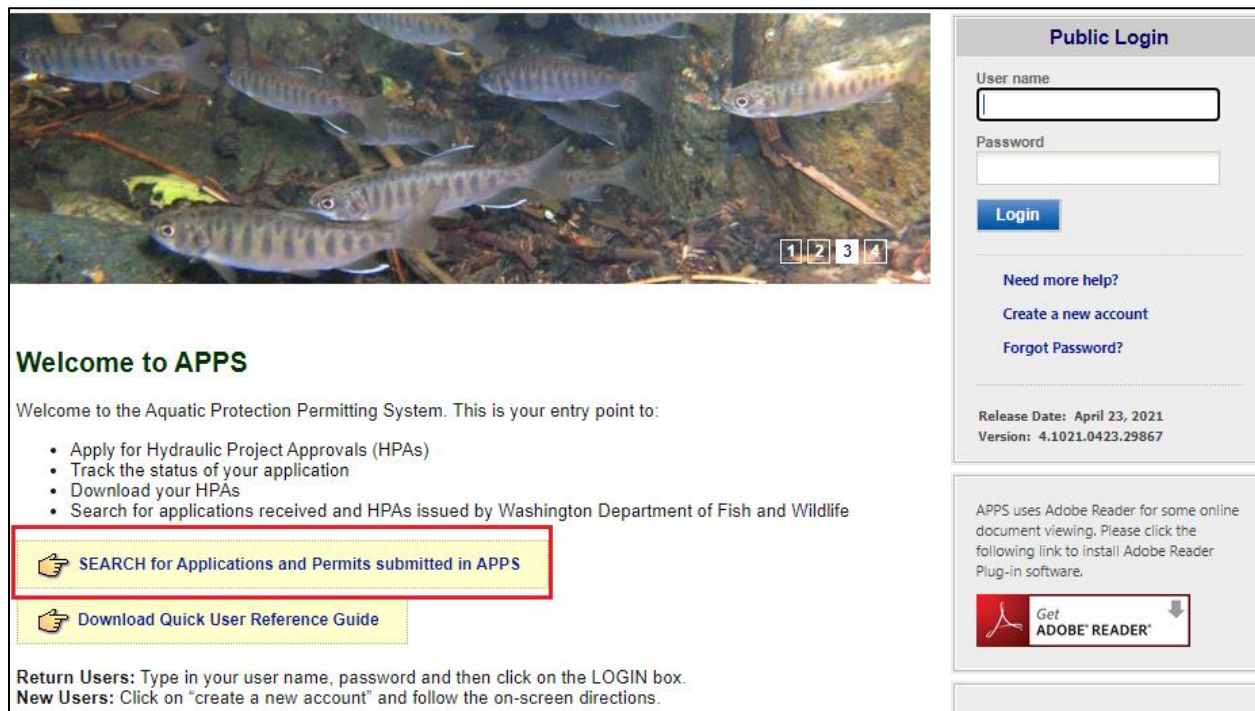
Once you search for applications with set criteria, system outputs the results on the same page in a grid view format. These results provide basic details about the submission.

While you remain on application search results page and do not navigate to detail results, you may alter their search criteria at any time. In order to view complete application detail results, you must click on view link for system to display detailed information pertaining to the selected submission record.

For detailed instructions on reviewing APPS submissions on third-party site, refer to steps listed below.

Step 1: Access **Public Site Login Page**.

Step 2: Click on **Search for Applications and Permits** hyperlink and system will take you to the third-party search page.

Step 3: Define search parameters as needed; if all search parameters are not listed in the initial view or if you would like to select multiple options for the same parameter, click on **Advanced Search** hyperlink. Once you have defined all search parameters, click on **Search** button.

