
WW06 - Simplified License Application

Bureau of Water Resources, Waterways and Wetlands



EEA ePLACE Portal

Important Note:

- ❑ There are two parts to the WW06 application submission process:
 - ❑ **Part I** of this presentation will show step by step screenshots on how to submit a WW06 initial application
 - ❑ **Part II** of the presentation will show step by step screenshots on how to submit a WW06 final application



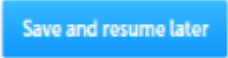



Overview

- ❑ **WW06 – Simplified License Application** may only be submitted if you are eligible as determined through the **WW-Pre-Application Process**
- ❑ A WW06 application provides applicants for certain small residential docks, piers and seawalls with a simplified process for licensing their structures
- ❑ This document will take you through the ePlace online permitting application process



General Navigation

- ☐ Always Click  to move to the next page.
- ☐ Do NOT use the Browser Back Button  as this will take you out of the system
- ☐ Any field with a red asterisk (*) is required before you can move off the page.
- ☐ Click  to save your work and resume at a later time.
- ☐ Click on the tool tips where applicable to get more details. 
- ☐ We strongly suggest using Internet Explorer as a preferred browser



How to Apply

❑ First time users:

- ❑ Enter this address in your browser (Internet Explorer is the recommended browser):

<https://eplace.eea.mass.gov/citizenaccess>

- ❑ Follow the prompts to create a new user account.
- ❑ Be sure to provide full name, address and contact information when you set up your account

- ❑ Log into your account in ePlace using your username/password



EEA ePLACE Portal

Announcements ☐ Accessibility Support Register for an Account Reports (2) Login

Need Help? For technical assistance in using this web application, please call the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLAC between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception of all Commonwealth and Federally observed holidays. If you prefer, you can also e-mail us at ePLACE_helpdesk@state.ma.us. For assistance with non-technical questions, please contact the issuing Agency directly using the links below.

Contact:
[Energy and Environmental Affairs, MASSDEP](#)
[Energy and Environmental Affairs, MDAR](#)
[Energy and Environmental Affairs, DCR](#)

For DPL, DCAMP and ABCC permits or licenses, please [click here](#).

Convenience Fee: Please note there will be a convenience fee for all online credit card transactions. There is also a nominal fee for online payment by check.

Home

Welcome to the Commonwealth of Massachusetts ePLACE Portal

The Commonwealth of Massachusetts is pleased to offer online access to many licensing, permitting and certificate services. With ePLACE, the Commonwealth hopes to deliver more efficient, convenient, and interactive e-government services.

Options for Licensees and Applicants:

- Apply for, Renew, or Amend a License, Permit, Certificate, Notification or Registration
- Make Payments Online

ePLACE Portal Account Registration:

In order to utilize most of the services available through the ePLACE, you must first register for an account to do any of the following:

- Apply for a License, Permit, Certificate, Notification or Registration
- Renew a License, Permit, Certificate or Registration
- Track the Status of Applications
- Review and Update Applications, Permitting and/or Certificate Information

First Time Users:

Login

User Name or E-mail:

Password:

Login »

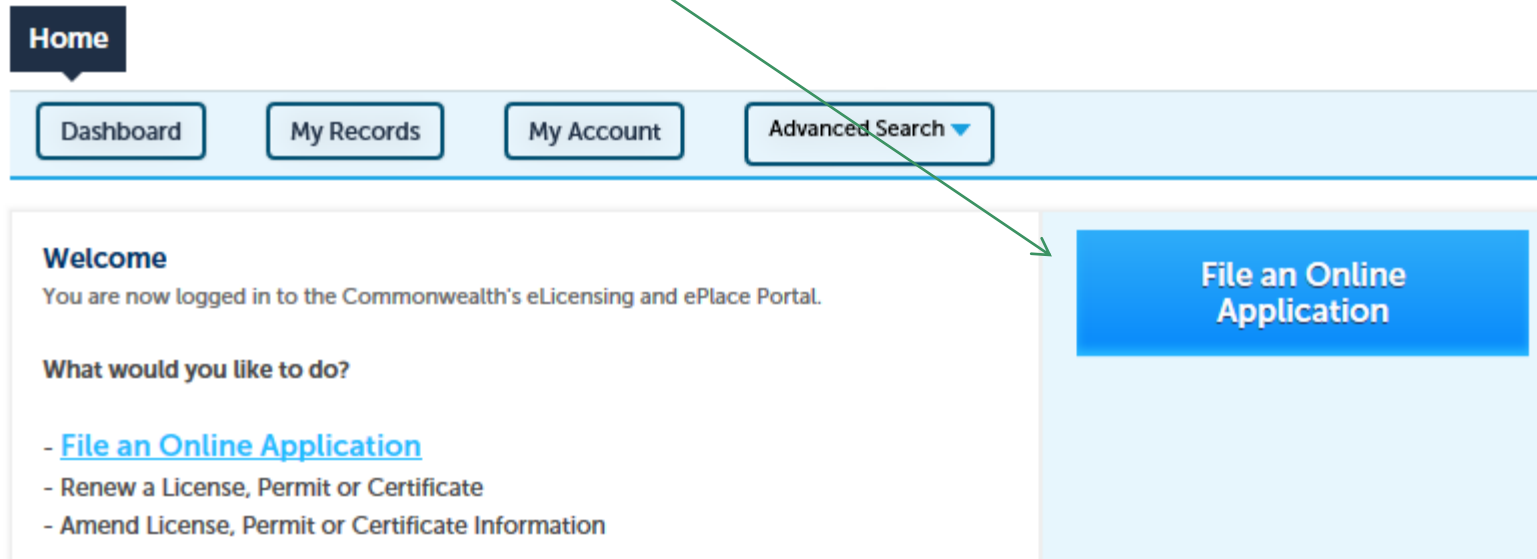
☐ Remember me on this computer

[I've forgotten my password](#)
[New Users: Register for an Account](#)

Please note: At this time, the ePLACE Portal services only some (not all) licenses, permits and certificates issued by Energy and Environmental Affairs (EEA). It does not service any other type of license, permit or certificates that is issued or approved by the Commonwealth or any of its agencies or municipalities. ePLACE does not service any federal licenses or permits.

