



2025

ONLINE STORMWATER APPLICATIONS

ONLINE APPLICATION PORTAL
GUIDANCE

JUNE 2025

[DISTURBANCE](#)



TABLE OF CONTENTS

APPLICATION TYPE 2

STORMWATER MANAGEMENT PERMIT 3

 INFORMATION NEEDED TO COMPLETE THE STORMWATER MANAGEMENT ONLINE APPLICATION .. 4

INDIVIDUAL RESIDENTIAL LOT 9

 INFORMATION NEEDED TO COMPLETE THE INDIVIDUAL RESIDENTIAL LOT ONLINE APPLICATION.. 10

APPLICATION TYPE

STORMWATER MANAGEMENT PERMIT

Projects with projected land disturbance of one (1) acre or more, and operations that result in the land disturbance of less than one (1) acre of total land area that are part of a larger common plan of development or sale.

Land disturbance shall be calculated as a surface area that includes the outermost boundary of the area planned to be disturbed by construction, material storage, grading, grubbing, landscaping or other land disturbing activities. Total land disturbance associated with a project includes off-site work such as utility work, storage areas, stockpiles and borrow sites.

INDIVIDUAL RESIDENTIAL LOT

Individual Residential Lot

STORMWATER MANAGEMENT PERMIT

1. Preparation

- Please review the [Stormwater Permitting Website](#) before you start your application.
- You will need to fill out the application in one sitting. This document is to help you have the information you need prior to submitting.
- There are several required fields throughout this application which are marked with an asterisk (*), you will not be able to submit your form until they are filled out.
- If you have trouble filling out the online application, reach out to Lisa for help lchristie@columbus.in.gov

2. Submittal

- Correspondence will be by email to the ***Representative Contact*** entered in the online application.
- EMAILS are from: MS4Front [do not reply@ms4prod.ms4front.net](mailto:do_not_reply@ms4prod.ms4front.net). The **Representative Contact** should check their Junk and Spam Folders.
- It may take up to 20 minutes to receive an email after submission.
 - If the Representative did not receive an email OR you need to change the Representative email Lisa at lchristie@columbus.in.gov

INFORMATION NEEDED TO COMPLETE THE STORMWATER MANAGEMENT ONLINE APPLICATION

CONTACT INFORMATION

Name

Company Name

Address

Phone

Email

FOR:

- Property Owner
- Consultant-Plan Preparer
- Applicant
- Representative -This is the person that all correspondence regarding the application including emails should be directed.

~~If there are multiple people use the Additional Contacts section and add the role Representative. Additional Representatives will receive an email AFTER the initial Saved Pending email.~~ *An option for the future.

PROJECT LOCATION

- Address
- Location Description “Description of the location based on local landmarks (e.g., road, intersections). Include closest cross roads.”
- Latitude/ Long GPS Point *Place point on map

PROJECT INFORMATION AND DETAILS

- Project Name
 - “Name as it appears on the construction plan and, when applicable, alternative names listed in the AKA field that may be associated with the project. The name must include the specific designations that are associated with the project and identified on the plans, including phases, sections, or other divisions.”
- Project Type
 - Commercial, Single Family Residential, Multi-family Residential, Industrial, Road, Government, Other, Disturbance/Fill Only

- Project Narrative Description
 - “A brief description of the construction project, including a statement of the specific activity (clearing, grading, etc.) and which corresponds to the scope of the construction plan that was submitted for the project site.”
- Project Acreage Total (in acres)
 - “Total size of the project area including areas that will and will not be disturbed.”
- Proposed Total Disturbed Area (in acres)
 - “Land disturbance shall be calculated as a surface area that includes the outermost boundary of the area planned to be disturbed by construction, material storage, grading, grubbing, landscaping or other land disturbing activities. Total land disturbance associated with a project includes off-site work such as utility work, storage areas, stockpiles and borrow sites.”
- Proposed Impervious Area (in square feet)
- Proposed Stormwater Management Facilities
 - “Practices that will be addressing water quality and water quantity long term after construction is completed. For example- wet pond, dry detention, hydrodynamic separator, rain garden”

IMMEDIATE RECEIVING WATERBODY

The waterbody the project immediately outlets to. If connect to City Stormwater Conveyance indicate the waterbody the conveyance outlets to.

