Waterways Authorization Recording Information Amendment

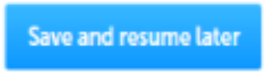
Bureau of Water Resources, Waterways and Wetlands

Important Note:

- This presentation is to assist in completing a **Waterways Authorization Recording Information Amendment**
- Use of this form is to provide the Recording Information to the Agency as it is a required as part of your License/Certificate/Permit process completion. You will be required to provide a copy of your recorded information with this application
- This presentation will take you through the ePlace online permitting application process

General Navigation

- Always Click

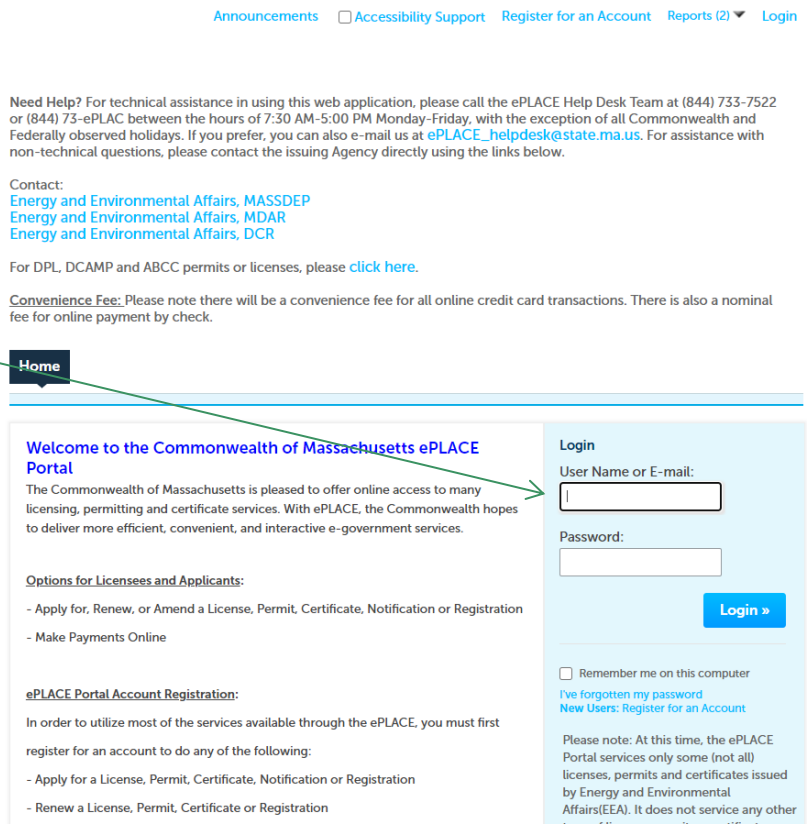
to move to the next page.
- Do NOT use the Browser Back Button as this will take you out of the system
- Any field with a red asterisk (*)is required before you can move off the page.
- Click 

:o save your work and resume at a later time
- Click on the tool tips where applicable to get more detai
- We strongly suggest using Internet Explored as a preferred browser

