

---

# WP94 - Notice of Intent for Watershed Permit Application

MassDEP Bureau of Water Resources, Water Pollution Wastewater



**EEA ePlace Portal**

# Overview





---

- ❑ This presentation is to assist in completing a **WP94 - Notice of Intent ("NOI") for Watershed Permit Application**
- ❑ WP94 - Notice of Intent ("NOI") for a Watershed Permit is a pre-Watershed Application form that allows a Local Government Unit (LGU) to submit a proposed schedule for obtaining a Watershed Permit. It is not necessary to file an NOI in order to file a Watershed Permit Application.
- ❑ This presentation will take you screen by screen through the EEA 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. 
- ❑ Suggested preferred browsers are Chrome and Microsoft Edge



# How to Apply

## First time users:

- ❑ Click or type this address on your browser:  
<https://eplace.eea.mass.gov/citizenaccess>
- ❑ Follow the prompts to create a new user account
- ❑ Log into your account in EEA ePlace using your username/password

The screenshot shows the EEA ePLACE Portal homepage. At the top is the Mass.gov header with navigation links: State Offices & Courts, State A-Z Topics, State Forms, and Accessibility FAQs. Below this is the EEA ePLACE Portal title and a navigation bar with links: Announcements, Accessibility Support, Register for an Account, Reports (2), and Login. A green arrow points from the 'Register for an Account' link to the registration section. Another green arrow points from the 'Login' link to the login section. The main content area includes a 'Need Help?' section with contact information for the ePLACE Help Desk Team, a 'Contact:' section with links for Energy and Environmental Affairs, MDAR, and DCR, and a 'Convenience Fee' section. The registration section, titled 'Welcome to the Commonwealth of Massachusetts ePLACE Portal', provides a brief overview and lists options for licensees and applicants. The login section, titled 'Login', contains fields for User Name or E-mail and Password, a 'Login' button, and links for 'Remember me on this computer', 'I've forgotten my password', and 'New Users: Register for an Account'. A 'Please note:' section at the bottom right explains that the portal services only some (not all) licenses, permits, and certificates issued by Energy and Environmental Affairs (EEA).



EEA ePlace Portal

# File an Online Application

❑ Click here to start

The screenshot shows the EEA ePlace Portal interface. At the top, there is a dark blue 'Home' button. Below it is a light blue navigation bar with three buttons: 'Dashboard', 'My Records', and 'My Account'. The main content area has a white background. It starts with a 'Welcome TEST TESTING' message, followed by 'You are now logged in to the Commonwealth's EEA ePlace Portal.' Below this is a section titled 'What would you like to do?' with three bullet points: '- New License, Permit, Certificate, Notification or Registration [Click Here](#)', '- Renew License, Permit, Certificate or Registration (select "My Records" above)', and '- Amend License, Permit, Certificate or Registration (select "My Records" above)'. A 'Please note' section follows, stating that the portal only services some licenses, permits, certificates, and registrations issued by EEA. On the right side of the main content area, there is a large blue button labeled 'File an Online Application'. A green arrow points from the text 'Click here to start' to this button.

Home

Dashboard My Records My Account

**Welcome TEST TESTING**  
You are now logged in to the Commonwealth's EEA ePlace Portal.

**What would you like to do?**

- New License, Permit, Certificate, Notification or Registration [Click Here](#)
- Renew License, Permit, Certificate or Registration (select "My Records" above)
- Amend License, Permit, Certificate or Registration (select "My Records" above)

