



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

BRP WW24 General License Certification (GLC)

Instructions and Supporting Materials

1. **Complete the Pre-Application Form** to verify eligibility (<https://www.mass.gov/how-to/pre-application-form-for-ww24-general-license-certification-and-ww06-simplified-license>) and **review the applicable General License (Coastal/Inland)** to verify the structure(s) comply with the specifications and conditions of the General License.

[Chapter 91 General Licenses by Registry of Deeds](#)

2. **Download the Public Notice Template** for the GLC, enter the *Pre-Application Number* and project-specific information and save/print the document:
<https://www.mass.gov/media/2223421/download>
3. **Download the Project Statement** for the GLC, enter the *Pre-Application Number* and project-specific information and save/print the document:
<https://www.mass.gov/media/2223426/download>
4. **Prepare plans** using the GLC template for Inland or Coastal projects as applicable (see below for Sample Plans and template)
5. **Complete publication and mailing concurrently:**
 - 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 Project Statement, Public Notice and Plans on or before the Notification Date to:
 - i. Planning Board
 - ii. Municipal Official (Mayor and City Council or Select Board)
 - iii. Conservation Commission
 - iv. Harbormaster (where applicable)
 - v. Property Owner(s) (if different from the applicant)

Do not initiate the online application until after 45 days from the Notification Date in the Public Notice

6. **During the public comment period, prepare the necessary information for submittal of the online application**
 - a. Wetlands Protection Act compliance (one of the options below required):
 - i. Final Order of Conditions and plans referenced therein
 - ii. Negative or Conditionally Negative Determination of Applicability
 - iii. Certificate of Compliance on an issued Order of Conditions and plans referenced therein
 - b. Complete the Occupation/Displacement fee calculation worksheet and save the document
 - c. If applicable, prepare evidence of legal authority to submit an application for the project site in lieu of the property owner signature (e.g. easement, etc. – see note below for clarification)

*Note: Most applications will **not** include this information. This information is not applicable if you are a representative completing this form on behalf of the applicant or property owner; the property owner is required to sign the Proof of Signature application form unless the applicant has the legal evidence as described above. Please contact us if you have any questions.*

7. **After completion of the 45-day public and Planning Board comment periods, initiate the online application process:** Complete the online form, upload the required documents, and pay the \$75 application fee
See below for details on how to properly register and/or identify the application parties and contributors in the ePLACE system and instructions at:
<https://www.mass.gov/media/2223386/download>.



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8. Upon payment, Waterways staff will review the application information and supporting documents and advise of any deficiencies.
9. After the preliminary review, a **“Proof of Signature” document will be emailed to you**, which will include signature pages for all persons required to execute the form. Once the form is fully executed, **upload the complete executed “Proof of Signature” to the online application.**
10. Staff will contact you to advise of any outstanding information/items required to complete the process.

NOTE - Processing of the application will not commence until the fully executed Proof of Signature form, all required documents, and the \$75 application fee have been submitted.

How to properly register and/or identify the application parties and contributors in the ePLACE system:

“Permittee” is the Applicant – the individual, or individual authorized by a company/organization submitting the application and the authorization will be issued in their name.

If you are the Permittee you may click on “Add New” button and select the checkbox on the “Use Login Information” and click “Continue”.

If you are a consultant, engineer, attorney, or other representative who is preparing the application on behalf of the Permittee you are an “Application Contact”. *Do not enter your name or contact information in the fields for the Permittee.*

- If the Permittee has an EEA ePLACE account and they will be contributing to the Application process, click “Look Up” button, search and select the appropriate Permittee.
- If the Permittee does not have an EEA ePLACE account and will not be contributing to the Application process, click “Add New” button and enter the Permittee information on their behalf.
- If there are multiple Permittees please enter information for one primary Permittee here and any additional Permittees in the “Application Contact” field.

An application will not be processed without valid contact information for the Permittee that includes their mailing address and phone number or email address.

An “Application Contact” is an individual or organization who is a party to the application (in addition to the Permittee), or who is contributing to the application. For example, a Property Owner, Additional Permittee, a consultant, an authorized representative etc.

- If the Contact has an EEA ePLACE account and they will be contributing to the Application process, click “Look Up” button, search and select the appropriate Contact.
- If the Contact does not have an EEA ePLACE account and/or will not be contributing to the Application process, click “Add New” button and enter their Contact information.

Note – If a Contact who will be submitting information in the online application process has not yet created an account, click on “save and resume later” button, advise the



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Contact to create an account in the EEA ePLACE Portal, and then resume the application and “Look Up” that person.

