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.

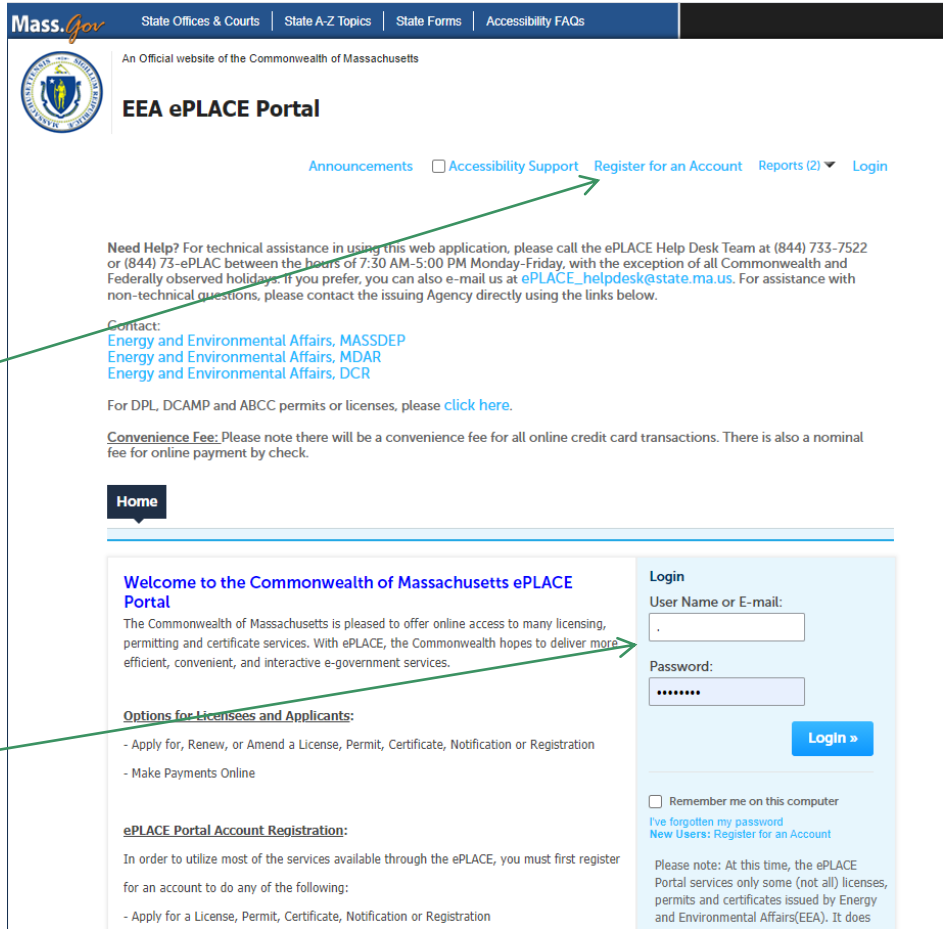
General Navigation

- Always Click Continue Application » 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 Save and resume later 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



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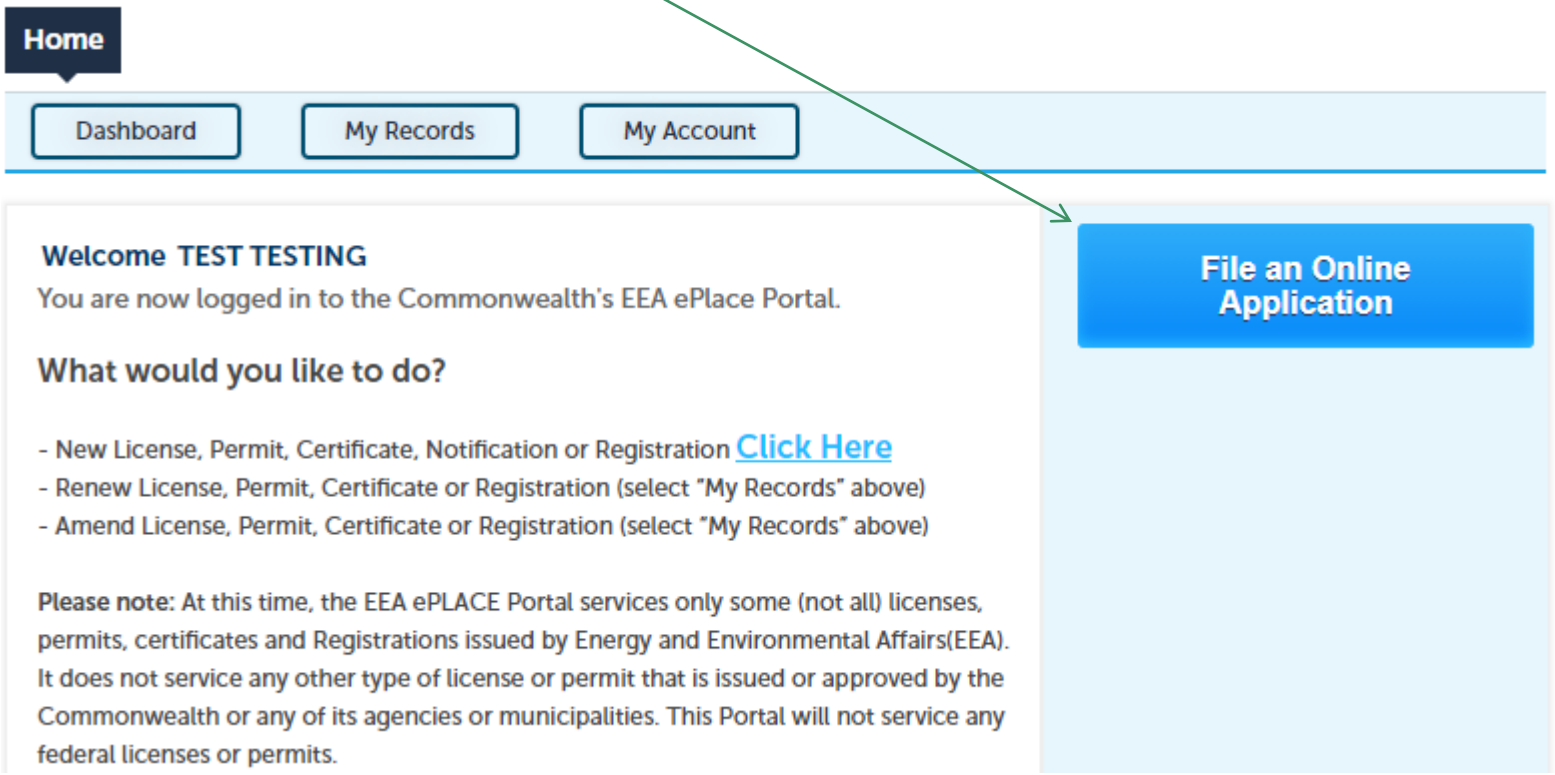
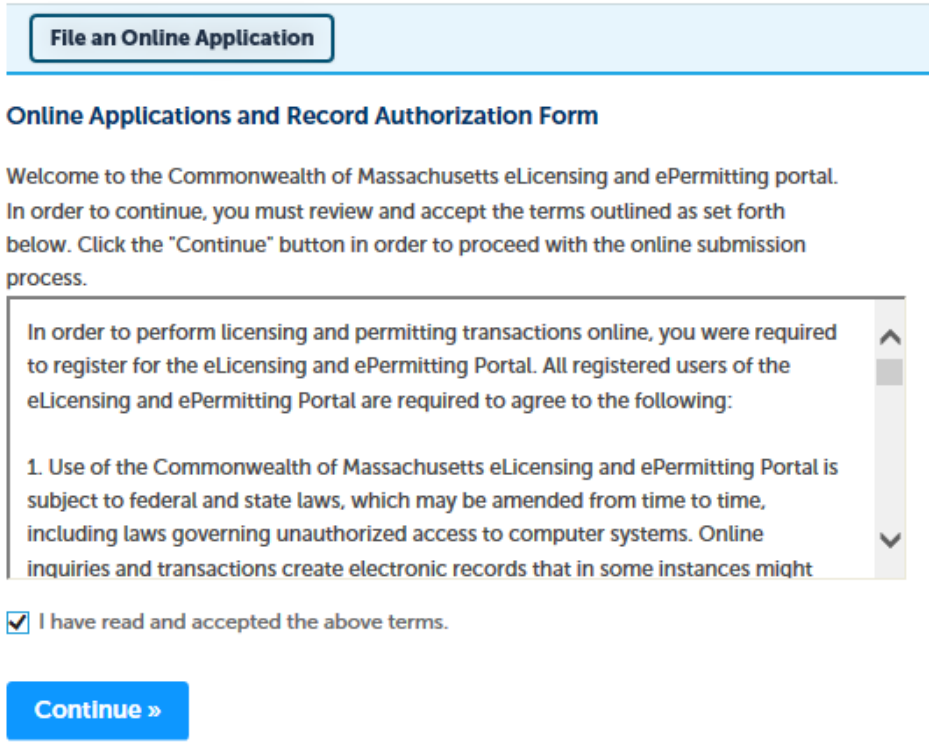
File an Online Application

