
WP95 - Watershed Permit Application

MassDEP Bureau of Water Resources, Water Pollution Wastewater







EEA ePlace Portal

Overview

- ❑ This presentation is to assist in completing a **WP95 - Watershed Permit Application**
- ❑ The application for a Watershed Permit is used to implement watershed-based strategies to reduce pollutants entering coastal embayments or estuaries pursuant to 314 CMR 21.00. Multiple Local Government Units (LGU) that share a watershed or sub-watershed may apply jointly for a Watershed Permit, provided they have entered into a mutually enforceable agreement among the parties.
- ❑ 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 website. At the top is a navigation bar with links: State Offices & Courts, State A-Z Topics, State Forms, and Accessibility FAQs. Below this is the EEA ePLACE Portal header. A green arrow points from the 'Register for an Account' link in the top navigation bar to the 'Welcome to the Commonwealth of Massachusetts ePLACE Portal' section. Another green arrow points from the 'Log into your account' instruction to the 'Login' section on the right. The 'Welcome' section includes a 'Home' button, a description of the portal's purpose, and a list of options for licensees and applicants. The 'Login' section has fields for 'User Name or E-mail' and 'Password', a 'Remember me' checkbox, and a 'Login' button. Below the login section is a 'New Users: Register for an Account' link. The bottom of the page contains a 'ePLACE Portal Account Registration' section with instructions and a list of services available.

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. 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](#)

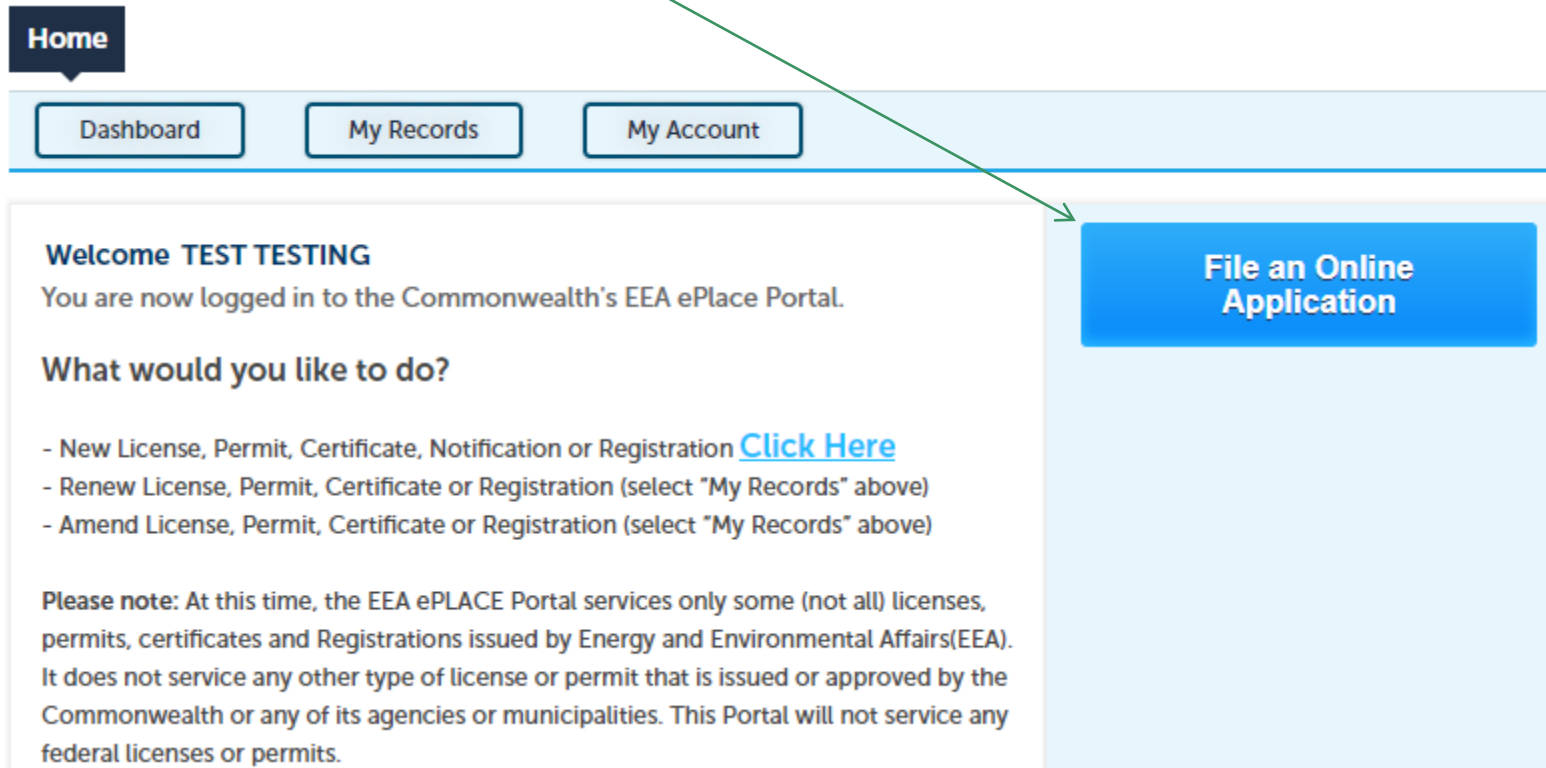
Please note: At this time, the ePLACE Portal services only some (not all) licenses, permits and certificates issued by Energy and Environmental Affairs(EEA). It does