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

**File an Online Application**

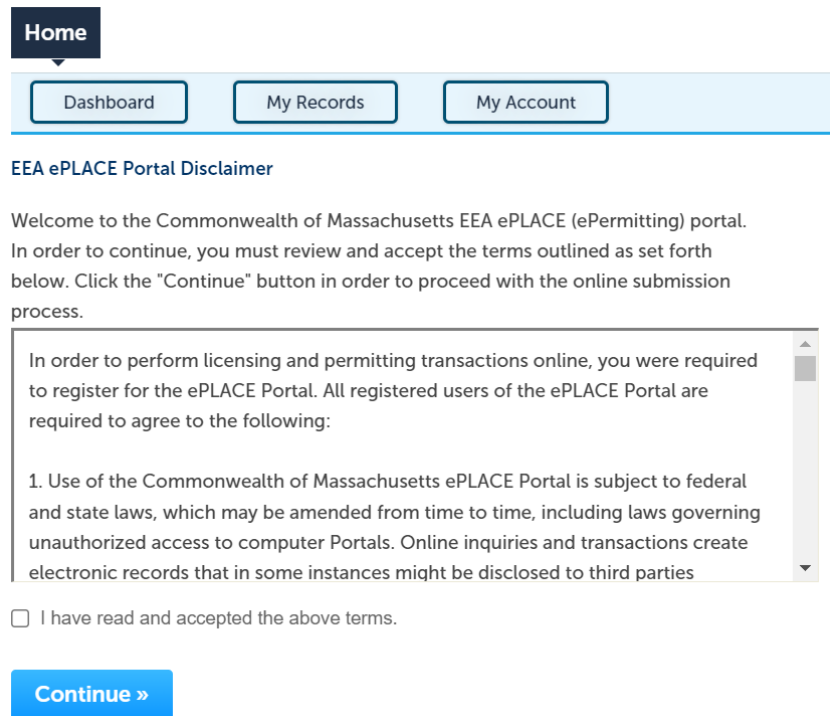


**EEA ePlace Portal**

# File an Online Application

☐ Read and accept the Terms and Conditions

☐ Click the checkbox and click “Continue”



The screenshot shows the EEA ePLACE Portal interface. At the top, there is a 'Home' button and a navigation bar with 'Dashboard', 'My Records', and 'My Account' buttons. Below this is the 'EEA ePLACE Portal Disclaimer' section. It contains a welcome message and instructions to review and accept the terms. A scrollable box contains the full text of the disclaimer, which states that users must agree to the following terms: '1. Use of the Commonwealth of Massachusetts ePLACE Portal is subject to federal and state laws, which may be amended from time to time, including laws governing unauthorized access to computer Portals. Online inquiries and transactions create electronic records that in some instances might be disclosed to third parties'. At the bottom of the disclaimer box is a checkbox labeled 'I have read and accepted the above terms.' and a blue 'Continue »' button.

Home

Dashboard My Records My Account

EEA ePLACE Portal Disclaimer

Welcome to the Commonwealth of Massachusetts EEA ePLACE (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 ePLACE Portal. All registered users of the ePLACE Portal are required to agree to the following:

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

☐ I have read and accepted the above terms.

Continue »



**EEA ePlace Portal**

# Apply for a WP94 Application

- ❑ Click on “Apply for a DEP Authorization-Water Pollution Wastewater (WP) to expand the list of applications
- ❑ You can also search for the application on the search bar field

Dashboard My Records My Account

## Commonwealth of Massachusetts EEA ePLACE (ePermitting) Online Services

New Applicants:  
The Commonwealth of Massachusetts EEA ePLACE (ePermitting) portal provides the ability to file applications for licenses, permits, certificates, notifications and registrations. From the listing below, please click on the appropriate link to expand the options, select the service that you would like to use and click the continue button.

Existing Applicants:  
Click Home and use the "My Records" tab to renew or amend a license, permit, certification or registration. If they are 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) 73-ePLACE between the hours of 7:30 AM - 5:00 PM Monday-Friday.

For easier and quicker way to find your application from the list below, Use Search Bar. Type in the name of your application or a keyword in the search field and click search for results.

- ▶ Apply for a DCR Authorization - Construction and Vehicle Access Permits
- ▶ Apply for a DCR Authorization - Special Use Permits
- ▶ Apply for a DEP Authorization - Air Quality (AQ)
- ▶ Apply for a DEP Authorization - Drinking Water (DW)
- ▶ Apply for a DEP Authorization - Hazardous Waste (HW)
- ▶ Apply for a DEP Authorization - NPDES (WM)
- ▶ Apply for a DEP Authorization - Laboratory Certification Program (LES)
- ▶ Apply for a DEP Authorization - Solid Waste (SW)
- ▶ Apply for a DEP Authorization - Toxic Use Reduction (TUR)
- ▶ Apply for a DEP Authorization - Watershed Management (WM)
- ▶ Apply for a DEP Authorization - Water Pollution Residuals (WP)
- ▶ Apply for a DEP Authorization - Water Pollution Wastewater (WP)
- ▶ Apply for a DEP Authorization - Waterways Chapter 91 (WW)
- ▶ Apply for a DEP Authorization - 401 Water Quality Certification (WW)
- ▶ Apply for a MDAR Authorization
- ▶ Apply for an EEA General Request
- ▶ Link Your Account - For MassDEP Only
- ▶ Other



EEA ePlace Portal

# Apply for a WP94 Application

- ❑ Select “WP94 - Notice of Intent for Watershed Permit Application” and click continue at the bottom of the page to start your application