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>



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General License Certification Plan Checklist

Prepare project plan drawings using the Sample Plans for Inland and Coastal structures as a guide. Plan drawings should be prepared with the following minimum information and in the format described below:

Formatting

- Drawings must be prepared on the 8.5 X 11-inch paper.
- Provide a 1-inch margin at the top edge of each drawing for purposes of reproduction and binding. A ½-inch margin is required for the three other edges.
- Prepare the title blocks as indicated on the Example Plan, including: the project and location, the name of the waterway, the name of the applicant, the number of the sheet and the total number of sheets in the set, the date the drawing was prepared, and the Registry Statement (as may be modified in accordance with Registry requirements).
- North Arrow
- Locus Map shall depict the subject property in relation to the surrounding area. This may be prepared as illustrated on the Sample plan, in the upper right-hand corner
- Scale – All drawings shall be in a suitable scale (e.g. 1 inch = 40 feet) and the scale should be indicated on each sheet of the plan.

Plan View

- Property Details – Illustrate as much of the subject property as possible, including the property lines, any residence, adjacent streets, and the tax assessor’s information (map number).
- Mean high and low water lines – The mean high water (MHW) and mean low water (MLW) lines must be clearly delineated. In inland waters, such as Great Ponds and non-tidal waterways, the ordinary high and low water lines (OHW and OLW) should be used. **Color and shading cannot be used;** use dashed or dotted lines or crosshatching where necessary. (See definitions of “High Water Mark” and “Low Water Mark” at 310 CMR 9.02, c.91 Regulations).
- Structures – All structures to be licensed must be clearly depicted (including the size and number of any support piles, pipes, bottom anchors, etc.), accompanied by dimensions of the structure as measured from the High Water Mark. Linear distances must be provided from the structure(s) to each adjacent property line as measured along the waterway.
- Public Access – Identify public access location as required by the General License.

Profile View

- The submerged bottom and bank profiles should be delineated as accurately as possible.
- Mean high water (MHW) and mean low water (MLW) lines (or OHW/OLW) must be illustrated.
- The elevation of MHW, MLW, the submerged bottom, and all structures may be given relative to any standard datum (e.g., MLW/OLW, NAVD, etc.).
- Licensed activities – All structures to be licensed must be clearly depicted. Details of any structures not indicated in the Plan View must be provided with the Profile View.
- Title Blocks – the lower middle and right-hand blocks shall be prepared as indicated on the Sample Plan.

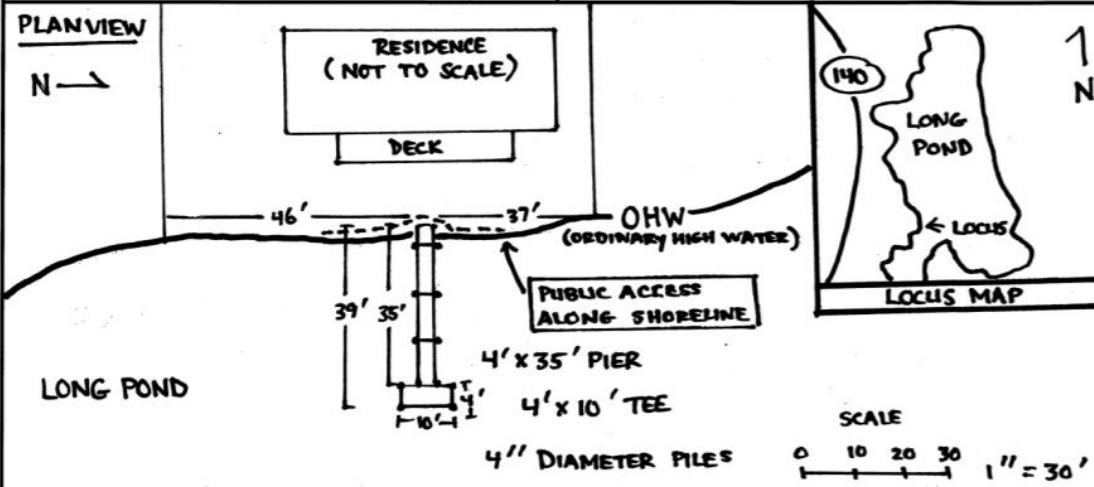
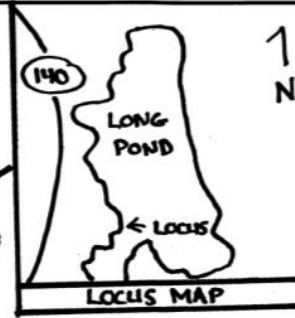
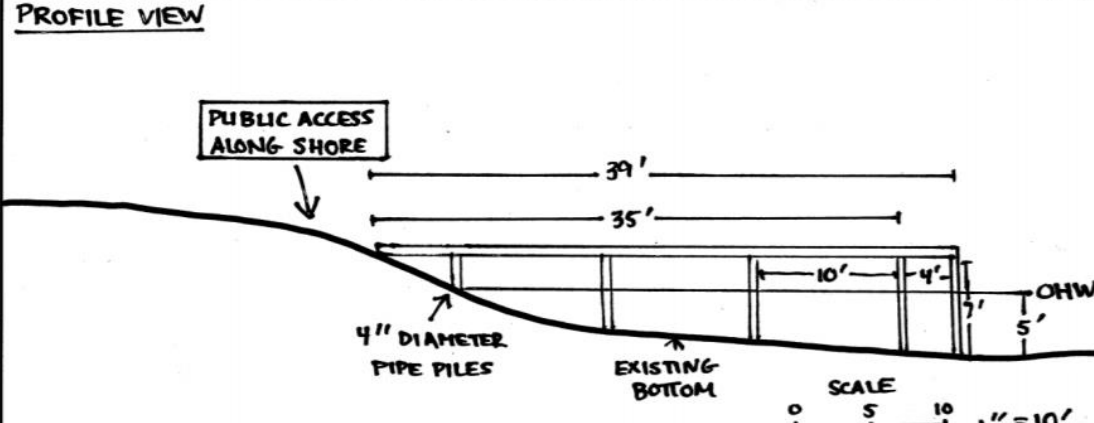


