



# ***ACCESSDEQ USER GUIDE***

## ***BROWNFIELDS REDEVELOPMENT SECTION***

**Department of Environmental Quality (DEQ)**  
**Division of Waste Management (DWM)**  
**Brownfields Redevelopment Section (BRS)**  
**Permitting Transformation Program (PTP)**

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## Document Overview

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This document walks through the Access DEQ Application created for the Brownfields Redevelopment Section.

A revision history and approvals for this document are recorded in [Appendix A](#).


Links to FAQs and other helpful information is found in [Appendix B](#).

Brief instructional videos can be found on DEQ's YouTube channel in the [AccessDEQ Portal Instructional Video](#) playlist.

## General Instructions

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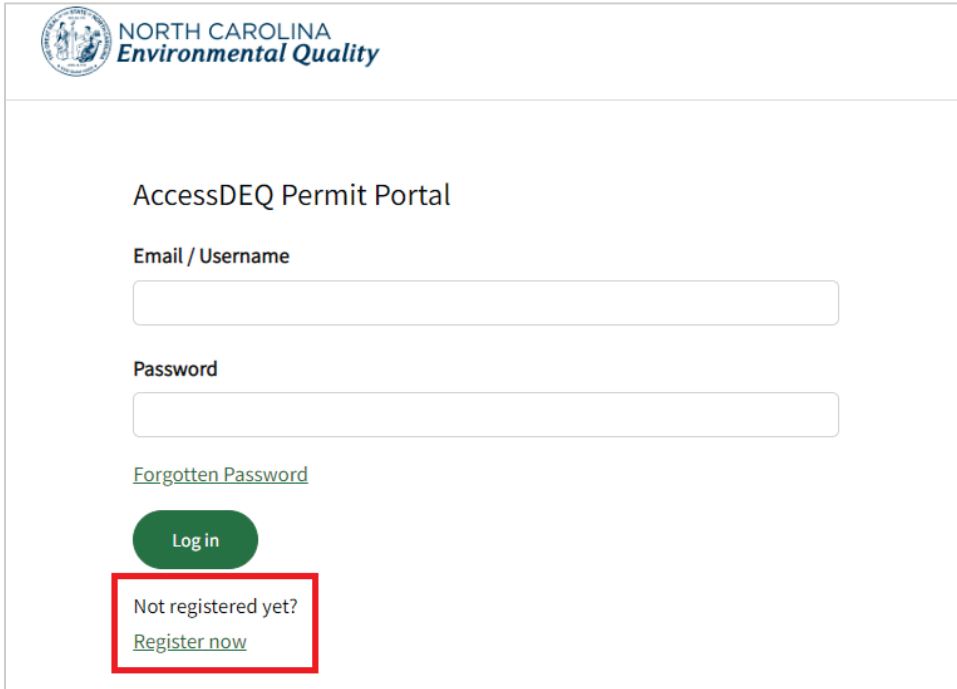
- The left-hand navigation panel is accessible throughout AccessDEQ and can be toggled open or closed by clicking the hamburger icon ☰ in the top left of the screen.
- Clicking the **Action** button on the Applications grid displays available options, such as sharing, viewing, or editing.
- Fields or grid rows with a pencil icon ✎ allow editing upon clicking the icon.
- Fields displaying a down caret ▼ indicate a drop-down list is available. In some cases, an **+ Add New** option displays indicating an option to create a new choice.
- Fields on the application marked with an **asterisk \*** are mandatory fields and cannot be left blank. Users will not be able to proceed if a mandatory field is left blank.
- The **+ Add Existing** option on grids will display a list of existing records that can be selected from a drop-down list and added to the grid.
- The **+ Create New** option on grids can be used to create a new record which will then show up under the drop-down list when a user selects “Add Existing”.
- Location and contact information records are stored with the portal user account allowing the user to select from their own list for certain fields. Upon using the portal for the first time, a user may have none of these associated records.
- Columns in most tables can be sorted by clicking the column heading. Where vertical ellipses (dots) appear in the column heading, clicking on the ellipses displays a menu of available options, such as column sorting and filtering.
- Text boxes appearing with diagonal lines at the bottom right can be expanded or reduced by clicking in the area then dragging the box’s bottom line down or up.




A screenshot of a text input field. The field contains the text "5000 characters max". At the bottom right corner of the input field, there is a small square icon containing a pencil and a diagonal line, which is highlighted with a red square border. This icon is used to expand or reduce the height of the text box.

## AccessDEQ Home & Registration

The home page for AccessDEQ is <https://accessdeq.nc.gov>. The user portal Home page is <https://portal.deq.nc.gov/my-accessdeq>. Users who are not signed in will be presented with the login screen where new users can use the **Register now** link to register for a new account. This screen can also be reached using <https://portal.deq.nc.gov/login>.



 NORTH CAROLINA  
Environmental Quality

### AccessDEQ Permit Portal

Email / Username

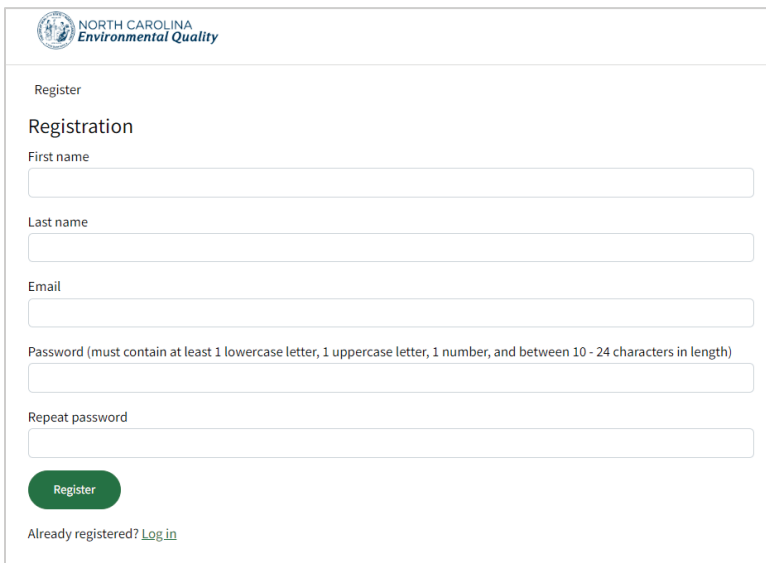
Password


[Forgotten Password](#)

[Log in](#)

Not registered yet?  
[Register now](#)

Applicants can fill out required information and click **Register**.



 NORTH CAROLINA  
Environmental Quality

### Register

#### Registration

First name

Last name

Email

Password (must contain at least 1 lowercase letter, 1 uppercase letter, 1 number, and between 10 - 24 characters in length)

Repeat password

[Register](#)

Already registered? [Log in](#)

A confirmation email from the address **DEQTPCAdmin@deq.nc.gov** containing a link to activate the account will be sent to the email address on the registration.

Upon logging in for the first time the user will be prompted to set up security questions and answers for their account.

### Manage Security Questions

Full Name  
Elizabeth Orlando

Security Question 1 \*  
In what city did you meet your spouse/significant other?      Security Answer 1 \*  
.....

Security Question 2 \*  
What is your oldest cousin's first name?      Security Answer 2 \*  
.....

Security Question 3 \*  
Who was your first crush?      Security Answer 3 \*  
.....

Security Question 4 \*  
What city were you born in?      Security Answer 4 \*  
.....


Security Question 5 \*  
What color was your first car?      Security Answer 5 \*  
.....

Submit

At the first log in, the user must also sign the Electronic Signature Agreement (ESA). This will only be required once. To sign the document click **Sign Electronically & Submit**.

### North Carolina AccessDEQ ELECTRONIC SIGNATURE AGREEMENT

Electronic Signature Agree... 1 / 1 | 44% + | [Icons]



1

Electronic Signature Agreement (ESA) for AccessDEQ

L/C

(Name of Electronic Signator Holder)

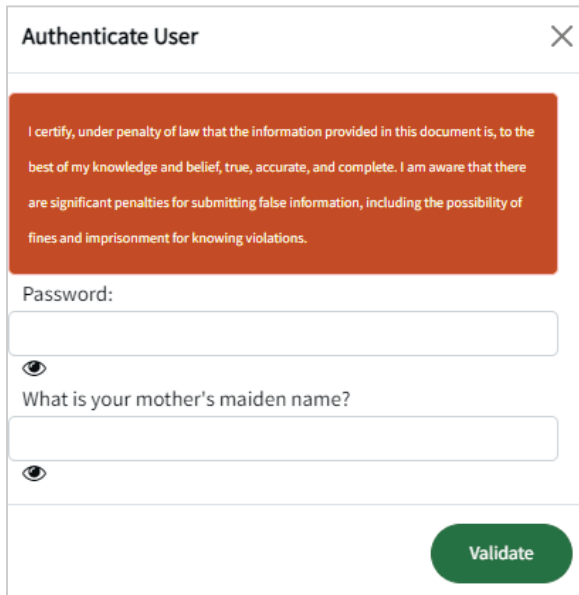
- (1) Agree to protect the electronic signature credential, consisting of my AccessDEQ user identification and password, from use by anyone except me. Specifically, I agree to maintain the secrecy of the password; I will not divulge or delegate my username and password to any other individual; I will not store my password in an unprotected location; and I will not allow my password to be written into computer scripts to achieve automated login.
- (2) Agree to contact the AccessDEQ Help Desk at <https://portal.deq.nc.gov/help/contact-us> as soon as possible, but no later than 24 hours, after suspecting or determining that my username and password have become lost, stolen, or otherwise compromised.
- (3) I agree to notify AccessDEQ within ten working days if my dates change and I no longer need to interact with AccessDEQ on behalf of my organization. I agree to make this notification by notifying the AccessDEQ Technical Support staff at <https://portal.deq.nc.gov/help/contact-us>.
- (4) Understand that I will be informed through my registered electronic mail (e-mail) address whenever my user identification or password have been modified.
- (5) Understand that AccessDEQ reports the last date my user identification and password were used immediately after successfully logging into AccessDEQ.
- (6) Understand and agree that I will be held as legally bound, obligated, and responsible for the use of my electronic signature as if it would be using my hand-written signature.
- (7) Understand that whenever I electronically sign and submit an electronic document to the AccessDEQ, I will receive an e-mail at my registered e-mail address. This e-mail will inform me that a submission has been made to AccessDEQ from my user account and will contain instructions to view information regarding the submission, including my Copy of Record (CAR).
- (8) Agree that if I receive an e-mail notification for any activity that I do not believe that I performed, I will notify the AccessDEQ Help Desk as soon as possible, but no later than 24 hours, after receipt.
- (9) Agree to contact the AccessDEQ Help Desk if I do not receive an e-mail notification within 5 business days for any electronically signed submission using my credentials.
- (10) Agree to report, within 24 hours of discovery, any evidence of discrepancy between any electronic document I have signed and submitted and what AccessDEQ has received from me by contacting AccessDEQ or service Help Desk.
- (11) Certify that by signing and submitting this agreement, I have read, understand, and accept the terms and conditions of this electronic signature agreement. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this agreement and believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Sign Electronically & Submit

Open ESA Document

Some browsers may not display the preview of the agreement document. The agreement can be opened by clicking the **Open ESA Document** link.

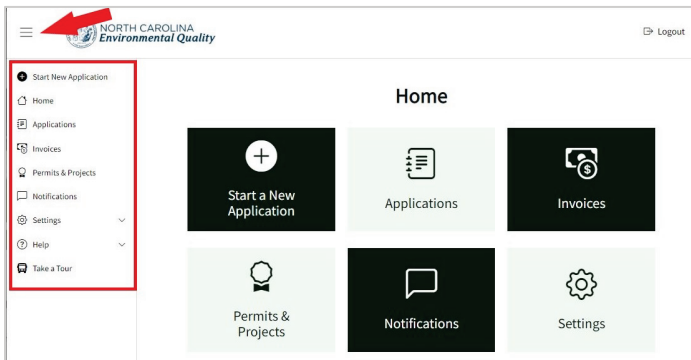
Next, the user will enter their account password and answer a security question to complete signing.



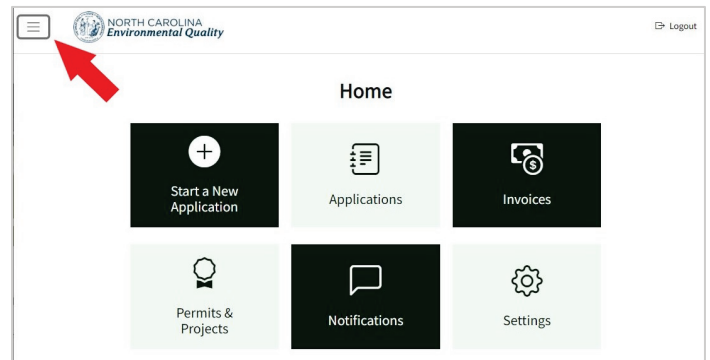
The image shows a dialog box titled "Authenticate User" with a close button (X) in the top right corner. Inside the dialog, there is a red box containing a certification statement: "I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations." Below this, there are two input fields. The first is labeled "Password:" and has a small eye icon to its left. The second is labeled "What is your mother's maiden name?" and also has a small eye icon to its left. At the bottom right of the dialog is a green "Validate" button.

Once their account is set up, Brownfields users should enter additional information on their **Profile** such as phone number, company name, and title. This will help processing of requests and applications the user may enter go more smoothly. The next page describes how to access user profile.

The left-hand navigation menu is accessible anywhere within AccessDEQ. Users may toggle it open or closed by clicking the hamburger icon ☰ in the top left of the screen. Each tile on the **Home** page is also an entry in the navigation menu.