RECEIVING WATERBODY

Waterbody immediately downstream of the Immediate Receiving Waterbody

SENSITIVE AND CRITICAL AREAS INFORMATION

These are yes/no:

- Is the project within a floodplain? (FEMA, Haw Creek Flood Hazard, Planning Ordinance)
- Is the project within a wellhead protection area?
- Is there a wetland on or adjacent to the project?
- Is there a conveyance, natural or manmade, on or adjacent to the project? i.e. river, stream, gully, ditch, watercourse, unnamed tributary, etc.
- Is project located within or adjacent to areas containing soils of hydrologic soil group C or D?
- Is there a legal drain on or adjacent to the project?
- Is project located within or adjacent to areas that have been determined to be in a contaminated area?
- Is project located within or adjacent to impacted drainage areas?
- Is the project located within or discharging to an area with known erosion, drainage, or flooding problems?

ATTACHMENTS: ATTACH DOCUMENTS

Please attach all electronic files associated with your application. See below for examples:

- Signature Application- Signature Page
- Receipt Application Fee
- Plans- construction, civil, SWPPP, landscape, erosion and sediment control, etc.
- Drainage Report- adequate outlet assessment, detention assessment, quantity management, quality management
- Operation and Maintenance Manual- for all Stormwater Management Facilities
- IDEM Draft NOI
- IDEM NOS
- Other

EMAILS THE REPRESENTATIVE RECEIVES

Follow the directions in the Email.

Email Subject & Meaning:

- Application Saved - Pending Payment Verification
 - Attachment: Pdf Signature Required- Information and signatures of the applicant, representative, property owners. These are not generated from your application in case the information changed. The project information- verify the project information.
 - Follow the directions in the email.
 - Permit # Generated
 - Signature page attached to email
- Received
 - The system has received the submittal. A person has not received, it is not in review.
- Complete and Under Review
 - A person has reviewed for completeness and it determined it to be complete. It will then be reviewed for compliance with City of Columbus stormwater regulations. It has been added to the review queue.
 - Comments back to you will normally be within 14 business days. The Representative will receive an email that includes a review report and next steps.
- Resubmittal Received
 - The system has received the submittal. A person has not received, it is not in review.
- Under Review after Resubmittal
 - A person has reviewed for completeness it will then be reviewed for compliance with City of Columbus stormwater regulations. It has been added to the review queue.
 - Comments back to you will normally be within 14 business days. The Representative will receive an email that includes a review report and next steps.
- Deficient
 - Review Report
- Conditional Approval
 - Review Report
 - Conditions
 - Financial

- Additional Documents Required Prior to Issuance
 - Review Report
 - Conditions
 - Financial
- Approved
 - Review Report

INDIVIDUAL RESIDENTIAL LOT

1. Preparation

- Please review the [Individual Residential Lot webpage](#) before you start your application.
- Download and complete State Form 53049 Construction Stormwater Residential Development Registration

The form can be found on the State's Form website: <https://www.in.gov/idem/forms/> Search 53049

- You will need to fill out the application in one sitting. This document is to help you have the information you need prior to submitting.
- There are several required fields throughout this application which are marked with an asterisk (*), you will not be able to submit your form until they are filled out.
- If you have trouble filling out the online application, reach out to Lisa for help [lchristie@columbus.in.gov](mailto:christie@columbus.in.gov)

2. Submittal

- Correspondence will be by email to the ***Homebuilder*** listed in the online application.
- EMAILS are from: MS4Front do_not_reply@ms4prod.ms4front.net. The ***Homebuilder*** should check their Junk and Spam Folders.
- It may take up to 20 minutes to receive an email after submission.
 - If the ***Homebuilder*** did not receive an email OR you need to change the ***Homebuilder*** email Lisa at [lchristie@columbus.in.gov](mailto:christie@columbus.in.gov)

INFORMATION NEEDED TO COMPLETE THE INDIVIDUAL RESIDENTIAL LOT ONLINE APPLICATION

CONTACT INFORMATION

Name
Company Name
Address
Phone
Email

FOR:

- Property Owner
- Home Builder

PROJECT LOCATION

- Address
- Subdivision Name
- Lot Number
- Parcel Number
- Latitude/ Long GPS Point *Place point on map

ATTACHMENTS: ATTACH DOCUMENTS

Please attach all electronic files associated with your application. See below for example.

- State Form 53049 Construction Stormwater Residential Development Registration*
- Other

*Required

HOMEBUILDER RECEIVES EMAIL

- 1) Your Individual Residential Lot Application to the City of Columbus has been accepted.
- 2) PROVIDE A COPY OF THE INDIVIDUAL LOT REPORT TO COUNTY DEPARTMENT OF TECHNICAL CODE ENFORCEMENT
- 3) POST A COPY ONSITE