File an Online Application

❑ Click here to start

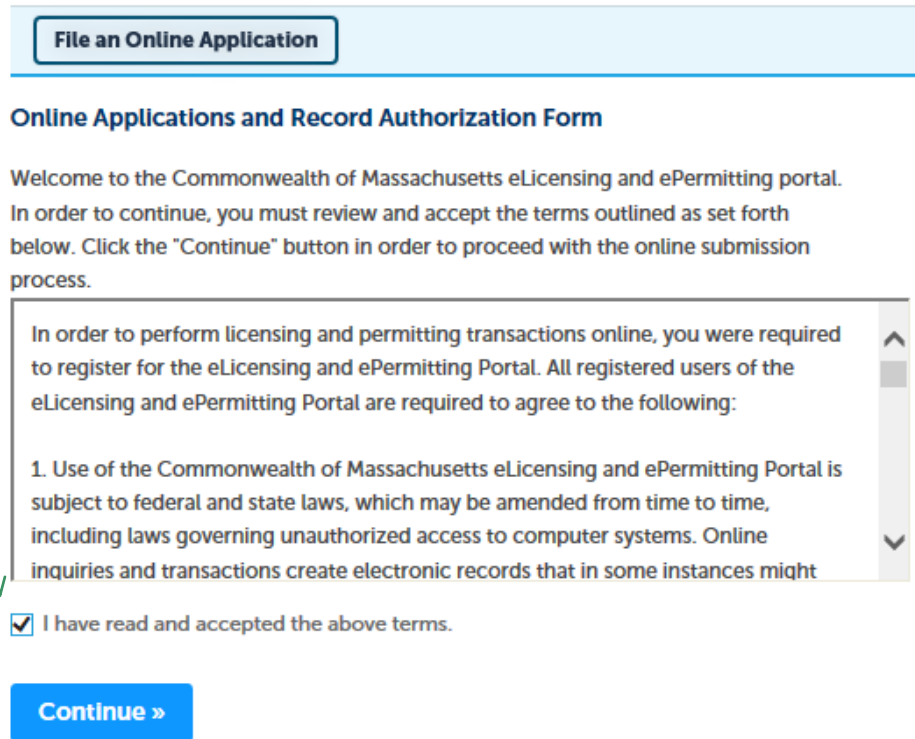


The screenshot shows the home page of the EEA ePLACE Portal. At the top, there is a dark blue 'Home' button. Below it is a light blue navigation bar containing four buttons: 'Dashboard', 'My Records', 'My Account', and 'Advanced Search' (with a dropdown arrow). The main content area has a 'Welcome' message stating 'You are now logged in to the Commonwealth's eLicensing and ePlace Portal.' Below this, it asks 'What would you like to do?' and lists three options: '- [File an Online Application](#)', '- Renew a License, Permit or Certificate', and '- Amend License, Permit or Certificate Information'. On the right side, there is a large blue button labeled 'File an Online Application'. A green arrow originates from the text 'Click here to start' and points directly to this button.



File an Online Application

- ❑ Read and accept the Terms and Conditions
- ❑ Click the checkbox and click “Continue”



File an Online Application

Online Applications and Record Authorization Form

Welcome to the Commonwealth of Massachusetts eLicensing and ePermitting portal. In order to continue, you must review and accept the terms outlined as set forth below. Click the "Continue" button in order to proceed with the online submission process.

In order to perform licensing and permitting transactions online, you were required to register for the eLicensing and ePermitting Portal. All registered users of the eLicensing and ePermitting Portal are required to agree to the following:

1. Use of the Commonwealth of Massachusetts eLicensing and ePermitting Portal is subject to federal and state laws, which may be amended from time to time, including laws governing unauthorized access to computer systems. Online inquiries and transactions create electronic records that in some instances might

☒ I have read and accepted the above terms.

Continue »



File an Online Application

- ❑ Click on “Energy and Environmental Affairs” and “Apply for a DEP Authorization”


Home

[File an Online Application](#)

eLicensing and ePermitting Online Services

New Applicants and Consumers:
The Commonwealth of Massachusetts eLicensing and ePermitting portal provides the ability to file applications for licensure & permits and submit complaints. From the listing below, please select the service you would like to use and click the continue button.

Existing Licensees or Permit Holders:
Click Home and use the “My Records” tab to renew or amend a license or permit. If your license or permit is not listed under the “My Records” tab, please select the “Link your account” option found in section below. You will be prompted for a “record identification code” and “authorization code.” from the Account Link notification you received. If you have not received a notification letter, please contact the ePLACE Help Desk Team at (844) 733-7522 or (844) 733-ePLACE between the hours of 7:30 AM - 5:00 PM Monday-Friday.

 [Search](#)

▼ **Energy and Environmental Affairs (DEP, MDAR, DCR)**

- ☒ Apply for a DEP Authorization
- ☐ Apply for a MDAR Authorization
- ☐ Apply for a DCR Authorization

► [Link Your Account](#)

[Continue »](#)



How to Apply: Pre-step

❑ Prior to applying for a WW06:

❑ Submit a **Pre-Application for WW06 and WW24** to determine your eligibility for a WW06

❑ Second, if you are eligible, note the record number you will receive via notification.

This **Pre-Application Record Number** must be added during the WW06 application submission

❑ If you have already completed the Pre-application process go to the next slide

Home

DEP Applications

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

- ▶ Air Quality (AQ)
- ▶ Drinking Water (DW)
- ▶ Hazardous Waste (HW)
- ▶ NPDES (WM)
- ▶ Solid Waste (SW)
- ▶ Watershed Management (WM)
- ▼ Waterways Chapter 91 (WW)
 - ☐ Waterways Pre-Application for WW06 and WW24
 - ☐ WW04 - Determination of Applicability Application
 - ☐ WW06 - Simplified License Application
 - ☐ WW24 - General License Certification Application
- ▶ Toxic Use Reduction (TUR)

Home

DEP Applications

WW-Pre-Application for WW06 and WW24

1	2 WW24 Information	3 WW06 Information	4 Status Information	5 Review	6 Record Issuance
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Step 6: Record Issuance

☒ Successfully Completed.

Thank you for using our online services.
Your Record Number is 20-WW-PRE-0118-APP.



File an Online Application


- ☐ **Select WW06 Simplified License Application and Click “Continue Application”**

Home

DEP Applications

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.



- ▶ Air Quality (AQ)
- ▶ Drinking Water (DW)
- ▶ Hazardous Waste (HW)
- ▶ NPDES (WM)
- ▶ Solid Waste (SW)
- ▶ Watershed Management (WM)
- ▶ Waterways Chapter 91 (WW)
 - ☐ Waterways Pre-Application for WW06 and WW24
 - ☐ WW04 - Determination of Applicability Application
 - ☐ WW06 - Simplified License Application
 - ☐ WW24 - General License Certification Application
- ▶ Toxic Use Reduction (TUR)



File an Online Application – Part 1

- ☐ Enter the Pre- Application Record number
- ☐ Click “Continue Application”

1 Application Status	2 Pre-Application Information	3 Contact Information	4 Application Information	5 Additional Information	6	7	8
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Step 2: Pre-Application Information > Page 1 of 1

* indicates a required field.