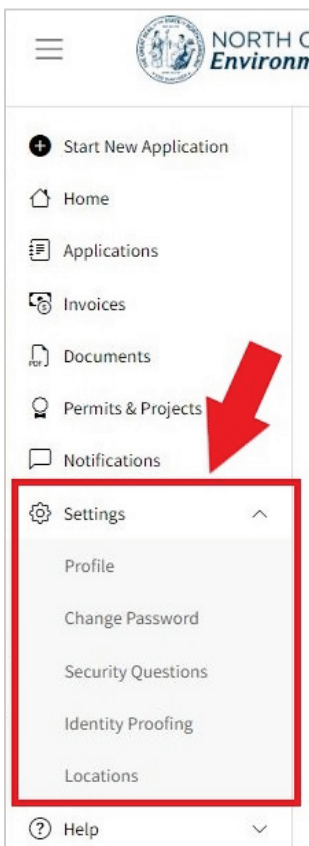


Left-hand Navigation Menu Expanded

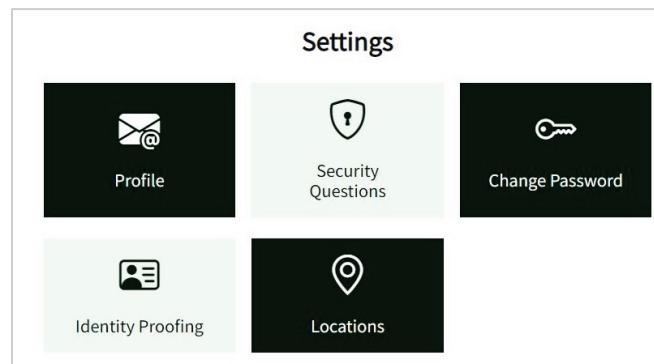
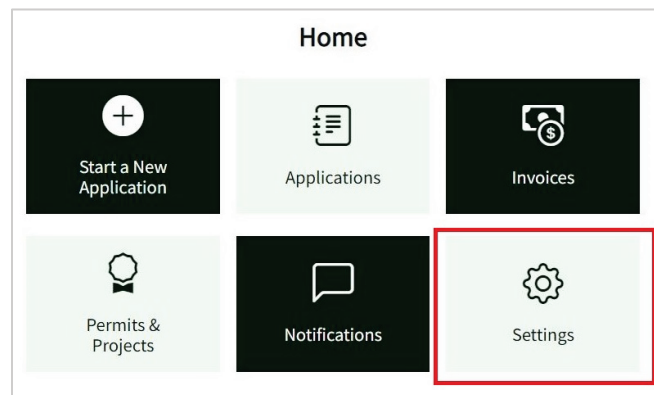


Left-hand Navigation Menu Collapsed

From the Settings menu users may perform operations such as updating their security questions. Settings can be reached anywhere within AccessDEQ from the **Settings** section in the left and navigation panel. Clicking the heading will toggle the collapse/expand of the section. Settings may also be reached by clicking the **Settings** tile on the Home page.



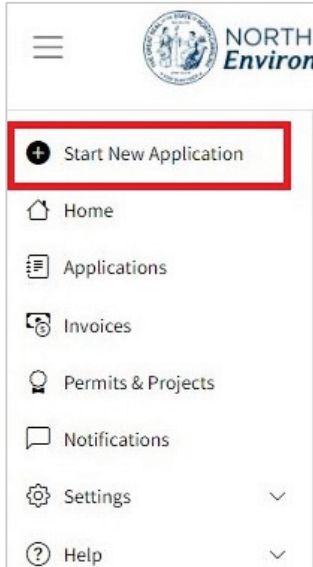
OR



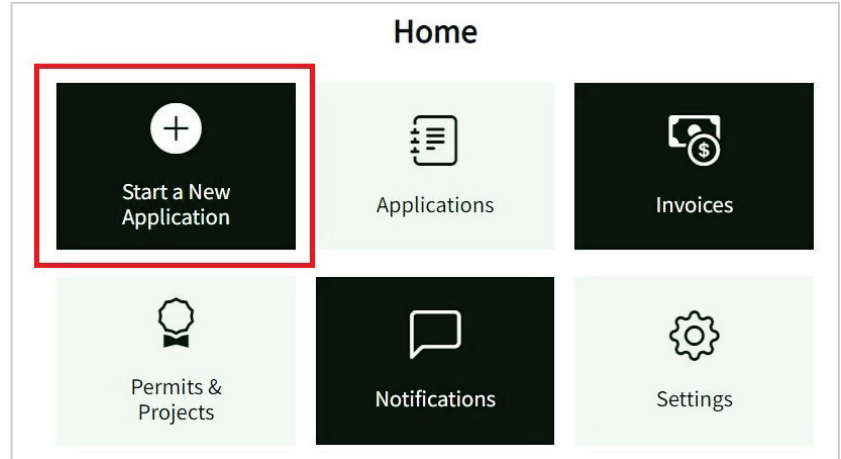


## Start a New Application

A user may create a new application from the application Directory by clicking **+** **Start New Application** from the left-hand navigation or by clicking the **Start a New Application** tile on the Home screen.



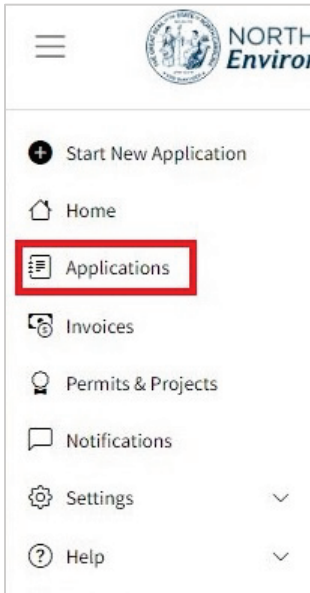
OR



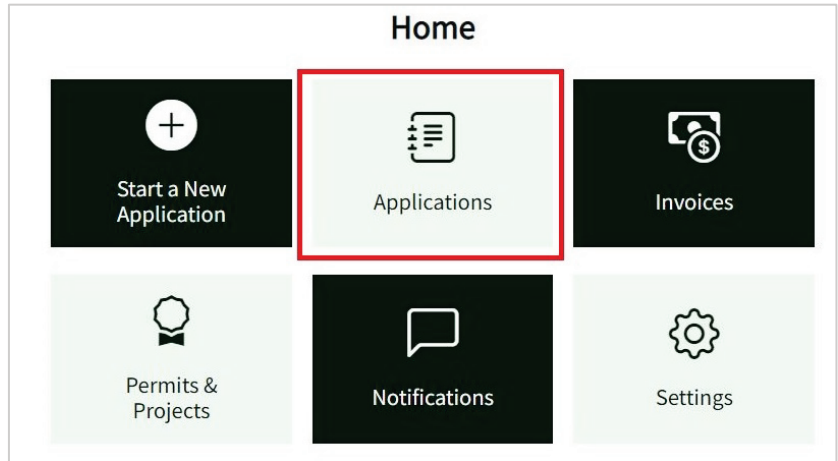
The application Directory will display. A Brownfields Property Application may be started by clicking **Start Application**.

Directory			
Division ↑	Permit Type	Description	Action
Waste Management (DWM)	Brownfields Property Application	A "brownfields site" is an abandoned, idled or underused property where the threat of environmental contamination has hindered its redevelopment. The Brownfields Program is the state's effort to break this barrier to the redevelopment of these sites. The Brownfields Property Reuse Act of 1997 [NCGS 130A310.30 et seq.] sets forth DEQ's authority to work with prospective developers to put these brownfields sites back into reuse.	Start Application

The Directory may also be accessed from the **Applications** page of My AccessDEQ. It can be reached by selecting it from the left-hand navigation menu or the tile on the Home screen.



OR



Clicking the **Start New Application** link at the top of the list will open the application directory.

## Applications

Use this page to start a new application, share an application, edit an existing application or check the status of a submitted application.

Status: All ▾

**Start New Application** Export to Excel

Application	Program	Application Type	Status	Location	Primary Applicant	Submi
<b>PA-019756</b>	Air Curtain Incinerators	Air Curtain Incinerators - General Title V Air	Completeness Review	Venus Trees	Gordon Sims	5/30/2

Upon starting a new application, the application overview screen is shown including information about the Brownfields Property Application. To begin a new application click **Create New Application** at the bottom of

the overview screen. Clicking **Create Amendment Application** will allow the user to enter amendments to a previously submitted application.

## Brownfields Property Application Application Overview

### How to Apply for Entry

To start the process of seeking a Brownfields Agreement, please complete this Brownfields Property Application (BPA). The North Carolina Department of Environmental Quality's (DEQ's) Brownfields Redevelopment Section (BRS) will base its eligibility determination on the information provided in this BPA and on other information that may be obtained by BRS. For more information, please download and read these instructions.

- [Introduction and Instructions document \(MS Word\)](#)

There are four tracks that a prospective developer can choose when applying for a Brownfields Agreement. They are: Standard, Redevelopment Now, Ready for Reuse (Standard) and Ready for Reuse (Redevelopment Now). [Fee information](#) is available based on the track you choose to apply for a Brownfields Agreement.

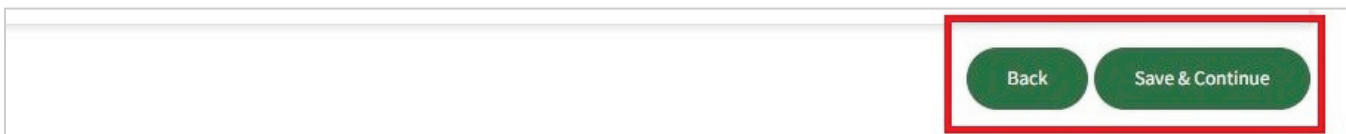
### Application Process

To navigate to the application click "Create New Application". If starting from an existing agreement, click "Create Amendment Application". Documents can be uploaded before application submission. Please refer to our [Process Flow Chart](#) for more details on the application process.

Create New Application
Create Amendment Application

Throughout the application required fields are indicated by an asterisk \*. Users will not be able to advance without completing required fields.

While entering the application, a user can step back or forward using the **Back** and **Save & Continue** buttons at the bottom of the screen. A user may leave the application and return to it later. Once **Save & Continue** is clicked, information entered up to that point is saved. Until an application has been submitted, previously entered information can be changed.



A user can see where they are in the application and step through it using the tracker circles.

## Brownfields Property Application

Division of Waste Management

- Application Information
- **Co-Prospective Developers**
- Property Information
- Property Parcel(s)
- Property Contaminants
- Regulatory Agency Involvement
- Public Benefits

### Co-Prospective Developers

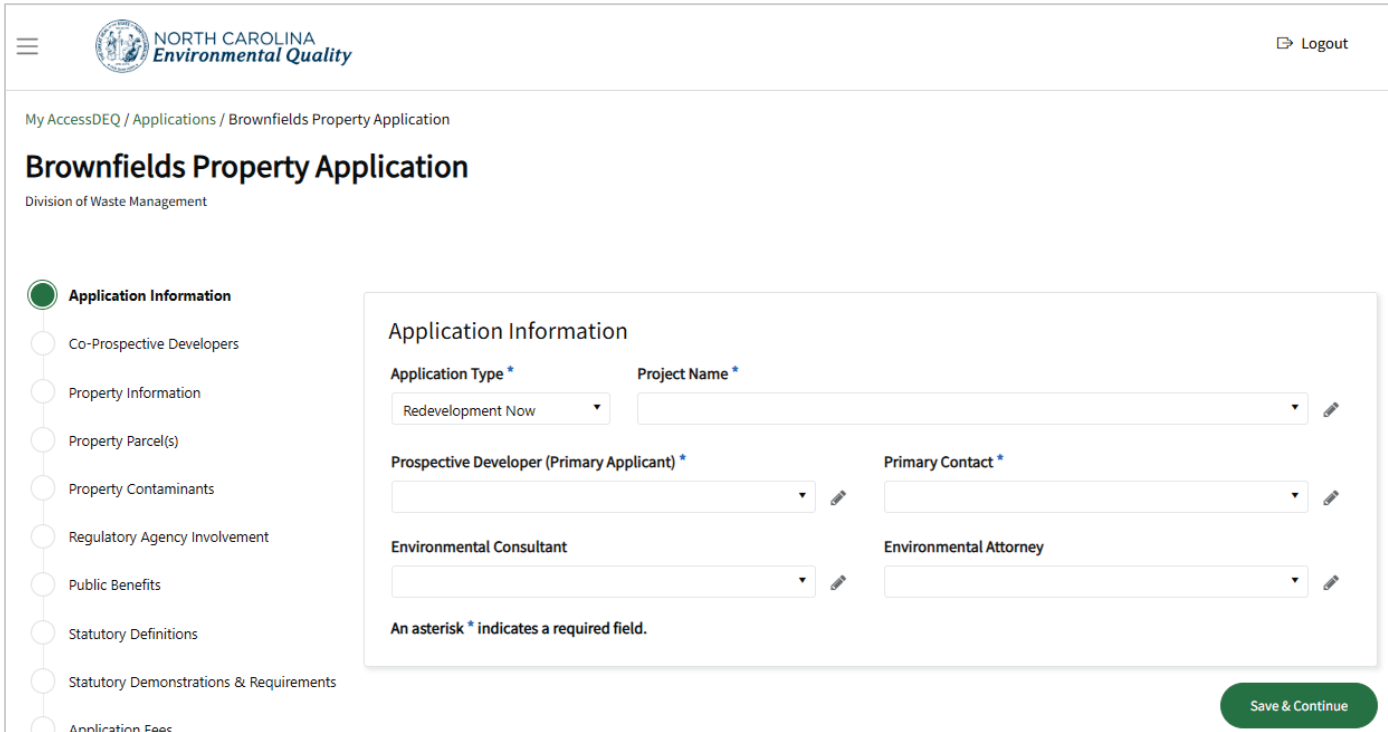
Co-Prospective Developers acknowledge that they will be jointly and severally responsible for any liabilities, requirements, and land use restrictions set forth under this prospective agreement, and jointly and severally entitled to all benefits and protections afforded to a Prospective Developer.