- Click here to start



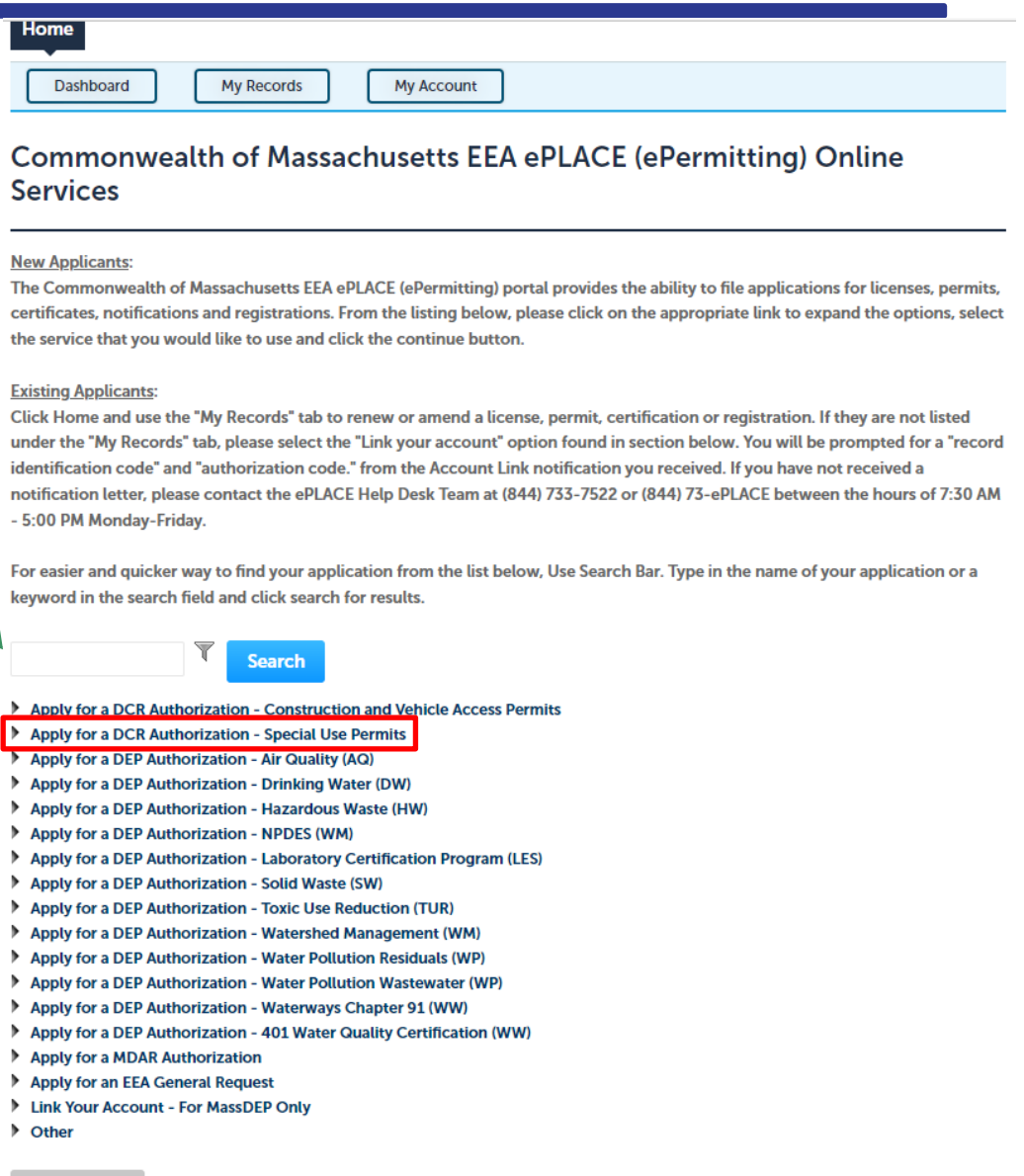
File an Online Application

- Read and accept the Terms and Conditions
- Click the checkbox and click “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