Pre-Application Information

Prior to initiating this application, you are required to complete a Pre-Application form to verify the project's eligibility for a Simplified License.

If you have not yet completed that process, please exit this application, and complete the Pre-Application form. For instructions please visit mass.gov.

* Please enter the Pre-Application Record Number:

Continue Application »

Save and resume later



Contact Information: Important NOTE

- ☐ **Permittee:** (The applicant) This is the person responsible for signing and accepting all conditions of the authorization (this is not an attorney, consultant, engineer, etc. – those are “Application Contributors”)
 - ☐ Select “ I’m the permittee” if that is you or “ Look up” the permittee
- ☐ **Permittee Company:** If the applicant is a company, municipality, or other entity whose name should be listed on the authorization, complete the section for “Permittee Company”. The individual authorized to sign and bind the company should be listed as the Permittee
- ☐ **Property Owner:** If the property is owned by a person/entity other than the Permittee, please enter their information.
- ☐ **Application Contributors:** Complete this section for each individual who will be preparing or contributing to the application on behalf of the Permittee (e.g. attorney, consultant, engineer).

NOTE - If you are unable to find the correct contact, click on the “Save and resume later” button. Advise the Permittee/Contributor to create an account in the EEA ePLACE Portal and then resume the application.



EEA ePLACE Portal

Step 3: Contact Information

- ❑ Select “ I’m the permittee” or “look up” a Permittee
- ❑ Click “Add New” to add company information if applicable
- ❑ Click “Add New” to add property owner information if different from Permittee.
- ❑ Look up “Application Contributors” if applicable

1 Application Status	2 Pre-Application Information	3 Contact Information	4 Application Information	5 Additional Information	6	7	8
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Step 3: Contact Information > Page 1 of 2 * indicates a required field.

Permittee

"Permittee" is the individual or individual authorized by a Company to submit the application. The "Permittee" is responsible for signing and certifying: that the application was completed in accordance with the specifications identified herein, that the project is in conformance with the eligibility requirements outlined in the General License, and that they have read the General License and agree to the terms and conditions set forth therein. If you are the Permittee, please select "I'm Permittee".

If you have multiple Permittees please enter information for one primary Permittee here. Additional permittees may be entered later in this form.

If you are preparing the application on behalf of the Permittee (e.g. consultant, engineer, attorney, etc.) you are an "Application Contributor". Click on "Look Up", search and select the name of the Permittee.

Note: All parties to any application are required to have an EEA ePLACE Portal account. If the Permittee or an Application Contributor does not have an existing account, click on the "save and resume later" button. Advise the Permittee/Contributor to create an account in the EEA ePLACE Portal and then resume the application.

[I'm Permittee](#) [Look Up](#)

Permittee Company

If the Individual listed as the Permittee is the authorized representative submitting the application on behalf of a Company, Municipality, or other entity whose name should be reflected in the department decision, please complete the Permittee Company section.

[Add New](#)

Property Owner

Complete this section if the Permittee is not the Property Owner. If there are multiple Property Owners, please enter information for one primary Property Owner here. Additional Property Owners may be entered later in this form.

[Add New](#)

Application Contributors

If multiple Contributors will be responsible for filling out this application each one of them will need to create an ePLACE account and be added below.

An application contributor could be anyone who will submit information or documents, the person who prepared the application, the person who submitted the application, an engineer, etc.

Note – If you are unable to find the correct Contributor, click on "save and resume later" button. Advise the Contributor to create an account in the EEA ePLACE Portal and then resume the application.

[Look Up](#)



Step 3: Contact Information

- ❑ Select the appropriate Yes/No answer to each of the questions
- ❑ Click “Continue Application” to proceed to the next step

Additional Contacts Info

* Does this property have multiple permittees? : ?

☐ Yes ☐ No

* Does this property have multiple owners? : ?

☐ Yes ☐ No

* Is the project site within a right of way? :

☐ Yes ☐ No

Continue Application »

Save and resume later



Step 3: Contact Information

- ❑ If you have additional contacts – Permittee(s) or Property Owner(s). Then please add an individual row for each by clicking on “Add a Row” button
- ❑ Enter the additional contacts on the table and click Submit
- ❑ Click “Continue Application” to proceed to the next step

WW06 - Simplified License Application

1	Application Status	2	Pre-Application Information	3	Contact Information	4	Application Information	5	Additional Information	6	7	8
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Step 3: Contact Information > Page 2 of 2

* indicates a required field.

Additional Contacts

ADDITIONAL CONTACTS

For projects with multiple permittees/multiple owners, select “add a row” and enter the name of each permittee and/or owner that is not listed as the Primary Permittee or Primary Property Owner.

Showing 0-0 of 0

Contact Type

No records found.

Add a Row

Continue Application

ADDITIONAL CONTACTS

For projects with multiple permittees/multiple owners, select “add a row” and enter the name of each permittee and/or owner that is not listed as the Primary Permittee or Primary Property Owner.

*Contact Type :
--Select--
Permittee
Property Owner
Submit
Cancel

*Full Legal Name :



Step 4: Application Information

- ❑ Click on “Add a Row” to List all components of the structure/structures that are included in the subject application
- ❑ Follow the prompts to select further answers
- ❑ Read instructions on how to enter information on your **Primary Project Location**

1 2 Pre-Application Information 3 Contact Information 4 Application Information

Step 4: Application Information > Page 1 of 2

Project Details

PROJECT DETAILS

List all components of the structure/structures that are included in the subject application. The number and size of all piles and/or bottom anchors are not entered in this table, and must be added to the "Description of Project" below.

Showing 0-0 of 0

Apply for	Please select the structure / fill	Length of the structure (in ft)
No records found.		

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

Primary Project Location

If the project site does not have a traditional physical address, please enter the latitude and longitude coordinates.

To find the latitude and longitude information, type in your address on Search Google Maps - Right Click on your location pin and select "What's here?"