Step 3a: To access the user manual on reviewing the third-party site, click on **Help Guide** link at top of search page.
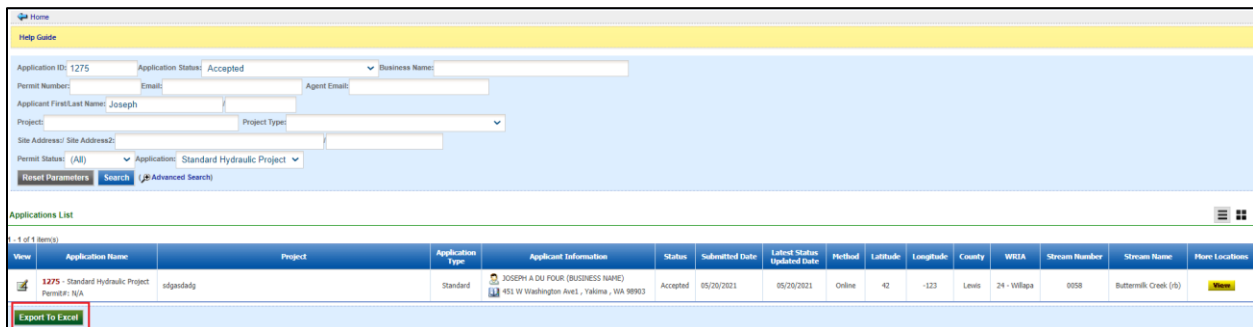
Step 3b: To export search results to Excel format, click on **Export to Excel** button at bottom left of the page. This will export all search results to Excel and request you to open or save the file to your local machine.

Application ID	Permit Number	Current Application Status	Applicant First Name	Applicant Last Name	Applicant Business Name	Project Name	Project Description	Application Type	Application Name	Application Submission Date
1275		Accepted	JOSEPH	DU FOUR	BUSINESS NAME	sdgasdadg	dgasdgasd	Standard	Standard Hydraulic Project	5/20/2021 21:07
1275		Accepted	JOSEPH	DU FOUR	BUSINESS NAME	sdgasdadg	dgasdgasd	Standard	Standard Hydraulic Project	5/20/2021 21:07

Step 3c: To view all project location details associated with an application, you can click on the [View] button in the **More Locations** column. This will open a pop-up page on screen displaying basic project location details for the application. Please note that this button is *only* available if more than one (1) project location is associated with an application.
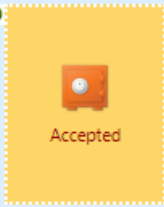
Step 4: To view application specific details, click on **View** button.

Step 5: Click on various tabs to view application specific details. Please note that some tabs may not display any data, such as Correspondence or Appeals, if no conversation or appeals may have been initiated against the application record. Following table details on information that is displayed in each tab.

Tab Name	Details Provided in Page
Application	Basic application details, including Application ID, current Application Status, Application Submission Date, Applicant Name, Application Form, and Application Status History
Attachment	All attachments uploaded into APPS towards a particular application record
Issued Letters/Permits	All letters and permits issued in APPS towards a particular application record
Correspondence	Any conversation initiated by applicant, WDFW Staff, or third-party user
Post Permit Requirements	Any post permit requirements generated or submitted by applicant or WDFW Staff
Appeals	Any appeals filed towards a particular application record
Email History	Any emails manually sent by an agency user towards a particular application record
Inspections	Inspections, with corresponding results and attachments, completed for the submission record

(1275) Standard Hydraulic Project
Submitted by JOSEPH DU FOUR (BUSINESS NAME)
On 5/20/2021 9:07:10 PM (Remaining: 6 days)
Address: 451 W Washington Ave1, Yakima

Accepted

Total Forms: 1
Required Documents: 2 (Non-Review: 2)
Total Amount: $0.00 (Due: $0.00)
Inspections: 2 (Ongoing: 0)
Application type: Standard
Assigned Habitat Biologist: Fischer,John

Project: sdgasdadg

| Application | Attachment | Issued Letters/Permits | Correspondence | Post Permit Requirements | Appeals | Email History | Inspections |

Click on Online Application link to view submitted application details. To view application submission in PDF format, click on PDF version of the application.

Application Basic Information

Application ID: **1275**
Application Name: **Standard Hydraulic Project**
Submitted Date: **5/20/2021 9:07:10 PM**
Submitted by: **JOSEPH DU FOUR**
                    451 W Washington Ave1
                    Yakima   WA   98903
Status: **Accepted**

Application Form(s) Detail

Online Standard HPA Application Form   Standard Application - PDF View

Application Review History

1 - 3 of 3 item(s)

Status	Updated By	Updated Date	Review Comment
Accepted	John Fischer	05/20/2021	
Submitted - Some Components Missing	JOSEPH DU FOUR	05/20/2021	
New	JOSEPH DU FOUR	05/20/2021	

1.3.2 Sign-up for Notifications

APPS provides the capability to register for automated email notifications for submissions that match your desired criteria. In order to sign-up for these notifications, you must create a public site account as described in one of previous sections of this document.

