
WM02 - Water Management Permit Amendment

MassDEP, Bureau of Water Resources



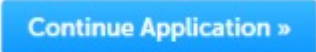
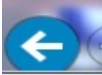
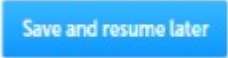

EEA ePLACE Portal

Overview

- ❑ This presentation is to assist in completing a **WM02- Water Management Permit Amendment**
 - ❑ Use this form to request changes to your existing Water Management Permit, except for increase in permit volume. To request an increase in permit volume, use form WM03
 - ❑ WMA permits are conditioned to mitigate impacts of the withdrawals to water resources and other users. Statutory and regulatory authority for the Water Management Act permit program can be found at MGL Chapter 21G and MassDEP regulations - 310 CMR 36.16 - 36.39.
 - ❑ This presentation will take you screen by screen through the ePLACE online permitting application process



General Navigation

- Always Click  to move to the next page.
- Do NOT use the Browser Back Button  as this will take you out of the system
- Any field with a red asterisk (*) is required before you can move off the page.
- Click  to save your work and resume at a later time
- Click on the tool tips where applicable to get more details 
- We strongly suggest using Internet Explorer as a preferred browser



How to Apply

- ❑ If this is your first time in the system, your first step would be to create an account and complete the Claim Authorization Request. First, you will need to link your current Permit issued by the agency with the new system in order to proceed with your Amendment. For more information, please see the instructions on Claim Authorization Request.
- ❑ If you have already created an account and your current permit/authorization is linked to your account, please continue to the next page and follow the instructions accordingly



How to Apply

- ❑ Click or type this address on your browser:

<https://eplace.eea.mass.gov/citizenaccess>

- ❑ Log into your account in ePlace using your username/password

Need Help? For technical assistance in using this web application, please call the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLAC between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception of all Commonwealth and Federally observed holidays. If you prefer, you can also e-mail us at ePLACE_helpdesk@state.ma.us. For assistance with non-technical questions, please contact the issuing Agency directly using the links below.

Contact:
[Energy and Environmental Affairs, MASSDEP](#)
[Energy and Environmental Affairs, MDAR](#)
[Energy and Environmental Affairs, DCR](#)

For DPL, DCAMP and ABCC permits or licenses, please [click here](#).

Convenience Fee: Please note there will be a convenience fee for all online credit card transactions. There is also a nominal fee for online payment by check.

Home

Welcome to the Commonwealth of Massachusetts ePLACE Portal

The Commonwealth of Massachusetts is pleased to offer online access to many licensing, permitting and certificate services. With ePLACE, the Commonwealth hopes to deliver more efficient, convenient, and interactive e-government services.

Options for Licensees and Applicants:

- Apply for, Renew, or Amend a License, Permit, Certificate, Notification or Registration
- Make Payments Online

ePLACE Portal Account Registration:

In order to utilize most of the services available through the ePLACE, you must first register for an account to do any of the following:

- Apply for a License, Permit, Certificate, Notification or Registration
- Renew a License, Permit, Certificate or Registration

Login

User Name or E-mail:

Password:

Remember me on this computer

[I've forgotten my password](#)
[New Users: Register for an Account](#)

Please note: At this time, the ePLACE Portal services only some (not all) licenses, permits and certificates issued by Energy and Environmental Affairs (EEA). It does not service any other