➕ Add New
➕ Add Existing

Edit	Delete	Name	Email	Phone	Street 1	City	State	Zip
Edit	Remove	A Test Corp	jane@testc...		111 Testing Highway	Huntersville	NC	28078
Edit	Remove	ABC Test	bill.test@tes		217 West	Raleigh	NC	27603

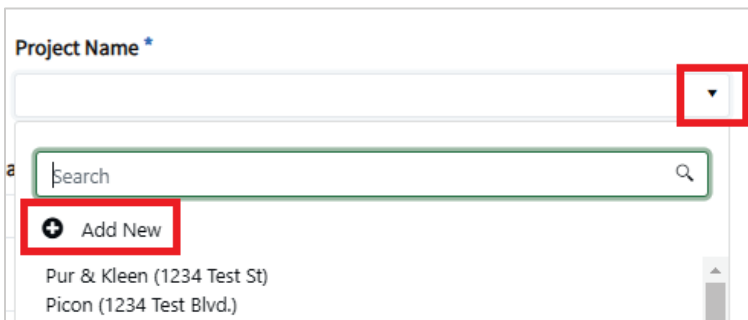
## Application Part 1: Information - Brownfields Project

The first part of the application is the **Application Information**. The user can select the type of Brownfields application sought and enter other important information about the project. Details about the Brownfields application types can be found on the [Brownfields Redevelopment Section](#) website.

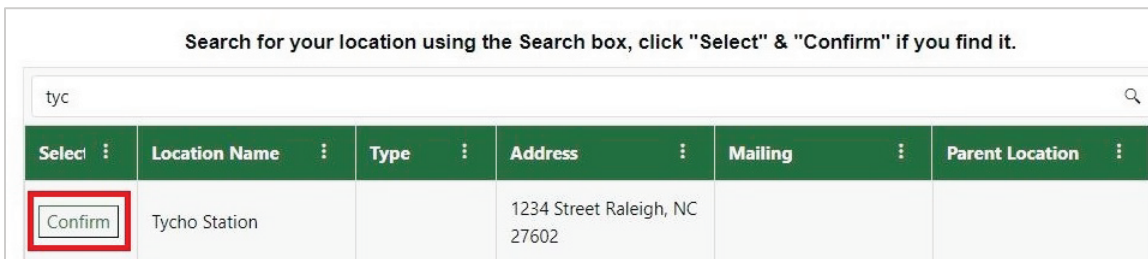
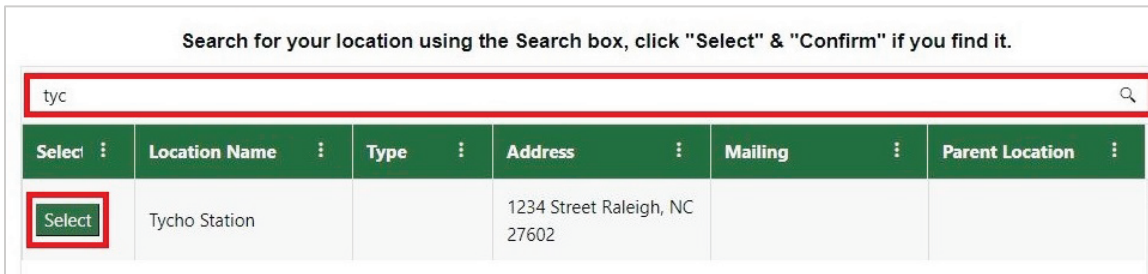


The **Project Name** is the site with which DEQ will associate the agreement.

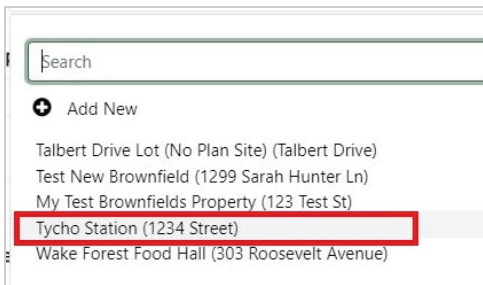
A list of projects or other locations the user is already associated with in the AccessDEQ system will appear in the dropdown list. If the application is for a project the user's account is not already associated with, they can add an association to an existing one, or add a brand-new one.



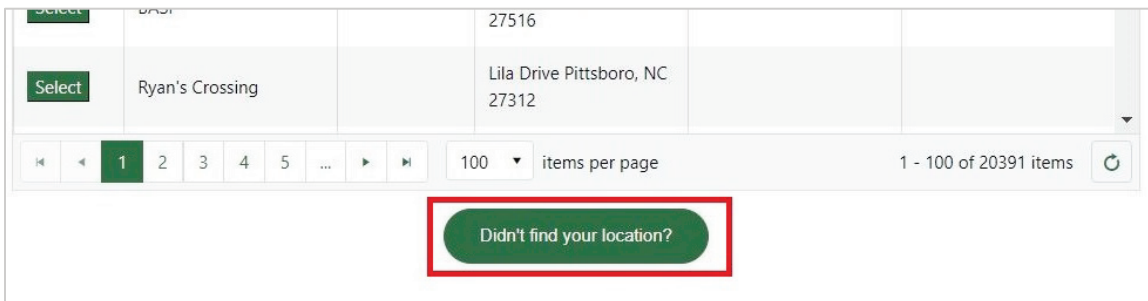
Clicking **+ Add New** brings up the Location grid. From here users can search for a location already in the system or indicate they need to create a new location. Clicking **Select** then **Confirm** will add access to an existing location.



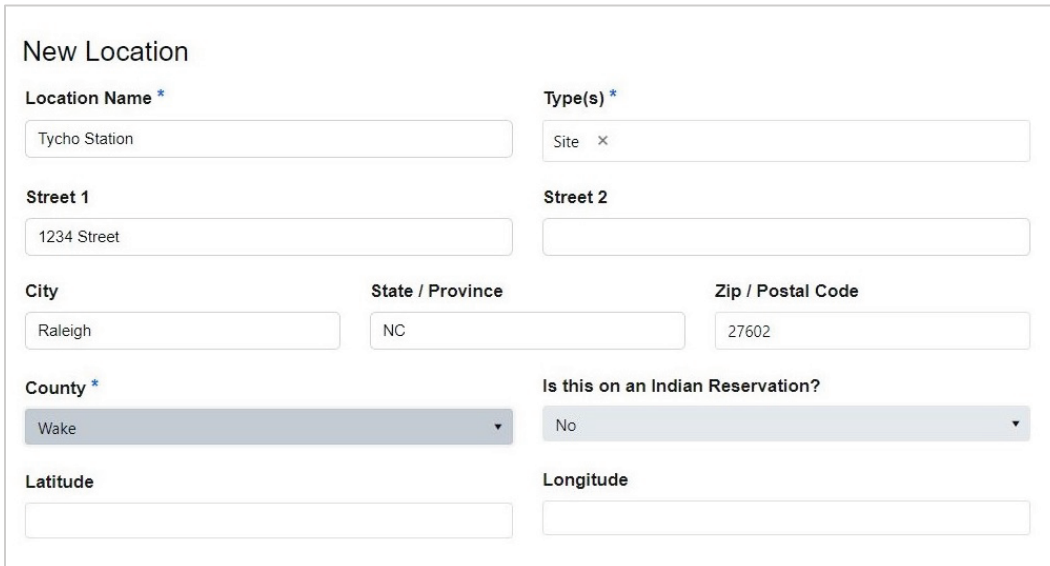
It will then be added to the user's dropdown list in the application.



If the location cannot be found, the user can click **Didn't find your location?** to create a new one.



The New Location modal window displays. The user can fill out and submit the form to create the new location.



**New Location**

**Location Name \*** Tycho Station **Type(s) \*** Site ×

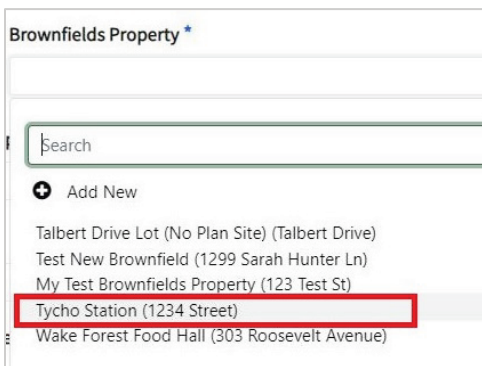
**Street 1** 1234 Street **Street 2**

**City** Raleigh **State / Province** NC **Zip / Postal Code** 27602

**County \*** Wake **Is this on an Indian Reservation?** No

**Latitude** **Longitude**

Closing the window allows the user to return to the application, where the newly created location is added to the user’s drop-down list of properties.



**Brownfields Property \***

Search

+ Add New

- Talbert Drive Lot (No Plan Site) (Talbert Drive)
- Test New Brownfield (1299 Sarah Hunter Ln)
- My Test Brownfields Property (123 Test St)
- Tycho Station (1234 Street)**
- Wake Forest Food Hall (303 Roosevelt Avenue)

## Application Part 1: Information - PD & Other Contacts

The **Prospective Developer** and **Primary Contact** are required. Other project contacts may also be entered.

**Application Information**

**Application Type \***      **Brownfields Property \***

Standard      Tycho Station x    edit

**Prospective Developer (Primary Applicant) \***      **Primary Contact \***

edit       edit

**Environmental Consultant**      **Environmental Attorney**

edit       edit

An asterisk \* indicates a required field.

Contact information is associated with the user's AccessDEQ account. They appear in a dropdown list on contact fields. Users can add new contacts by clicking **+ Add New**.

**Prospective Developer (Primary Applicant) \***

▼

🔍

**+ Add New**

A Test Company - test@testing.com

A Test Corp - jane@testcorp.com

A modal window displays. Users can scroll down to complete the information for the new contact and submit the form. The new contact will then appear in the user's drop-down for contact fields.

**Name & Contact Information**

**Contact Type \***


Individual/Person ▼

**First Name \***

**Last Name \***

**Primary Phone**

(000) 000-0000

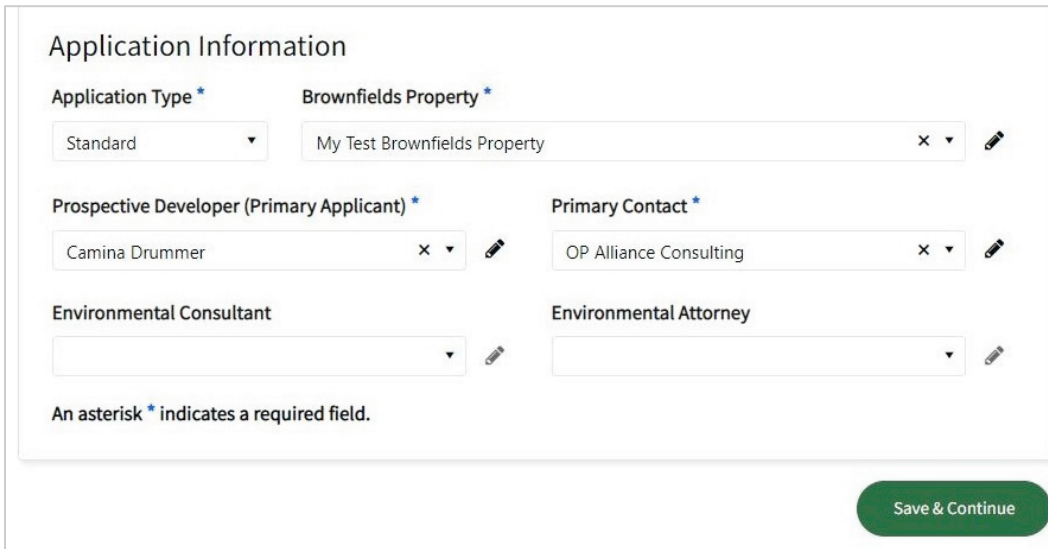
To edit a contact's information, select the contact then click the **pencil**  icon. The modal window will display allowing the user to edit the contact's information and submit the changes.



Prospective Developer (Primary Applicant) \*      Primary Contact \*


Camina Drummer      x            

The user can complete the remaining contact fields if desired and click **Save & Continue**.





**Application Information**



Application Type \*      Brownfields Property \*

Standard      My Test Brownfields Property      x      

Prospective Developer (Primary Applicant) \*      Primary Contact \*

Camina Drummer      x            OP Alliance Consulting      x      

Environmental Consultant      Environmental Attorney

An asterisk \* indicates a required field.

**Save & Continue**



## Application Part 2-4: Co-PDs & Affiliates, Property Info, Parcel Info

The second page of the application is where the user may enter contact information for any co-prospective developers, and for parent companies, subsidiaries, or other affiliates of the prospective developer(s). If none are applicable, the user can click **Save & Continue** to proceed to the next page of the application.

The application utilizes grids to allow users to enter multiple rows of information. This page has two grids for information on contacts. The first is for **Co-Prospective Developers**.

Users can click **+Add New** to add a new contact. The contact will then be added to the user's dropdown list of contacts.

To select a contact to add to the grid, users click **+Add Existing** to reveal the dropdown list.

### Co-Prospective Developers

Co-Prospective Developers acknowledge that they will be jointly and severally responsible for any liabilities, requirements, and land use restrictions set forth under this prospective agreement, and jointly and severally entitled to all benefits and protections afforded to a Prospective Developer.

+ Add New
+ Add Existing

	Name	Email	Phone	Street 1	City	State	Zip
No Data Available							

After selecting the desired contact, clicking the **plus +** icon adds the contact to the grid.

+ Add New
⊖ Done

Select existing record

	Name	Email	Phone	Street 1	City	State	Zip
No Data Available							

+ Add New
⊖ Done

Partnership Testing



+

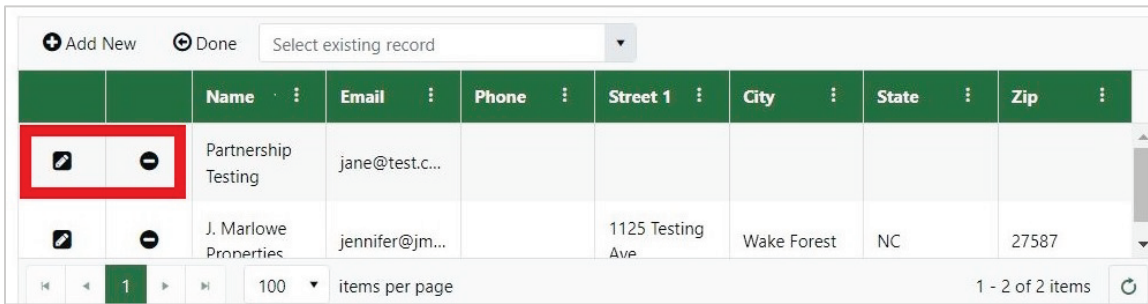
	Name	Email	Phone	Street 1	City	State	Zip
No Data Available							





+ Add New
⊖ Done

Select existing record

	Name	Email	Phone	Street 1	City	State	Zip
☑	Partnership Testing	jane@partn...					