How to Apply

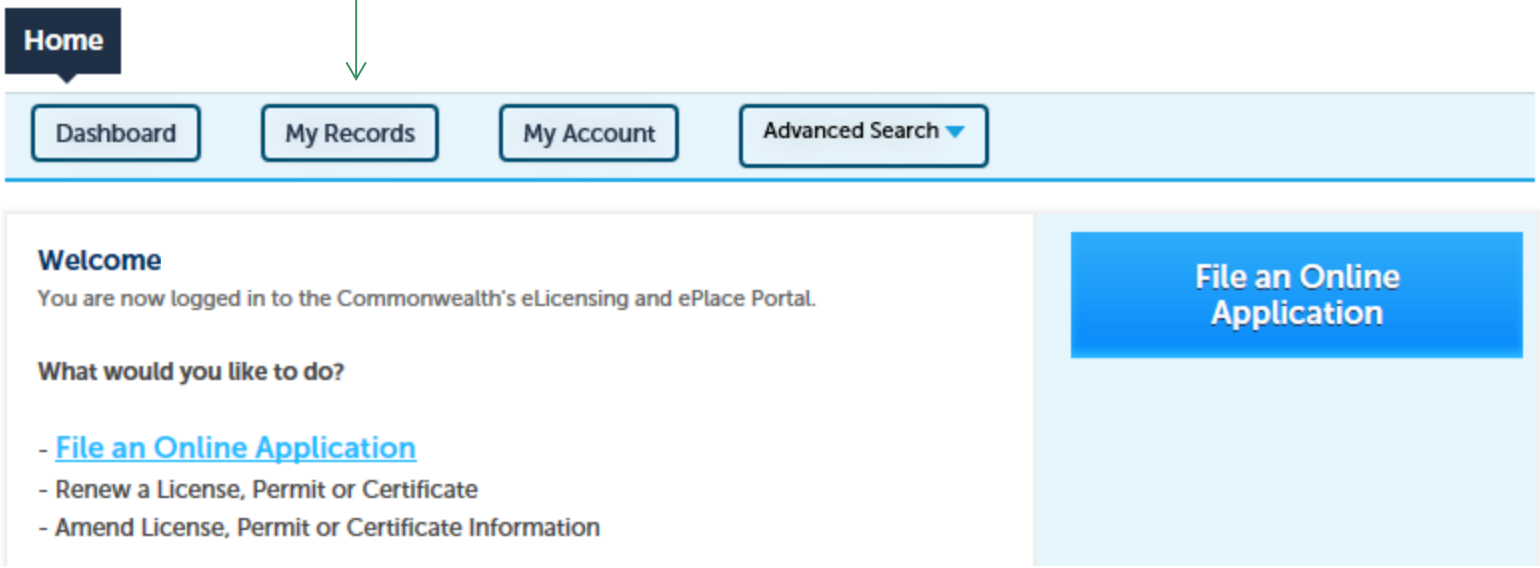
- Click or type this address on your browser https://eplace.eea.mass.gov/citizenaccess

