



BRP WM 01 Water Management Act Program Registration and/or Permit Transfer Form

Instructions

Introduction

MassDEP's BRP WM01 Registration and/or Permit Transfer Form (the "Transfer Form") is available for download from the MassDEP Web site at <https://www.mass.gov/how-to/wm-01-water-management-PermitRegistration-transfer> in two file formats: Microsoft Word™ and Adobe Acrobat PDF™.

Complete the application form in either format and submit it electronically (**please do not mail**) to MassDEP through ePLACE (more information below).

1. What is the purpose of this Registration and/or Permit Transfer Form?

The Transfer Form is a request for a complete or partial transfer of the right to withdraw water that was provided through the issuance of a Water Management Act Registration or Permit. Statutory and regulatory authority for the Registration or Permit is stated at MGL Chapter 21G and at 310 CMR 36.09 for Registrations and 310 CMR 36.33 for Permits. MassDEP should be notified thirty (30) days prior to the actual transfer date. Registration transfers for cranberry cultivation can only be for the continued use of cranberry cultivation.

2. What other requirements should be considered when applying for this transfer of water withdrawal?

In cases where a permit is being transferred and changes to the conditions of the permit are also being proposed, a BRP WM02 Amendment Application should be submitted for both the transfer and the amendment. Please note that Registrations cannot be amended, only transferred. These instructions are intended to serve as a guide to the applicant. It does not necessarily include all additional requirements.

Important note: Ensure that the holder of the Registration and/or Permit and the proposed recipient both sign a statement requesting the transfer or sign the appropriate lines on the Transfer Form.

3. What is the application fee? What is the Annual Compliance Fee?

The application fee is \$215.00. Current annual compliance fees can be found on the DEP Website: <https://www.mass.gov/lists/massdep-fees-timelines>

4. What are the timelines for review of the submitted application?

- Within 24 days of receipt of an application and payment of the application, MassDEP shall complete an initial review.
- If the application is deficient, MassDEP will notify the applicant and the applicant may remedy identified deficiencies within 60 days of MassDEP's statement identifying deficiencies.
- Within 24 days of receipt of materials from the applicant in response to MassDEP's statement identifying deficiencies, MassDEP shall complete a final review.

5. How do I submit my Transfer Form to ePLACE?

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

Additional visual instructions to assist in claiming your authorization and submitting your application are available at: <https://www.mass.gov/how-to/wm-01-water-management-PermitRegistration-transfer>

Please note: for partial transfers of Registrations or Permits, please contact the appropriate WMA Region or Boston staff.



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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.
- To find this application, click on “Energy and Environmental Affairs”, check “Apply for DEP Authorization”, and click “Continue”.
- Click on “Watershed Management”, check “WM01 - Water Management Permit/Registration Transfer Application”, and click “Continue Application”.
- Follow instructions on each screen and click “Continue Application” to move to the next step. Make sure to fill out all relevant fields about your Permit/Registration Transfer. In addition, the WM01 application and supporting forms are to be completed in MS Word™ or Acrobat Adobe PDF™ and attached in the Documents section.
- Note that you can return to an application provided you select “Save and Return Later”. Once you submit an application you can no longer upload documents without approval from MassDEP personnel.
- At the end of the application steps, the ePLACE system will take you directly to a screen where you can pay the fee, if applicable. Complete payment information in ePLACE.
- Once an application has been submitted, you will receive an email that will provide you the record number.
- From the “My Records” button, you will be able to view the status of your application through the review and approval processes.

6. What forms do I need to complete and attach to the Documents section in ePLACE?

The BRP WM01 form is available on the MassDEP website in two formats: Microsoft Word™ and Adobe Acrobat PDF™. Complete and submit the form in either format, and attach the form in the Documents section of ePLACE. BRP WM01 – Water Management Act Program Registration and/or Permit Transfer form (required)

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, go to: <https://eeaonline.eea.state.ma.us/EEA/PublicApp>.