File an Online Amendment

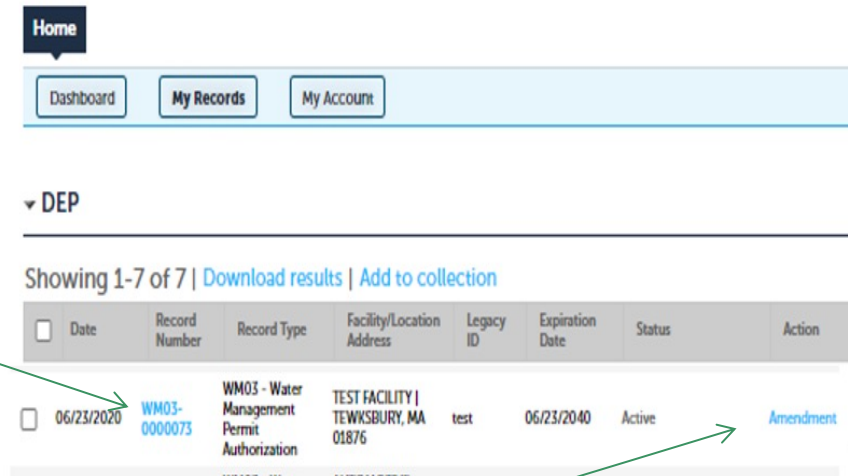
- ❑ Click on “ My Records” tab to start

The screenshot shows the user interface of the EEA ePLACE Portal. At the top, there is a navigation bar with a 'Home' button and four main tabs: 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. A green arrow points from the text 'Click on “ My Records” tab to start' to the 'My Records' tab. Below the navigation bar, the main content area is divided into two columns. The left column contains a 'Welcome' message, a login confirmation, and a list of actions including 'File an Online Application'. The right column features a prominent blue button labeled 'File an Online Application'.



Access your record

- ❑ A list of your records will be displayed
- ❑ Locate the permit record you need to Amend/Modify
- ❑ Against the record, you will have the Amendment link under Actions
- ❑ Click on Amendment link to continue



Home

Dashboard My Records My Account

▼ DEP

Showing 1-7 of 7 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Facility/Location Address	Legacy ID	Expiration Date	Status	Action
<input type="checkbox"/>	06/23/2020	WM03-0000073	WM03 - Water Management Permit Authorization	TEST FACILITY I TEWKSURY, MA 01876	test	06/23/2040	Active	Amendment



Step 1: Contact Information

- ❑ Your current Authorization information will be displayed
- ❑ You can modify the information accordingly, if applicable
- ❑ Click “Continue Application” to go to the next page

The screenshot shows the 'Step 1: Contact Information' page of the EEA ePLACE Portal. At the top, there is a navigation bar with seven tabs: 1 Contact Information, 2 Facility Information, 3 Application Information, 4 Documents, 5 Special Fee Provision, 6, and 7. The 'Contact Information' tab is selected. Below the navigation bar, the page title is 'Step 1: Contact Information > Page 1 of 1'. There is a blue 'Instructions' button. A note indicates that an asterisk (*) denotes a required field. The main section is titled 'Permittee' and contains instructions for users: 'Permittee' is the individual or an individual authorized by a Company applying for this application. If you are the Permittee, you may click on the "Add New" button and select the checkbox "Use Login Information" on the top and click "Continue". If you are a consultant, engineer, attorney, or other authorized representative preparing the application on behalf of the Permittee, you are an "Application Contributor". Do not enter your name or contact information in the fields for the Permittee. Two bullet points follow: 'If the Permittee has an EEA ePLACE account and they would like to contribute to the Application process, click "Look Up" button, search and select the appropriate Permittee.' and 'If the Permittee does not have an EEA ePLACE account and does not want to contribute to the Application process, click "Add New" button and enter the Permittee information on their behalf.' Below the instructions is a form for 'Permittee:' with the following text: TEST EL NEWTEST, Boston, MA, 02752, Telephone #: 617-576-7777, Email: jalla.el-jadid@mass.gov. There is a 'Remove' link below the form. The next section is 'Permittee Company' with the instruction: 'Please add the company information that the Permittee is affiliated with.' and an 'Add New' button. The final section is 'Application Contributors' with instructions: 'If multiple users will be coordinating in the preparation of this application, you will need to add them below. Note - If you are unable to find the correct contributor, click on the "Save and resume later" button. Advise the contributor to create an account in the EEA ePLACE Portal and then resume the application.' There is a 'Look Up' button. Below this is a table showing 1-1 of 1 contributor. The table has columns for Contact Type, Name, Organization Name, Contact Person, and Action. The row shows 'Facility Delegate', '36547 IS-FAC-002465', and 'Edit/View Delete'. At the bottom, there are two buttons: 'Continue Application >' and 'Save and resume later'.



