
DCR Special Use Permits

DCR Department of Conservation and Recreation





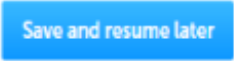

EEA ePlace Portal

Overview

- ❑ This presentation is to assist in completing a new **Special Use Permit Application**
- ❑ Use the **Special Use Permit Application** to apply for:
 - ✓ Event Permit Application
 - ✓ Film/Video Production Permit Application
 - ✓ Photography Permit Application
- ❑ If your event requires DCR staff, equipment or services, there will be event costs. You will be notified by the DCR of the estimated event cost, and you will be responsible to pay the estimate before your permit will be issued.
- ❑ You must submit a certificate of liability insurance (COI) at least 14 days before the event.
- ❑ This presentation will take you screen by screen 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. 
- ❑ 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, there is a navigation bar with links for '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 first list item to the 'Register for an Account' link in the top navigation bar. Another green arrow points from the second list item to the 'Welcome to the Commonwealth of Massachusetts ePLACE Portal' section. A third green arrow points from the third list item to the 'Login' button in the right-hand sidebar.

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.

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:

[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



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, and does not service other types of licenses or permits issued by the Commonwealth or its agencies/municipalities. 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

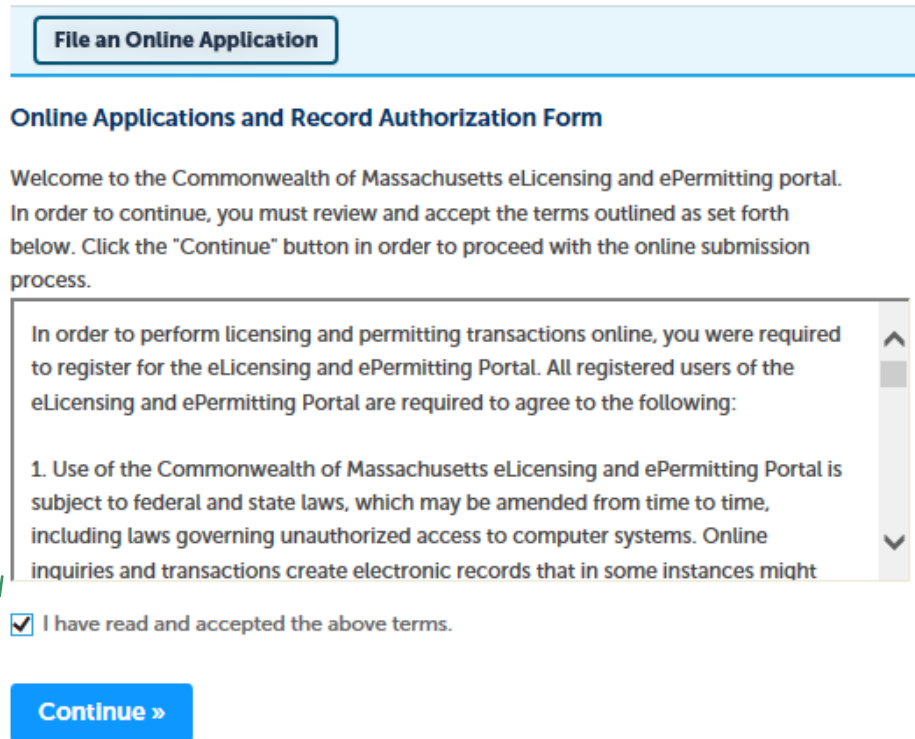


EEA ePlace Portal

File an Online Application

☐ Read and accept the Terms and Conditions

☐ Click the checkbox and click “Continue”



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 »



Apply for a SUP Application

- ❑ Click on “Apply for a DCR Authorization - Special Use Permits” to expand the list of applications
- ❑ You can also search for the application on the search bar field

Home

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 SUP Application

- ❑ Select “Special Use Permit Application” and click continue at the bottom of the page to start your application