BRP WW 24 General License Certification (GLC)

Instructions and Supporting Materials

General License Certification – Sample Plan for an Inland Structure

General License Plan Template

General License Certification No. Approved by Department of Environmental Protection Date:	For Registry of Deeds Use Only	
PLAN VIEW N →	 <p style="text-align: right;">SCALE 0 10 20 30 1" = 30'</p>	 <p style="text-align: center;">LOCUS MAP</p>
PROFILE VIEW		
 <p style="text-align: right;">SCALE 0 5 10 1" = 10'</p>		
This plan conforms to the requirements of the <u>Deed Indexing Standards for the Commonwealth of Massachusetts</u> – January 1, 2008, Section 6-4: Plans as Attachments to Other Documents.	Plan accompanying petition of: <u>John Doe</u> <u>0 Glendale Way</u> <u>Orlando, Florida 32808</u>	Project Description: <u>Seasonal Pier With Tee</u> In: <u>Long Pond</u> At: <u>0 Lucie Way, Lakeville</u> County of: <u>Bristol</u> Sheet <u>1</u> of <u>1</u> Date: <u>1.6.17</u>



BRP WW 24 General License Certification (GLC)

Instructions and Supporting Materials

General License Certification - Sample Plan for a Coastal Structure

General License Plan Template

General License Certification No. Approved by Department of Environmental Protection Date:	For Registry of Deeds Use Only	
PLAN VIEW 	<p style="text-align: center;">LOCUS MAP</p> <p style="text-align: right;">SCALE 0 10 20 30 1" = 30'</p>	
PROFILE VIEW <p style="text-align: right;">SCALE 0 5 10 1" = 10'</p>		
<p>This plan conforms to the requirements of the</p> <p><u>Deed Indexing Standards for the Commonwealth of Massachusetts</u> –</p> <p>January 1, 2008, Section 6-4:</p> <p>Plans as Attachments to Other Documents.</p>	<p>Plan accompanying</p> <p>petition of:</p> <p style="text-align: center;"><u>John Doe</u></p> <p style="text-align: center;"><u>0 Glendale Way</u></p> <p style="text-align: center;"><u>Orlando, Florida 32808</u></p>	<p>Project Description: <u>Pier, Ramp and Float</u></p> <p>In: <u>Mashpee River</u></p> <p>At: <u>0 Captains Way, Mashpee</u></p> <p>County of: <u>Barnstable</u></p> <p>Sheet <u>1</u> of <u>1</u> Date: <u>1.6.17</u></p>



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General License Plan Template (Required for Certification)

<p>General License Certification No.</p> <p>Approved by Department of Environmental Protection</p> <p>Date:</p>	<p>For Registry of Deeds Use Only</p>	
<div style="border: 1px solid black; height: 500px;"></div>		
<p>This plan conforms to the requirements of the <u>Deed Indexing Standards for the Commonwealth of Massachusetts</u> – January 1, 2008, Section 6-4: Plans as Attachments to Other Documents.</p>	<p>Plan accompanying petition of:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Project Description: _____</p> <p>_____</p> <p>In: _____</p> <p>At: _____</p> <p>County of: _____</p> <p>Sheet ____ of ____ Date: _____</p>