

## How to submit waterway authorization applications online

Looking to submit an application to remove or fill material from a waterway or wetland? [Read these instructions](#).

DSL is now accepting the following waterway authorization applications online:

- Registrations and leases
- Easements
- Special use and short-term access authorizations
- Sand and gravel authorizations
- Remediation and habitat restoration activity authorizations

### Instructions

The file should be submitted as a **single** PDF

The file name should contain the type of application/ document (Lease, Easement, License, Short Term Access Agreement, etc.) and the applicant's last name. **If this is a revised application** (resubmittal), please include REVISED in the file name.

*Example: Easement\_Smith\_Revised*

Use the following link to [upload your application file](#).

After submitting, you should receive an email **by the next business day** confirming receipt of your application/document. If you do not receive a confirmation, please contact April Gomez, [april.gomez@dsl.oregon.gov](mailto:april.gomez@dsl.oregon.gov), 503-986-5284.

You will receive an email within **five business days** that provides the application number.

Once you have received your application number, please submit your payment via the [DSL Online Payment Portal](#) or by sending in a check.

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