- **Log into** your account in ePlace using your username/password



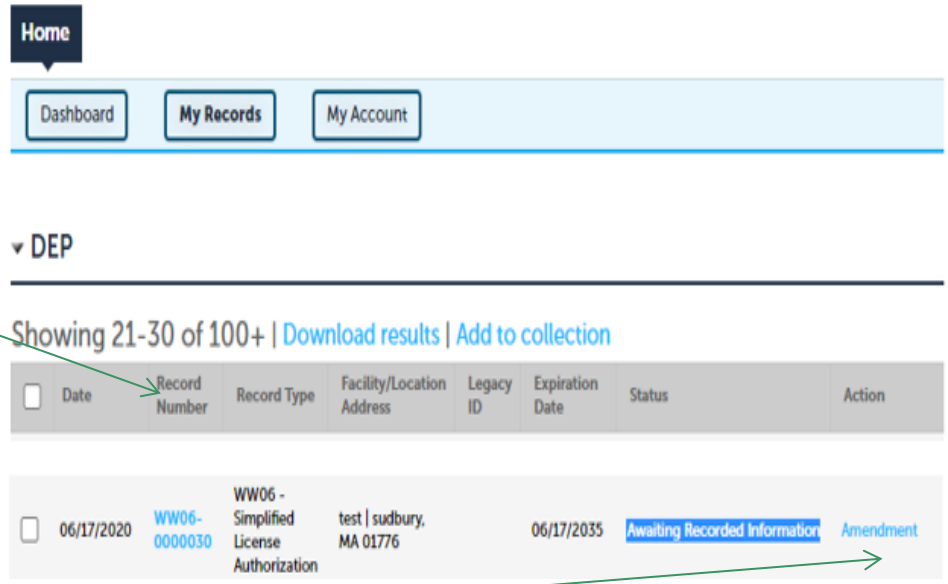
How to access your application

- Click on “ My Records” tab to start



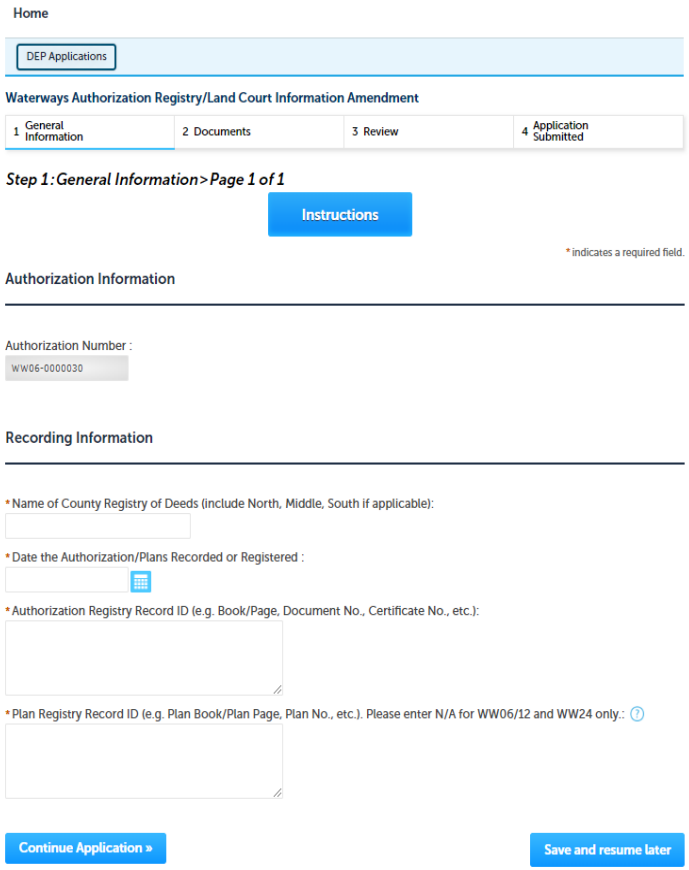
Access your record

- A list of your records will be displayed
- Locate the permit record you need to amend
- The Amendment link is under Actions
- Click on Amendment link to continue



