



Massachusetts Department of Environmental Protection
Bureau of Water Resources – Water Management Act Program
20-Year Permit Renewal Application

PLEASE NOTE - This application form is for Water Management permittees who need to renew their WMA Permit. Permittees who anticipate needing additional water will **also** need to file an application for a new Water Management permit. The application requirements and forms for a new Water Management permit can be found at <https://www.mass.gov/lists/water-management-act-reporting-and-forms>, BRP WM03 - Water Management Withdrawal Permits. The 20-Year Permit Renewal Application is available for download from the MassDEP Web site in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. This application, once filled out, can be attached in the Documents section of ePLACE.

Permittees who do not need to increase their authorized withdrawal volume immediately, but expect to need more water in the future, must either a) apply for a new 20-year permit for the anticipated additional withdrawal volumes now along with submitting a renewal application, or b) can apply for a permit renewal for the current authorized withdrawal volume now, and then file an application for a new permit later as their water withdrawals approach the authorized permit limit. Preparation and review of a new permit application can be time consuming. Permittees should allow ample time to prepare and file an application and obtain a new permit.

Demand Projections – Authorized withdrawal volumes in Water Management Act permits and permit renewals for public water supplies will be based on a water needs forecast (WNF) prepared by the Massachusetts Department of Conservation and Recreation Office of Water Resources (DCR-OWR). Please contact the DCR-OWR if you are a public water supplier and you have any questions or concerns about the 20-year WNF for your community and the data needed to complete the WNF.

Non-public water supply Water Management permit holders should request withdrawal volumes based on the best estimate of their water needs through the next 20 years. In some cases, this will be the same as the amount in their current permit, in other cases where water demand has fallen, permittees will request less than the amount authorized in their current Water Management permit.

MassDEP is required to publish notice of all permit renewal applications in the Environmental Monitor as part of the application review process and to accept public comment on the applications for 30 days after the notice appears in the Monitor. Because MassDEP relies on the public comment process to help identify potential environmental impacts from water withdrawals, we cannot issue Water Management permits or permit renewals for volumes greater than what is requested in the application and published in the Environmental Monitor.

Water Conservation for Public Water Suppliers – Water Conservation is a required element of all Water Management permits. Public Water Suppliers must complete the “Commonwealth of Massachusetts Water Resources Commission Water Conservation Questionnaire for Public Water Suppliers”. This questionnaire will help to document permittees’ compliance with the conservation requirements in the current Water Management permit, and will outline permittees’ plans for any additional conservation measures during the upcoming permit period. If you have any questions about the Water Conservation Questionnaire, please contact staff at the DCR Office of Water Resources or MassDEP’s Water Management Act Program.

Water Conservation for Other WMA Permittees – Non-public water supply permittees are required to provide a written description of their water conservation program over the life of the current Water Management Permit in the “20-Year Permit Renewal Application, Section C, Special Permit Conditions”. Permit renewal applicants must also provide a written plan for water conservation during the new permit period as part of their permit renewal application. At a minimum, applicants will be expected to outline a program that meets the Massachusetts Water Conservation Standards (Executive Office of Energy and Environmental Affairs and Water Resources Commission July 2018) available at <https://www.mass.gov/media/1908996/download>. If you have any questions about documentation of your existing water conservation program or about the water conservation requirements for your permit renewal application, please contact MassDEP’s Water Management Program.

How do I submit my 20-Year Renewal Application package to ePLACE?

ePLACE is located here: <https://eplace.eea.mass.gov/citizenaccess>



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Existing permittees will first need to “Claim Your Authorization”. This will link your 20-Year Renewal Application to your existing permit and confirm your identity. See more information below.

Additional visual instructions to assist in claiming your authorization and submitting your renewal application are available at: <https://www.mass.gov/how-to/water-management-act-20-year-permit-renewal-application>.

Complete the following:

- Log into the ePLACE Portal at: <https://eplace.eea.mass.gov/citizenaccess> or create an account if you do not already have one.
- Once logged in, click on the large blue button on the right, “File an Online Application”.
- Read and agree to the disclaimer. Click “Continue”.
- Scroll to “Energy and Environmental Affairs (EEA, DEP, MDAR, DCR)” and click “Apply for a EEA General Request”. Note that in ePLACE all Permits are referred to as “Legacy Records”
- Choose the following in order to “Claim Your Authorization”:
 - a. Under, “Which agency is the Legacy Record from?” select “DEP”.
 - b. Under, “Which program is the Legacy Record from?” select “Water Management Act”.
 - c. Under, “General Information” complete your WMA permit number and expiration date.
 - d. You will **not** be required to attach anything in the Documents section. Click “Continue Application”.
 - e. Check the certification box at the bottom of the next screen and click “Continue Application”. Your authorization claim has now been submitted.
 - f. Note that you will not be able to submit the application until your authorization claim has been submitted to **and** approved by MassDEP.
 - g. It may take MassDEP a day or two to respond and approve your authorization claim. At that point, you can log into ePLACE and proceed with submitting your application.
- Upon receiving approval of your authorization claim from MassDEP, log in to ePLACE and perform the steps below to submit the application. Note that the above steps only need to be performed the first time you submit information about a facility in ePLACE.
 - a. Click on “My Records” where you will see the Permit for which you have an approved authorization claim. Select “Amendment” under Action, and then follow prompts to proceed with submittal of the application and supporting information. In the Documents section you will need to attach your WM02 application form completed in either the MS Word™ or Adobe Acrobat PDF™ formats available on the website.
 - b. Note that you can save an application and return to it later provided you select “Save and Return Later”. Once you submit your application you can no longer upload documents without approval from MassDEP personnel.
 - c. Once the application has been submitted, you will receive an email that will provide you the record number.
 - d. From the “My Records” button, you will be able to view the status of your application through the review and approval processes.

Important Contacts

For technical assistance regarding online filing, contact the ePLACE Help Desk Team at 1-844-733-7522 or ePLACE_helpdesk@mass.gov.

To see a copy of your application after submittal, also see: <https://eeaonline.eea.state.ma.us/EEA/PublicApp>.