- ▶ [Apply for a DCR Authorization - Construction and Vehicle Access Permits](#)
- ▼ [Apply for a DCR Authorization - Special Use Permits](#)
 - [Special Use Permit Application](#)
- ▶ [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](#)



Step 1: Event Information

- ❑ Select the type of permit that you are applying for to begin the application process
- ❑ Event Applications must be submitted a minimum of 45 days prior to your event
- ❑ Film/Video and Photography Applications which are prior to 14 days must submit the required Certificate of Liability Insurance prior to permit issuance
- ❑ Click “Continue Application” to proceed

DCR Applications

Special Use Permit Application

1 Event Information	2 Documents	3 Applicant Information	4 Review	5 Record Submitted
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Step 1: Event Information > Page 1 of 4

Please choose appropriate type of application below. Press "Continue Application" to complete the application form. Press "Save and Resume Later" only if exiting the application at this time.

* indicates a required field.

Permit Category

Event Permit Application:
☐

Film/Video Production Permit Application:
☐

Photography Permit Application:
☐

[Continue Application »](#)

[Save and resume later](#)



Step 1: Location, Park and Organization Information

- ❑ Select the Location Name from the dropdown list
- ❑ Select the Property or Site from the dropdown list
- ❑ Enter Additional Location Information if applicable
- ❑ Enter Name of Business/Company/Organization
- ❑ Click “Continue Application” to proceed

DCR Applications

Special Use Permit Application

1 Event Information2 Documents3 Review4 Record Submitted

Step 1: Event Information > Page 2 of 4

For events that occur on multiple DCR locations, you will need to complete separate permit applications for each location. Press "Continue Application" to complete the application form. Press "Save and Resume Later" only if exiting the application at this time.

* indicates a required field.

Location and Park Information

Please select the location you are requesting from the drop down list below.

* Location Name:
--Select--

* Property or Site:
--Select--

Additional Location Information:

Organization Information

Please provide your Business/Company/Organization Name that you are affiliated with. If you are NOT a Business/Company/Organization, please enter N/A.

* Name of Business/Company/Organization::

Continue Application »

Save and resume later



Step 1: Special Event Information

- ❑ Enter the Event Start Date and the Event End Date
- ❑ Select the Event Type from the dropdown list
- ❑ Enter the Name of the Event, the Number of Event Participants and the Number of Spectators
- ❑ Type in an Event Description
- ❑ Note: All fields with a red asterisk are required *

DCR Applications



Special Use Permit Application



1 Event Information	2 Documents	3 Applicant Information	4 Review	5 Record Submitted
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Step 1: Event Information > Page 3 of 4
Please complete application information below. Press "Continue Application" to complete the application form. Press "Save and Resume Later" only if exiting the application at this time.

* indicates a required field.

Special Event Information

Event Start Date: * 
MM/DD/YYYY 

Event End Date: * 
MM/DD/YYYY 


Event Type: *
--Select--

Name of Event: *

Event Website (if applicable):

Number of Event Participants: *

Number of Spectators: *

Event Description: * 



Step 1: Event Schedule

Event Schedule Table:

- ✓ Set Up Time
- ✓ On-site Registration Time
- ✓ Event Time
- ✓ Clean up Time

Check the box to the left of the “Event Type” column

- Click “Edit Selected”.
- Enter information accordingly and click “Submit”
- Repeat the steps above for each Time

Event Schedule

EVENT INFORMATION

Please complete the table below by checking the box to the left of the "Event Type" column and clicking the "Edit Selected" button below the table. This will allow you to add information to the row selected. If Registration is not applicable for this event, please check the box to the left of that row and click the "delete selected" button below the table.

If this is a recurring event, please add a row for each specific date and activity (set-up, clean-up etc.), click the "Add a Row" button below the table.



Required forms have not been completed in the section below. For each of the indicated rows, please click Edit from the Actions drop-down menu to complete the form.