EEA ePlace Portal

File an Online Application

❑ Click here to start



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

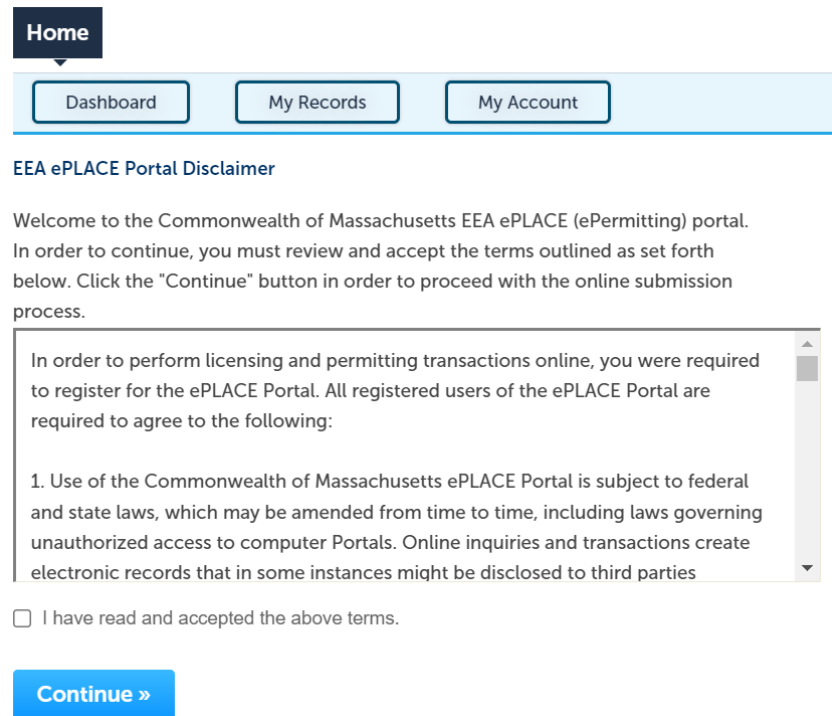


EEA ePlace Portal

File an Online Application

☐ Read and accept the Terms and Conditions

☐ Click the checkbox and click “Continue”



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 WP95 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 WP95 Application

- ❑ Select “WP95 - Watershed Permit Application ” and click continue at the bottom of the page to start the 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

❑ List all the Municipality information:

❑ Click on Add New

❑ Enter the information accordingly

❑ Please note: You can enter multiple municipality information in this section if they are part of this permit application

❑ Click “Continue Application” to proceed

WP95 - Watershed Permit Application

1	2	3	4	5	6	7
Contact Information	Location Information	Application Information	Documents	Special Fee Provision		

Step 1: Contact Information > Page 1 of 1

Instructions

* indicates a required field.

Municipality Information

List the Municipality information below. If you have more than one enter them accordingly.

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 #:

* Address Line 1:

* City:

* State:

--Select--

* Zip:

Continue

Clear

Cancel

later



EEA ePlace Portal

Step 2: Location Information

- ❑ Add Watershed Location information:
 - ❑ Click 'Add a Row' to enter location information
 - ❑ If you have multiple locations as part of this permit, please ensure to enter all of them accordingly
- ❑ Click “Continue Application” to proceed

DEP Applications

WP95 - Watershed Permit Application

1 Contact Information 2 Location Information 3 Application Information 4 Documents 5 Special Fee Provision 6 7

Step 2: Location Information > Page 1 of 1

* Indicates a required field.