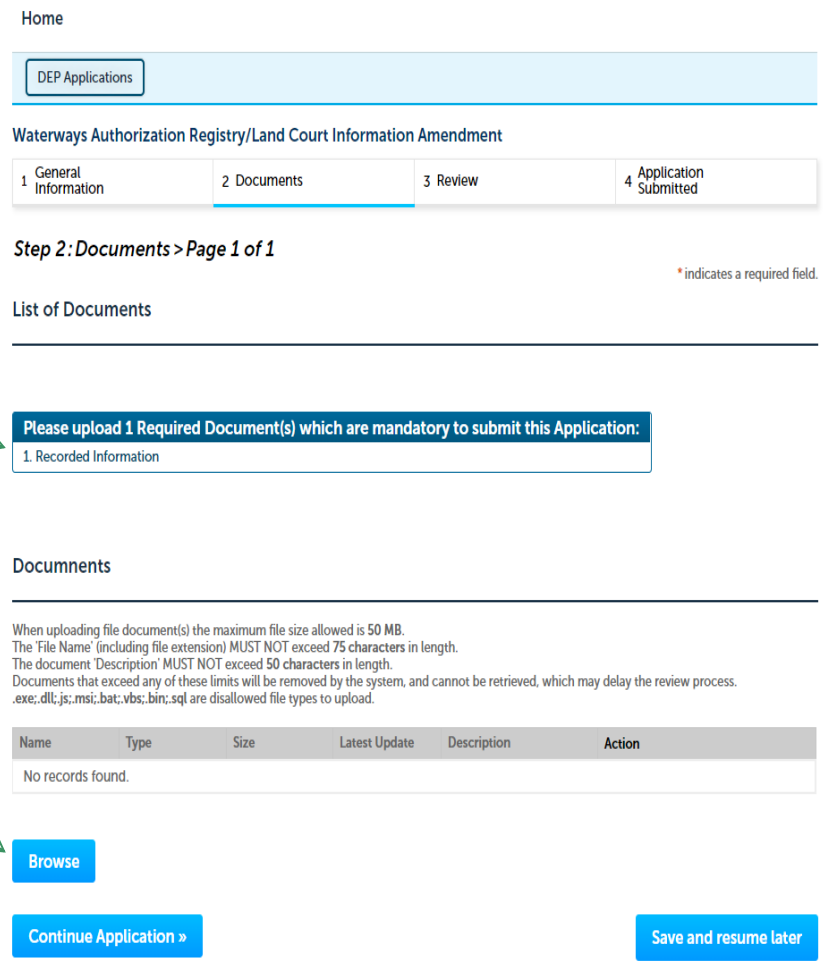
Step 1: General information

- Please enter your Waterways Authorization Registry/Land Court Information Amendment
  - Name of County Registry of Deeds
  - Date recorded or registered
  - Authorization Registry Record ID
  - Plan Registry Record ID
- Click “Continue Application” to proceed



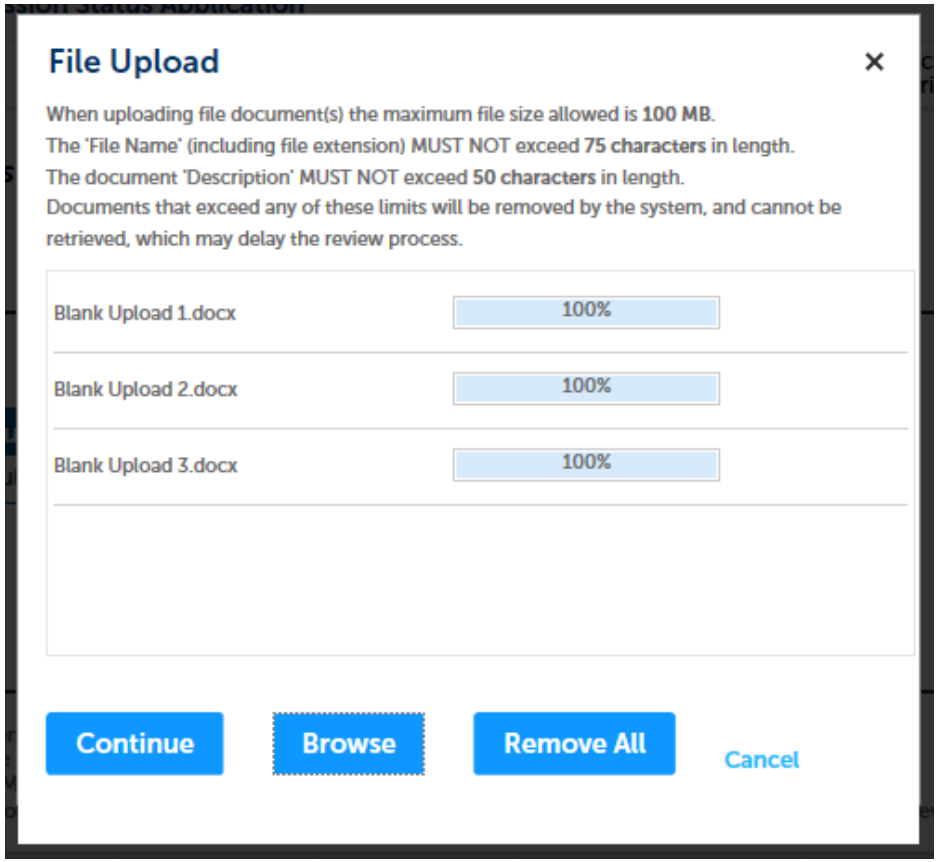
Step 2: Documents

- Upload all required documents for your application
  - The required documents will be listed on the table
- To begin attaching documents, click “Browse”