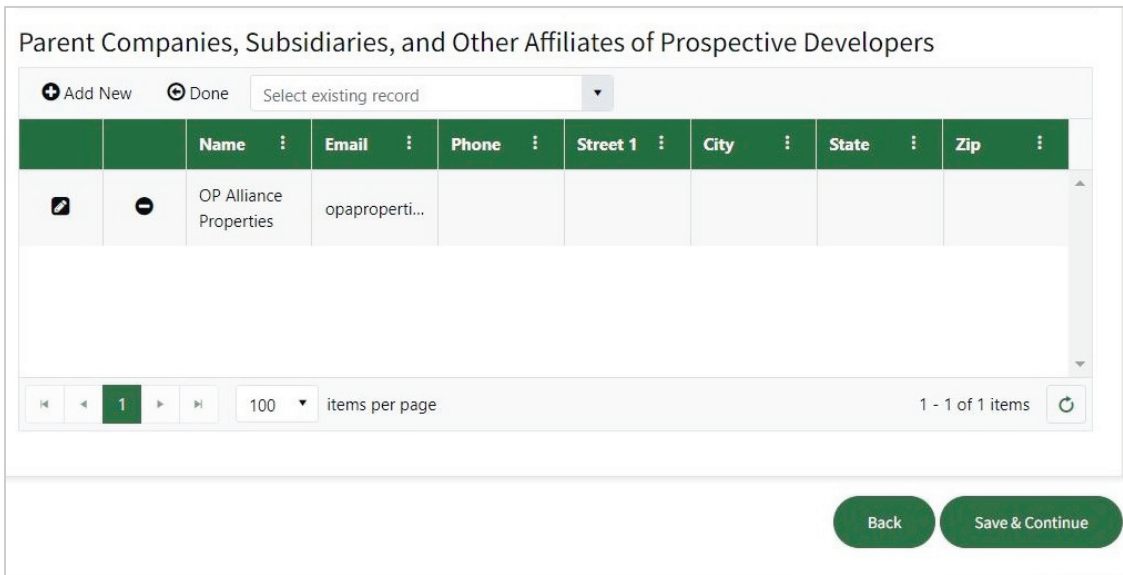
The user may repeat selecting and adding for as many co-prospective developers as appropriate. Once the contacts are added to the grid, they can be deleted using the **minus sign**  icon or edited using the **pencil**  icon.





		Name	Email	Phone	Street 1	City	State	Zip
		Partnership Testing	jane@test.c...					
		J. Marlowe Properties	jennifer@jm...		1125 Testing Ave	Wake Forest	NC	27587

100 items per page 1 - 2 of 2 items

The second grid on the screen is for entry of parent companies, subsidiaries, or other affiliates of the prospective developer(s).



Parent Companies, Subsidiaries, and Other Affiliates of Prospective Developers

		Name	Email	Phone	Street 1	City	State	Zip
		OP Alliance Properties	opaproperti...					

100 items per page 1 - 1 of 1 items

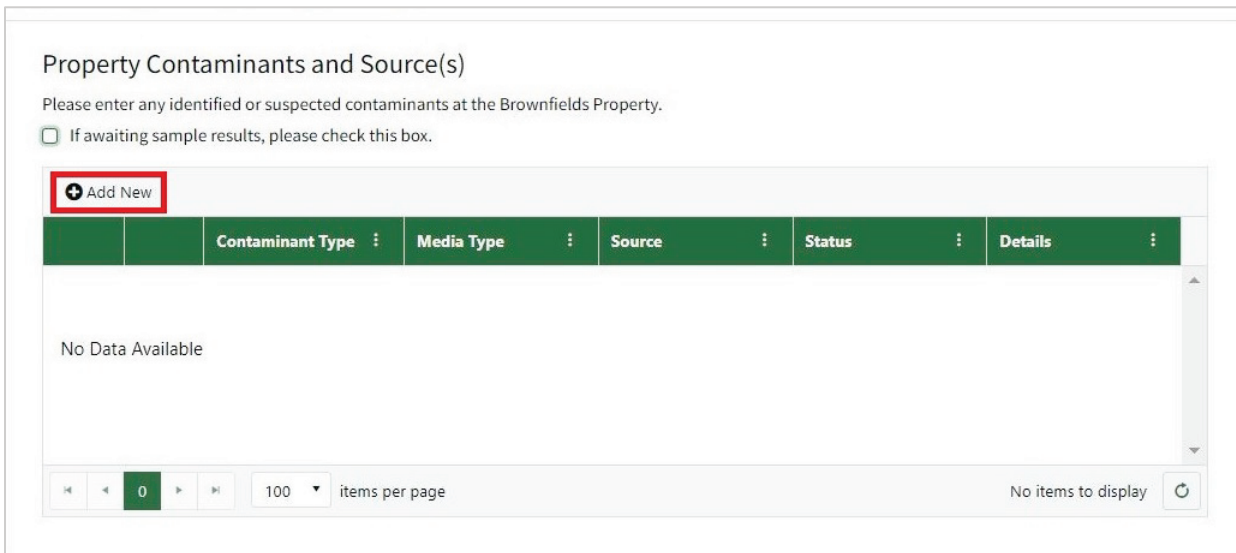
Back Save & Continue

Once the user has completed their entries, they can click **Save & Continue** at the bottom of the screen to proceed to the next page of the application.

Parts 3 and 4 of the application are for entering property information and parcel information. Part 4 includes a grid to allow the user to enter multiple parcels on the application.

## Application Part 5: Contaminants

Part 5 of the application allows the user to enter information about contaminants. Users can click **+ Add New** to add each contaminant.



Property Contaminants and Source(s)

Please enter any identified or suspected contaminants at the Brownfields Property.

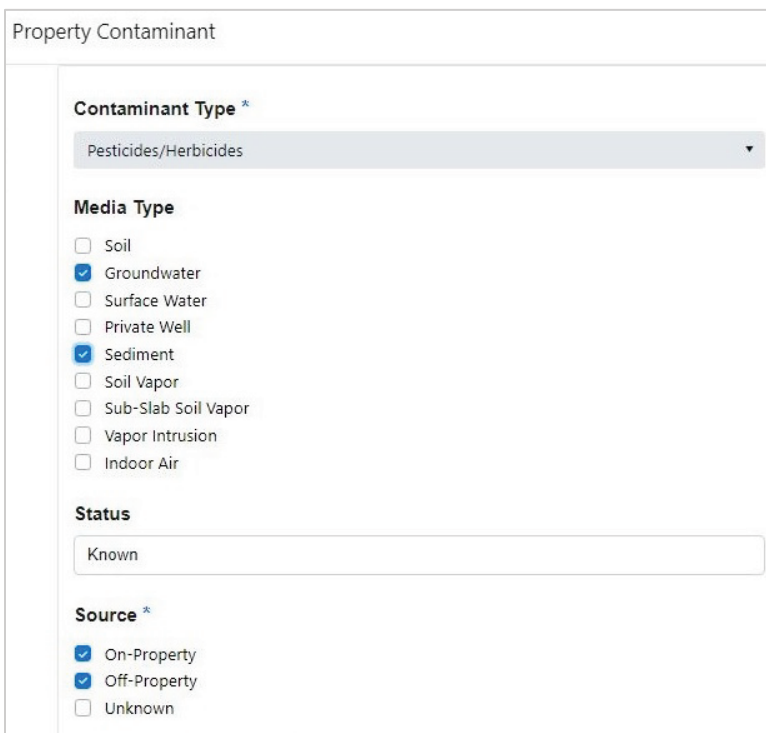
If awaiting sample results, please check this box.

**+ Add New**

	Contaminant Type	Media Type	Source	Status	Details
No Data Available					

0 items per page No items to display

A modal window displays allowing the user to select the contaminant type, media type(s), status, source(s), and other details. **Contaminant Type** and **Source** are required.



Property Contaminant

**Contaminant Type \***

Pesticides/Herbicides

**Media Type**

Soil

Groundwater

Surface Water

Private Well

Sediment

Soil Vapor

Sub-Slab Soil Vapor

Vapor Intrusion

Indoor Air

**Status**

Known

**Source \***

On-Property

Off-Property

Unknown

The user can also add details. Clicking **Submit** closes the modal window and adds the contaminant to the grid.

**Status**

Known

**Source \***


On-Property  
 Off-Property  
 Unknown

**Contaminant or Source Details**

add details

An asterisk \* indicates a required field.

**Submit**





The user can continue adding rows to the grid. Each row of the grid can be edited or removed using the **pencil icon** or **minus sign** . The user can click **Save and Continue** to go to the next step.

Property Contaminants and Source(s)

Please enter any identified or suspected contaminants at the Brownfields Property.

If awaiting sample results, please check this box.

[+ Add New](#)

		Contaminant Type	Media Type	Source	Status	Details
		Fertilizers (Ammonia, Nitrates)	Soil	Unknown	Suspected	
		Pesticides/Herbicides	Groundwater, Sediment	On-Property, Off-Property	Known	add details

100 items per page 1 - 2 of 2 items

**Back** **Save & Continue**

## Application Part 6-10: Regulatory, Statutory, Fees

Part 6 allows the user to enter information about regulatory agency involvement for the property. The user can click **+ Add New** to add information to the grid.

### Regulatory Agency Involvement

List the site names and all identifying numbers previously or currently assigned by any federal, state or local environmental regulatory agencies for the property. This may include [CERCLIS numbers](#), [RCRA generator numbers for past and present operations](#), [Division of Water Quality's database](#), [UST database](#), and/or [Inactive Hazardous Sites Branch inventory numbers](#). *(In many instances, the prospective developer will need to actively seek out this information by reading environmental site assessment reports, reviewing government files, contacting government officials, and through the use of government databases, many of which may be available over the internet.)*

+ Add New

	Regulatory Agency	⋮	Identifying Number	⋮	Comments	⋮
No Data Available						

A modal window displays allowing the user to select the regulatory agency and enter the identifying number and optional comments. Clicking **Submit** closes the modal window and adds the information to the grid.

**Regulatory Agency \***



**Identifying Number \***

**Comments**

2000 characters max

**An asterisk \* indicates a required field.**





Submit


The user can click **+** **Add New** to as many entries as appropriate. Rows on the grid can be edited or deleted using the **pencil**  icon or **minus sign**  icon.

### Regulatory Agency Involvement

List the site names and all identifying numbers previously or currently assigned by any federal, state or local environmental regulatory agencies for the property. This may include [CERCLIS numbers](#), [RCRA generator numbers for past and present operations](#), [Division of Water Quality's database](#), [UST database](#), and/or [Inactive Hazardous Sites Branch inventory numbers](#). (In many instances, the prospective developer will need to actively seek out this information by reading environmental site assessment reports, reviewing government files, contacting government officials, and through the use of government databases, many of which may be available over the internet.)

**+** Add New

		Regulatory Agency	Identifying Number	Comments
		Inactive Hazardous Sites Branch (IHSB)	NC11111111111	optional comments
		Underground Storage Tanks (UST)	RG-1111	

1 100 items per page 1 - 2 of 2 items 

**Back** **Save & Continue**

Part 7 is for information about the project’s public benefits. Letters of support can be uploaded on the Supporting Documents page in part 12 of the application.

### Public Benefits (select all that apply) \*

Job Creation x Preserved Historical Places x Tax Base Increases x

**Describe the public benefits, including any additional public benefits not listed above. \***

Describe the public benefits. Letters of support can be uploaded on the Supporting Documents page of this application.

In gauging public benefit, NC Brownfields Redevelopment Section (BRS) places great value upon letters of support from community groups and local government that describe anticipated improvements in quality of life for neighboring communities that the project will bring about. The inclusion of such support letters with this application is recommended and encouraged. These can be uploaded on the Supporting Documents page of the application.

### Environment Friendly Technology and Design

Describe all environment-friendly technologies and designs the Prospective Developer plans to utilize in its redevelopment strategy. For example, environment friendly redevelopment plans could include: Leadership in Energy and Environmental Design (LEED) Certification; green building materials; green landscaping techniques such as using drought resistance plants; energy efficient designs, materials, appliances, machinery, etc.; renewable sources of energy, and/or recycling/reuse of old building materials such as brick or wood.

#### Eco-Friendly Technology and Design

5000 characters max

Part 8 includes the statutory definitions and allows the user to provide information about how the prospective developer and project meet statutory requirements.

On this screen the user can select an existing Brownfields agreement or application for the property if one exists.

If there is an existing Brownfields Agreement or Application for this property, select the project number below.

(Number Not Found) (Name Not Found)  
00075-23-029 - East 3rd Lexington  
00123-23-074 - Imperial Campus II  
00124-23-060 - 2300 N Tryon  
00125-23-092 - Green Belt  
001426-24-092 - Green Belt

The user may enter a number or partial number to search.

If there is an existing Brownfields Agreement or Application for this property, select the project number below.

001433-24-092 - Tycho Station

Part 9 of the application allows the user to enter information about how the prospective developer can demonstrate they meet the statutory requirements. Supporting documentation of financial means can be uploaded on the Supporting Documents page in part 12 of the application.

Part 10 is the acknowledgement of application fees.

## Application Part 11: Assessments and Environmental Reports

Part 11 of the application allows the user to upload existing environmental reports and data regarding the property. Submission of this can expedite the Brownfields process.

The assessments and reports are added using a grid. Users can click **+ Add New** to add an assessment or report.

### Assessments & Environmental Reports

Provide any and all existing environmental reports and data for the property in electronic format. The brownfields process may be expedited if the Prospective Developer submits such reports/data with this application.

**+ Add New**

Assessment Number	Assessment Type	Assessment Notes
-------------------	-----------------	------------------

A modal window appears allowing the user to enter information about the assessment or report. The user can select the type of assessment, enter the date and any notes, then click **Next** to upload the relevant file(s).

**Assessment Type \***

**Assessment Date \***

**Assessment Notes**

500 characters max

An asterisk \* indicates a required field.

**Next**



A grid allowing the user to upload files is displayed. The user can click **+ Add a File** for each file they wish to upload. When the user has finished uploading documents, clicking **Submit** enters the assessment into the application.