## ▼ Apply for a DEP Authorization - Water Pollution Wastewater (WP)

- ☐ WP56 - Industrial Wastewater Holding Tank Compliance Certification Application
- ☐ WP57 - Approval of Re-Circulating Sand Filter or Equivalent Application
- ☐ WP58A - Approval of Nitrogen Aggregation Loading Plan Application
- ☐ WP58B - Approval for Installation of a Shared System Application
- ☐ WP59C - Approval of Title 5 Variance Application
- ☐ WP60 - Variances for Schools Application
- ☐ WP61A - Approval of Alternative Systems for Remedial Use Application
- ☐ WP61B - Approval of Alternative Technology for Piloting, Provisional Use, or Certification for General Use Application
- ☐ WP62A - Use of Septic System Additives or Soil Absorption System Conditioners/ Restoratives Application
- ☐ WP62B/62C - Approval of Effluent Tee Filters, Grease Removal Devices Application
- ☐ WP63 - Disposal System Construction Permit Application
- ☐ WP64A - Approval of Tight Tank Application
- ☐ WP64B - Approval of Installation of Alternative System For Pilot Application
- ☐ WP64C - Approval of Installation of Alternative System Remedial Use Application
- ☐ WP66A/66B - Title 5 Large System Upgrades Application
- ☐ WP68 - Plan Approval Amendment
- ☐ WP70/70A - Alternative Design Flow for Title 5 Systems & Non-Sanitary Wastewater Discharges Application
- ☐ WP79 - Individual Permit for Groundwater Discharge from Sewage Treatment Plant Application
- ☐ WP80 - General Permit for Specified Discharges Application
- ☐ WP81 - General Permit for Small Wastewater Treatment Facilities Application
- ☐ WP82 - Groundwater Discharge Permit Administrative Renewal
- ☐ WP83 - Hydrogeological Evaluation Application
- ☐ WP84 - Individual Permit for Reclaimed Water Use Application
- ☐ WP85 - Individual Permit for Other Groundwater Discharge Application
- ☐ WP86 - Permit and Plan Approval for Type II Wastewater Treatment Facility Application
- ☐ WP87 - Permit and Plan Approval for Type I Wastewater Treatment Facility Application
- ☐ WP90 - Plan Approval Amendment
- ☐ WP91 - Special Industrial Sewer User Application
- ☐ WP92 - Industrial sewer user for non-IPP POTW Application
- ☒ WP94 - Notice of Intent for Watershed Permit Application
- ☐ WP95 - Watershed Permit Application





# Step 1: Contact Information

❑ Enter the Municipality information:

❑ Click on Add New

❑ Enter the information accordingly

❑ Please note: You can enter only one Municipality for this application

❑ Click "Continue Application" to proceed

DEP Applications

WP94 - Notice of Intent for Watershed Permit Application

1 Contact Information 2 Location Information 3 Application Information 4 Documents 5 Review 6

Step 1: Contact Information > Page 1 of 1

Instructions

\* indicates a required field.

Municipality Information

Please enter the Municipality information below.

Add New

Showing 0-0 of 0

Contact Type Name

No records found.

Continue Application »

Please fill the below Information:

\* Individual/Organization:  
Organization

\* Name Of Organization: Contact Person: \*

\* Country:  
United States

\* E-mail: \* Telephone #: Ext #:   
xxx-xxx-xxxx

\* Address Line 1:

\* City: \* State: \* Zip:   
--Select--

Continue Clear Cancel



# Step 2: Location Information

❑ Enter your Watershed Location information:

❑ Under location name enter name of the Watershed. If one is not available, please enter N/A

❑ If location does not have a street number, please enter '0'

❑ Click “Continue Application” to proceed

## WP94 - Notice of Intent for Watershed Permit Application

1 Contact Information	2 Location Information	3 Application Information	4 Documents	5 Review	6
-----------------------	------------------------	---------------------------	-------------	----------	---

### Step 2: Location Information > Page 1 of 1

\* indicates a required field.

#### Watershed Location Information

Please enter your location information below accordingly. If a location name is not available, please enter N/A. If location does not have a street number, please enter '0'.

\* ?

Name of Location:

\* Street #  \* Street Name:  Street Name 2

\* City:  ? \* State:  ? \* Zip:  ?

Latitude  ? Longitude  ?

Clear

Continue Application »

Save and resume later



EEA ePlace Portal

# Step 3: Application Information

- ❑ Enter additional information that might help the agency with the review of this application
- ❑ Complete the Certification section
- ❑ Click “Continue Application” to proceed

## WP94 - Notice of Intent for Watershed Permit Application

1 Contact Information	2 Location Information	3 Application Information	4 Documents	5 Review	6
-----------------------	------------------------	---------------------------	-------------	----------	---

### Step 3: Application Information > Page 1 of 1

\* indicates a required field.

#### Additional Information

Please use this space to enter additional information that may seem pertinent to your application.

Additional Information:

#### Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted 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 fine and imprisonment for knowing violations.

\* I agree:

☐

Date:

MM/DD/YYYY

[Continue Application »](#)

[Save and resume later](#)



EEA ePlace Portal

# Step 4: Documents

- ❑ Upload all required documents for your application
- ❑ The required documents will be listed on the table
- ❑ To begin attaching documents, click “Browse”

## WP94 - Notice of Intent for Watershed Permit Application

1	2 Location Information	3 Application Information	4 Documents	5 Review	6 Application Submitted
---	------------------------	---------------------------	-------------	----------	-------------------------

Step 4: Documents > Page 1 of 1

\* indicates a required field.