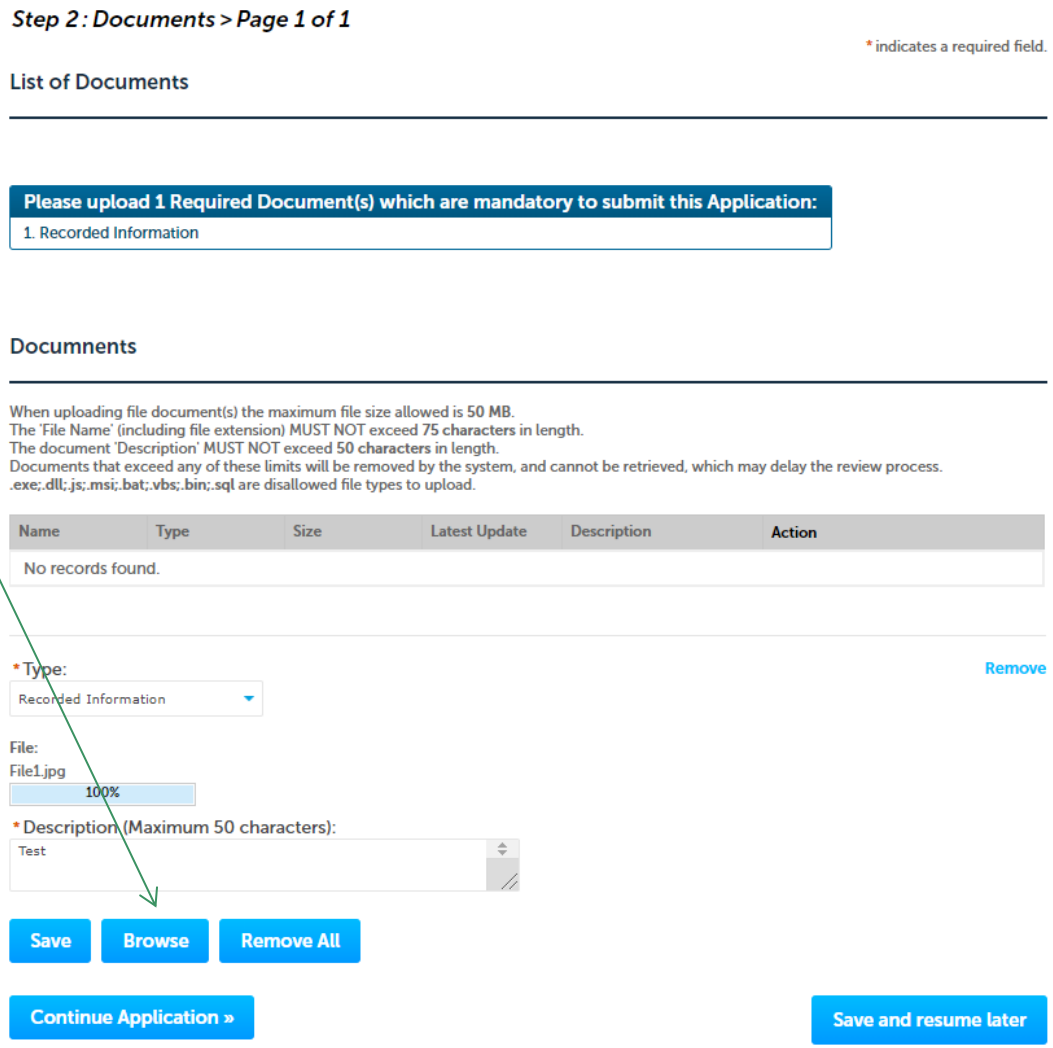
Step 2: Documents (Attaching)

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



Step 2: Documents (Attaching)

