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**

* 1. Publish the Public Notice in a newspaper of general circulation in the area where the project is located on or before the Notification Date
  2. Mail the Public Notice and project plans on or before the Notification Date to:
     1. MassDEP Waterways Program ([dep.waterways@mass.gov](mailto:dep.waterways@mass.gov)) or 1 Winter Street, 5th Floor, Boston, MA 02108
     2. Municipal Official (Mayor and City Council or Select Board)
     3. Planning Board
     4. Harbormaster
     5. Conservation Commission
     6. Martha’s Vineyard Commission or Cape Cod Commission (if the project is located within the jurisdiction of said Commissions
     7. Massachusetts Office of Coastal Zone Management (if the project is located within the Coastal Zone)
     8. Massachusetts Department of Conservation and Recreation (if the project is located within an Ocean Sanctuary)
     9. Massachusetts Department of Fish and Game
     10. The Environmental Monitor (if the project exceeds the review thresholds for Waterways at 301 CMR 11.03
     11. 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. **Ownership shall be determined according to the records of the local tax assessor’s office.**
     12. All Property Owner(s) (if different from the applicant)
     13. 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](https://www.mass.gov/media/2357646/download)

[WW25 Public Notice](https://www.mass.gov/media/2357651/download)

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.