The information will be displayed at the bottom of your page. The format is XX.XXXXXX Longitude XX.XXXXXX Please do not include the "-" sign with

Name of the Waterbody:

* Street # * Street Name: Street Name 2

* City: * State: MA * Zip:

Latitude * Longitude *

[Clear](#)

Select Apply for
(Select only one)

Apply for

- ☐ Construct a new post - 1984 structure
- ☐ Maintain and/or modify an existing post - 1984 structure
- ☐ Maintain and/or modify an existing pre-1984 structure/fill

[Next »](#) [Cancel](#)

Select Please select the structure / fill
(Select only one)

Maintain and/or modify an existing post - 1984 structure

Please select the structure / fill

- ☐ Boat Lift
- ☐ Float(s)
- ☐ Gangway
- ☐ Pier/ Dock
- ☐ Pile-Supported Boat House

[« Back](#) [Finish »](#) [Cancel](#)

PROJECT DETAILS (EEA)

List all components of the structure/structures that are included in the subject application. The number and size of all piles and/or bottom anchors are not entered in this table, and must be added to the "Description of Project" below.

* Apply for: * Please select the structure / fill: * Length of the structure (in ft):

* Width of the structure (in ft):

[Submit](#) [Cancel](#)



Step 4: Application Information

- ❑ Please read instructions for more details
- ❑ Enter your Project Information here
- ❑ Click “Continue Application” to proceed to the next step

Project Information

Please use the text box to describe the project.

Please use the text box to describe the location(s) that is the subject of this application if it involves multiple properties/locations and/or if there is not a traditional physical address for the property. Please see the help text for examples.

If the project location is a single property with a traditional physical address, please enter N/A in this text box and only complete the “Primary Property Location”.

*Description of Project :

*Description of project location :

*Tax Assessor's ID Number:

[Continue Application »](#)

[Save and resume later](#)



Step 4: Application Information

- ☐ Please read instructions for more details
- ☐ If you have successfully provided all the necessary information, then select “YES” and click “save and resume later” button
- ☐ A notification will be sent by the system to your email with the below attached documents and next steps.
 - ☐ Proof of Initial Application (Includes Proof of Signature)
 - ☐ Public Notice Template

1	2 Pre-Application Information	3 Contact Information	4 Application Information	5 Additional Information	6 Documents and Special Fees	7	8
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Step 4: Application Information > Page 2 of 2

If the application information you have entered is accurate and complete, select “Yes” below and click Save and Resume. This concludes the first part of your application process. You will receive a system generated email notification with a draft “Application Proof of Record/Proof of Signature” (POR) and a template for the Simplified License Public Notice. Please follow the instructions on the notification for next steps.

If you are not done with the part one of the application and need to update or edit the information, please select “No” below and click Save and Resume. To return to the form you will need to click My records tab later and resume the application.

* indicates a required field.

Application Status - Part 1

*Is the initial application completed?:

☐ Yes ☐ No

Continue Application »

Save and resume later



Step 4: Application Information

- ❑ If you have still need to verify the information, then select “NO” and click “save and resume later” button

Application Status - Part 1

*Is the initial application completed?:

☐ Yes ☐ No

Continue Application »

Save and resume later

- ❑ The system will save your temporary application. To resume your application:

- ❑ Login to your EEA ePlace account
- ❑ Go to “My Records” Tab
- ❑ Click “Resume Application” link to continue with your application

Note – Until you answer YES in the Application Status – Part 1, your initial application is not submitted



EEA ePLACE Portal

Home

Dashboard

My Records

My Account

▼ DEP

Showing 1-10 of 31 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Facility/Location Address	Legacy ID	Expiration Date	Status	Action
<input type="checkbox"/>	07/02/2020	20-WW-PRE-0135-APP	WW-Pre-Application for WW06 and WW24				Submitted	
<input type="checkbox"/>	07/02/2020	20-WW06-000079-APP-IA	WW06 - Simplified License Application	test tst, MA 01752				Resume Application

Need to EDIT your application after submission of Initial Application – WW06 Part I

❑ If you initially selected Yes but need to change some information, follow the below steps:

- ❑ Login to your EEA ePlace account
- ❑ Go to “My Records” Tab
- ❑ Click “Resume Application” link against your Application.

❑ The system will display Application Status – Part 2 section. Select the option “Making changes to the initial application” from the dropdown and continue with the application submission

Home

Dashboard My Records My Account

▼ DEP

Showing 1-10 of 31 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Facility/Location Address	Legacy ID	Expiration Date	Status	Action
<input type="checkbox"/>	07/02/2020	20-WW-PRE-0135-APP	WW-Pre-Application for WW06 and WW24				Submitted	
<input type="checkbox"/>	07/02/2020	20-WW06-000079-APP-1A	WW06 - Simplified License Application	test tst, MA 01752				Resume Application

1 Application Status	2 Pre-Application Information	3 Contact Information	4 Application Information	5 Additional Information	6	7	8
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Step 1: Application Status > Page 1 of 1

If you need to edit the information previously submitted, please select “Making changes to the initial application” and the system will return you to Part 1 of the application.

If you have completed the Public Notice publication, mailing, and the public comment period is complete, and you have certifications on the POR from all Permittees and Property Owners, please select “Continuing the Submission of Application” to initiate Part 2 and complete your submittal.

* indicates a required field.

Application Status - Part 2

* Please select one of the following:

--Select--

Continue Application »

Save and resume later



EEA ePLACE Portal

Part I - of your WW 06 is now completed

- ☐ You have concluded the first part of your application process
- ☐ For the next steps, refer to the instructions sent to your email
- ☐ **Note: Upon completion of your initial application, if you did not receive the email notification after 15 - 30 minutes. Please contact the helpdesk**
- ☐ To continuing with Part II - of your WW 06 application process – make sure the below documents are ready and you Public Notice period is completed.
 - ☐ Chapter 91 Plans
 - ☐ Proof of Signature
- ☐ If you are ready to continue with the submission of the application, please continue to Part II of the application process



Important Note:

This presentation is to assist in completing:

Part II of WW06 which can only be submitted after **WW06 Part I** is successfully submitted

The following requirements must be completed before continuing with part II:

- ☐ You can resume the application after your Public Notice and Zoning certification period of 45 days is complete
- ☐ Make sure the below documents are ready
 - ☐ Chapter 91 Plans
 - ☐ Proof of Signature



How to Apply – Part II

- ❑ Click or type this address on your browser

[https://eplace.eea.mass.gov/
citizenaccess](https://eplace.eea.mass.gov/citizenaccess)

- ❑ Log into your account in ePlace using your username/password

[Announcements](#) [Accessibility Support](#) [Register for an Account](#) [Reports \(2\)](#) [Login](#)

Need Help? For technical assistance in using this web application, please call the ePLACE Help Desk Team at (844) 733-7522 or (844) 733-ePLAC between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception of all Commonwealth and Federally observed holidays. If you prefer, you can also e-mail us at ePLACE_helpdesk@state.ma.us. For assistance with non-technical questions, please contact the issuing Agency directly using the links below.