Showing 1-4 of 4

<input type="checkbox"/>	Event Type	Activity	Start Date	End Date	Start Time (hh:mm)	AM/PM	End Time (hh:mm)	AM/PM	
<input type="checkbox"/>		Set Up Time							Actions ▼
<input type="checkbox"/>		On-site Registration Time							Actions ▼
<input type="checkbox"/>		Event Time							Actions ▼
<input type="checkbox"/>		Clean Up Time							Actions ▼

Add a Row ▼

Edit Selected

Delete Selected

EVENT INFORMATION

Please complete the table below by checking the box to the left of the "Event Type" column and clicking the "Edit Selected" button below the table. This will allow you to add information to the row selected. If Registration is not applicable for this event, please check the box to the left of that row and click the "delete selected" button below the table.

If this is a recurring event, please add a row for each specific date and activity (set-up, clean-up etc.), click the "Add a Row" button below the table.

* Event Type: --Select--	* Activity: Set Up Time	* Start Date: MM/DD/YYYY
* End Date: MM/DD/YYYY	* Start Time (hh:mm): --Select--	* AM/PM : --Select--
* End Time (hh:mm): --Select--	* AM/PM: --Select--	

Submit Cancel



Step 1: Special Event Additional Information

- ❑ Click the “Yes” or “No” next to each question
- ❑ Note: All questions with a red asterisk are required *
- ❑ Click “Continue Application” to proceed

Special Event Additional Information

Please indicate whether the following items pertain to your event. Some may require additional DCR staffing charges.

Does your event require electricity?: *

☐ Yes ☐ No

Are you requesting a DCR road closure?: ?

☐ Yes ☐ No

Are you requesting a DCR road lane closure?: ?

☐ Yes ☐ No

Are you placing portable toilets?: *

☐ Yes ☐ No

If available - Do you request the use of DCR Restrooms? (May not be available at all locations):

☐ Yes ☐ No

Are you placing any tents at your event? (Tents larger than 20x20 require a Department of Public Safety Permit): * ?

☐ Yes ☐ No

Are you setting up any stages/other structures? (Stages/other structures require a Department of Public Safety Permit): * ?

☐ Yes ☐ No

Are you serving any refreshments?: *

☐ Yes ☐ No

Are you requesting to have any Vendors? (Local Food, Fire and Health permits required):

☐ Yes ☐ No

Is your event a walk/run?: *

☐ Yes ☐ No

[Continue Application »](#)

[Save and resume later](#)



Step 2: Documents

- ❑ Upload all required documents for your application
- ❑ The required documents will be listed on the table
- ❑ To begin attaching documents, click “Add”
- ❑ You have a choice to either email the COI documents or submit online.
- ❑ Special Note:

Certificate of Liability Insurance (COI) may either be submitted at time of application OR after submittal BUT must be submitted at least 14 days prior to your event.

A Site Layout Plan shows what you are setting up on DCR property. Download a map of the location, highlight requested area and show placement of any equipment.



EEA ePlace Portal

Special Use Permit Application

1 Event Information	2 Documents	3 Review	4 Record Submitted
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Step 2: Documents > Page 1 of 1

Please upload all applicable documents below. Permit applications cannot be approved without all required documents either uploaded.

Note:

1. Certificate of Liability Insurance (COI) may either be submitted at time of application OR after submittal BUT must be submitted at least 14 days prior to your event.

2. A Site Layout Plan shows what you are setting up on DCR property. Download a map of the location, highlight requested area and show placement of any equipment.

* indicates a required field.

Submit Certificate of Liability Insurance Document (COI)

Certificate of Liability Insurance (COI) MUST BE submitted at least 14 days prior to your event. Your COI must name The Commonwealth of Massachusetts, Department of Conservation and Recreation, 251 Causeway St., Boston, MA 02114 as additional insured with a minimum amount of 1 million dollars (\$1,000,000.00) general liability. Please note, your COI must include the name, date and location of your event or it may not be correctly credited for your permit application. To submit your COI, you MUST choose one of the options below:

- Upload it now as an attachment
- Upload it later on this web portal (at least 14 days prior to your event)
- Email it to dcr.events@mass.gov (at least 14 days prior to your event)

Please note the official review process of your application cannot begin until the application, payment and all required documents are received by the Department of Conservation and Recreation.