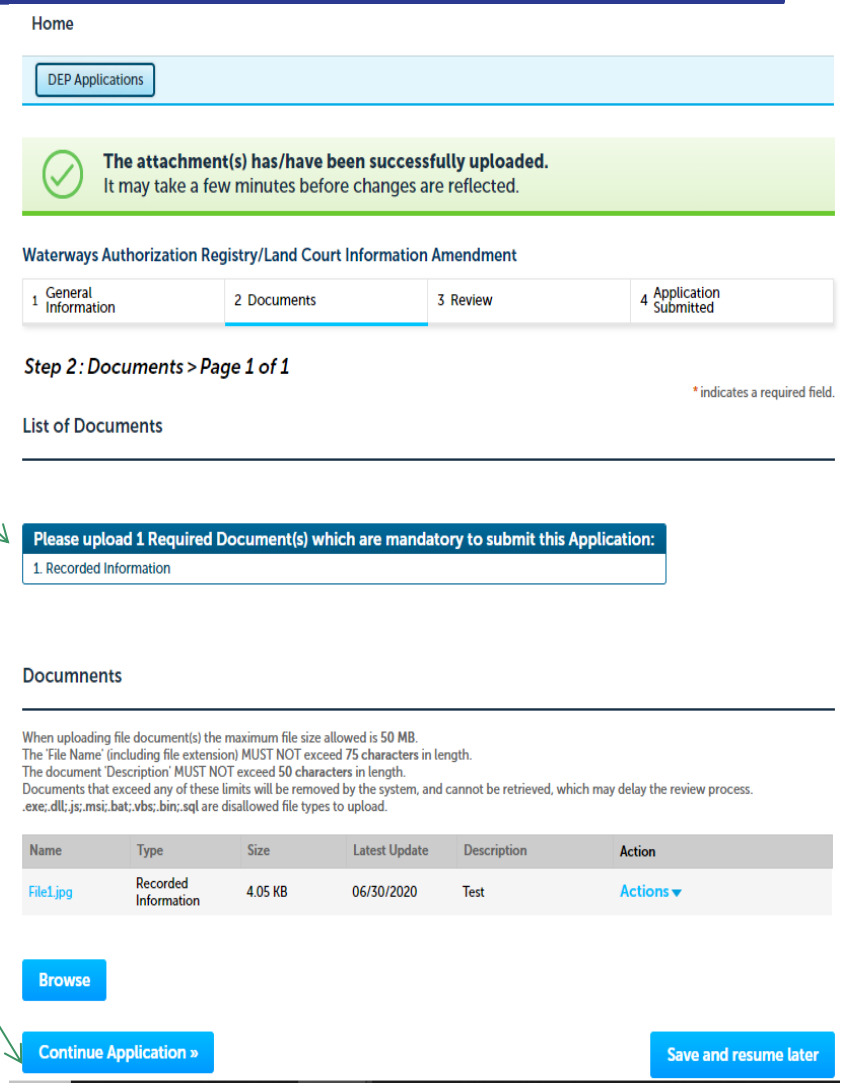
- ❑ Select the document type
- ❑ Provide a description of eac document that you uploadec
- ❑ Click “Browse” to add more documents
- ❑ When all documents are uploaded and described, clic “Save”
- ❑ Click “Continue Application”



EEA ePLACE Portal

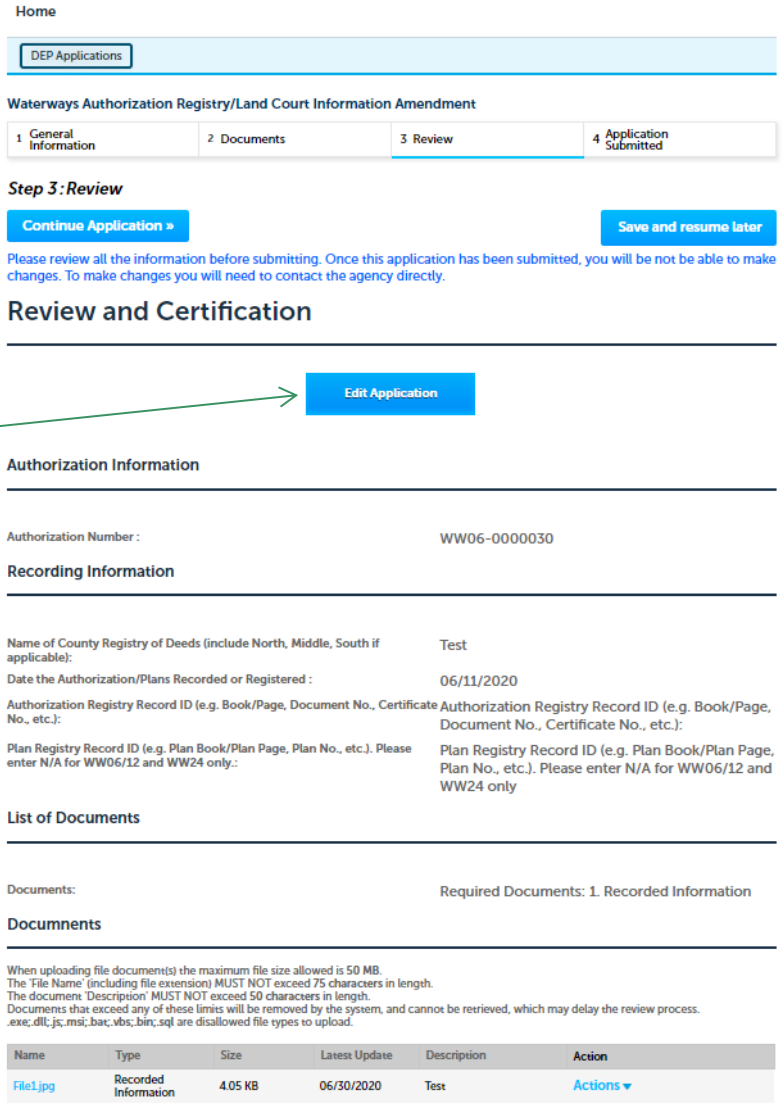
Step 2: Documents (Attaching)