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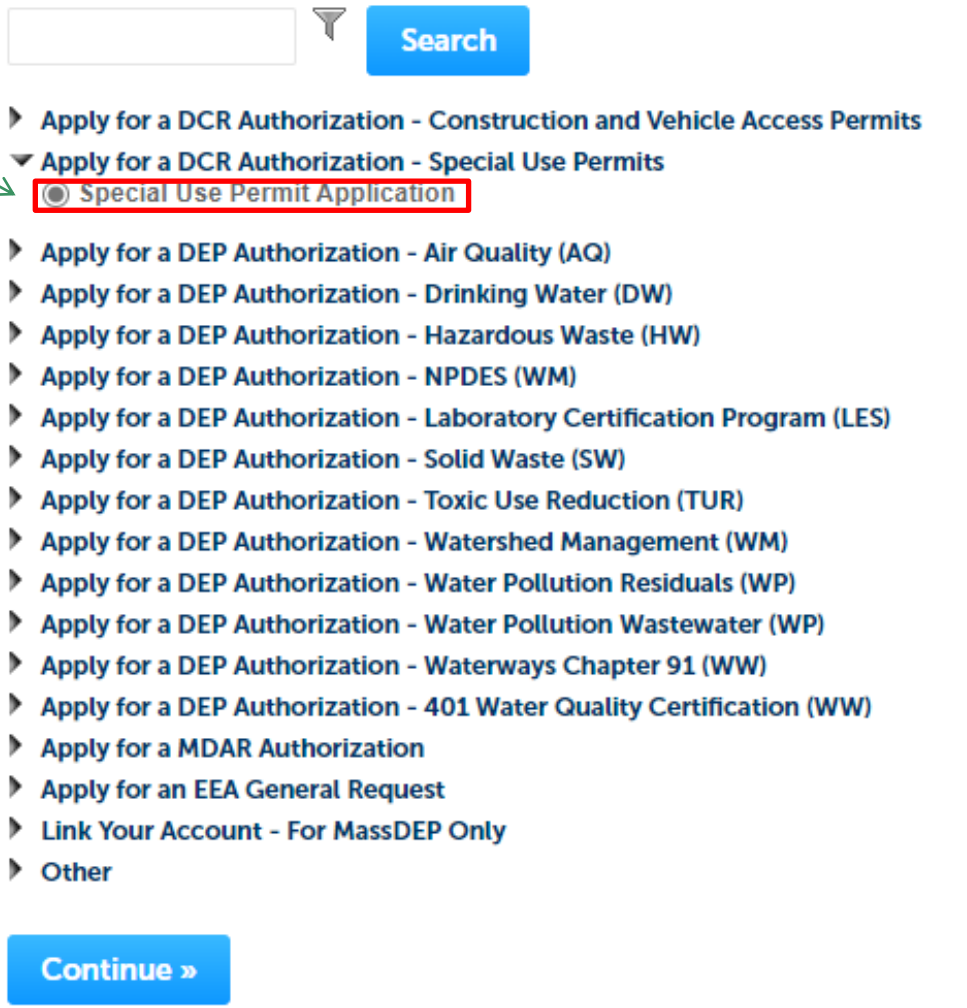
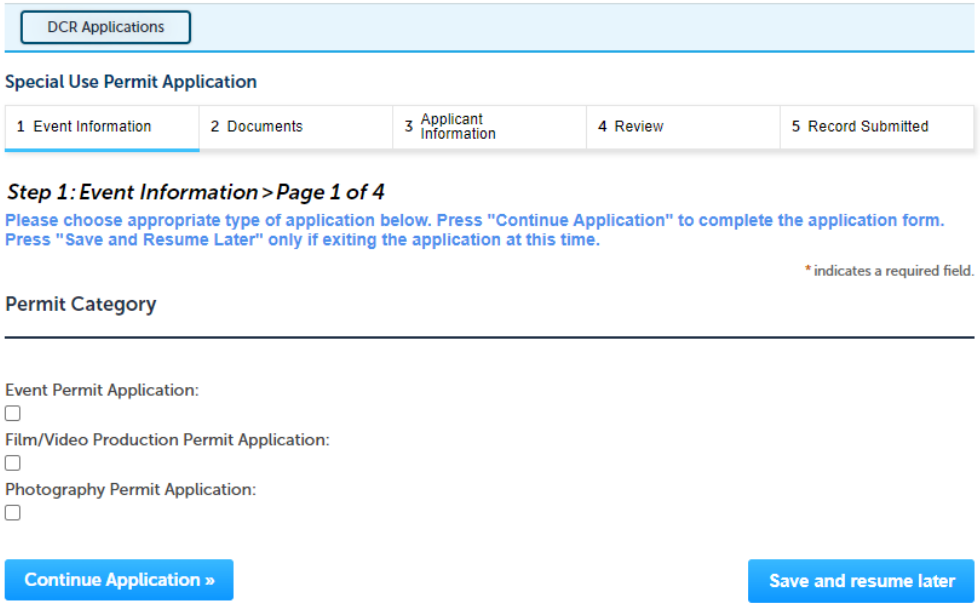
Apply for a SUP Application