Documents

Documents:

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

1. Site Layout Plan

Attachment

Note: Certificate of Liability Insurance (COI). must be submitted AT LEAST 14 days prior to your event.

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; .ip; .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	Action
No records found.				

Add

Submit Documents by Mail:

Required documents which cannot be uploaded or emailed, may be submitted by mail.

Please note the official review process of your application cannot begin until the application, payment and all required documents are received by the Department of Conservation and Recreation.

Check if mailing documents :

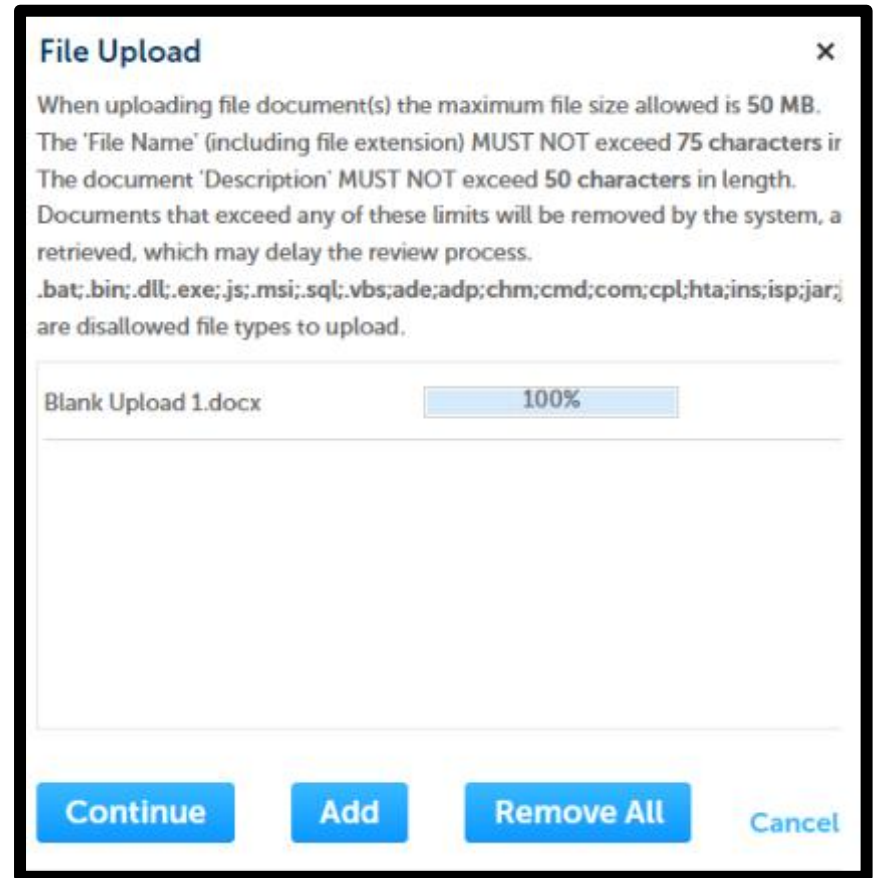
☐

Continue Application »

Save and resume later

Step 2: Documents (Attaching)

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



Step 2: Documents (Attaching)

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

Documents

Documents:

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

1. Site Layout Plan

Attachment

Note: Certificate of Liability Insurance (COI). must be submitted AT LEAST 14 days prior to your event.

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	Action
No records found.				

*Type:

--Select--

[Remove](#)

File:

Blank Upload 1.docx

100%

*Description (Maximum 50 characters):

A maximum of 50 characters.