Step 2 : Facility Information

- ❑ Facility information is displayed to be viewed only and cannot be edited
- ❑ Click on “Continue Application”

Step 2: Facility Information > Page 1 of 1

* indicates a required field.

Facility Information

You must identify the facility for which you are completing this application. Enter the facility name, or portion of the name, in the "Name" box and click on "Search". Your search will return a list of facilities and addresses that meet your search criteria. If your facility is on this list, select it by clicking the button to the left of the name. If your facility is not on the list, you may search again, by pressing "Clear" and using different criteria. For example, try a new search using street address. If you know your DEP Facility ID, you may enter it in the applicable box and click on "Search". The facility information will populate the boxes. If applicable for a new facility, press the "Clear" button, and enter the information for the facility into the boxes provided (boxes with an asterisk are required), and continue to the next section without clicking on "Search".

* Facility Name:

* Street # * Street Name: Street Name 2

* City: ? * State: ? * Zip: ?

Latitude Longitude

DEP Facility ID: AQ ID: HW ID: TRI ID:



Step 3: Application Information

❑ Please identify the type of permit from the drop-down menu:

❑ Cranberry

❑ Non-Cranberry

❑ Add any additional information that might help the agency with the review of this amendment application

Home

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1 Contact Information	2 Facility Information	3 Application Information	4 Documents	5 Special Fee Provision	6	7
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Step 3: Application Information > Page 1 of 1 * indicates a required field.

General Information

*Please identify the type of permit:
Non-Cranberry

Program ID

Program ID:
test

Additional Information

Please use this space to enter additional information that may seem pertinent to your application.

Additional Information:

Continue Application »

Save and resume later



Step 4: Documents

- ❑ Upload all required documents for your application
- ❑ The required documents will be listed on the table
- ❑ To begin attaching documents, click “Browse”

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Step 4: Documents > Page 1 of 1

* indicates a required field.

Documents

Please upload 1 Required Document(s) which are mandatory to Submit this Application:

1. MassDEP Application Form

Attachment

When uploading file document(s) the maximum file size allowed is 50 MB.
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.
The document 'Description' MUST NOT exceed 50 characters in length.
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.
.exe;.dll;.js;.msi;.bat;.vbs;.bin;.sql are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
No records found.					

Browse

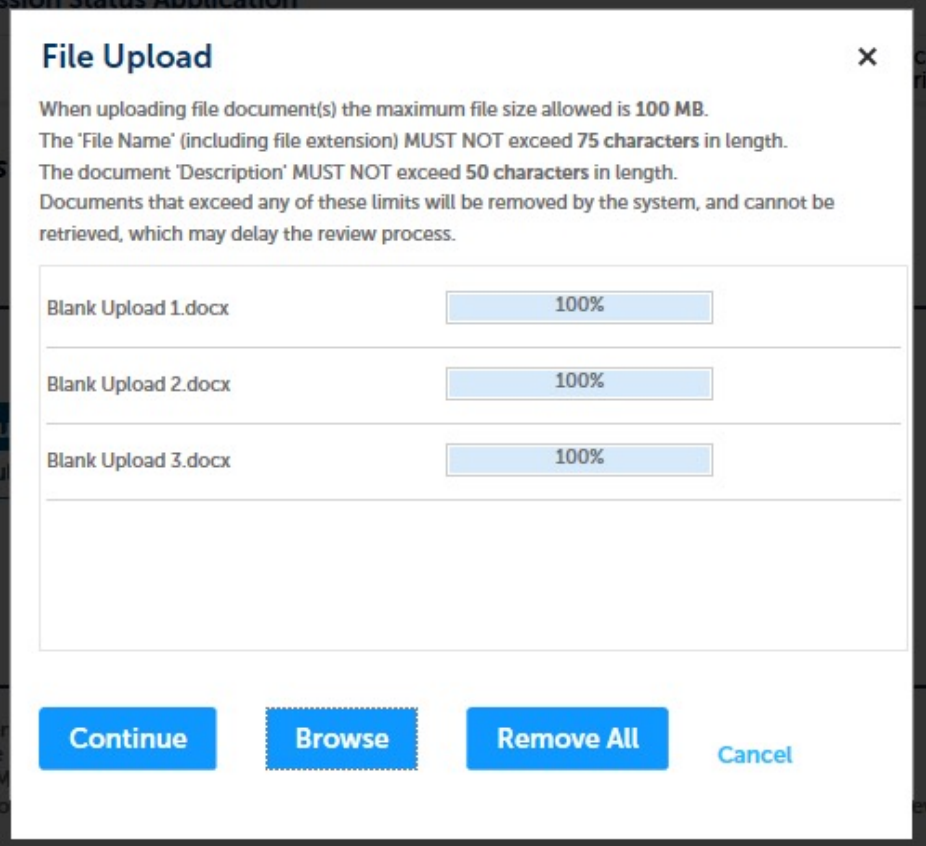
Continue Application »