**Note: There is a maximum file size of 100MB for each document upload.**

**Links can be provided in the notes if the file is too large.**

**+ Add a File**

Original File Name	File Size
Phase I ESA.pdf	16,337,589.00

100 items per page      1 - 1 of 1 items

**Submit**

The user can continue adding assessments by clicking **+ Add New**.

### Assessments & Environmental Reports

Provide any and all existing environmental reports and data for the property in electronic format. The brownfields process may be expedited if the Prospective Developer submits such reports/data with this application.

**+ Add New**

#	Assessment Number	Assessment Type	Assessment Notes
-	ASMT-01111	Redevelopment Summary Report	
-	ASMT-01110	Soil Disturbance	

## Application Part 12: Supporting Documents

In part 12 of the application supporting documents can be uploaded. The user can upload as many files as necessary but there is a maximum file size of 100MB per file.

*Note: If documents are not going to be uploaded the user can indicate on the Application Summary page that documents will be sent separately.*

### Upload Supporting Documents

Upload supporting documents to complete your application. Below is a list of required documents, but there may be additional documents required depending on your project. You can review and remove documents on the Application Summary page. Any links or additional instructions can be added in the document comments below. **Note: There is a maximum file size of 100MB for each file upload.**

Document Comments

**Brownfields Affidavit**

Prospective Developer must provide its certification, in the form of a signed and notarized original of the unmodified model [brownfields affidavit](#) provided by NC BRS, that it did not cause or contribute to contamination at the property and that it meets all other statutory eligibility requirements. This must also be provided in hard-copy.

**Brownfields Affidavit**

Drop files here to upload

**Location Map**

A copy of the relevant portion of the 1:24,000 scale [U.S.G.S. topographic quadrangle map](#) that shows the location of the property, clearly plotted, and that measures at least an 8 1/2 by 11 inches. (Note: these maps can be purchased through the above link, or often through retail outdoor recreation stores that can print out the relevant map. Often environmental reports have location maps that use this type of map format as the base for its location map.)

**Location Map**

Drop files here to upload

**Preliminary Survey Plat**

A preliminary survey plat of the property with the Proposed Brownfields Property boundaries clearly identified. At this stage of the [brownfields process, one or more existing survey plats from a previous property conveyance will suffice. \(Before the brownfields project](#)

The **Document Comments** section can be used to add links to file storage or other additional information.

**Upload Supporting Documents**

Upload supporting documents to complete your application. Below is a list of required documents, but there may be additional documents required depending on your project. You can review and remove documents on the Application Summary page. Any links or additional instructions can be added in the document comments below. **Note: There is a maximum file size of 100MB for each file upload.**

Document Comments

Users can click **“Select files...”** to select files for uploading, or files can be dragged and dropped.

BRS, that it did not cause or contribute to contamination at the property and that it meets all other statutory eligibility requirements. This must also be provided in hard-copy.

**Brownfields Affidavit**

Select files... Drop files here to upload

at least an 8 1/2 by 11 inches. (Note: these maps can be purchased through the above link, or often through retail outdoor recreation stores that can print out the relevant map. Often environmental reports have location maps that use this type of map format as the base for its location map.)

**Location Map**

Select files...



Drop files here to upload

The **Brownfields Affidavit** form can be downloaded from the link. The signed and notarized affidavit should be uploaded here.

**Brownfields Affidavit**

Prospective Developer must provide its certification, in the form of a signed and notarized original of the unmodified model brownfields affidavit provided by NC BRS, that it did not cause or contribute to contamination at the property and that it meets all other statutory eligibility requirements. This must also be provided in hard-copy.

**Brownfields Affidavit**

Select files... Drop files here to upload

For Redevelopment Now projects, the signed **Fee Consent** must be attached. The form can be downloaded from the link. The signed Fee Consent should be uploaded here.

**Fee Consent**

For Redevelopment Now applications, please provide a signed fee consent form. (Fee Consent Form)

**Fee Consent**

Select files... Drop files here to upload


The user can upload the **Location Map**, **Preliminary Survey Plat**, **Legal Description**, and **Site Photographs**. All other relevant documents can be uploaded to **Additional Documents**.

Uploaded files can be removed by clicking the **x**. There will also be an opportunity to review files on the Application Summary.

At least one current and/or historical photograph of the property that shows existing facilities and structures.

### Site Photographs

Select files... ✓ Done



 Photos.pdf File(s) uploaded successfully.	x
--	---

### Additional Documents


Any additional supporting documents can be uploaded here.

### Additional Documents

Select files... ✓ Done

 Letter of Support 1.pdf File(s) uploaded successfully.	x
 Letter of Support 2.pdf File(s) uploaded successfully.	x

Back Save & Continue



## Application Part 13-14: Summary and Submission

The Application Summary shows all the information entered for the application. Here the user can review and edit the application, including file and document uploads for assessments and supporting documents.

On this page the user can indicate they are sending supporting documents separately.

b. In the unexpected event that the environmental conditions at the property are unusually complex, such that DEQ costs will clearly exceed the above amounts, NC Brownfields Redevelopment Section and Prospective Developer will negotiate additional fees as appropriate.

I acknowledge and agree to the fees explained above. \*

Yes

**If sending documents by mail or e-mail, please check the box below.**

Required Documents Sent Separately

---

Document Comments

---

Assessments & Environmental Reports

+ Add

	Assessment Number	Assessment Type	Assessment Notes
-	ASMT-01111	Redevelopment Summary Report	

Once the user has reviewed the application and made any changes, clicking Save & Continue will bring up the Application Submission screen.

### Application Submission

Download the application using the "Download" button below, then upload the signed application before clicking "Submit". Once the application is submitted, it will be read only unless additional information or changes are requested.

**Application Number**  
PA-019987

**Brownfields Property**  
Tycho Station

**Signed Application \***

Select files...

Allowed Extensions: .doc;.docx;.txt;.rtf;.pdf;.zip;.rar;.png;.jpg;.bmp;.jpeg;

[Download Application](#)

[Back](#) [Submit](#)

On the Application Submission screen, the user can click **Download Application** to save a PDF version of the application and print it for signature. Then a digital image of the signed application can be attached to the application and the application can be submitted.

1. Click **Download Application** button to open document preview.

Application Submission

Download the application using the "Download" button below, then upload the signed application before clicking "Submit". Once the application is submitted, it will be read only unless additional information or changes are requested.

Application Number	Brownfields Property
PA-019987	Tycho Station

Signed Application \*

Select files...

Allowed Extensions: .doc;.docx;.txt;.rtf;.pdf;.zip;.rar;.png;.jpg;.bmp;.jpeg;

**Download Application**

2. Download the PDF to print and obtain signature.



3. Upload signed application and click **Submit**.

Application Number

PA-022422

Brownfields Property

Tycho Station

Signed Application \*

Select files...

MyBrownfieldsPropertyApplication.pdf  
43.17 KB

Allowed Extensions: .doc;.docx;.txt;.rtf;.pdf;.zip;.rar;.png;.jpg;.bmp;.jpeg;

**Download Application**

**Back** **Submit**

Once the application has been submitted, it cannot be changed unless it is sent back to the user for additional information. However, users can submit assessment documents and Land Use Restriction Updates (LURU) through the AccessDEQ portal. The [Land Use Restrictions Updates](#) and [Assessments & Requests](#) sections of this document contain more information.

## Applications Grid



The Applications grid displays the applications associated with the user’s AccessDEQ account. Applications that have been worked on but not yet submitted will also appear in the Applications grid.

Applications which have been submitted cannot be edited unless DEQ returns the application for changes or additional information or documents. The user will receive a notification email if that occurs, and the application’s status will be set to “Awaiting Applicant”. The user will also receive a notification email any other time the status of the application changes.

### Applications

Use this page to start a new application, share an application, edit an existing application or check the status of a submitted application.

Status: All ▾

 Start New Application  
  Export to Excel

Application	Program	Application Type	Status	Location	Primary Applica	Submitted On	Created On	
<a href="#">PA-019756</a>	Air Curtain Incinerators	Air Curtain Incinerators - General Title V Air Permit	Completeness Review	Venus Trees	Gordon Sims	5/30/2024 2:41 PM	5/30/2024 2:34 PM	Actions ▾
<a href="#">PA-019744</a>	Brownfields Redevelopme... Section (BRS)	Brownfields Property Application	Application Submitted	Wheat Fields Phase 2	J. Marlowe Properties	5/15/2024 5:21 PM	5/15/2024 5:02 PM	Actions ▾
<a href="#">PA-019742</a>	Special Wastes and Alternative Handling	DWM - Yard Waste	New - Pending Submission	Venus Trees	Gordon Sims		5/13/2024 10:51 AM	Actions ▾

Clicking the permit application link (**PA-#####**) on submitted Brownfields applications takes the user to the Application Overview where they can choose to view their submitted application or view the Application Details screen, which shows summary information such as the status of the application, associated invoices and projects, and other information. The Application Details screen is also available by selecting **View Details** from the **Action** menu.

<a href="#">PA-019987</a>	Brownfields Redevelop... Section (BRS)	Brownfields Property Application	Completen... Review	Tycho Station	Camina Drummer	8/13/2024 12:00 AM	7/26/2024 2:22 PM	Actions ▾ View Details Share Application
<a href="#">PA-019643</a>	Erosion & Sediment	Financial Responsibili...	Awaiting	A Wake Forest Food	John Casavalle	7/18/2024	2/28/2024	

If the application has not been submitted, or has been returned to the applicant for revision, clicking the permit application link (**PA-#####**) will open the application for editing.


Application	Program ↑	Application Type	Status	Location	Primary Ap
<a href="#">PA-021805</a>	Air Curtain Incinerators	Air Curtain Incinerators - General Title V Air Permit	Issued	FCR Eastern Extention	J. Marlowe C
<a href="#">PA-022109</a>	Air Curtain Incinerators	Air Curtain Incinerators - General Title V Air Permit	Issued	Medina Station	Camina Dru
<a href="#">PA-022267</a>	Air Curtain Incinerators	Air Curtain Incinerators - General Title V Air Permit	New - Pending Submission	Tycho Station	Camina Dru

Also, the option to edit will be available on the **Actions** menu.

New - Pending Submission	Tycho Station	Camina Drummer		7/19/2024 1:24 PM	<div style="border: 1px solid gray; padding: 5px;"> <b>Actions</b> ▾           <ul style="list-style-type: none"> <li>View Details</li> <li>Edit Application</li> <li>Share Application</li> </ul> </div>
New - Pending Submission	Anson County Facility	Gordon Sims		3/12/2024 4:03 PM	



## Application Details

The Application Details screen displays information about the application, its current status, associated invoices and other information. Clicking on the **details**  icon next to a line item will display it. There are also additional links including to Assessments & Requests.

Pending > Application Submitted > Completeness Review > Eligibility Under Review > Eligible

### Application Details

**Application Number**  
PA-019987

**Application Type**  
Brownfields Property Application

**Sub Type**  
Standard


**Created By**  
PTP Test User 3

**Status**  
Eligibility Complete

**Additional Links**


- [Assessments & Reports](#)
- [Permits & Projects](#)
- [Help & Support](#)

### Notifications & Tasks


	Subject	Description	Status	Due Date
	Submit Pre-Occupancy Report	Please go to Assessments to submit report.	Open	8/15/2024 8:00 AM

« 1 » | 100 items per page | 1 - 1 of 1 items


### Invoices

	Number	Invoice Date	Due Date	Voided	Total	Paid
	INV-005096	08/15/2024	08/15/2024	No	\$2,000.00	\$0.00

### Projects

	Number	Type	Version	Effective	Issued
	001434-24-092	Standard	1.00		

Once eligibility is complete, the application will have a Brownfields project number. This number appears on the application details screen, and will also be listed in the Permits & Projects section.

	Number	Type	Version	Effective	Issued
	001434-24-092	Standard	1.00		

ACCESSDEQ USER GUIDE – BROWNFIELDS REDEVELOPMENT SECTION

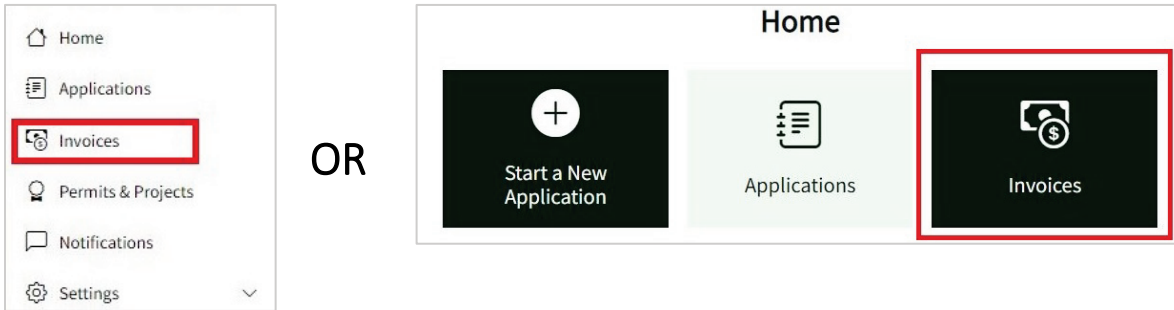
PAGE 33 OF 55

## Invoices & Payments

Invoices are automatically created when a Redevelopment Now application is submitted.

Invoices are created for Standard or Ready for Reuse applications when the application reaches the Eligibility Complete/Technical Review status.

Users can access their invoices by selecting **Invoices** from the left-hand navigation or the **Invoices** tile on the Home screen.



The grid displays the user's invoices. Clicking the invoice link (**INV-#####**) opens the invoice.

Invoice	Invoice Date	Due Date	Remaining Bal.	Status	Invoice Total	Total Paid	Application	
<a href="#">INV-005096</a>	08/15/2024	08/15/2024	\$2,000.00	Active	\$2,000.00	\$0.00	<a href="#">PA-019987</a>	Actions ▾
<a href="#">INV-005095</a>	08/13/2024	09/12/2024	\$0.00	Active	\$400.00	\$400.00	<a href="#">PA-020013</a>	Actions ▾

Invoice and payment information is displayed. Users can click **Make Payment** to pay online.