Save

Add

Remove All



Step 2: Documents (Attaching)

- ❑ You should see a message that you have successfully attached documents
- ❑ Review the list of attached documents
- ❑ If you choose the option to email, the review process will not begin until the documentation is received.
- ❑ When ready, click on “Continue Application” to proceed

DCR Applications

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

Special Use Permit Application

1 Event Information 2 Documents 3 Review 4 Record Submitted

Step 2: Documents > Page 1 of 1

Please upload all applicable documents below. Permit applications cannot be approved without all required documents either uploaded.

Note:

1. Certificate of Liability Insurance (COI) may either be submitted at time of application OR after submittal BUT must be submitted at least 14 days prior to your event.
2. A Site Layout Plan shows what you are setting up on DCR property. Download a map of the location, highlight requested area and show placement of any equipment.

* indicates a required field.

Submit Certificate of Liability Insurance Document (COI)

Certificate of Liability Insurance (COI) MUST BE submitted at least 14 days prior to your event. Your COI must name The Commonwealth of Massachusetts, Department of Conservation and Recreation, 251 Causeway St., Boston, MA 02114 as additional insured with a minimum amount of 1 million dollars (\$1,000,000.00) general liability. Please note, your COI must include the name, date and location of your event or it may not be correctly credited for your permit application. To submit your COI, you MUST choose one of the options below:

- Upload it now as an attachment
- Upload it later on this web portal (at least 14 days prior to your event)
- Email it to dcr.events@mass.gov (at least 14 days prior to your event)

Please note the official review process of your application cannot begin until the application, payment and all required documents are received by the Department of Conservation and Recreation.

Documents

Documents:

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

1. Site Layout Plan

Attachment

Note: Certificate of Liability Insurance (COI), must be submitted AT LEAST 14 days prior to your event.

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;.vxd;.wsc;.wsf;.wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
Blank Upload 3.docx	Site Layout Plan	11.69 KB	12/20/2023	Actions ▼

Add

Continue Application »

Save and resume later



Step 3: 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

DCR Applications

Special Use Permit Application

1 Event Information

2 Documents

3 Review

4 Record Submitted

Step 3: Review

Continue Application »

Save and resume later

Please review all information below. Click the "Edit" button to make changes. If there are no changes needed, please click the "Continue" button.

Review and Certification

Edit Application

Permit Category

Event Permit Application:

Yes

Film/Video Production Permit Application:

No

Photography Permit Application:

No

Location and Park Information

Location Name:

Hopkinton State Park

Property or Site:

Pavilion

Additional Location Information:

Test

Organization Information

Name of Business/Company/Organization::

Test Inc.

Special Event Information



Step 3: Review

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

Submit Documents by Mail:

Check if mailing documents :

No

Applicant Information

Individual
TESTING TESTING
Wedding
150 Winter Street
Boston, MA, 02114
United States

Telephone #617-726-3211
Contact E-mail Address:gail.annese@mass.gov

"Permittee accepts complete responsibility for Permittee's use of the property and the acts or omissions of its members, guests, invitees, agents and employees at or on the site, and agrees that the Permittee will indemnify, defend and hold harmless the DCR against any and all claims that may arise from Permittee's use."

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

Date Signed:

[Continue Application »](#)

[Save and resume later](#)



Step 4: Pay Fees

- ❑ Both online payment and pay by mail are available
- ❑ Online payment will require a service charge
- ❑ Click the appropriate box to continue

DCR Applications

Special Use Permit Application

1 Event Information

2 Documents

3 Review

4 Pay Fees

5 Record Submitted

Step 4: Pay Fees

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 receive a payment confirmation.

Payment may also be made by mail. Instructions on how to make a payment will be included in your email notification.

NOTE - If your permit requires additional costs, they will be accessed at a later date.

Application Fees/Costs

Fees	Amount
Special Event Application Fee	\$45.00
Total Fees	\$45.00

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

- ❑ If you choose “Pay by mail”
- ❑ Check your email for instructions
- ❑ Your application will not be reviewed until payment is received

Payment online: If you have paid online by credit or ACH you will receive a notification from the epayment vendor that your payment is complete. That notification will include a Reference ID # for your records. Review of your application will begin.