Save and resume later



Step 4: Documents (Attaching)

- ❑ A “File Upload” window opens
- ❑ Click “Browse”
- ❑ Choose the file(s) you want to attach
- ❑ When all files reach 100%, click “Continue”



File Upload ×

When uploading file document(s) the maximum file size allowed is 100 MB.
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.
The document 'Description' MUST NOT exceed 50 characters in length.
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

Blank Upload 1.docx	100%
Blank Upload 2.docx	100%
Blank Upload 3.docx	100%

Continue **Browse** **Remove All** **Cancel**



Step 4: Documents (Attaching)

- ❑ Select the document type
- ❑ Provide a description of each document that you uploaded
- ❑ Click “Browse” to add more documents
- ❑ When all documents are uploaded and described, click “Save”
- ❑ Click “Continue Application”

The screenshot displays a web interface for uploading documents. It features three identical document entry forms stacked vertically. Each entry includes a file name (e.g., 'Blank Upload 1.docx'), a progress indicator (100%), a description field (with a 50-character limit), and a 'Type' dropdown menu. To the right of each entry is a 'Remove' button. At the bottom of the interface, there are four main action buttons: 'Save', 'Browse', 'Remove All', and 'Continue Application'. A 'Save and resume later' button is also present in the bottom right corner. Green arrows from the text on the left point to the 'Save' button, the 'Continue Application' button, and the 'Browse' button.



Step 4: Documents (Attaching)


❑ You should see a message that you have successfully attached documents

❑ Review the list of attached documents.

❑ When ready, click “Continue Application”

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 **The attachment(s) has/have been successfully uploaded.**
It may take a few minutes before changes are reflected.

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Step 4 : Documents > Page 1 of 1

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The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.
The document 'Description' MUST NOT exceed 50 characters in length.
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.
.exe;.dll;.js;.msi;.bat;.vbs;.bin;.sql are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
File1.jpg	MassDEP Application Form	4.05 KB	06/23/2020	test	Actions ▾

Browse

Continue Application »

Save and resume later



Step 5: Special Fee Provision

- If Special Fee Provision is applicable, check the appropriate box and provide requested information
- Click “Continue Application”

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Step 5: Special Fee Provision > Page 1 of 1

* indicates a required field.

Special Fee Provision

Exemption: [?](#)

Exclusion (special agreement or policy): [?](#)

Substitution (ASP/IRP): [?](#)

Double Fee for Enforcement: [?](#)

Hardship payment extension request: [?](#)

[Continue Application »](#) [Save and resume later](#)



Step 6: Review

- ❑ The entire application is shown on a single page for your review
- ❑ If you note something you want to change, click “Edit Application”
- ❑ Otherwise, continue to the bottom of the page.

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Step 6: Review

[Continue Application »](#) [Save and resume later](#)

Please review all the information before submitting. Once this application has been submitted, you will be not be able to make changes. To make changes you will need to contact the agency directly.