**Invoice Header**

Application Number	Invoice Number	Invoice Date	Due Date
PA-019987	INV-005096	08/15/2024	08/15/2024
Invoice Total	Total Paid	Remaining Balance	Status
\$2,000.00			Active

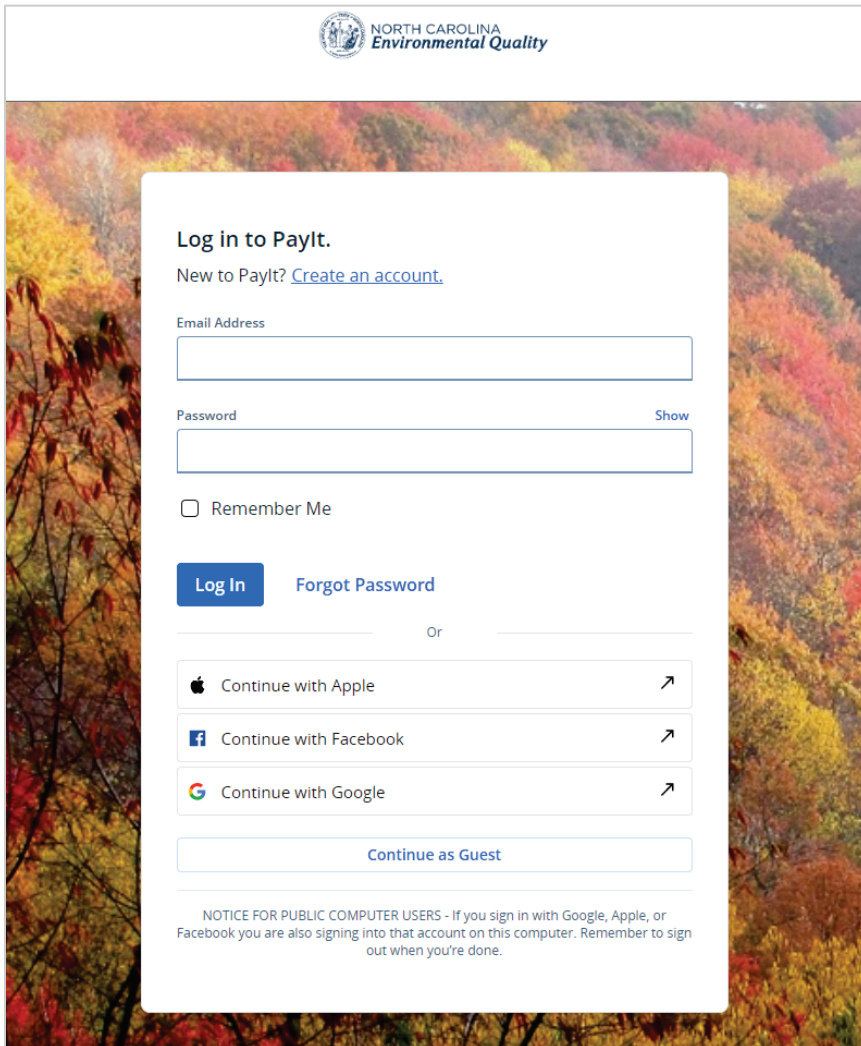
**Invoice Line Items**


Product Name	Description	Quantity	Amount
Standard Initial Fee	a. \$2,000 initial fee will be due from the applicant Prospective Developer when both of the following occur: NC Brownfields Redevelopment Section (BRS) receives the application and affidavit; AND, NC BRS notifies the applicant in writing that the applicant Prospective Developer and the project are eligible for participation in the NC BRS and continued negotiation of a Brownfields Agreement.	1.00	\$2,000.00

**Payments** Make Payment

Payment ID	Transaction #	Payment Method	Payment Amount	Date Received	Status
No Data Available					

The user may use a Paylt account or click **Continue as Guest** to pay without signing in.





**Log in to Paylt.**  
New to Paylt? [Create an account.](#)



Email Address



Password Show



Remember Me

[Log In](#) [Forgot Password](#)

Or

 Continue with Apple 

 Continue with Facebook 

 Continue with Google 

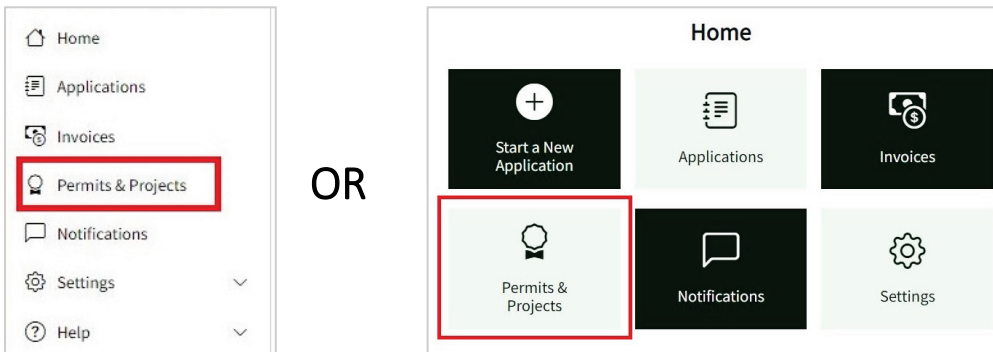
[Continue as Guest](#)

NOTICE FOR PUBLIC COMPUTER USERS - If you sign in with Google, Apple, or Facebook you are also signing into that account on this computer. Remember to sign out when you're done.

A \$3 convenience fee is applied to all electronic payments. There is an additional fee of 1.85% if paying by credit or debit card. For ACH, there is an additional flat fee of \$1.25 per ACH payment.

## Permits & Projects

The user can select **Permits & Projects** from the left-hand navigation menu or click the tile on the Home screen to see their Brownfields projects.



The Permits & Projects grid displays the permits and projects to which the user has access. To view a project's information the user can click the project number link in the **Permit/Project** column.

### Permits & Projects

Use this page to view the details of permits, projects, and other certificates.

Expiration: All ▾

Export to Excel

Permit / Project	Program	Permit Type	Status	Issued	Effective	Expires	
<a href="#">001434-24-092</a>	Brownfields Redevelopm... Section (BRS)	Standard	Draft				Actions ▾

100 ▾ items per page 1 - 1 of 1 items

Don't see your permit or project? Request access [here](#).

*Note: The user can request access to a permit or project not appearing in this list using the link beneath the grid. The [Request Access to a Project](#) section of this guide contains more information.*

The Project Details screen for a particular project can be accessed from the originating application's Application Details screen. Towards the bottom, there is a direct link to the relevant project(s). Under Additional Links there is also a link to the Permits & Projects grid.

**View Application Details**

This is an overview of your application. Use this page to see the current status and related invoices or records.

[Pending](#) > 
 [Application Submitted](#) > 
 [Completeness Review](#) > 
 [Eligibility Under Review](#) > 
 [Eligible](#)

**Application Details**

Application Number  
PA-019987

Application Type  
Brownfields Property Application

Sub Type  
Standard

Created By  
PTP Test User 3

Status  
Eligibility Complete

**Additional Links**

- Assessments & Reports
- Permits & Projects**
- Help & Support

**Notifications & Tasks**

Subject	Description	Due Date
No Data Available		

**Invoices**

Number	Invoice Date	Due Date	Voided	Total	Paid
INV-005096	08/15/2024	08/15/2024	No	\$2,000.00	\$0.00


**Projects**

Number	Type	Version	Effective	Issued
001434-24-092	Standard	1.00		

**Additional Links**

- Assessments & Reports
- Permits & Projects**
- Help & Support

**Projects**

	Number	Type	Version	Effective
	001434-24-092	Standard	1.00	

The View Project Details screen contains information about the project and related information such as invoices. Links to Start Amendment, Assessments & Requests, and Land Use Restriction Updates appear towards the top of the screen.

## View Project Details

[Start Amendment](#)
[Assessments & Requests](#)
[Land Use Restriction Updates](#)
[Help & Support](#)

---

### Project Information

<p><b>Project Number</b></p> <input type="text" value="001434-24-092"/>	<p><b>Project Name</b></p> <input type="text" value="Tycho Station"/>
<p><b>Application Type</b></p> <input type="text" value="Standard"/>	<p><b>Originating Application</b></p> <input type="text" value="PA-019987"/>
<p><b>Project Manager</b></p> <input type="text" value="Jane Doe"/>	<p><b>Status</b></p> <input type="text" value="Assessment Document Review"/>

---

### Notifications & Tasks

Subject	Description	Status	Due Date
No Data Available			

◀ ▶ 0 ▶▶ 100 items per page No items to display ↻

---

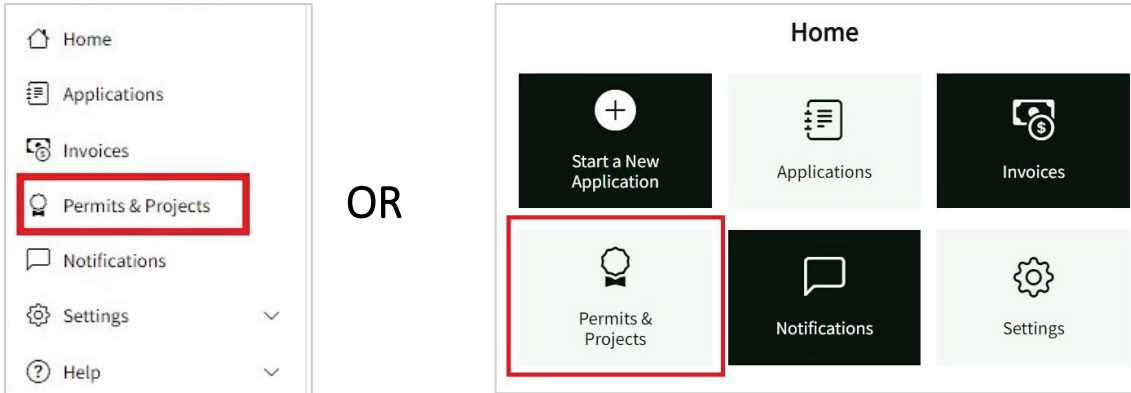
### Invoices

	Invoice Number	Invoice Date	Due Date	Invoice Total	Total Paid
☰	INV-005096	08/15/2024	08/15/2024	\$2,000.00	

## Assessments & Requests

### The “Assessments & Requests” Screen

Users can add assessments for a project or application on the **Assessments & Requests** screen. For existing projects or for applications which have reached the Eligible stage, the Assessments & Requests screen can be reached by clicking the link at the top of the **View Project Details** page.



OR

The image shows two ways to reach the 'Permits & Projects' screen. On the left is a vertical sidebar menu with 'Permits & Projects' highlighted in a red box. On the right is a 'Home' dashboard with a grid of tiles; the 'Permits & Projects' tile is highlighted in a red box.

### Permits & Projects

Use this page to view the details of permits, projects, and other certificates.

Status: All | Expiration Date: N/A

Export to Excel

Permit / Project	Program ↑	Permit Type	Location	Status	Issued	Effective	Expires	
29008-25-092	Brownfields Redevelopment Section (BRS)	Standard	New Caprica	Draft				Actions ▾

### Project Details

Start Amendment | **Assessments & Requests** | Land Use Restriction Updates | Help & Support

*(A red arrow points to the 'Assessments & Requests' button)*

#### Project Information

**Project Number**  
29008-25-092

**Application Type**  
Standard

**Project Name**

Assessments & Requests can also be reached from **View Application Details**. For unsubmitted applications, assessments can also be added from within the application.

**View Application Details**

This is an overview of your application. Use this page to see the current status and related invoices or records.

[Pending](#) > [Application Submitted](#) > [Completeness Review](#) > [Eligibility Under Review](#) > [Eligibility Decision](#)

**Application Details**

Application Number: PA-022479

Application Type: Brownfields Property Application

Sub Type: Ready for Reuse (Standard)

Created By: PTP Test User 3

Status: Pending Submission

**Additional Links**

- Assessments & Reports
- Permits & Projects
- Help & Support

**Notifications & Tasks**

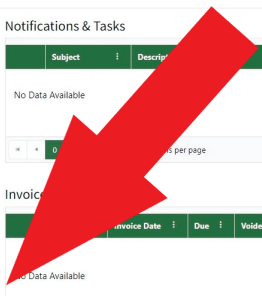
Subject	Description	Due Date
No Data Available		

Invoice

Invoice Date	Due	Voided	Total	Paid
No Data Available				

**Projects**

Number	Type	Version	Effective	Issued
No Data Available				



**Additional Links**

- [Assessments & Reports](#)
- [Permits & Projects](#)
- [Help & Support](#)


**Projects**

Number	Type	Version	Effective	Issued
No Data Available				



## Add New or Revised Assessment Documents

Users can go to the **Assessments & Requests** screen to submit revised documents (assessments in **Returned** status), or to add documents for new requests from Brownfields (assessments in **Pending** status).

To submit documents for an assessment, users can click the **details icon**  on the assessment's row. This will open the assessment for editing and allow users to upload assessment documents.