Contact:
[Energy and Environmental Affairs, MASSDEP](#)
[Energy and Environmental Affairs, MDAR](#)
[Energy and Environmental Affairs, DCR](#)

For DPL, DCAMP and ABCC permits or licenses, please [click here](#).

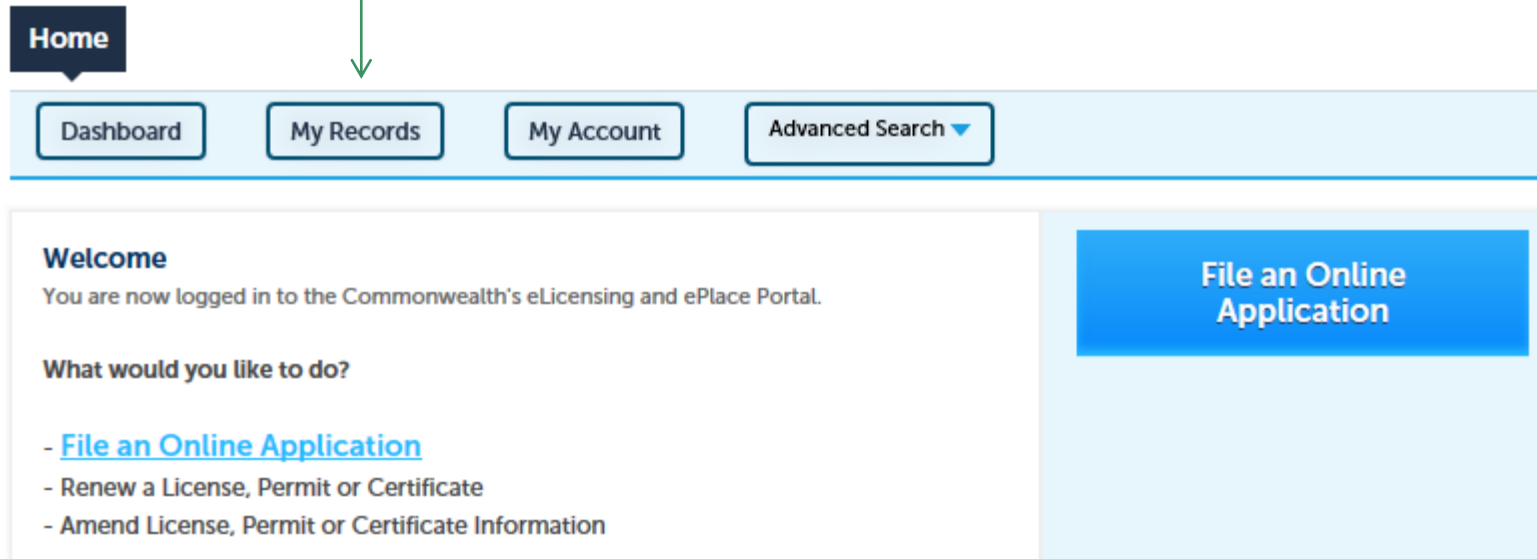
Convenience Fee: Please note there will be a convenience fee for all online credit card transactions. There is also a nominal fee for online payment by check.

The screenshot shows the EEA ePLACE Portal login page. At the top, there is a navigation bar with links for Announcements, Accessibility Support, Register for an Account, Reports (2), and Login. Below this, a 'Home' button is visible. The main content area is titled 'Welcome to the Commonwealth of Massachusetts ePLACE Portal'. It includes a brief description of the portal's purpose and a section for 'Options for Licensees and Applicants' with links to 'Apply for, Renew, or Amend a License, Permit, Certificate, Notification or Registration' and 'Make Payments Online'. There is also a section for 'ePLACE Portal Account Registration' with instructions on how to register and links to 'Apply for a License, Permit, Certificate, Notification or Registration' and 'Renew a License, Permit, Certificate or Registration'. On the right side, there is a 'Login' section with input fields for 'User Name or E-mail' and 'Password', a 'Remember me on this computer' checkbox, and a 'Login »' button. Below the login fields, there are links for 'I've forgotten my password' and 'New Users: Register for an Account'. A note at the bottom states: 'Please note: At this time, the ePLACE Portal services only some (not all) licenses, permits and certificates issued by Energy and Environmental Affairs(EEA). It does not service any other...'



How to go to WW06 Application

- ❑ Click on “ My Records” tab to start



Access your record

❑ To resume Part II of your existing application

❑ Locate your previously issued “Record number”

❑ Click on “Resume Application” link

The screenshot shows the EEA ePLACE Portal interface. At the top, there is a navigation bar with a 'Home' button and three tabs: 'Dashboard', 'My Records', and 'My Account'. Below the navigation bar, there is a section titled 'DEP' with a dropdown arrow. Underneath, it says 'Showing 1-10 of 31 | [Download results](#) | [Add to collection](#)'. A table with 9 columns is displayed: 'Date', 'Record Number', 'Record Type', 'Facility/Location Address', 'Legacy ID', 'Expiration Date', 'Status', and 'Action'. The first row shows a record with Date '07/02/2020', Record Number '20-WW-PRE-0135-APP', Record Type 'WW-Pre-Application for WW06 and WW24', Status 'Submitted', and an 'Action' link. The second row shows a record with Date '07/02/2020', Record Number '20-WW06-000079-APP-IA', Record Type 'WW06 - Simplified License Application', Facility/Location Address 'test | tst, MA 01752', and an 'Action' link 'Resume Application'. A green arrow points from the 'Resume Application' link in the second row to the 'Record Number' column of the first row.

	Date	Record Number	Record Type	Facility/Location Address	Legacy ID	Expiration Date	Status	Action
<input type="checkbox"/>	07/02/2020	20-WW-PRE-0135-APP	WW-Pre-Application for WW06 and WW24				Submitted	
<input type="checkbox"/>	07/02/2020	20-WW06-000079-APP-IA	WW06 - Simplified License Application	test tst, MA 01752				Resume Application



Application Status - Part 2

❑ Please select one of the following based on directions provided here:

- ❑ Making changes to the initial application – If you need to Edit the initial application and select this option from the drop-down
- ❑ Continuing the submission of application – If you would like to continue your final application submission, select this option from the drop-down

NOTE: Changes to the application after the public notice may require publication of a new public notice.



