

**Massachusetts Department of Environmental Protection**  
Bureau of Resource Protection – Water Supply  
Zone II Determination for Existing Sources of Drinking Water

**BRP WS 08** Approval of Zone II Delineation

**Instructions and Supporting Materials**

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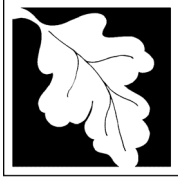
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**Introduction**

MassDEP *Instructions & Support Materials* are available for download from the MassDEP Web site at [www.mass.gov/dep](http://www.mass.gov/dep) in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

*Instructions & Support Materials* provide guidance on how to prepare a permit application.

The supporting documents for these permit applications, and the fee payment (if applicable) must now be submitted through the [ePLACE Portal](#). See ePLACE step-by-step instructions on the [mass.gov](http://mass.gov) page for this application.



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### 1. What is the purpose of this approval?

The approval is to determine technical acceptability of supporting data and recommended Zone II delineation for existing wells. Zone II is that area of an aquifer which contributes water to a well under the most severe pumping conditions that can be realistically anticipated (180 days of pumping at safe yield with no recharge from precipitation). Procedures used to delineate Zone II boundaries must follow *Guidelines and Policies for Public Water Systems*, available from the State House Bookstore. The Zone II is delineated to accurately identify land areas which may be appropriate for certain land use restrictions or prohibitions to protect groundwater quality. Zone II approvals are required when implementing various MassDEP programs.

### 2. Who must apply?

A public water supply system must apply if it has been approved to pump 100,000 gallons per day or greater, but has not yet delineated the existing well's Zone II, and is required to pursue a Water Management Act Permit. Municipalities must apply if they are conducting town-wide or localized groundwater studies for the purpose of enacting zoning and non-zoning controls to protect groundwater recharge areas.

### 3. What other requirements should be considered when applying for this approval?

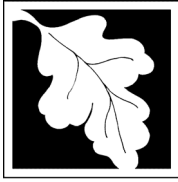
Prior to applying, applicants must be sure that the information provided and the delineation procedure used are consistent with specific requirements outlined in *Guidelines and Policies for Public Water Systems*. Pay careful attention to model documentation because this information weighs heavily in MassDEP's decision to approve the delineation.

**Note:** Approvals of this type may require MEPA review. Please carefully examine 301 CMR 11.00, the MEPA Regulations, to determine if your project exceeds the MEPA review thresholds, or for more information contact the MEPA Unit of the Executive Office of Environmental Affairs 251 Causeway Street, Suite 900, Boston MA 02114 (617) 626-1020. **MassDEP cannot begin technical review of the application until the MEPA process has been completed, unless otherwise agreed to in writing.** Copies of MEPA filings should be sent to the appropriate program offices in Boston and the MEPA Coordinator in the appropriate Regional Office.

**Note:** These additional requirements are intended to serve as a guide to the applicant. It does not necessarily include **all** additional requirements.

### 4. What is the application fee?

The application fee is \$3,235.



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### 5. Where should the application be sent?

The application must be submitted through ePLACE, located here: <https://eplace.eea.mass.gov/citizenaccess>

Additional visual ePLACE step-by-step instructions to assist in submitting your application are available at: <https://www.mass.gov/how-to/ws-08-zone-ii-approval>

- Log into the ePLACE Portal at: <https://eplace.eea.mass.gov/citizenaccess> and create an account.
- Once logged in, click on the large blue button on the right, “File an Online Application”.
- Read and agree to the disclaimer. Click “Continue”.
- To find this application, click on “Apply for DEP Authorization – Drinking Water (DW)”, and check on WS 08, and click “Continue Application”.
- Follow instructions on each screen and click “Continue Application” to move to the next step. The WS 08 supporting forms are to be attached in the Documents section. **Any documents being submitted that do not fit in with one of the dropdown categories, should be submitted under “other”.**
- 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.

#### Important Contacts

- For technical assistance regarding online filing, contact the ePLACE Help Desk Team at 844-733-7522 or [ePLACE\\_helpdesk@mass.gov](mailto:ePLACE_helpdesk@mass.gov).
- To see a copy of your application after submittal, also see: <https://eeaonline.eea.state.ma.us/EEA/PublicApp>.

### 6. Where can I get a copy of the timelines?

The timelines are available on the MassDEP Website: <https://www.mass.gov/lists/massdep-fees-timelines>

### 7. What is the annual compliance fee?

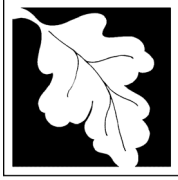
There is no annual compliance fee for this approval.

### 8. How long is this approval in effect?

The approval of a Zone II delineation is valid until there is a change (increase or decrease) in the withdrawal characteristics of the existing well or until superseded by a subsequently submitted MassDEP-approved Zone II.

### 9. How can I avoid the most common mistakes made in applying for this approval?

- a. Be sure all items on the Application Completeness Checklist are completed and included in submitted application in ePLACE.
- b. Review the Division of Water Supply's *Guidelines and Policies for Public Water Systems* regarding what technical criteria are necessary for an approvable submission.
- c. Submit the documents required for this application and pay fee (if applicable) through ePLACE, <https://eplace.eea.mass.gov/citizenaccess>.



## Permit Fact Sheet

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**10. What are the regulations that apply to this approval?**

**Where can I get copies?**

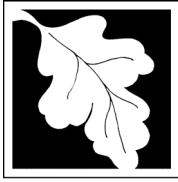
These regulations include, but are not limited to:

- a. Drinking Water Regulations, 310 CMR 22.00.
- b. Timely Action and Fee Provisions, 310 CMR 4.00.
- c. Administrative Penalty Regulations, 310 CMR 5.00.

These may be purchased at:

**State House Bookstore**  
Room 116  
Boston, MA 02133  
617-727-2834

**State House West Bookstore**  
436 Dwight Street  
Springfield, MA 01103  
413-784-1376



## Application Completeness Checklist

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The following documents should be submitted through ePLACE:

- General Site Map
- Zone II Delineation Map: A regional water table or potentiometric surface map showing groundwater flow directions in the region where the Conceptual Zone II is located; the map should be constructed based on water levels obtained from production and monitoring wells, USGS observation well network, and hydraulically connected surface water features.
- WS Certification Form

The following documents may need (if applicable) to be submitted through ePLACE:

- Surficial Geology Map: A map of the surficial geology based on USGS GQ series surficial geologic maps, topographic maps, Hydrologic Investigations Atlas, field mapping, and review of the available subsurface data.
- Regional Water Table or Potentiometric Surface Map
- Pumping Well Site Cross-Section Document: Detailed cross-sections through the pumping well site focusing on lateral extent of stratigraphic units.
- Project Description and Data
- MEPA Certificate

Note: Any documents being submitted that do not fit in with one of the dropdown categories in the ePLACE system, should be submitted under “other”. If you have concerns about any specific documents displaying on the ePLACE Public Access Portal, please contact regional staff for alternative delivery.

### To submit the application package:

- Submit the application and documents listed above through ePLACE, <https://eplace.eea.mass.gov/citizenaccess>
- Pay fee: \$3,235 (if applicable)

You can pay online in ePLACE or pay by mail in the form of a check or money order made payable to *Commonwealth of Massachusetts* (please follow email instructions provided to you once your application is submitted).