# Assessments & Requests

[Project Details](#) [Start Amendment](#) [Land Use Restriction Updates](#) [Help & Support](#)

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

### Project Information



<b>Project Number</b> 29008-25-092	<b>Project Name</b> New Caprica
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### Assessments & Requests

[+ Add](#)

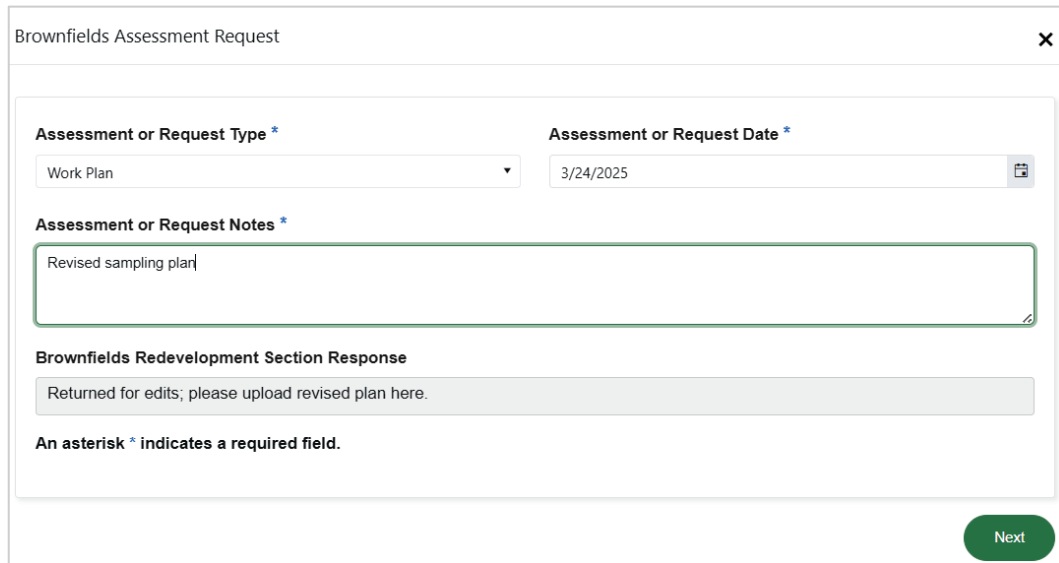
Edit	Assessment Type	Notes	Due Date	Received Date	Reviewed Date	Status
	Work Plan	Revised sampling plan	03/28/2025	03/07/2025	03/17/2025	Received
	Other Report	UST Closure Report		03/19/2025		Under Review
	Methane Monitoring	from 3/17		03/17/2025		Approved
	Environmental Management Plan	emp from 3/11	04/11/2025	03/20/2025		Returned
	Soil Disturbance	Soil movement oversight report	04/11/2025	03/20/2025		Under Review
	Post Occupancy Report		04/25/2025			Pending

 100 items per page 1 - 6 of 6 items 

Editing is only possible for assessments in status **Pending** or **Returned**. Assessments in other statuses are read-only; clicking the details icon will display information about the assessment.

After opening the assessment for editing, users may follow these steps to add documents to an assessment:

1. Enter notes and date; click **Next**.



Brownfields Assessment Request

**Assessment or Request Type \*** Work Plan **Assessment or Request Date \*** 3/24/2025

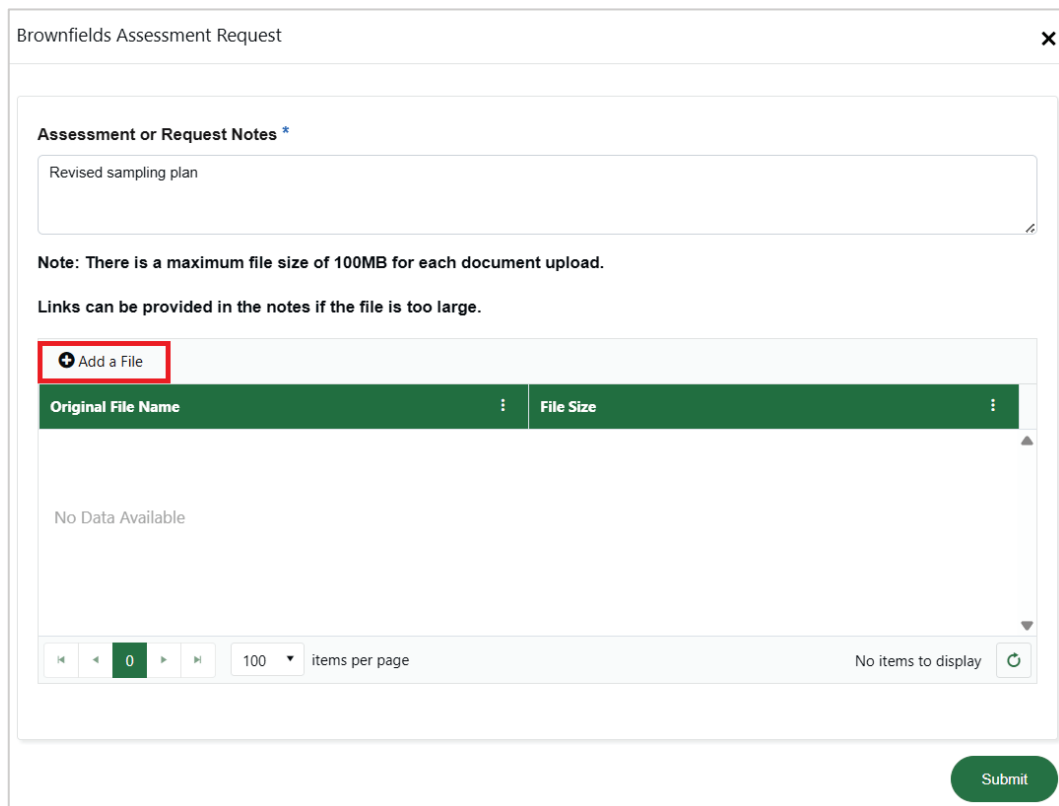
**Assessment or Request Notes \***  
Revised sampling plan

**Brownfields Redevelopment Section Response**  
Returned for edits; please upload revised plan here.

An asterisk \* indicates a required field.

Next

2. Click **Add a File** to add assessment documents.



Brownfields Assessment Request

**Assessment or Request Notes \***  
Revised sampling plan

**Note: There is a maximum file size of 100MB for each document upload.**  
Links can be provided in the notes if the file is too large.

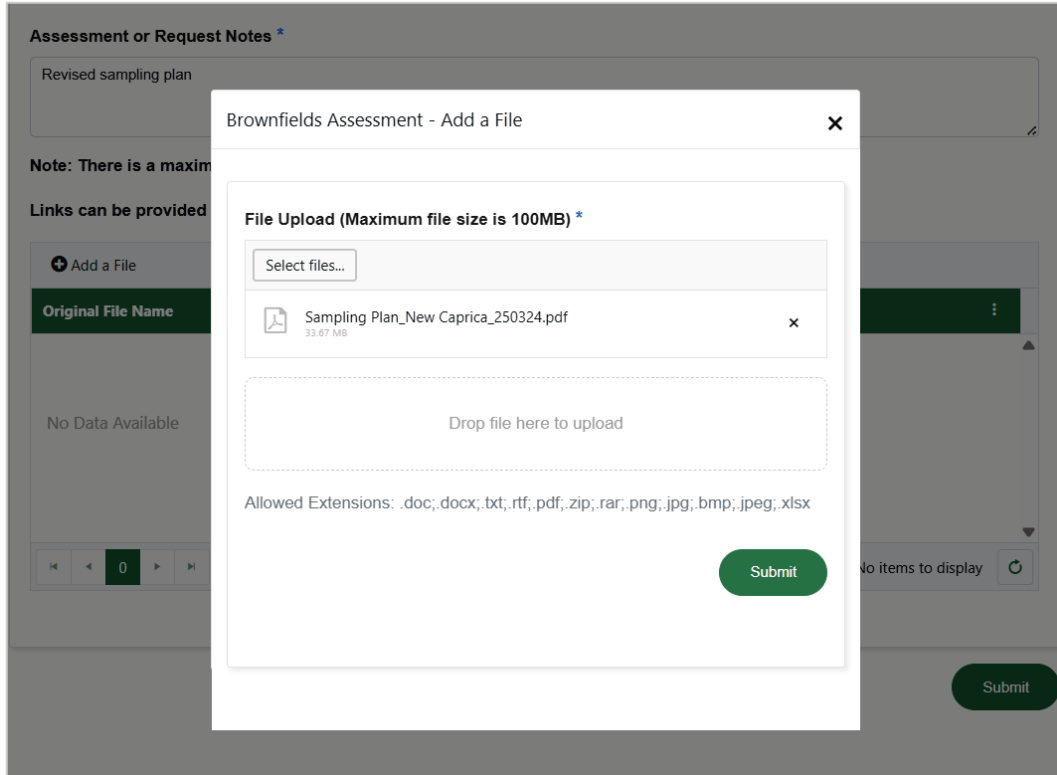
**Add a File**

Original File Name	File Size
No Data Available	

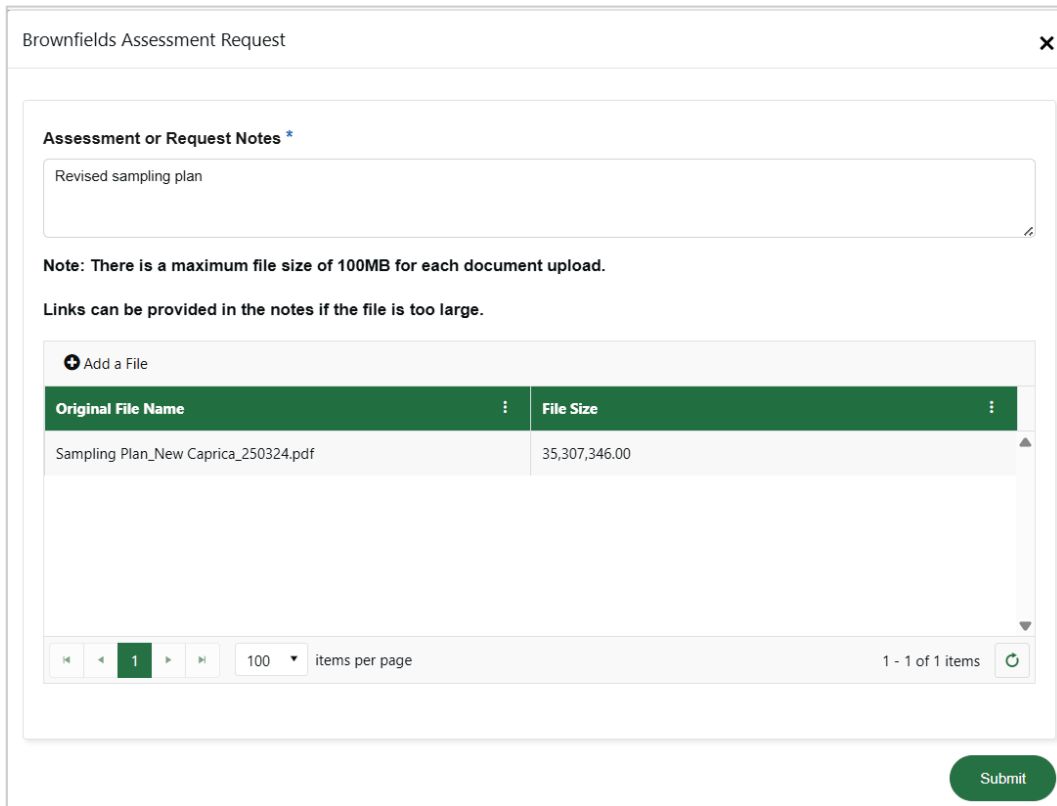
100 items per page No items to display

Submit

3. Select assessment document file(s); click **Submit**.



4. Repeat adding files if necessary. When finished, click **Submit** to send the assessment documents.



## Add a New Assessment

Users may click **+** Add to add a new assessment. **Users should only add a new assessment if there is not already an entry in the Assessments & Requests grid for that assessment.**

# Assessments & Requests

[Project Details](#)
[Start Amendment](#)
[Land Use Restriction Updates](#)
[Help & Support](#)

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### Project Information

**Project Number**

**Project Name**

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### Assessments & Requests

+ Add

Edit	Assessment Type	Notes	Due Date	Received Date	Reviewed Date	Status
☰	Work Plan	Revised sampling plan	03/28/2025	03/07/2025	03/17/2025	Received
☰	Other Report	UST Closure Report		03/19/2025		Under Review
☰	Methane Monitoring	from 3/17		03/17/2025		Approved
☰	Environmental Management Plan	emp from 3/11	04/11/2025	03/20/2025		Returned
☰	Soil Disturbance	Soil movement oversight report	04/11/2025	03/20/2025		Under Review
☰	Post Occupancy Report		04/25/2025			Pending

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100 items per page

1 - 6 of 6 items ↻

Users can fill out the assessment information and proceed to upload documents by clicking **Next**.

**Brownfields Assessment Request** ✕

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**Assessment or Request Type \***

**Assessment or Request Date \***

**Assessment or Request Notes \***

500 characters max

**Brownfields Redevelopment Section Response**

An asterisk \* indicates a required field.

Next

A grid allowing the user to upload files is displayed. The user can click **+** **Add a File** for each file they wish to upload. For files larger than 100MB links can be provided in the assessment notes. When the user has finished uploading documents, clicking **Submit** adds the assessment and sends it to Brownfields.

**Note: There is a maximum file size of 100MB for each document upload.**

**Links can be provided in the notes if the file is too large.**

**+** Add a File

Original File Name	File Size
Phase I ESA.pdf	16,337,589.00

⏪
⏩
1
⏪
⏩
100 items per page
1 - 1 of 1 items 🔄

Submit

## Land Use Restriction Updates

Users can view a project’s Land Use Restrictions and submit their Land Use Restriction Updates (LURUs) in the AccessDEQ portal. From the **View Project Details** screen users can click the link for Land Use Restriction Updates. The link also appears on the Assessments & Requests screen.

### Land Use Restriction Updates


[Project Details](#) [Start Amendment](#) [Assessments & Requests](#) [Help & Support](#)

**Project Information**

Project Number  
001434-24-092

Project Name  
Tycho Station

**Add LURUs Here**




**Land Use Restriction Updates**

+ Add New Land Use Restriction Update

Status	Due Date	Date Received
No Data Available		

100 items per page

**LURs from DEQ**



**Land Use Restriction Details**

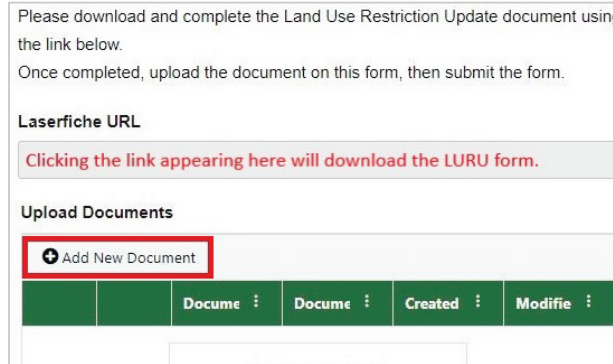
Category	Requirement	Restriction	Land Use Restriction Detail
I. Land Uses	Required Under Specific Circumstances (RSC)	Event Space	A description of this land use restriction will appear here.
I. Land Uses	Optional with Prerequisites (OP)	Food Hall	A description of this land use restriction will appear here.
VI. Media-Specific Restrictions	Required (R)	Storm Water Rain Garden Infiltration Galleries	A description of this land use restriction will appear here.