1 Application Status	2 Pre-Application Information	3 Contact Information	4 Application Information	5 Additional Information	6	7	8
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Step 1: Application Status > Page 1 of 1

If you need to edit the information previously submitted, please select "Making changes to the initial application" and the system will return you to Part 1 of the application.

If you have completed the Public Notice publication, mailing, and the public comment period is complete, and you have certifications on the POR from all Permittees and Property Owners, please select "Continuing the Submission of Application" to initiate Part 2 and complete your submittal.

* indicates a required field.

Application Status - Part 2

* Please select one of the following:

--Select--

Continue Application »

Save and resume later

Step 5: Additional information

☐ Please read instructions for more details

☐ Provide the name of the publication and the date when you submitted a copy of the public notice

1	2	3 Contact Information	4 Application Information	5 Additional Information	6 Documents and Special Fees	7 Review	8
---	---	-----------------------	---------------------------	--------------------------	------------------------------	----------	---

Step 5: Additional Information > Page 1 of 1

* indicates a required field.

Attestation

I hereby certify that I have submitted the Public Notice to the Municipal Official, Planning Board, Zoning Enforcement Officer (if applicable) and Conservation Commission, and sent the Public Notice via certified mail, return receipt requested, to all property owners, interested parties, and abutters. I further certify that the Public Notice was published in accordance with 310 CMR 9.10(3)(e) on the date specified below:

* Public Notice Newspaper Publication Notification Date:



* Name of the publication where the public notice was published:

Conservation Commission :

☐

Municipal Official : ?

☐

Zoning Enforcement Officer (for Coastal Structures only) :

☐

Abutters: ?

☐

Interested Parties: ?

☐

All Property Owner :

☐

Continue Application »

Save and resume later



EEA ePLACE Portal

Step 5: Additional information

- ☐ Please read the disclaimer, confirm you have completed this important step
- ☐ Select publication notification date
- ☐ Enter the publication name
- ☐ Select all the applicable parties you have notified about your project
- ☐ Click continue application

1	2	3 Contact Information	4 Application Information	5 Additional Information	6 Documents and Special Fees	7 Review	8
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Step 5: Additional Information > Page 2 of 2

* indicates a required field.

Attestation

I hereby certify that I have submitted the Public Notice to the Municipal Official, Zoning Enforcement Officer (if applicable), Harbormaster (if applicable) and Conservation Commission. I further certify that the Public Notice was published in accordance with 310 CMR 9.29(4)(c) on the date specified below:

*Public Notice Newspaper Publication Notification Date:

*Name of the publication where the public notice was published:

Conservation Commission :
☐

Municipal Official : [?](#)
☐

Zoning Enforcement Officer (for Coastal Structures only) :
☐

Harbormaster:
☐

[Continue Application »](#)

[Save and resume later](#)



Step 6: Documents

☐ Upload all required documents for your application

☐ The required documents will be listed on the table and details here

☐ To begin attaching documents, click “Browse”

The list identifies the minimum required documents for submittal, but you may also upload any additional documents at this time.

1	2	3	4 Application Information	5 Additional Information	6 Documents and Special Fees	7 Review	8 Application Submitted
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Step 6: Documents and Special Fees > Page 1 of 2

Please upload the required documents which are mandatory for submission of this application, in addition to any supplement information(e.g. Wetlands Protection Act (WPA) authorization, WPA plans, NHESP authorization, etc.).

“Proof of Signature” is the certification form(s) that you received with the initial Application Proof of Record, please ensure they are completed and signed by all Permittees and Property Owners as applicable.

* indicates a required field.

List of Documents

Please upload 2 Required Document(s) which are mandatory to submit this Application:

1. Chapter 91 Plans
2. Proof of Signature

Documents

When uploading file document(s) the maximum file size allowed is 50 MB.
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.
The document 'Description' MUST NOT exceed 50 characters in length.
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.
.exe;.dll;.js;.msi;.bat;.vbs;.bin;.sql are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
No records found.					

Browse

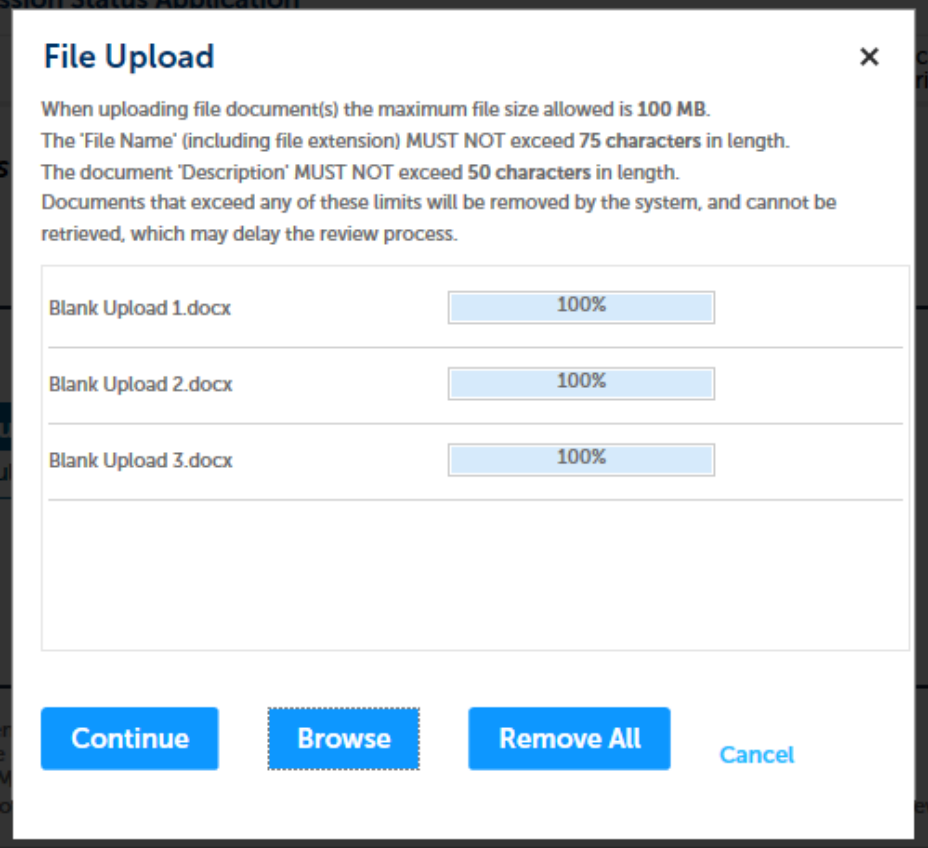
Continue Application »