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 / DCR Special Events. Do not send cash. You must include your Application Number 23-SUP-0003-APP on the check or money order and mail to the address below.

Department of Conservation and Recreation
Office of Special Events
251 Causeway St., 9th Floor
Boston, MA 02114

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



Step 5: 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

DCR Applications

Special Use Permit Application

1 Event Information	2 Documents	3 Review	4 Pay Fees	5 Record Submitted
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Step 5: Record Submitted

 Successfully Completed.

Thank you for using our online services for your submission.
Your Record Number is 23-SUP-0011-APP.

Please note that you will be receiving email notifications for your submission and the progress of your application. If you did not receive a confirmation email for your submission please contact the HelpDesk service, contact information provided above.

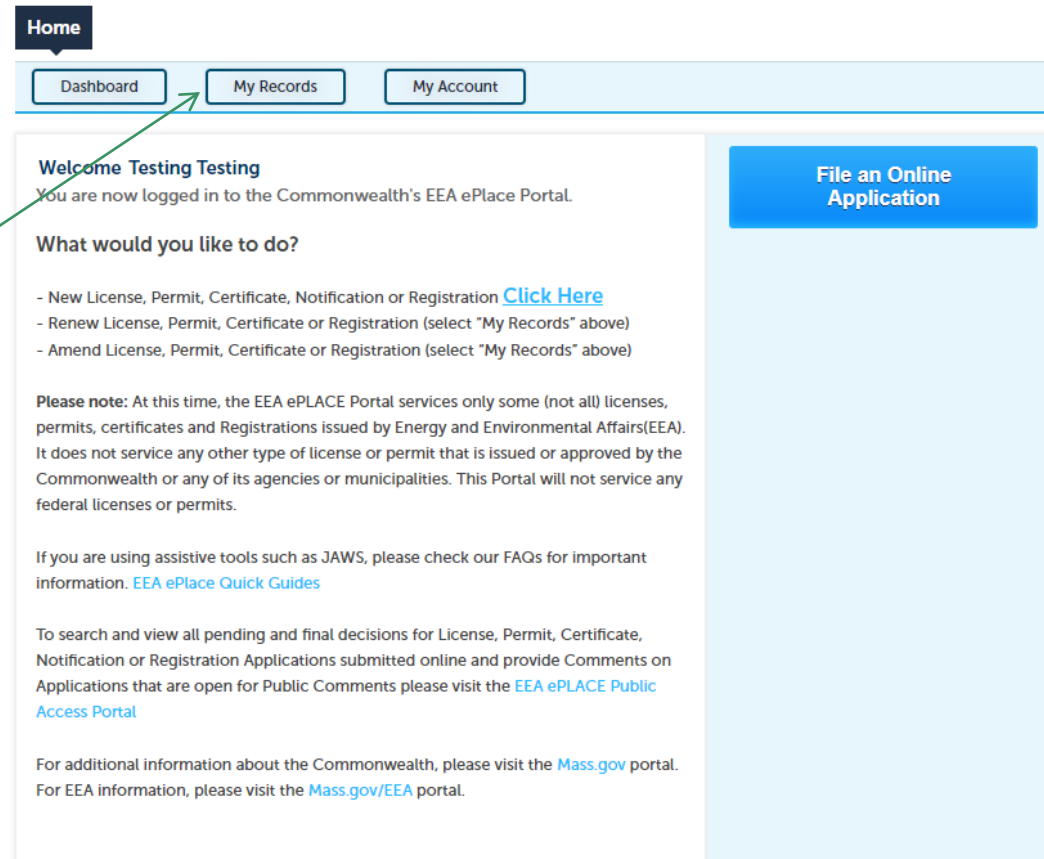


To check the status of an application

- ❑ 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:

[Apply for a state parks special use permit | Mass.gov](#)



EEA ePlace Portal