- ❑ You should see a message that you have successfully attached documents.
- ❑ Review the list of attached documents.
- ❑ When ready, click “Continue Application”



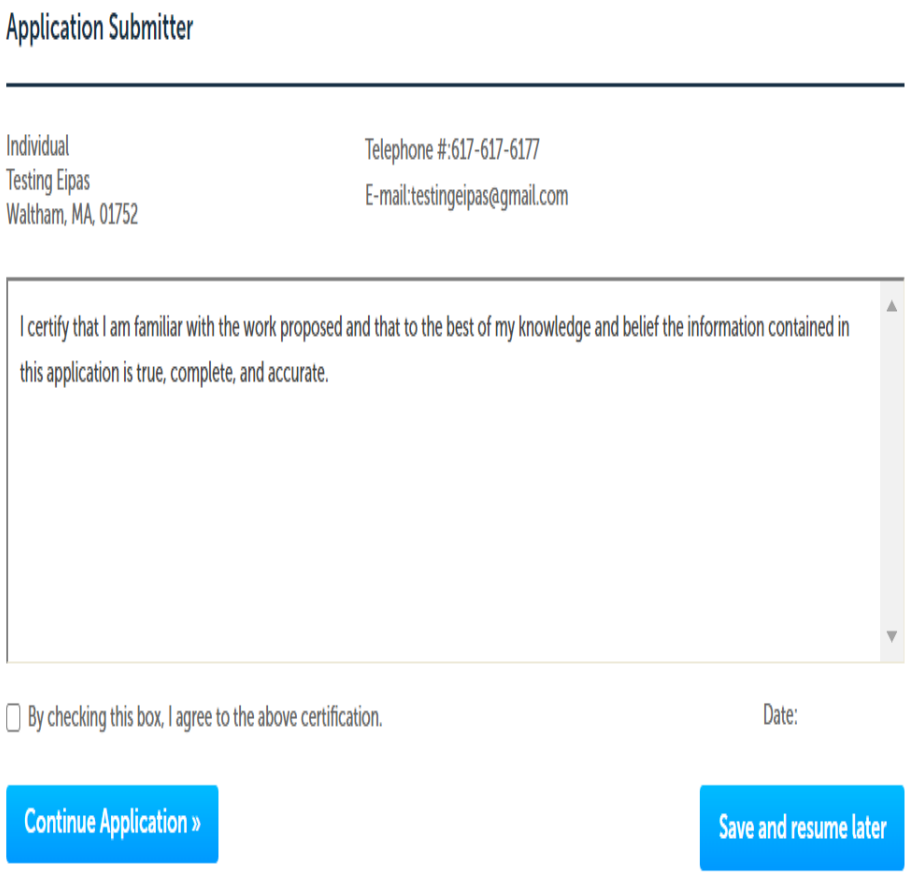
Step 3: Review

- 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



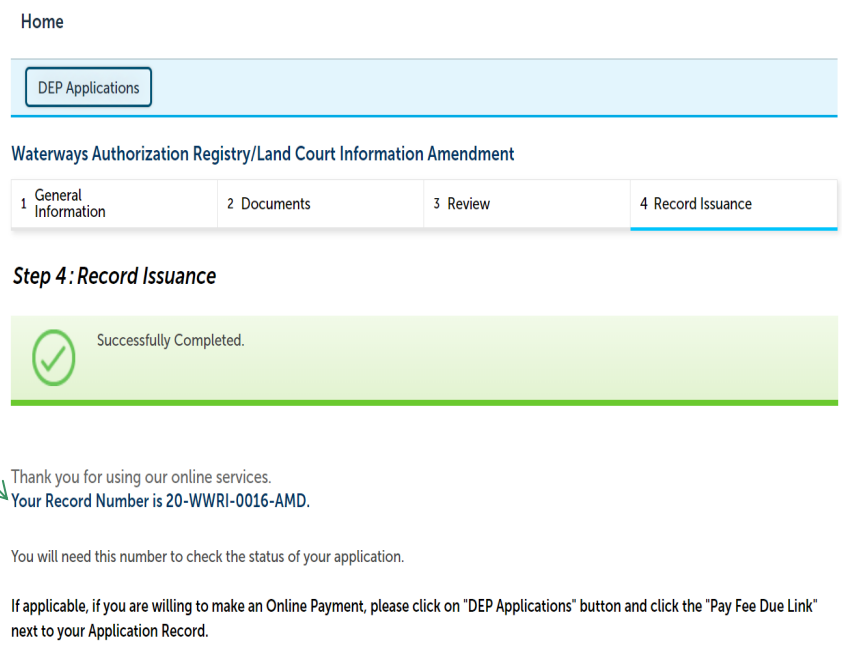
Step 3: Review

- ❑ Read the Certification Statement