Save and resume later



Step 6: Documents (Attaching)

- ☐ A “File Upload” window opens
- ☐ Click “Browse”
- ☐ Choose the file(s) you want to attach
- ☐ When all files reach 100%, click “Continue”



File Upload [X]

When uploading file document(s) the maximum file size allowed is **100 MB**.
The 'File Name' (including file extension) **MUST NOT** exceed **75 characters** in length.
The document 'Description' **MUST NOT** exceed **50 characters** in length.
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

Blank Upload 1.docx	100%
Blank Upload 2.docx	100%
Blank Upload 3.docx	100%

[Continue] [Browse] [Remove All] [Cancel]



Step 6: Documents (Attaching)

- ❑ Select the document type
- ❑ Provide a description of each document that you uploaded
- ❑ Click “Browse” to add more documents
- ❑ When all documents are uploaded and described, click “Save”
- ❑ Click “Continue Application”

File:
Blank Upload 1.docx
100%

* Description (Maximum 50 characters):
A maximum of 50 characters.

* Type:
--Select--

Remove

File:
Blank Upload 2.docx
100%

* Description (Maximum 50 characters):
A maximum of 50 characters.

* Type:
--Select--

Remove

File:
Blank Upload 3.docx
100%

* Description (Maximum 50 characters):
A maximum of 50 characters.

* Type:
--Select--

Remove

Save Browse Remove All

Continue Application »

Save and resume later




Step 6: Documents (Attaching)

☐ You should see a message that you have successfully attached documents

☐ Review the list of attached documents

☐ When ready, click “Continue Application”

 **The attachment(s) has/have been successfully uploaded.**
It may take a few minutes before changes are reflected.

WW06 - Simplified License Application

1	2	3	4 Application Information	5 Additional Information	6 Documents and Special Fees	7 Review	8 Application Submitted
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Step 6: Documents and Special Fees > Page 1 of 2

Please upload the required documents which are mandatory for submission of this application, in addition to any supplement information(e.g. Wetlands Protection Act (WPA) authorization, WPA plans, NHESP authorization, etc.).

“Proof of Signature” is the certification form(s) that you received with the initial Application Proof of Record, please ensure they are completed and signed by all Permittees and Property Owners as applicable.

* indicates a required field.

List of Documents

Please upload 2 Required Document(s) which are mandatory to submit this Application:

1. Chapter 91 Plans
2. Proof of Signature

Documents

When uploading file document(s) the maximum file size allowed is 50 MB.
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.
The document 'Description' MUST NOT exceed 50 characters in length.
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.
.exe;.dll;.js;.msi;.bat;.vbs;.bin;.sql are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
File1.jpg	Proof of Signature	4.05 KB	07/02/2020	test	Actions ▼
File 2.jpg	Chapter 91 Plans	4.05 KB	07/02/2020	test	Actions ▼

[Browse](#)

[Continue Application »](#)

[Save and resume later](#)



Step 6: Special Fee Provision

☐ If Special Fee Provision is applicable, check the appropriate box and provide requested information

☐ Click “Continue Application”

Home

DEP Applications

WW24 - General License Certification Application

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Step 6: Documents and Special Fees > Page 2 of 2

Only check one of these boxes if the applicant meets the criteria identified in the help text below for a special fee provision.

* indicates a required field.

Special Fee Provisions

Check if applicable:

Exemption: ⓘ

☐

Exclusion (special agreement or policy): ⓘ

☐

Substitution (ASP/IRP): ⓘ

☐

Double Fee for Enforcement: ⓘ

☐

Hardship payment extension request: ⓘ

☐

Continue Application »

Save and resume later



EEA ePLACE Portal

Step 7: Review

- ❑ The entire application is shown on a single page for your review
- ❑ If you note something you want to change, click “Edit Application”
- ❑ Otherwise, continue to the bottom of the page

Home

DEP Applications

WW06 - Simplified License Application

1	2	3	4 Application Information	5 Additional Information	6 Documents and Special Fees	7 Review	8 Application Submitted
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Step 7: Review

[Continue Application »](#) [Save and resume later](#)

Please review all the information before submitting. Once this application has been submitted, you will be not be able to make changes. To make changes you will need to contact the agency directly.

Review and Certification

[Edit Application](#)

Application Status - Part 2

Please select one of the following: Continuing the submission of Application

Pre-Application Information

Please enter the Pre-Application Record Number: 20-WW-PRE-0135-APP

Permittee

Individual
Testing Eipas
111 Main st
Waltham, MA, 01752
United States

Telephone #: 617-617-6177
E-mail: testingeipas@gmail.com

Permittee Company

Property Owner

Application Contributors

Showing 1-1 of 1

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
Testing Eipas			617-617-6177	testingeipas@gmail.com	Edit/View

Additional Contacts Info



Step 7: Review

- ☐ Read the Certification Statement
- ☐ Click the check box to complete your certification
- ☐ Click “Continue Application” to proceed with your submittal

Application Submitter

Individual
Testing Elpas
Waltham, MA, 01752

Telephone #: 617-617-6177
E-mail: testingelpas@gmail.com

I hereby make application for a License to authorize the activities I have described herein. Upon my signature, I agree to allow the duly authorized representative of the Massachusetts Department of Environmental Protection to enter upon the premises of the project site at reasonable times for the purpose of inspection. I hereby certify that the information submitted in this document is true and accurate to the best of my knowledge.

And, upon my signature, that I have read the License and conditions and agree to the terms and conditions set forth herein.

☐ By checking this box, I agree to the above certification.

Date:

Continue Application »

Save and resume later



Submission Successful!

- ❑ When you submit your application you will receive a Record ID so you can track the status of your application online
- ❑ Upon submission of your application please make sure to check your email for system notifications
- ❑ Next step will be to complete your payment, click Dep Applications tab to continue to the payment step


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[DEP Applications](#)

WW06 - Simplified License Application

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Step 8: Record Issuance

 Successfully Completed.

Thank you for using our online services.
Your Record Number is 20-WW06-000079-APP.

You will need this number to check the status of your application.

If applicable, if you are willing to make an Online Payment, please click on "DEP Applications" button and click the "Pay Fee Due Link" next to your Application Record.



