



**Massachusetts Department of Environmental Protection**  
Bureau of Resource Protection – Drinking Water Program  
**BRP WM 02 – Water Management Act Program**  
**Permit Amendment Application - Instructions**

Water Management Act Program (WMA) Permits authorize the withdrawal of water in excess of 100,000 gallons per day. WMA permits are conditioned to mitigate impacts of the withdrawals to water resources and other users. Statutory and regulatory authority to amend permits can be found at MGL Chapter 21G and MassDEP regulations - 310 CMR 36.35. Completion of the form is self explanatory.  
**Once completed, submit both the fee of \$1,940 (waived for public water suppliers) and one copy of the MassDEP Transmittal Form to: Department of Environmental Protection, P. O. Box 4062, Boston, MA 02211.**

**THE FOLLOWING ARE COMMONLY ASKED QUESTIONS CONCERNING WMA PERMIT AMENDMENTS**

**1. Who may apply for a WMA permit amendment?**

Only a Water Management Act Program permit holder or authorized designee.

**2. What proposed changes to an existing WMA permit constitute a permit amendment?**

- a. Decreasing authorized permit volumes,
- b. Changing the location of one or more withdrawal points,
- c. Adding one or more withdrawal points,
- d. Changing the use of the water,
- e. Changing any permit conditions,
- f. Changing the location of discharge point(s)

Note: Requests for *increases in permit volumes* require the filing of BRP WM03 - Permit Application Form.

**2. What additional forms are required to be submitted with a Permit Amendment Form?**

Required forms are outlined in the permit amendment form and can be found on MassDEP's Website.

**3. What are the time lines for review of the submitted amendment form?**

Barring an incomplete submittal, MassDEP will complete an administrative review within 24 days of receipt of the amendment application, and a technical review within 36 days. A second technical review, if necessary, allows an additional 36 day review period. There is no public comment period requirement.

**4. Does the amended permit's annual compliance fee change?**

No. Annual compliance fees are on the MassDEP Website:

<http://www.mass.gov/eea/agencies/massdep/service/approvals/timely-action-fees-and-payments.html>

**5. How long is the permit amendment in effect ?**

The permit amendment is in effect for the life of the permit.

**6. What other requirements should be considered when applying for this permit amendment?**

For new sources of supply, public water suppliers may require a *Source Approval Process* submittal. A request for a change of discharge point(s) may involve amending a (as applicable): a *NPDES Permit*; an *Inter basin Transfer Act* approval from the Water Resources Commission if water is withdrawn and discharged across river basin boundaries: Permit amendments *may require MEPA review*. Please review MEPA 301 CMR 11.00 to determine if the proposed project exceeds the MEPA review thresholds. For more information, contact the MEPA Unit of the Executive Office of Environmental Affairs, 100 Cambridge Street, Boston, MA 02202 at (617) 727- 5830.

MassDEP cannot complete a technical review of the permit application until the MEPA process has been concluded. Copies of MEPA filings (with reference to any applicable Transmittal numbers) should be sent to the appropriate MassDEP regional office MEPA Coordinator.

Find your region: <http://www.mass.gov/eea/agencies/massdep/about/contacts/>

A WMA Permit Amendment Form should be filed at the same time or immediately after other approvals have been obtained. Please contact MassDEP WMA regional staff for advice on filing.



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**Application Completeness Checklist**

All forms instructions listed below are available from the MassDEP website. Please consult with Water Management Act Program staff at the appropriate Regional Office to determine the appropriate forms to submit.

- BRP WM02 – Water Management Act Program Permit Amendment Form
- BRP WM03 – WMA Form B – for each groundwater withdrawal.
- BRP WM03 – WMA Form C, for each surface water withdrawal.
- BRP WM03 – WMA Form D1, for withdrawals in operation before the initial filing date in a river basin.
- BRP WM03 – WMA Form D2, Projections of withdrawal volume years 1-20.
- BRP WM03 – WMA Form H, for new non-potable groundwater withdrawal points.
- Form H, Groundwater Hydraulic Analysis for new groundwater withdrawal points.
- Submit an Environmental Notification Form to MEPA for *new* withdrawal points that have a capacity of 100,000 gallons per day within 10 days of applying for this WMAP Permit Amendment and send a copy to MassDEP. Prior to submittal to MEPA - review with Water Management Act Program staff on applicable MEPA time frame submittals.

To submit the application package:

- Checklist items have been completed.
- The MassDEP Transmittal Form is properly completed:  
<http://www.mass.gov/eea/agencies/massdep/service/approvals/transmittal-form-for-payment.html>
- Send a copy of the application along with one copy of the MassDEP Transmittal Form to:  

Department of Environmental Protection  
Drinking Water Program – Water Management Act Program  
Regional Office from where the withdrawal of water occurs
- Send fee of \$1,940 in the form of a check or money order made payable to *Commonwealth of Massachusetts* along with one copy of the MassDEP Transmittal Form to: (public water suppliers fees are waived).