To add a LURU users can click **+ Add New Land Use Restriction Update**, click the link to download the project's LURU form, complete the LURU, and upload the file.

Step 1: Click the **+ Add New Land Use Restriction Update** link.



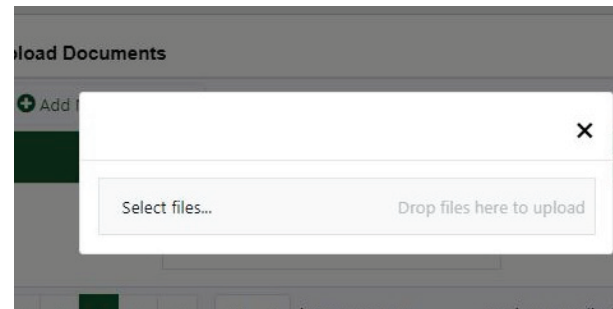
Step 2: Click the Laserfiche URL link to download the project's LURU Form.



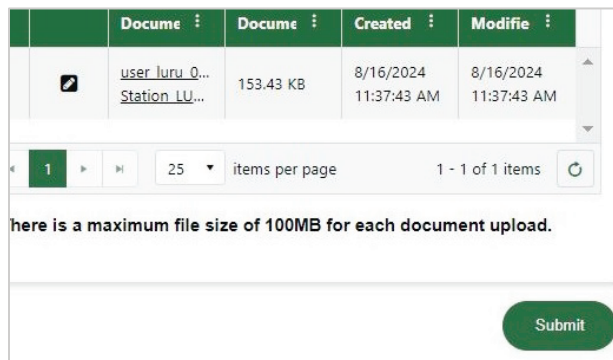
Step 3: Complete the LURU and click the **Add New Document** link to upload it.

Step 4: Select the file to upload.

*\* After clicking the link to download the LURU form, users may close the window and leave the LURU to come back later to upload the completed document.*



Step 5: Click **Submit** to add the LURU.



Steps 2 and 3 need not be completed at the same time. Users may click the link to download the LURU form then close the modal window without uploading the completed LURU.

Brownfields Land Use Restriction Update ✕

Please download and complete the Land Use Restriction Update document using the link below.  
Once completed, upload the document on this form, then submit the form.


**Laserfiche URL**

<https://edocs.deq.nc.gov/WasteManagement/DocView.aspx?id=111111&>

**Upload Documents**


+ Add New Document


	Docume	Docume	Created	Modifie
No records available.				

The LURU will be in **Pending Submission** status. When the user returns to upload the completed LURU, clicking the **pencil**  icon allows the user to upload the file and submit the LURU.

**Land Use Restriction Updates**

+ Add New Land Use Restriction Update

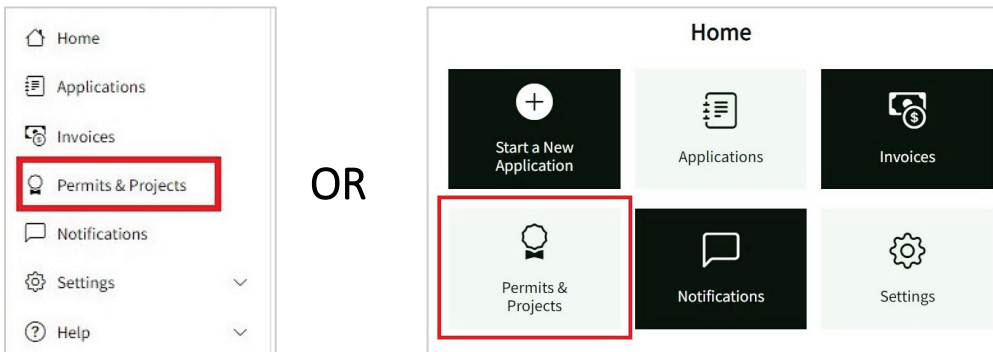
	Status	Due Date	Date Received
	Pending Submission		

Users may view the status of the submitted LURU on the Land Use Restriction Updates screen. If the LURU is in status **Not Accepted**, clicking the **pencil**  icon will allow the user to upload a new LURU document. LURUs in statuses **Submitted**, **Under Review**, and **Approved** cannot be changed.



## Request Access to a Project

A user can request access to an existing Brownfields project from the Permits & Projects screen.



Clicking on the link in **Request access here.** will bring up the project search grid.

**Permits & Projects**

Use this page to view the details of permits, projects, and other certificates.

Expiration: All ▾

Export to Excel

Permit / Project	Program	Permit Type	Status	Issued	Effective	Expires	
<a href="#">001434-24-092</a>	Brownfields Redevelopment Section (BRS)	Standard	Draft				Actions ▾

◀ 1 ▶ 100 items per page 1 - 1 of 1 items

Don't see your permit or project? Request access [here.](#)

The user can scroll through projects or enter a search term to narrow down the list. The **Number**, **Alternate**, and **Location** columns are evaluated for the search term. The search accepts partial numbers and names.

**Search for your permit or project using the Search box, click "Select" & "Confirm" if you find it.**

station

Select	Number	Alternate	Location	Type	Issued
Select	001434-24-092		Tycho Station	Standard	
Select	19003-15-011		Biltmore Station	Standard	02/24/2017
Select	17031-13-092		Raleigh Union Station	Standard	03/27/2020

The user can click **Select** then **Confirm** to select the project to which they are requesting access.

Select	Number	Alternate	Location	Type	Issued
Select	001434-24-092		Tycho Station	Standard	
Confirm	001434-24-092		Tycho Station	Standard	

The user can then enter explanatory comments about the request for access. These should include enough information for the Brownfields team to evaluate the request. Users are encouraged to enter contact information such as phone number, firm name, and title, on their **Profile** before submitting requests to make the process go more smoothly. (See [page 8 in the Home & Registration section.](#))

### Request Access

Please explain your relationship to the permit or project. \*

Enter an explanatory note to DEQ staff.

Clicking **Submit** sends the request to DEQ. The user will be notified via email about the decision for the request. If the request is granted, the project will appear in the Permits & Projects for the user’s AccessDEQ account.

## Application Sharing

Applications can be shared digitally with another user by selecting the Share option from the Actions menu on the application grid. If the application is not in a read-only state, the share recipient will be able to edit the application.

Application	Program †	Application Type	Status	Location	Primary Applicant	Submitted On	Created On	
<a href="#">PA-021805</a>	Air Curtain Incinerators	Air Curtain Incinerators - General Title V Air Permit	Issued	FCR Eastern Extention	J. Marlowe Consulting	6/25/2024 2:12 PM	5/16/2024 10:27 AM	Actions ▾
<a href="#">PA-022109</a>	Air Curtain Incinerators	Air Curtain Incinerators - General Title V Air Permit	Issued	Medina Station	Camina Drummer	6/27/2024 8:51 AM	6/25/2024 3:59 PM	Actions ▾
<a href="#">PA-022267</a>	Air Curtain Incinerators	Air Curtain Incinerators - General Title V Air Permit	New - Pending Submission	Tycho Station	Camina Drummer		7/19/2024 1:24 PM	Actions ▾
<a href="#">PA-021428</a>	Air Curtain Incinerators	Air Curtain Incinerators - General Title V Air Permit	New - Pending Submission	Anson County Facility	Gordon Sims		3/12/2024 1:24 PM	View Details Edit Application Share Application

After selecting Share Application, a modal window appears allowing the user to enter the email address of the share recipient, select their role(s), and click **Send Sharing Invitation**. The email address that is/will be associated with the share recipient’s AccessDEQ portal account should be entered. For Brownfields applications, the Role of **Preparer** can be selected if the user is unsure which role to select.

Fill out the information below and then click "Send Sharing Invitation". This will generate an email to the email address provided with a link to redeem the sharing invitation.

**Initiating Contact**

**Email Address Of The Person You Would Like To Share The Application With \***

**Role(s) \***

**Comments**

optional comments that will be included in the share invitation

When an application is shared, the recipient will receive a message from the email address **DoNotReply-DEQPermits@deq.nc.gov** which will include a link to redeem the share invitation. The subject line of the email will include **[name of sharer] Has Requested For You To Register With Access DEQ**.

If the recipient does not already have a portal account in AccessDEQ, they will first need to sign up. The sharing invitation email message will contain a link to AccessDEQ registration.

**It is important that the email address used for the sharing invitation matches the email address that is/will be associated with the recipient’s AccessDEQ account.** In the event the sharing request is sent to an email address the recipient does not, or will not, associate with an AccessDEQ portal account, the sharer should re-send the invitation using the correct email address for the recipient.

## Amendment Application

After the Brownfields application reaches eligibility and the Brownfields project number has been issued, a user may open an Amendment to change elements of the application.

A user can begin by starting a new Brownfields application then clicking **Create Amendment Application**.

### How to Apply for Entry

To start the process of seeking a Brownfields Agreement, please complete this Brownfields Property Application (BPA). The North Carolina Department of Environmental Quality's (DEQ's) Brownfields Redevelopment Section (BRS) will base its eligibility determination on the information provided in this BPA and on other information that may be obtained by BRS. For more information, please download and read these instructions.

- [Introduction and Instructions document \(MS Word\)](#)

There are four tracks that a prospective developer can choose when applying for a Brownfields Agreement. They are: Standard, Redevelopment Now, Ready for Reuse (Standard) and Ready for Reuse (Redevelopment Now). [Fee information](#) is available based on the track you choose to apply for a Brownfields Agreement.

### Application Process

To navigate to the application click "Create New Application". If starting from an existing agreement, click "Create Amendment Application". Documents can be uploaded before application submission. Please refer to our [Process Flow Chart](#) for more details on the application process.

Create New Application

Create Amendment Application

Also, the user can go straight to the amendment application from the **Start Amendment** link at the top of the *Project Details*, *Land Use Restriction Update*, and *Assessments and Requests* screens.

My AccessDEQ / Permits & Projects / View Project Details

### View Project Details

[Start Amendment](#) [Assessments & Requests](#) [Land Use Restriction Updates](#) [Help & Support](#)

The user can select the project to amend from the drop-down. If the project does not appear in the list the user can request access to the project by clicking the link in **Request access here**. More information about requesting project access is in the [Request Access to a Project](#) section of this document.

### Amendment Instructions

Please select the project number for the amendment and fill out the reason for amendment. The application will be pre-filled using the existing application for the project and ready for any modifications.

**Project Number \***

28016-24-092

Don't see your project? Request access [here](#).

**Please describe the reason for amendment below. \***

Add a description of the reason for the amendment.

An asterisk \* indicates a required field.

Save & Continue

The information from the application associated with the project will be pre-filled. The user can step through the application making the appropriate changes and submit the Amendment Application.

## Appendix A – Document Management

### Document History

The change history of the document is recorded in the Revision History Table.

Version	Version Description	Author & Date
1.0	The initial document instance for this initiative was created leveraging the standard Specifications Team template.	
1.1	Reorganization for User Manual	Author: Elizabeth Orlando Date: 05/16/2023
2.0	Completion of the user guide	Author: Christi Haynes Date: 08/20/2024
2.1	<ul style="list-style-type: none"> <li>• Updates for AccessDEQ user experience improvements: adding left-hand navigation menu, improved document upload styling.</li> <li>• Add reference to AccessDEQ YouTube playlist</li> <li>• Minor revisions to wording and formatting</li> </ul>	Author: Christi Haynes Date: 10/17/2024
2.2	<ul style="list-style-type: none"> <li>• Minor updates to some section headings, illustrations, and text for AccessDEQ user experience improvement: application stepper moved to side, displays labeling</li> </ul>	Author: Christi Haynes Date: 12/29/24
2.3	<ul style="list-style-type: none"> <li>• Update screen grabs for first page of the application to reflect label change to Project Name; change the name of the section accordingly</li> <li>• Update screen grabs and text to reflect assessment upload grid change in the assessments section and the application – assessments section</li> <li>• Add text regarding filling in profile information in the introduction and request access to a project sections; add more explanatory text for project access request comments.</li> <li>• Correct an erroneous link on page 36 to the request access section.</li> </ul>	Author: Christi Haynes Date: 03/19/25
2.4	<ul style="list-style-type: none"> <li>• Update Assessments section to clarify using existing assessment rows to add assessment documents.</li> </ul>	Author: Christi Haynes Date: 06/17/25

## Appendix B – Helpful Information

Description	Web Address
North Carolina AccessDEQ homepage	<a href="https://deq.nc.gov/accessdeq">https://deq.nc.gov/accessdeq</a>
Sign into or sign up for an AccessDEQ portal account	<a href="https://portal.deq.nc.gov/login">https://portal.deq.nc.gov/login</a>
My AccessDEQ user portal homepage	<a href="https://portal.deq.nc.gov/my-accessdeq">https://portal.deq.nc.gov/my-accessdeq</a>
General guide to the My AccessDEQ portal	<a href="https://portal.deq.nc.gov/help/getting-started-guide">https://portal.deq.nc.gov/help/getting-started-guide</a>
Answers to FAQs and commonly used acronyms	<a href="https://portal.deq.nc.gov/help/faqs-and-acronyms">https://portal.deq.nc.gov/help/faqs-and-acronyms</a>
Links to all AccessDEQ portal application user guides	<a href="https://portal.deq.nc.gov/help/user-guides">https://portal.deq.nc.gov/help/user-guides</a>
North Carolina DEQ YouTube Playlists	<a href="https://youtube.com/@NCDEQ/playlists">https://youtube.com/@NCDEQ/playlists</a>

The North Carolina Department of Environmental Quality (DEQ) Permitting Transformation Program (PTP) is the initiative behind AccessDEQ. Information about it can be found at <https://www.deq.nc.gov/accessdeq/permitting-transformation-program>.

Information about all DEQ permitting and a link to a list of all permits, including those not currently part of AccessDEQ, can be found at this web address: <https://www.deq.nc.gov/accessdeq/permit-directory>.