Review and Certification

[Edit Application](#)

Permittee

Individual
Testing Eipas
111 Main st
Waltham, MA, 01752
United States

Telephone #: 617-617-6177
E-mail: testingeipas@gmail.com

Permittee Company

Application Contributors

Showing 0-0 of 0

Name	Organization Name	Contact Person	Telephone #	E-mail	Action
No records found.					

Facility Information

BED BATH AND BEYOND 1100 | 8 ALLSTATE RD, SUITE B. BOSTON MA 02125
DEP Facility ID: 525166
DEP Region: NE
HW ID: MAC300016169
Facility Record ID: 15-FAC-021023

General Information

Please identify the type of permit: Non-Cranberry

Program ID



Step 6: Review

- Read the Certification Statement
- Click the check box to complete your certification
- Click “Continue Application” to proceed with your submittal

Application Submitter

Individual
Testing Eipas
Waltham, MA, 01752

Telephone #: 617-617-6177
E-mail: testingeipas@gmail.com

I certify that I am familiar with the work proposed and that to the best of my knowledge and belief the information contained in this application is true, complete, and accurate.

By checking this box, I agree to the above certification.

Date:

Continue Application »

Save and resume later



Step 7: Pay Fees

- ❑ Both online payment and pay by mail are available
- ❑ Online payment will require a service charge
- ❑ Click the appropriate box to begin



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Step 7: Pay Fees

Listed below is the fee for the authorization that you are applying for. The following screen will display your total fees.

Payment may be made by electronic check or credit card for a nominal processing fee. The electronic check fee is \$0.35 per transaction. Credit card payments are 2.35% per transaction. Clicking on the PAY ONLINE button will bring you to the secure online payments portal. Once you have made payment, you will be returned to your application for submittal.

Payment may also be made by mail. However, review of your permit will not begin until payment is received. By clicking on the Pay by Mail button, you will have submitted your application. You will receive a notification email with the location and address to send your payment. That information is also available in the instructions for this authorization.