Department of Environmental Protection  
P.O. Box 4062  
Boston, MA 02211



# BRP WM 02

Transmittal Number \_\_\_\_\_

## Amendments to Existing Withdrawal Permits Water Management Permit Amendment

### A. General Information

**Important:** When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



Permit Number \_\_\_\_\_ Name of basin where withdrawal is located \_\_\_\_\_

Name of permit holder \_\_\_\_\_ Contact Person \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Is this a public water supply?  Yes  No

If yes, PWS ID# \_\_\_\_\_ PWS ID# \_\_\_\_\_

Is the demand for this withdrawal supplemented by withdrawals from another river basin, or will it be so supplemented in the future?

Yes  No If yes, identify locations and volumes:

\_\_\_\_\_  
\_\_\_\_\_

### B. Type of Amendment Sought

Fill in the applicable section(s) 1-8 that describe the type of amendment you are seeking.

1. Decrease in volume:

a. Volume requested (average gallons per day) for:

Years 1-5 \_\_\_\_\_ Years 6-10 \_\_\_\_\_

Years 11-15 \_\_\_\_\_ Years 16-20 \_\_\_\_\_

(subtract registered volume if applicable)

b. Complete Forms D1 and D2 for each withdrawal point in your permit from which withdrawal rates will change, and complete a separate D1 and D2 for the new projected total system withdrawal rate.

2. Change or add withdrawal points:

a. Total number of withdrawal points to be included in amended permit:

Groundwater \_\_\_\_\_ Surface Water \_\_\_\_\_



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## Amendments to Existing Withdrawal Permits Water Management Permit Amendment

### B. Type of Amendment Sought (cont.)

b. Town(s) where new withdrawal points are located:

\_\_\_\_\_

c. Does this application contain physically new withdrawals or construction which require an Environmental Notification Form?

Yes     No    If an ENF is required, attach or forward a copy to DEP when it is prepared.

d. Are any of these withdrawal points subject to DEP's new source approval for public water suppliers?

Yes     No    If yes, identify which ones and indicate the approved yield of each source:

\_\_\_\_\_  
\_\_\_\_\_

e. Where is this water discharged? (i.e., sewer system, individual septic systems, stream, etc.)

\_\_\_\_\_

f. Complete one Form B and one Form H for each new underground point and one Form C for each new surface water point included in this amended application.

g. Complete Form D1 for each new withdrawal point and each withdrawal point from which withdrawal rates will change, and complete separate Form D2 for the new projected total system withdrawal rate.

3. Change in use:

a. For what purpose will this water be used (in percent):

_____	_____	_____	_____
Agriculture	Cranberry	Commercial	Industrial
_____	_____	_____	_____
Municipal	Golf:	Residential	Unaccounted/Other

b. Where is this water discharged? (i.e., sewer system, individual septic systems, stream, etc.):

\_\_\_\_\_  
\_\_\_\_\_

c. Is there an NPDES permit?     Yes     No

If yes, permit number: \_\_\_\_\_



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## Amendments to Existing Withdrawal Permits Water Management Permit Amendment

### B. Type of Amendment Sought (cont.)

Is there a groundwater discharge permit?  Yes  No

If yes, permit number: \_\_\_\_\_

d. What is the average annual daily discharge volume (in gallons per day)? \_\_\_\_\_

e. Is the discharge volume metered?  Yes  No

4. Change in days of operation each year:

a. Will this change result in an increase or decrease in the total annual volume of water withdrawn?

Increase  Decrease

b. Current number of days of operation and months of the year: \_\_\_\_\_

5. Change in discharge point(s):

a. Where is this water discharged? (i.e., sewer system, individual septic systems, stream, etc.)  
\_\_\_\_\_

b. Is there an NPDES permit?  Yes  No

If yes, permit number: \_\_\_\_\_

Is there a groundwater discharge permit?  Yes  No

If yes, permit number: \_\_\_\_\_

c. What is the average annual daily discharge volume (in gallons per day)? \_\_\_\_\_

d. Is the discharge volume metered?  Yes  No

e. Location of future discharge: \_\_\_\_\_





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Bureau of – Resource Protection – Watershed Management

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## Amendments to Existing Withdrawal Permits Water Management Permit Amendment

Transmittal Number \_\_\_\_\_

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### C. Certification Statement

I certify, under penalty of law, this is application and all attachments were prepared under my supervision, in accordance with a system designed to insure that qualified personnel properly gathered and evaluated 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 submitted in this application, the information submitted is, to the best of my knowledge and belief, true, accurate and complete.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Date