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



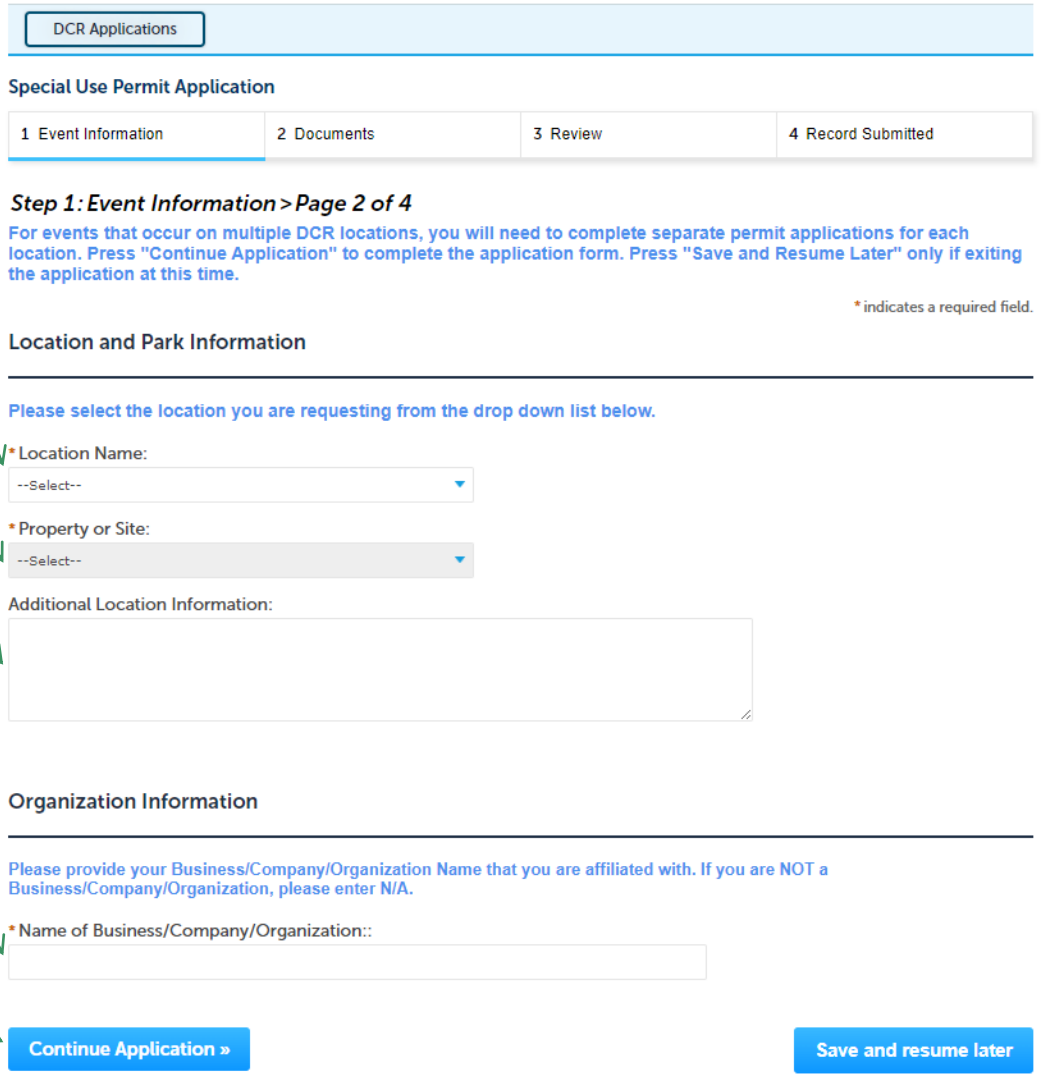
Step 1: Event Information

- 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



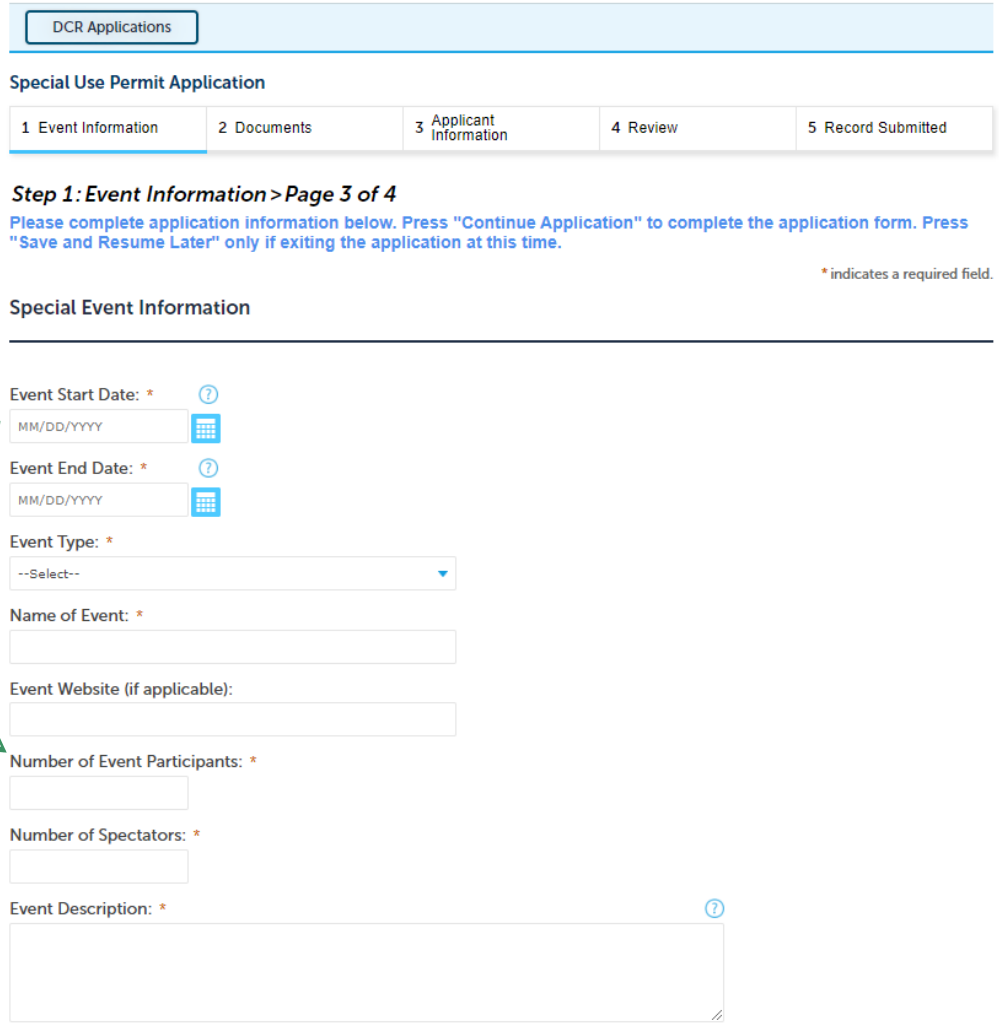
Step 1: Location, Park and Organization Information

- 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



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 *



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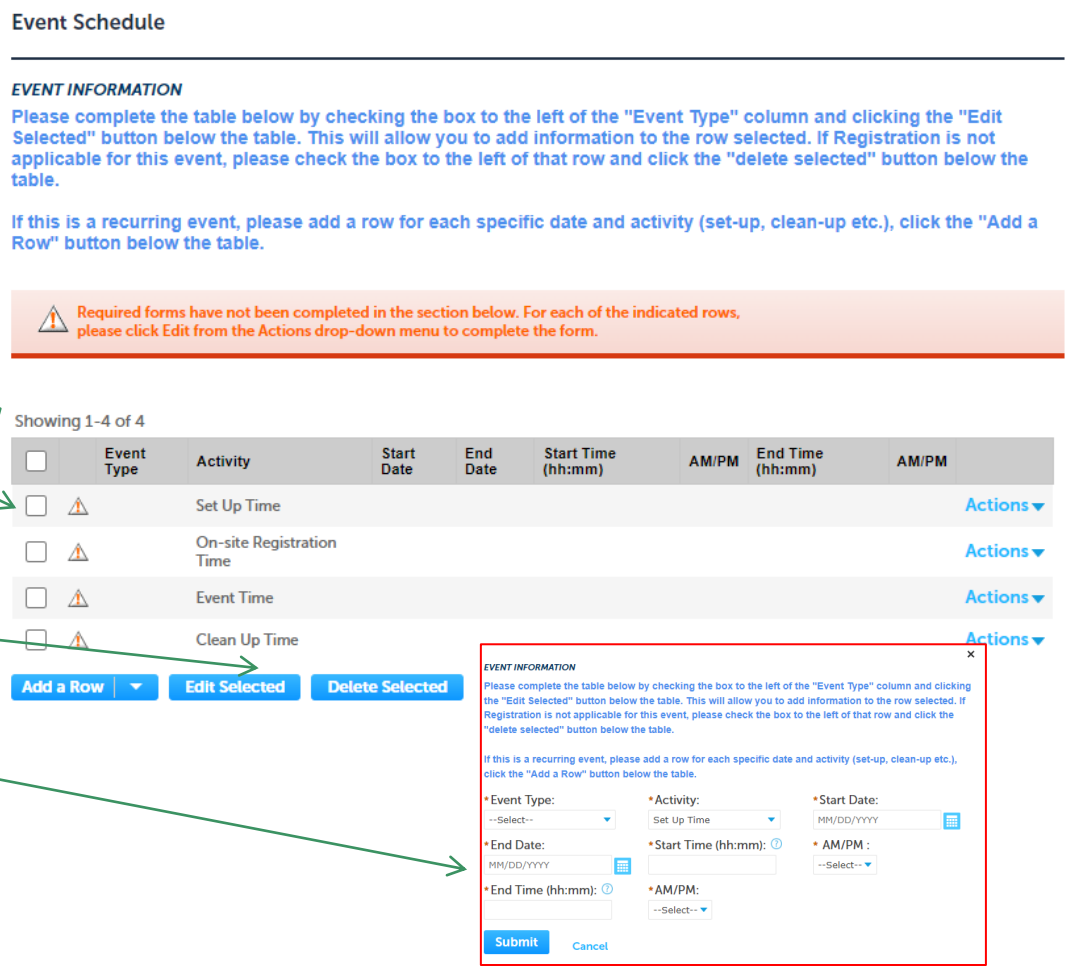
Step 1: Event Schedule

- **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



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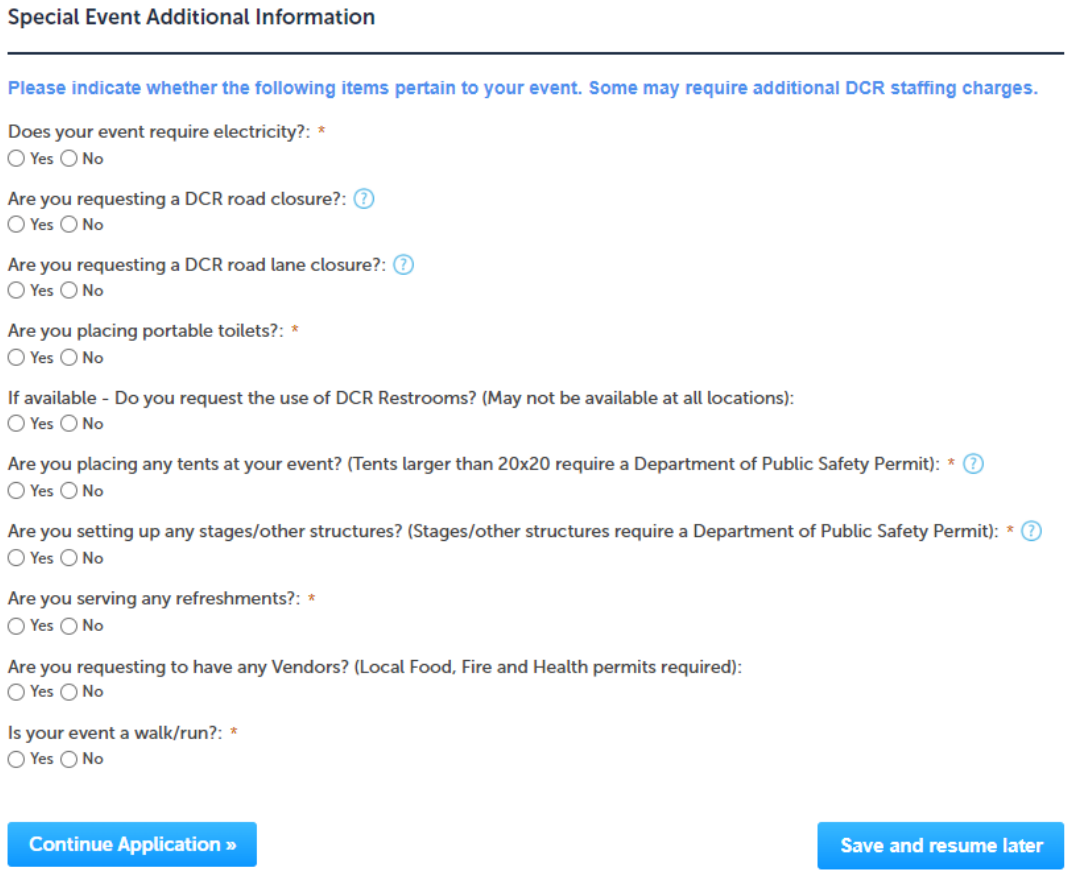
Step 1: Special Event Additional Information