Pay Fees

- ❑ Upon submission of the application, click “DEP Applications” button
- ❑ Click “Pay Fees Due” link against your Application
- ❑ You will have the option to select the payment method, Pay Online or Pay by Mail. Select the payment method you prefer to continue
- ❑ Your application will not be reviewed until payment is received



EEA ePLACE Portal

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DEP Applications

WW06 - Simplified License Application

1 2 3 4 Application Information 5 Additional Information 6 Documents and Special Fees 7 Review 8 Record Issuance

Step 8: Record Issuance

✓ Successfully Completed.

▼ DEP

Showing 1-10 of 31 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Facility/Location Address	Legacy ID	Expiration Date	Status	Action
<input type="checkbox"/>	07/02/2020	20-WW-PRE-0135-APP	WW-Pre-Application for WW06 and WW24				Completed	
<input type="checkbox"/>	07/02/2020	20-WW06-000079-APP	WW06 - Simplified License Application	test tst, MA 01752			Payment Pending	Pay Fees Due

DEP Applications

Listed below is the fee for the authorization that you are applying for. The following screen will display your total fees.

Payment may be made by electronic check or credit card for a nominal processing fee. The electronic check fee is \$0.35 per transaction. Credit card payments are 2.35% per transaction. Clicking on the PAY ONLINE button will bring you to the secure online payments portal. Once you have made payment, you will be returned to your application for submittal.

Payment may also be made by mail. However, review of your permit will not begin until payment is received. By clicking on the Pay by Mail button, you will have submitted your application. You will receive a notification email with the location and address to send your payment. That information is also available in the instructions for this authorization.

Application Fees

Fees	Amount
WW06 Application Fees	1 \$75.00

\$75.00

[Pay Online »](#) [Pay by Mail »](#)

Pay Online

- ☐ If you choose “Pay Online”, you will be brought to this screen
- ☐ Provide all payment and billing information
- ☐ Accept the terms and conditions and click submit
- ☐ You will be e-mailed a receipt

Billing Information

First Name
Enter First Name

Last Name
Enter Last Name

Street
Enter Street

City
Enter City

State/Territory
Select State

Zip
Enter Zip

Phone Number
() -

Email
Enter Email Address

Confirm Email
Enter Email Address

Payment Information

Credit/Debit Card Electronic Check/ACH

Card Type
Select Card Type

Card Number
TEST MODE

CVV Code
123

Expiration
01 2011

Check to accept both the Commonwealth of Massachusetts and nCourt Terms Agreements.
☐ I Accept

Commonwealth of Massachusetts Terms Agreement

I authorize the charge to my credit card for the amount shown above. I agree to pay the total amount above according to the card issuer agreement. By checking the box below, I certify that I am an authorized user for the above referenced credit card account.

[nCourt Terms Agreement](#)

Back

Please Verify above information before the Submit Payment Button is pressed. Do not click Submit Payment button more than one time.



Pay by Mail

- ☐ To pay your application fees via Mail - Check your email for instructions

Note - Your application will not be reviewed until payment is received

Thank you for submitting your online authorization application form for authorization type: WW06 - Simplified License Application. Your Application Number is: 20-WW06-000079-APP. In order to complete your payment for the application please follow the below instructions. You have the option to Pay Online or Pay by Mail.

To Pay Online: Please log in to your account in EEA EPLACE Portal <https://testaca.eea.mass.gov/AccelaACA/> go to My Records and Click "Pay Fee Due" link against the Application Number 20-WW06-000079-APP. Click pay online button and the system will redirect you to the Payment website, you can make the payment by credit card or ACH. Once it's processed you will receive a notification from the epayment vendor that your payment is complete. That notification will include a Reference ID # for your records.

To Pay by Mail: If you chose the "Pay by Mail" option, please make your payment in the form of a check or money order made payable to the Commonwealth of Massachusetts. Do not send cash. You must include your Application Number 20-WW06-000079-APP on the check or money order that must be sent to the address below.

Department of Environmental Protection
PO Box 4062
Boston, MA 02211

Review of your application will not begin until after your payment has been received and processed.



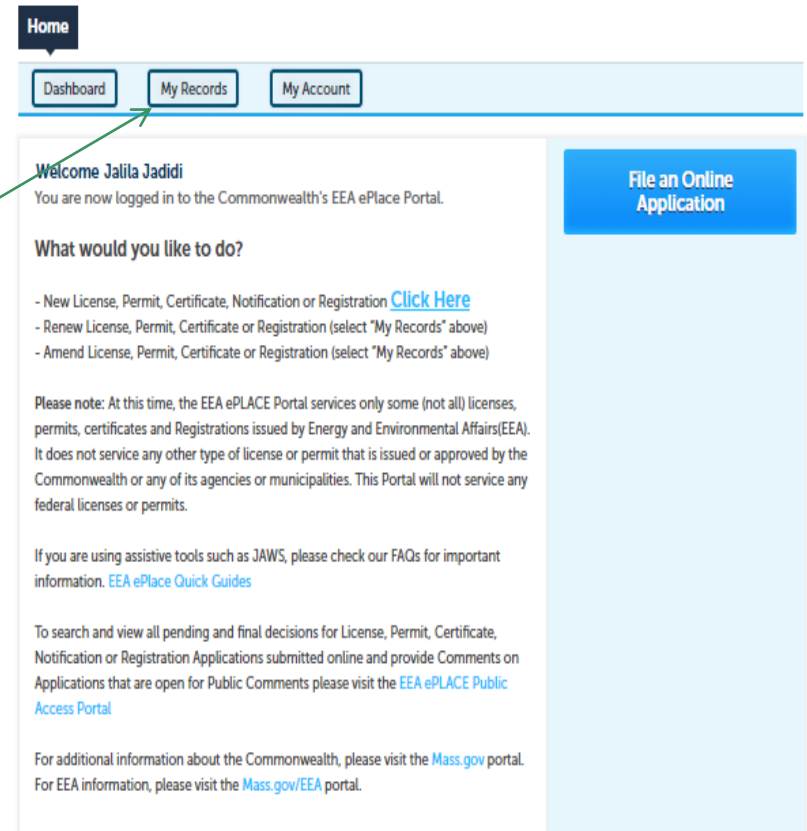
EEA ePLACE Portal

To check the status of an application

❑ Log on to EEA ePlace portal

▶ <https://eplace.eea.mass.gov/citizenaccess>

❑ Go to your “My Records” page in ePlace to see or track the status of an application



Questions?

For technical assistance:

- ▶ Contact the ePlace Help Desk Team at (844) 733-7522
- ▶ Or send an email to: ePLACE_helpdesk@state.ma.us

For business related questions, please visit the link below:

<https://www.mass.gov/how-to/ww-06-12-chapter-91-simplified-license-license-renewal>

