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# WP95 - Watershed Permit Renewal

MassDEP Bureau of Water Resources, Water Pollution Wastewater



**EEA ePlace Portal**

# Overview





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- ❑ This presentation is to assist you in completing a renewal for an existing **WP95 - Watershed Permit Application**.
- ❑ The approval for the Watershed Permit Application (WP 95) remains valid for 20 years, except as otherwise provided in 314 CMR 21.00.
- ❑ This presentation will take you screen by screen through the EEA ePLACE online permitting application process



# General Navigation

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- ❑ 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

## Log in to your account:

❑ Click or type this address on your browser: <https://eplace.eea.mass.gov/citizenaccess>

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

Mass.gov State Offices & Courts | State A-Z Topics | State Forms | Accessibility FAQs

An Official website of the Commonwealth of Massachusetts

### 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](mailto: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

**Login**

User Name or E-mail:

Password:

☐ Remember me on this computer

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

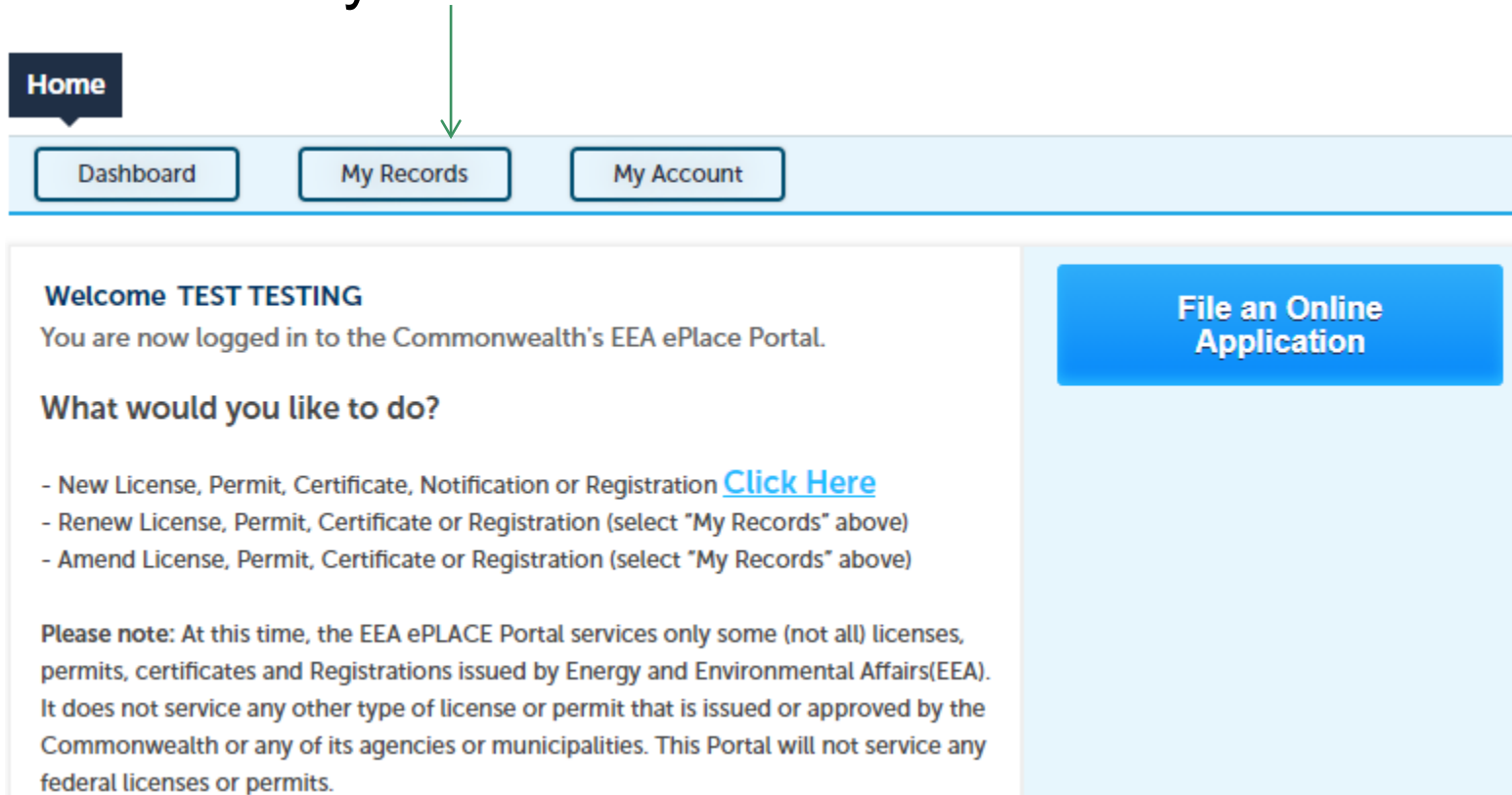
Please note: At this time, the ePLACE Portal services only some (not all) licenses, permits and certificates issued by Energy and Environmental Affairs(EEA). It does



EEA ePlace Portal

# File an Online Amendment

- ❑ Click on “ My Records” tab to start



The screenshot shows the EEA ePlace Portal interface. At the top, there is a navigation bar with three tabs: 'Home', 'Dashboard', 'My Records', and 'My Account'. A green arrow points from the 'My Records' tab to the 'Click Here' link in the 'What would you like to do?' section. The main content area on the left contains a welcome message, a list of actions, and a note. On the right, there is a blue button labeled 'File an Online Application'.