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

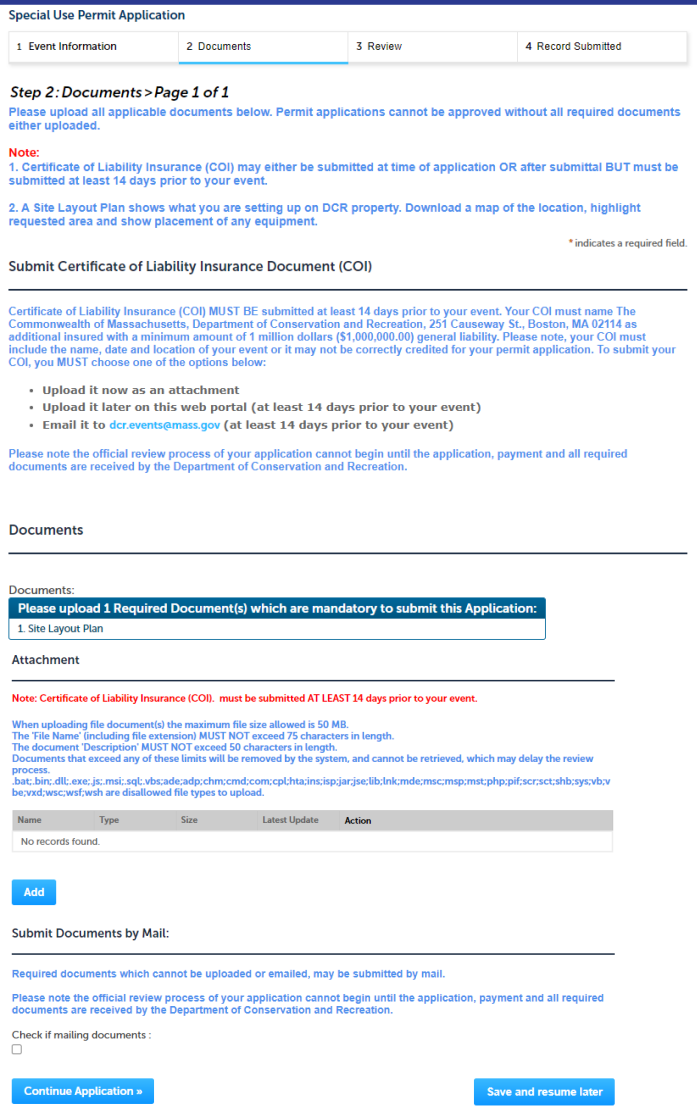


Step 2: Documents

- 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.



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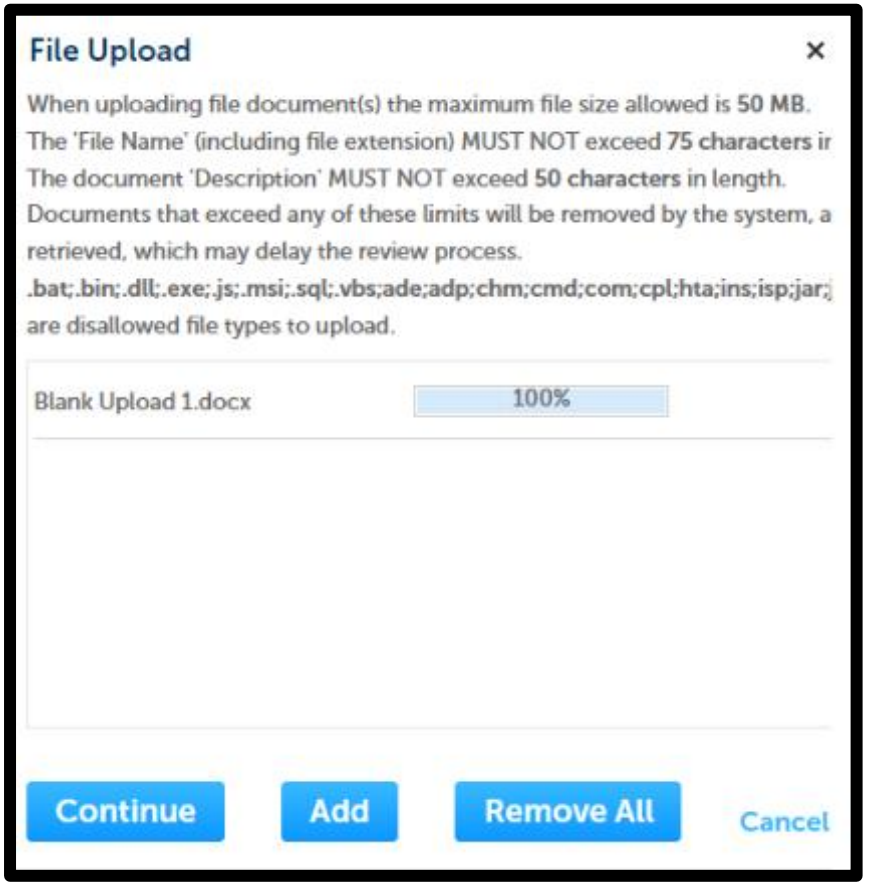
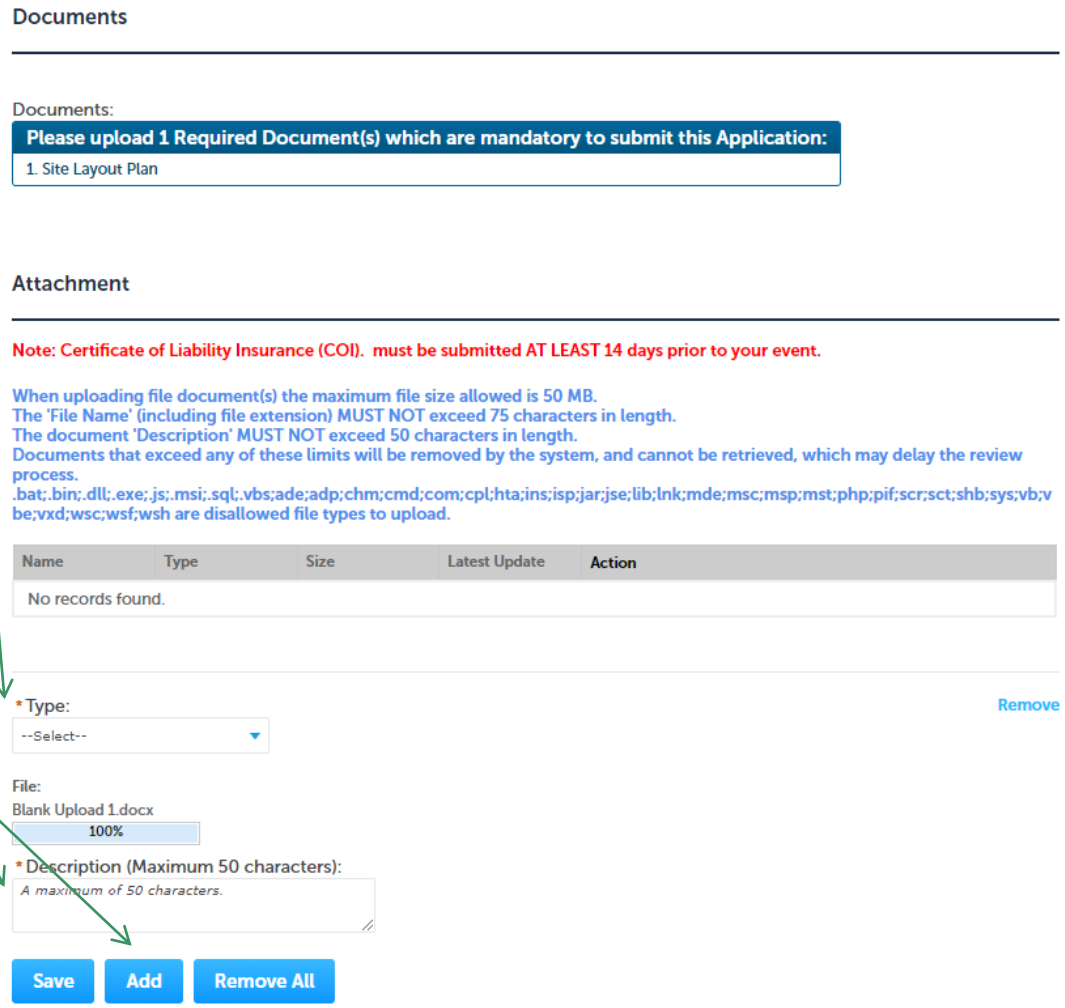
Step 2: Documents (Attaching)