### Documents

Documents:

**Please upload 1 Required Document(s) which are mandatory to Submit this Application:**

1. Proposed Pre-Application Schedule

### Attachment

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.

.bat;.bin;.dll;.exe;.js;.msi;.sql;.vbs;.ade;.adp;.chm;.cmd;.com;.cpl;.hta;.ins;.isp;.jar;.jse;.lib;.lnk;.mde;.msc;.msp;.mst;.php;.pif;.scr;.sct;.shb;.sys;.vb;.vbe;.vxd;.wsc;.wsf;.wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
No records found.					

Browse

Continue Application »

Save and resume later



## Step 4: 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

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

.bat;.bin;.dll;.exe;.js;.msi;.sql;.vbs;.ade;.adp;.chm;.cmd;.com;.cpl;.hta;.ins;.isp; are disallowed file types to upload.

invite_1 - Copy - Copy - Copy.png	100%
invite_1 - Copy - Copy (2).png	100%
invite_1 - Copy - Copy.png	100%

Continue

Browse

Remove All



## Step 4: 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”

\*Type:

File:  
invite\_1 - Copy - Copy - Copy.png  
100%

\*Description (Maximum 50 characters):

---

\*Type:

File:  
invite\_1 - Copy - Copy (2).png  
100%

\*Description (Maximum 50 characters):

---

\*Type:


File:  
invite\_1 - Copy - Copy.png  
100%

\*Description (Maximum 50 characters):



# Step 4: Documents (Attaching)

- ❑ You should see a message that you have successfully attached documents
- ❑ Review the list of attached documents
- ❑ When ready, click on “Continue Application” to proceed

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

WP94 - Notice of Intent for Watershed Permit Application

1	2 Location Information	3 Application Information	4 Documents	5 Review	6 Application Submitted
---	------------------------	---------------------------	-------------	----------	-------------------------

Step 4: Documents > Page 1 of 1

\* indicates a required field.

Documents

---

Documents:

Please upload 1 Required Document(s) which are mandatory to Submit this Application:  
1. Proposed Pre-Application Schedule

Attachment

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.  
.bat;.bin;.dll;.exe;.js;.msi;.sql;.vbs;.ade;.adp;.chm;.cmd;.com;.cpl;.hta;.ins;.isp;.jar;.jse;.lib;.lnk;.mde;.msc;.msp;.mst;.php;.pif;.scr;.sct;.shb;.sys;.vb;.vbe;.vxd;.wsc;.wsf;.wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
TEST.png	Proposed Pre-Application Schedule	212 bytes	06/16/2023	TEST	Actions ▾

Browse

Continue Application »

Save and resume later



# Step 5: 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

DEP Applications

WP94 - Notice of Intent for Watershed Permit Application

1

2 Location Information

3 Application Information

4 Documents

5 Review

6 Application Submitted

Step 5: Review

Continue Application »

Save and resume later

Please review the information below prior to submission. After the application has been submitted, you will not be able to make changes. To make changes after submittal you must contact the Department directly.

Review and Certification

Edit Application

Municipality Information

Showing 1 of 1

Contact Type	Name	Organization Name	Contact Person	Action
Permittee Company		Test	Test	<a href="#">Edit/View</a>

Watershed Location Information

N/A | 0 Test Street Boston MA 02108

Additional Information

Additional Information:Test

Certification

I agree:Yes

Date:01/20/2023





# Step 5: Review

- ☐ Read the Certification Statement
- ☐ Click the checkbox to complete your certification
- ☐ Click on “Continue Application” to proceed with the submittal of your application

## Application Submitter

Individual  
Testing Eipas  
Melrose, MA, 01928

Telephone #:123-123-2323  
E-mail:testing@eipas.com

I certify that I am familiar with the work proposed and that to the best of my knowledge and belief the information contained in this application is true, complete, and accurate.

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

Date:

[Continue Application »](#)

[Save and resume later](#)



# Step 6: 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


Home

DEP Applications

WP94 - Notice of Intent for Watershed Permit Application

1	2 Location Information	3 Application Information	4 Documents	5 Review	6 Application Submitted
---	------------------------	---------------------------	-------------	----------	-------------------------

**Step 6: Application Submitted**

 Successfully Completed.

Thank you for using our online services.  
Your Record Number is 23-WP94-0008-APP.

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



# 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 to see and/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](mailto:ePLACE_helpdesk@state.ma.us)

For business related questions, please visit the link below:

[314 CMR 21.00: Watershed Permit Regulations | Mass.gov](#)



**EEA ePlace Portal**