- ❑ Click the check box to complete your certification
- ❑ Click “Continue Application” to proceed with your submittal



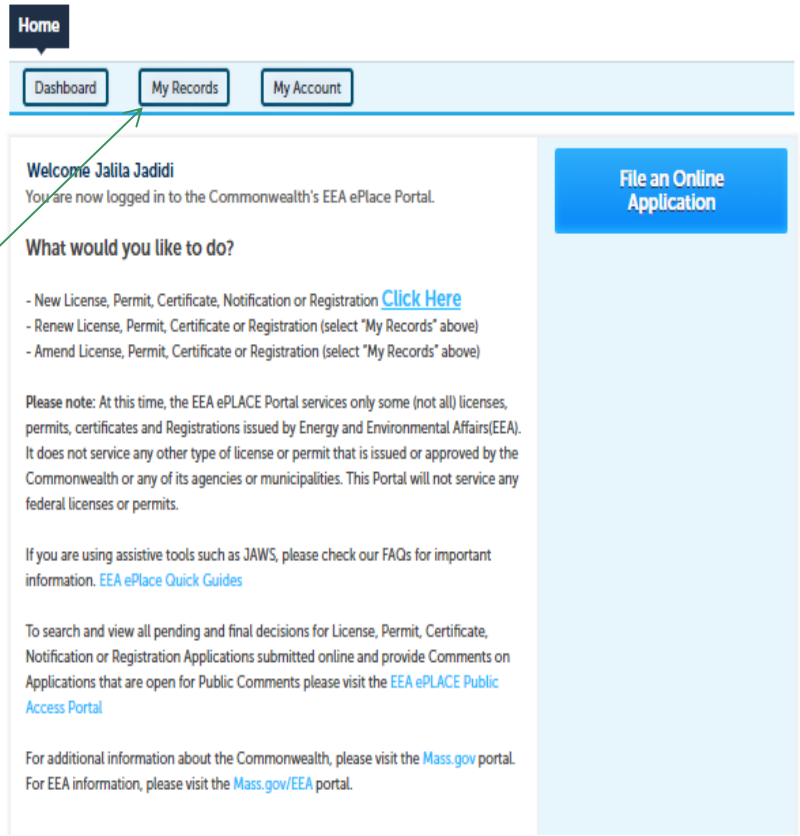
Submission Successful!

- 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 in ePLACE to see 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 links below:
https://www.mass.gov/guides/chapter-91-the-massachusetts-public-waterfront-act