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



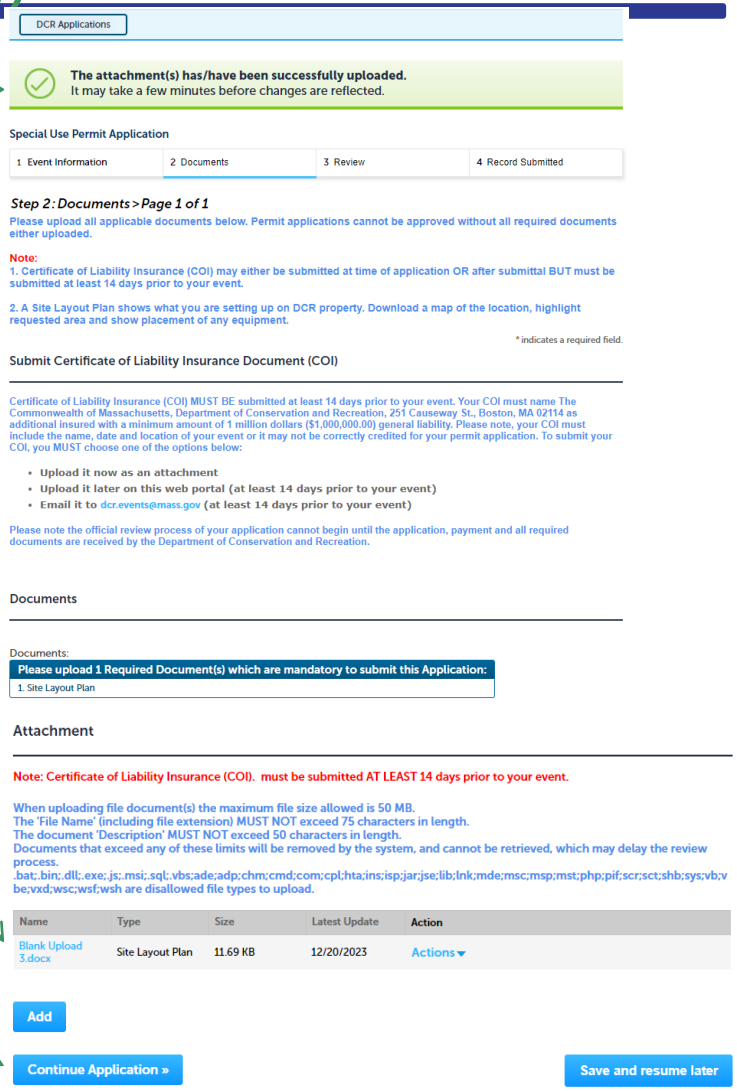
Step 2: Documents (Attaching)

- 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”



