



## Instructions and Supporting Materials

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### Prerequisites to Completing the Online ePLACE Application:

- **Project Description** - prepare a statement that describes the proposed project and how it meets the definition of a Test Project: *the installation or deployment of water dependent Innovative Technology in situ for purposes of evaluating its performance and environmental effects.*
- **Regulatory Standards** – prepare documentation of how the project will meet the standards at 310 CMR 9.32-9.55 during operation of the project.
- **Application** - review and complete the Application Proof of Signature and have the document executed by the applicant and property owner.
- **Wetlands Protection Act Documentation** - plans submitted with a Notice of Intent or referenced in an Order of Conditions under the Wetlands Protection Act, M.G.L. c. 131, § 40, shall accompany the application. In lieu of plans prepared by a Registered Professional Engineer or Registered Land Surveyor, the applicant shall show the proposed Project Site on a plan designating all project components by coordinates referenced to the Massachusetts State Plane Coordinate System.
- **Chapter 91 Plan** – prepare a plan for installing, testing, and removing project components.
- **Public Notice** – download the template and enter the project-specific information and save/print the document. Select a Notification Date that will coincide with the newspaper publication date and provide sufficient time to complete the mailing notification to all parties.
  1. **Complete publication and mailing concurrently:**  
**You must send the Public Notice by certified mail, return receipt requested and provide proof of such notice to the Department**
    - a. Publish the Public Notice in a newspaper of general circulation in the area where the project is located on or before the Notification Date
    - b. Mail the Public Notice and project plans on or before the Notification Date to:
      - i. MassDEP Waterways Program ([dep.waterways@mass.gov](mailto:dep.waterways@mass.gov)) or 1 Winter Street, 5<sup>th</sup> Floor, Boston, MA 02108
      - ii. Municipal Official (Mayor and City Council or Select Board)
      - iii. Planning Board
      - iv. Harbormaster
      - v. Conservation Commission
      - vi. Martha's Vineyard Commission or Cape Cod Commission (if the project is located within the jurisdiction of said Commissions)
      - vii. Massachusetts Office of Coastal Zone Management (if the project is located within the Coastal Zone)
      - viii. Massachusetts Department of Conservation and Recreation (if the project is located within an Ocean Sanctuary)
      - ix. Massachusetts Department of Fish and Game
      - x. The Environmental Monitor (if the project exceeds the review thresholds for Waterways at 301 CMR 11.03)
      - xi. Abutters - the owner of land that shares, along the water's edge, a common boundary or corner with a project site, as well as the owner of land that lies within 50-feet across a water body from such site.



Massachusetts Department of Environmental Protection  
Bureau of Resource Protection – Waterways Regulation Program

## **BRP WW 25** Test Project Permit

### **Instructions and Supporting Materials**

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**Ownership shall be determined according to the records of the local tax assessor's office.**

- xii. All Property Owner(s) (if different from the applicant)
- xiii. Interested Parties: any person having a record easement interest in the property.

**Failure to properly publish and notify all parties could result in a deficiency in the Public Notice and a requirement to re-notice the project. Please contact [dep.waterways@mass.gov](mailto:dep.waterways@mass.gov) with any questions about this part of the process.**

- **Proof of Publication/Certified Mail Receipts** – copy or scan the certified mail receipts and the newspaper tear sheet for submittal to the Department.

[WW25 Application Proof of Signature](#)

[WW25 Public Notice](#)

The WW25 Application review cannot be completed, and a permit issued, until all of the information and items listed above have been submitted and the public comment period completed.