Once an account has been established, you can sign-up for notifications by accessing e-Service module and Review All Applications and Notifications page. In order to create a notification criterion (and you may create multiple if so desired), you must select notification parameters from a list of pre-determined parameters. These parameters are the same as those used to application search parameters on third-party site. When saving a notification, you are requested to provide notification name (to distinguish between different saved parameters) and notification frequency of "Daily", "Weekly" or "Monthly".

In order to manage individual notification criteria, APPS provides you with the following capabilities:
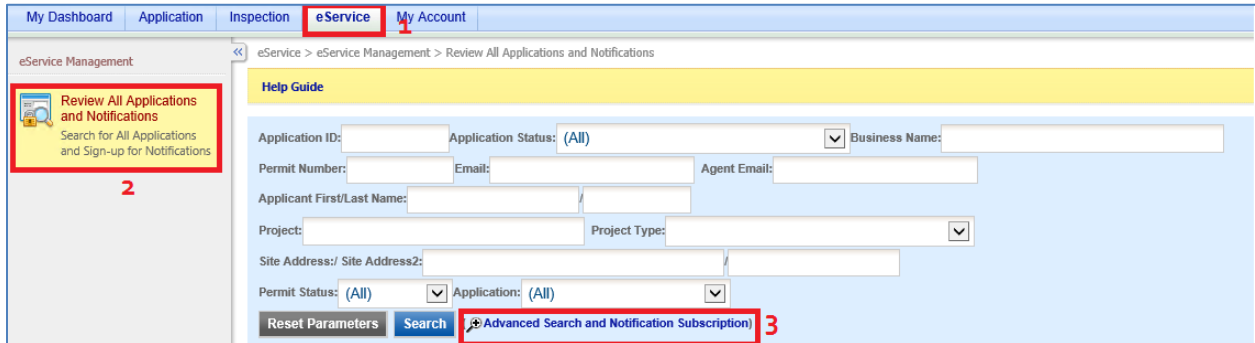
1) **Edit Notification:** you may choose to edit saved notification criterion.
2) **Delete Notification:** you may choose to delete a saved notification criteria if further notifications are no longer desired.
3) **Load Notification Criterion:** you may choose to load existing notification criterion and use it to perform a search against all APPS submissions to review the latest set of information.

For specific details on creating and managing notification criterion, refer to steps listed below.

Step 1: Click on **eService** module.

Step 2: Click on **Review All Submissions and Notifications** sub-module.

Step 3: Click on **Advanced Search and Notification Subscription** hyperlink in search.

Step 4: Select desired search criterion among various search parameters available to you for review.

Step 5: Specify **Notification Name** and **Notification Frequency**.

Step 6: Click on **Add to My Notification** button. Once a notification criterion has been saved, system displays your saved subscription in **Saved Notification Subscriptions (for automatic email notifications)** grid view.

Step 6a: To stop receiving email notifications based on saved notification criterion, click on **Delete** icon next to a saved notification subscription.

Step 6b: To review saved notification subscription criterion or perform a quick search using such saved criterion, click on **View** icon for desired notification subscription. This action auto-populates saved criterion in Advanced Search pop-up window for you to review. To perform a search, simply click on **Search** button on-screen.

Note: if desired, you can export search results to Excel via "Export to Excel" button available on bottom-left of the page.

View	Application Name	Project	Application Type	Pre-App?	Applicant Information	Status	Submitted Date	Latest Status Updated Date	Method	Latitude	Longitude	County	WRIA	Stream Number	Stream Name	More Locations
	515 - Fish Habitat Enhancement Permit#: N/A	FHE Email test	Standard	N	JOSEPH A DU FOUR (BUSINESS NAME) 450 W Washington Ave , Yakima , WA 98903	Submitted - Some Components Missing	06/02/2016	07/18/2016	Paper	42	-123	Grant	15 - Kitsap	0445	Caldervin Creek	
	136 - Fish Habitat Enhancement Permit#: N/A	FISH ENHANCEMENT - ALL CHECKED	Standard	N	Henry T Johnson (Fish and Wildlife) 450 W Washington Ave , Yakima , WA 98903	Submitted - Some Components Missing	09/01/2015	09/02/2015	Paper	47.03763	-122.89898	Grays Harbor	14 - Kennedy - Goldsborough	0035	Goldsborough Creek	

Export To Excel