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



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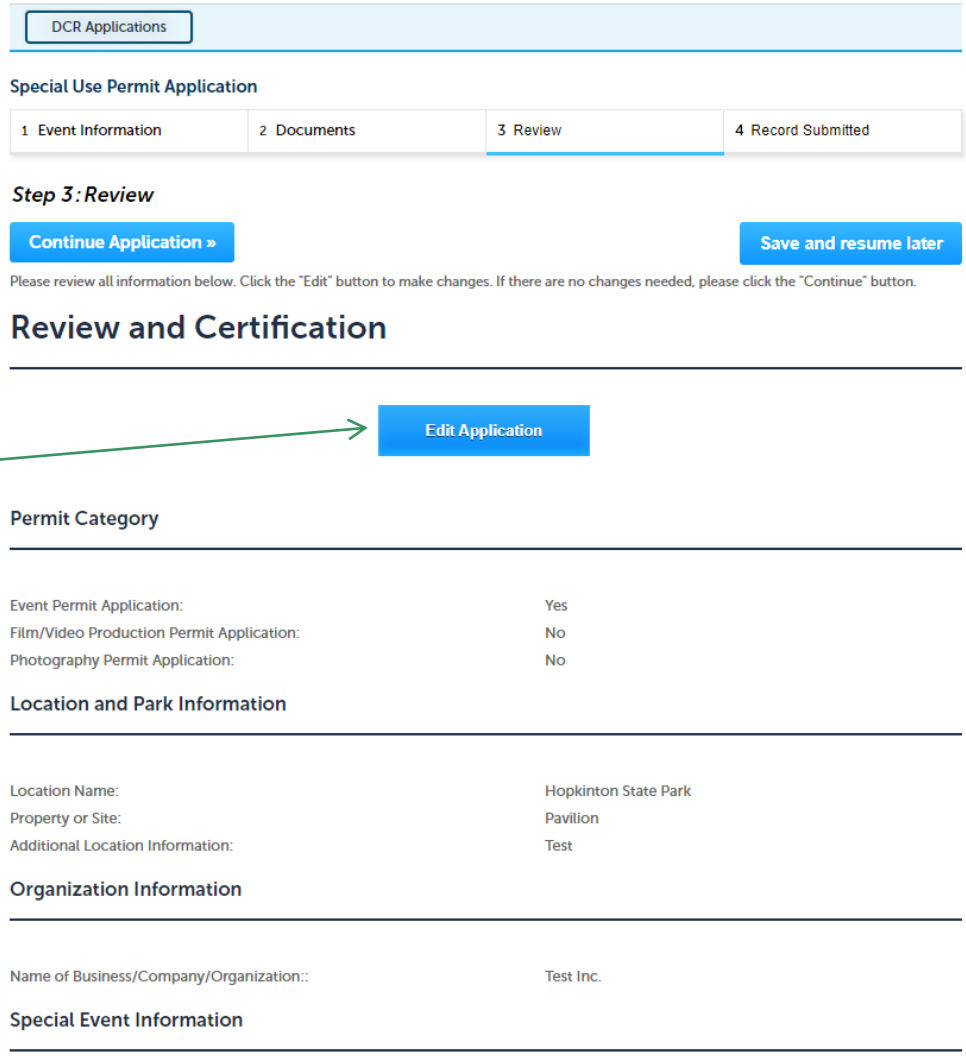
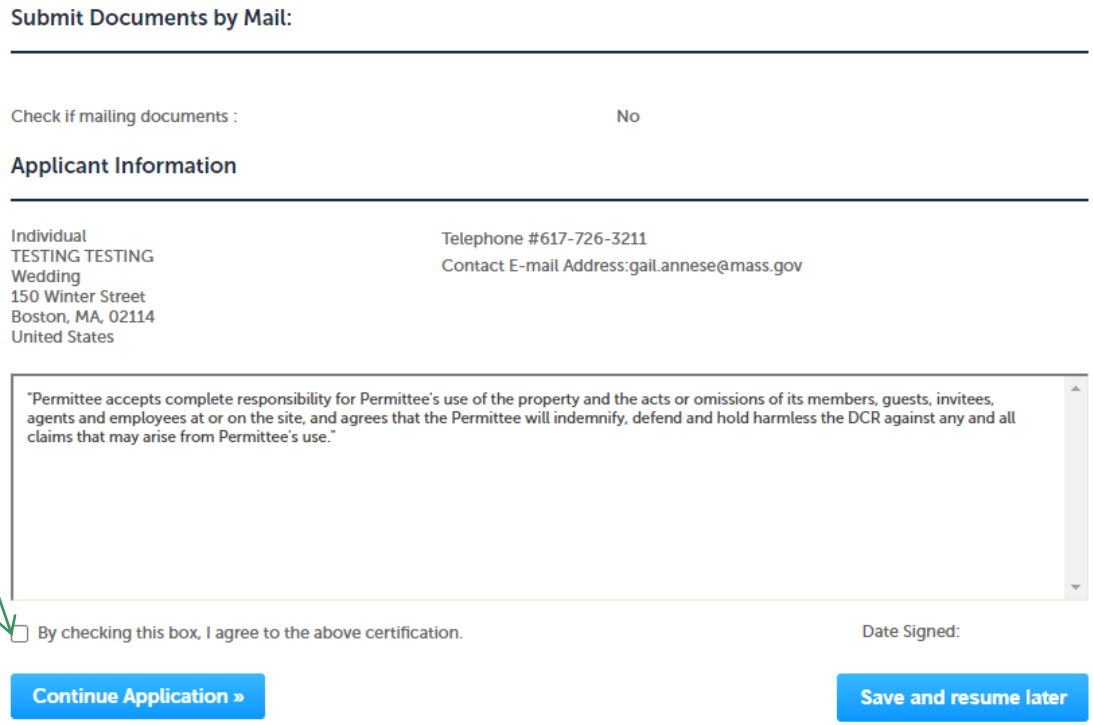
Step 3: Review