Watershed Location Information

Watershed Location Information

Please click 'Add a Row' to enter location information.

Showing 0-0 of 0

Name of Watershed	Address Line	City/Town	State	Zip
No records found.				

Add a Row Edit Selected Delete Selected

Continue Application Save and resume later

Watershed Location Information

Please click 'Add a Row' to enter location information.

* Name of Watershed: * Address Line: * City/Town:

* State: * Zip:

Submit Cancel



Step 3: Application Information

- ❑ If any of the municipality(ies) listed on the contact information section (ref slide 9) have Notice of Intent numbers, then complete the sections accordingly

- ❑ Click “Continue Application” to proceed

WP95 - Watershed Permit Application

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 2

* indicates a required field.

Notice of Intent Information

* Do you have any Notice of Intent (NOI) number(s) for the (or) any of the municipality(ies) listed on the contact information section under Municipality Information?:

☐ Yes ☐ No

Notice of Intent Information

Notice of Intent Information

If you answered “Yes” to the above question, then please enter the Notice of Intent (NOI) number(s) accordingly per Municipality.

Note - Enter the NOI number as listed in the acceptance letter issued by the DEP Agency. For example - 20-WP94-0001-APP, 21-WP94-0038-APP etc.,

Please click ‘Add a Row’ to add NOI ID’s and the municipality town.

Showing 0-0 of 0

Notice of Intent Identification Number	Town
No records found.	

Add a Row

Edit Selected

Delete Selected

Continue Application »

Save and resume later



Step 3: Application Information

☐ Watershed Permit Information:

☐ Does your town have an Approved CWMP/TWMP?

☐ If “Yes”, provide the Date of Approval of CWMP/TWMP

☐ Enter additional information that might help the agency with the review of this application

☐ Complete the Certification Section

☐ Click “Continue Application” to proceed



EEA ePlace Portal

WP95 - Watershed Permit Application

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 2 of 2

* indicates a required field.

Watershed Permit Information

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

☒ Yes ☐ No

Date of DEP approval of CWMP/TWMP: *

MM/DD/YYYY

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

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”

WP95 - Watershed Permit Application

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, which may delay the review process.

.bat;.bin;.dll;.exe;.js;.msi;.sql;.vbs;.ade;.adp;.chm;.cmd;.com;.cpl;.hta;.ins;.isp;.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.

WP95 - Watershed Permit Application

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
Screenshot 2022-01-04 102327 - Copy (10) - Copy.png	The Contingency Plan	212 bytes	06/16/2023	TEST	Actions ▼
Screenshot 2022-01-04 102327 - Copy (10).png	Watershed Boundary Maps	212 bytes	06/16/2023	TEST	Actions ▼
Screenshot 2022-01-04 102327 - Copy (5).png	Cover Letter	212 bytes	06/16/2023	TEST	Actions ▼
Screenshot 2022-01-04 102327 - Copy (6).png	PE Certification Form	212 bytes	06/16/2023	TEST	Actions ▼
Screenshot 2022-01-04 102327 - Copy (7).png	Preliminary Plans and Specifications	212 bytes	06/16/2023	TEST	Actions ▼

< Prev 1 2 Next >

Browse

Continue Application »

Save and resume later



EEA ePlace Portal

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 you note something you want to change, click “Edit Application”
- ☐ Otherwise, continue to the bottom of the page

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

[Edit Application](#)

Municipality Information

Showing 1-1 of 1

Contact Type	Name	Organization Name	Contact Person	Action
Application Prepared By	Sneha Deepu L			Edit/View

Watershed Location Information

Watershed Location Information

Name of Watershed	Address Line	City/Town	State	Zip
h	j	k	;	k

Notice of Intent Information

Do you have any Notice of Intent (NOI) number(s) for the (or) any of the municipality(ies) listed on the contact information section under Municipality Information?: No

Notice of Intent Information

Notice of Intent Information
No Custom Lists data for the sub group above.

Watershed Permit Information



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

WP95 - Watershed Permit Application

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-WP95-0011-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

For business related questions, please visit the link below:

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



EEA ePlace Portal