**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**



# Access your record

- ☐ A list of your records will be displayed
- ☐ Locate the permit record you need to renew
- ☐ Against the record you will have the Renew Authorization link under Actions
- ☐ Click on Renew Authorization link to continue

Home

Dashboard My Records My Account

▼ DEP

Showing 1-10 of 100+ | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Facility/Location Address	Status	Action	Expiration Date
<input type="checkbox"/>	01/26/2023	<a href="#">23-WP95-0011-APP</a>	WP95 - Watershed Permit Application		In Appeal Period		
<input type="checkbox"/>	01/27/2023	<a href="#">WP95-0000012</a>	WP95 - Watershed Permit Authorization		About to Expire	<a href="#">Renew Authorization</a>	01/27/2043



# Step 1: Contact Information

- ❑ A list of all contacts will be displayed
- ❑ Review the information
- ❑ Click “Continue Application” to proceed

DEP Applications

WP95 - Watershed Permit Renewal

1 Contact Information

2 Location Information

3 Application Information

4 Documents

5 Special Fee Provision

6

7

Step 1: Contact Information > Page 1 of 1

Instructions

\* indicates a required field.

Municipality Information

Showing 1-1 of 1

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

Continue Application »

Save and resume later



# Step 2: Location Information

☐ Review Watershed Location Information

☐ Click on “Continue Application” to proceed

## WP95 - Watershed Permit Renewal

1	Contact Information	2	Location Information	3	Application Information	4	Documents	5	Special Fee Provision	6	7
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Step 2: Location Information > Page 1 of 1

\* indicates a required field.

### Watershed Location Information

#### Watershed Location Information

Showing 1-1 of 1

Name of Watershed	Address Line	City/Town	State	Zip	
Boston Watershed	1 Boston St	Boston	MA	02314	

[Continue Application »](#)

[Save and resume later](#)



# Step 3: Application Information

- ☐ The current Authorization information will be displayed
- ☐ Modify the information accordingly, if applicable
- ☐ Complete the Certification Section
- ☐ Click “Continue Application” to proceed

## WP95 - Watershed Permit Renewal

1 Contact Information	2 Location Information	3 Application Information	4 Documents	5 Special Fee Provision	6	7
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Step 3: Application Information > Page 1 of 1

\* indicates a required field.

### Watershed Permit Information

\* Does your town have a DEP approved CWMP/TWMP?:

☐ Yes ☒ No

### 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”

1	2 Location Information	3 Application Information	4 Documents	5 Special Fee Provision	6 Review	7
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Step 4: Documents > Page 1 of 1

\* indicates a required field.

## Documents

Documents:

**Please upload 6 Required Document(s) which are mandatory to Submit this Application:**

1. Cover Letter
2. PE Certification Form
3. Preliminary Plans and Specifications
4. Quality Assurance Project Plans
5. The Contingency Plan
6. Watershed Boundary Maps

## 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



EEA ePlace Portal

## 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: --Select--

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

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

---

\*Type: --Select--

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

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

---

\*Type: --Select--

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

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

**Save** **Browse** **Remove All**




# 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

DEP Applications



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

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1	2 Location Information	3 Application Information	4 Documents	5 Special Fee Provision	6 Review	7
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Step 4: Documents > Page 1 of 1

\* indicates a required field.

Documents

Documents:

Please upload 7 Required Document(s) which are mandatory to Submit this Application:

1. Cover Letter

2. PE Certification Form

3. Preliminary Plans and Specifications

4. Quality Assurance Project Plans

5. The Contingency Plan

6. Watershed Boundary Maps

7. Watershed Management Plan

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;. are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
Document12.docx	Watershed Boundary Maps	10.24 KB	01/27/2023	Test	Actions ▼

Browse

Continue Application »

Save and resume later



# Step 5: Special Fee Provision

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

- ❑ Click “Continue Application” to proceed

1	2	3 Application Information	4 Documents	5 Special Fee Provision	6 Review	7 Application Submitted
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Step 5: Special Fee Provision > Page 1 of 1

\* indicates a required field.

### Special Fee Provision

Exemption: ?

☐

Exclusion (special agreement or policy): ?

☐

Substitution (ASP/IRP): ?

☐

Double Fee for Enforcement: ?

☐

Hardship payment extension request: ?

☐

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



# Step 6: Review

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

DEP Applications

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1

2

3 Application Information

4 Documents

5 Special Fee Provision

6 Review

7 Application Submitted

Step 6: 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

Municipality Information

Showing 1-1 of 1

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

Watershed Location Information

Name of Watershed	Address Line	City/Town	State	Zip
Test		Test	MA	02101

Watershed Permit Information

Does your town have a DEP approved CWMP/TWMP?: No



# Step 6: 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 7: 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

DEP Applications

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1	2	3 Application Information	4 Documents	5 Special Fee Provision	6 Review	7 Application Submitted
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Step 7: Application Submitted

✓

Successfully Completed.

Thank you for using our online services.  
Your Record Number is 23-WP95-0005-REN.



# 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?

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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](#)



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