- 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



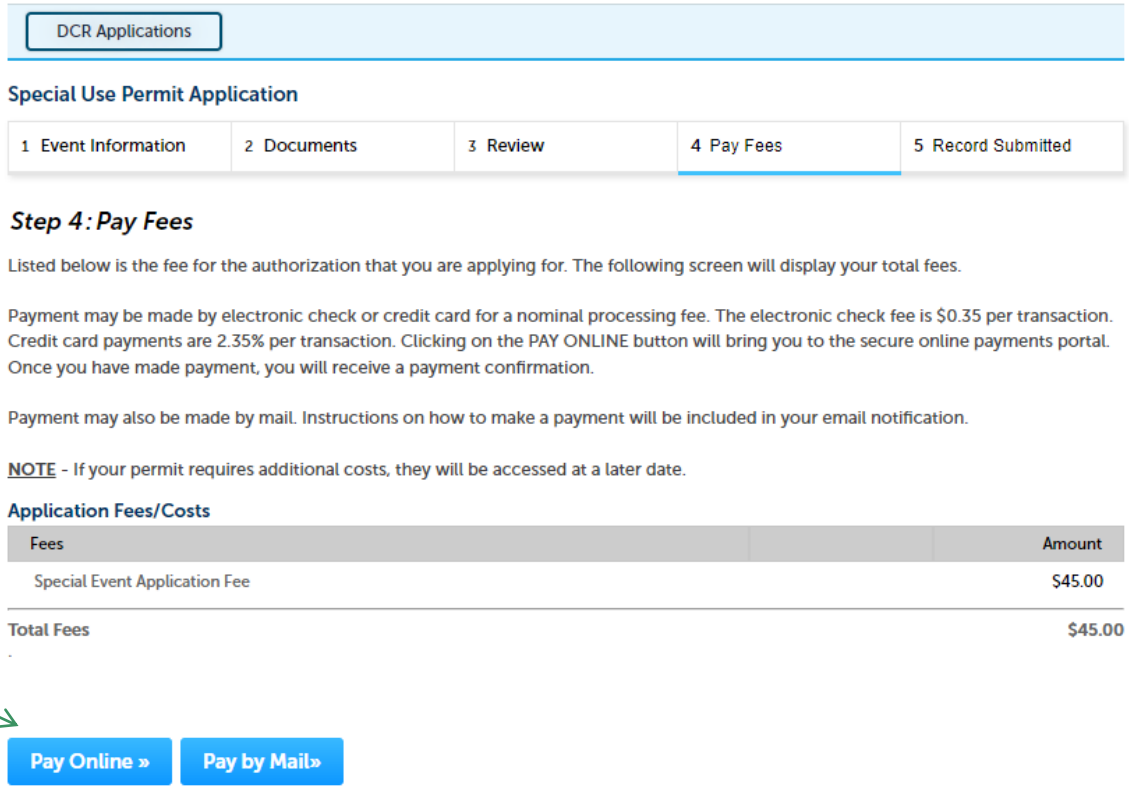
Step 3: Review

- 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



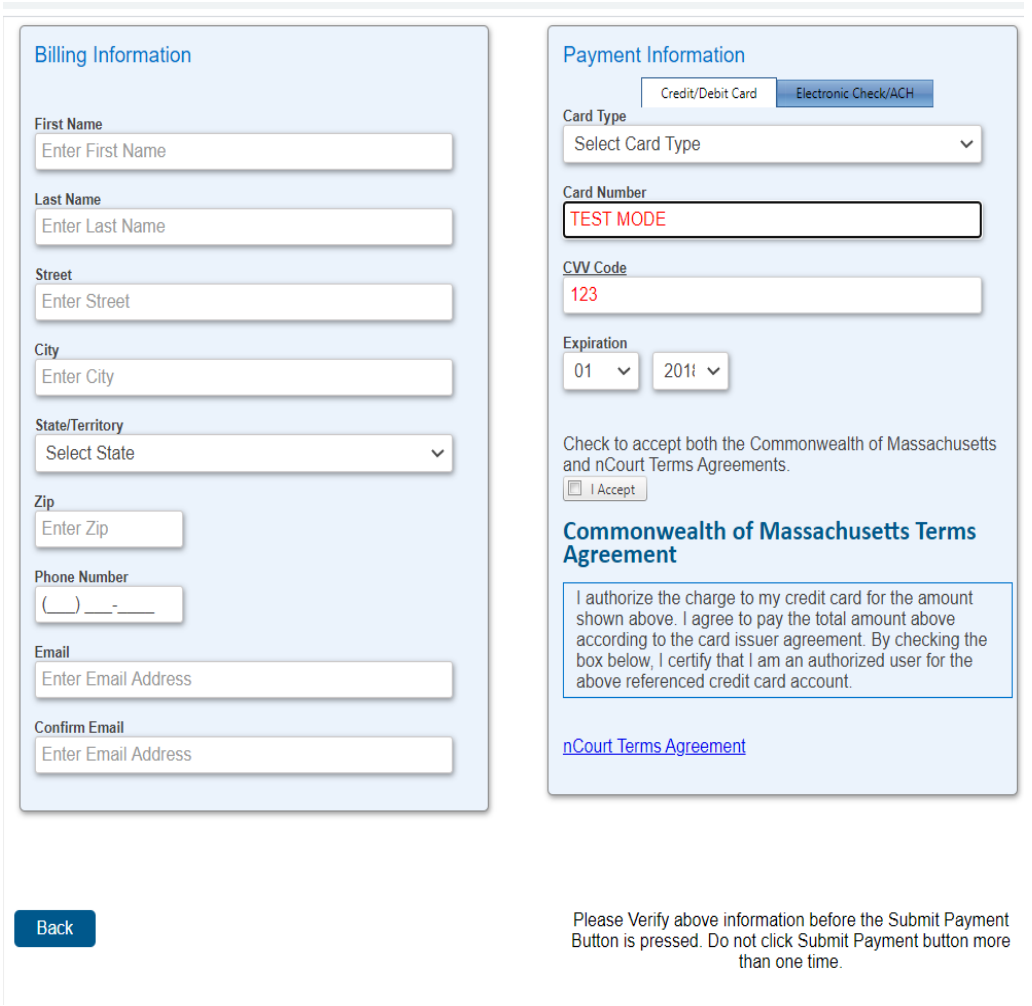
Step 4: Pay Fees

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



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



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.

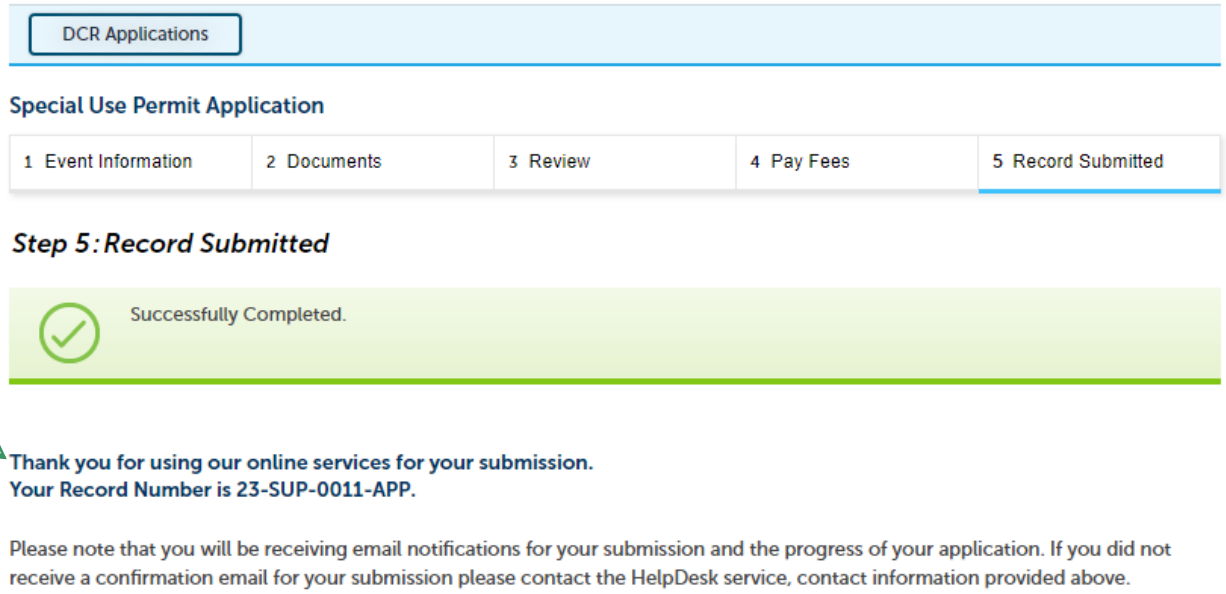
Pay by Mail: If you chose the "Pay by Mail" option, please make your payment in the form of a check or money order made payable to the Commonwealth of Massachusetts / DCR Special Events. Do not send cash. You must include your Application Number 23-SUP-0003-APP on the check or money order and mail to 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.

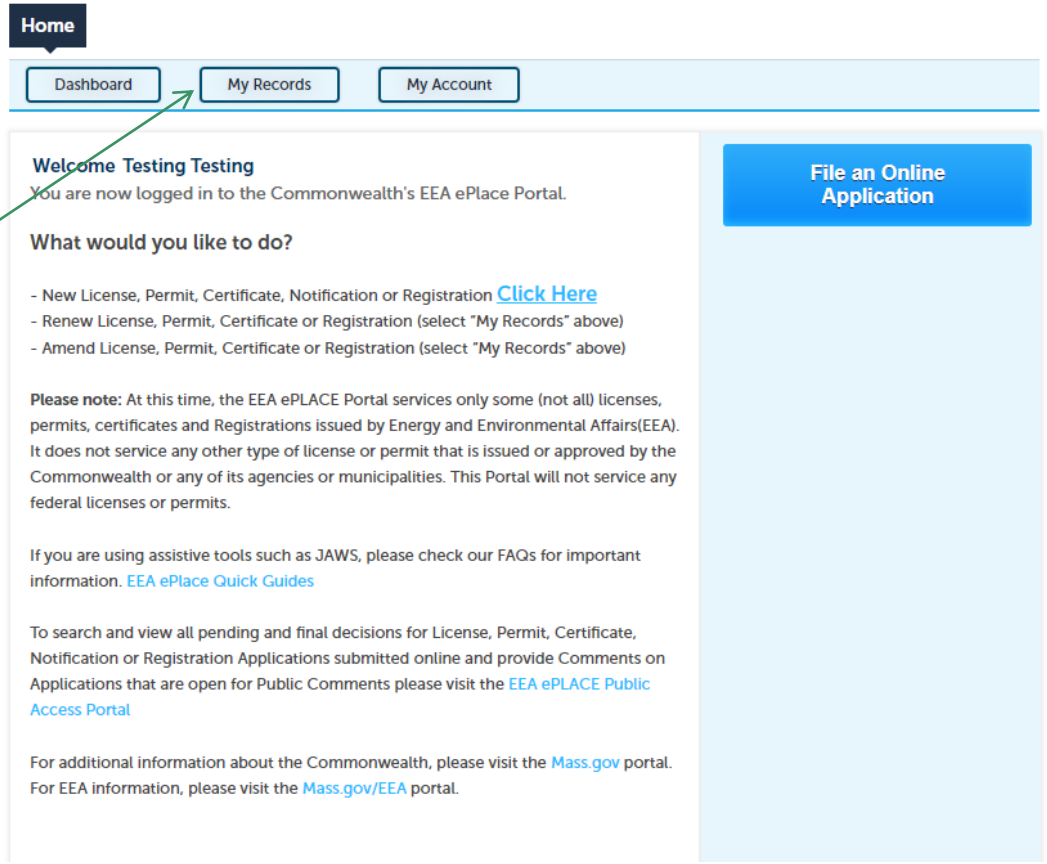
Step 5: Submission Successful!

- 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



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