Application Fees

Fees	Amount
WM03 - Amendment Fee	\$1,940.00

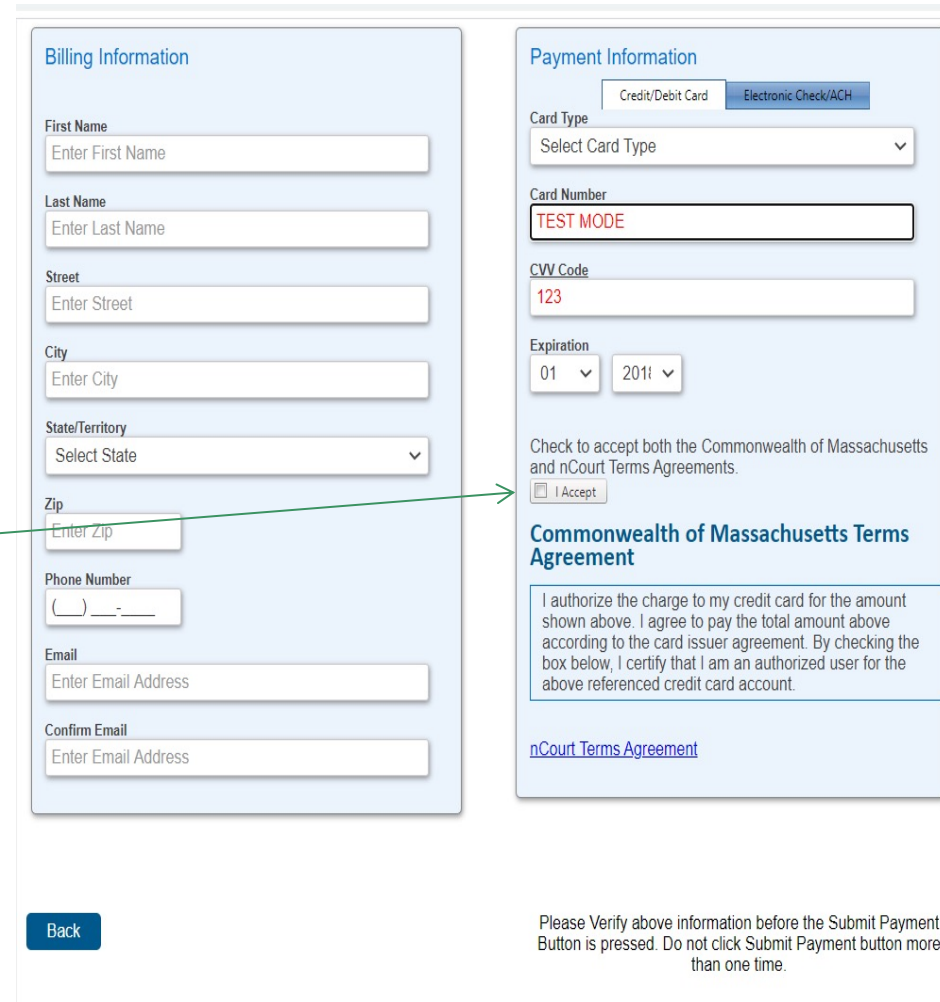
\$1,940.00

Pay Online »

Pay by Mail »

Pay Online

- ❑ If you choose “Pay Online”, you will be brought to this screen
- ❑ Provide all payment and billing information
- ❑ Accept the terms and conditions
- ❑ You will be e-mailed a receipt



The screenshot shows a two-column payment form. The left column is titled "Billing Information" and contains fields for First Name, Last Name, Street, City, State/Territory (a dropdown menu), Zip, Phone Number, Email, and Confirm Email. The right column is titled "Payment Information" and includes radio buttons for "Credit/Debit Card" (selected) and "Electronic Check/ACH". Below these are fields for Card Type (a dropdown), Card Number (containing "TEST MODE"), CVV Code (containing "123"), and Expiration (01/2011). A checkbox labeled "I Accept" is checked, with a green arrow pointing to it from the text "Accept the terms and conditions" in the list above. Below the checkbox is the "Commonwealth of Massachusetts Terms Agreement" section, which includes a text box with authorization terms and a link to "nCourt Terms Agreement". A "Back" button is located at the bottom left of the form area.

Please Verify above information before the Submit Payment Button is pressed. Do not click Submit Payment button more than one time.



Pay by Mail

- If you choose “Pay by mail”.
- Check your email for instructions
- Your application will not be reviewed until payment is received.

Payment online: If you have paid online by credit or ACH you will receive an additional notification from the epayment vendor that your payment is complete. Review of your application will begin. That notification will include a Reference ID # for your records.

Pay by Mail: If you chose the "Pay by Mail" option, please make your payment in the form of a check or money order made payable to the Commonwealth of Massachusetts. Do not send cash. You must include your Application Number 20-WM05-0047-APP on the check or money order that must be sent to the address below.

Department of Environmental Protection
PO Box 4062
Boston, MA 02211

Review of your application will not begin until after your payment has been received and processed.



Submission Successful!

- ❑ When you submit your application you will receive a Record ID so you can track the status of your application online
- ❑ Upon submission of your application please make sure to check your email for system notifications

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Step 8: Record Issuance



Successfully Completed.

Thank you for using our online services.
Your Record Number is 20-WM02-0029-AMD.

You will need this number to check the status of your application.

If applicable, if you are willing to make an Online Payment, please click on "DEP Applications" button and click the "Pay Fee Due Link" next to your Application Record.



To check the status of an application

❑ Log on to EEA ePlace portal

▶ <https://eplace.eea.mass.gov/citizenaccess>

❑ Go to your “My Records” page in ePLACE to see or track the status of an application

Home

Dashboard My Records My Account

Welcome Jatila Jadidi
You are now logged in to the Commonwealth's EEA ePLACE Portal.

What would you like to do?

- New License, Permit, Certificate, Notification or Registration [Click Here](#)
- Renew License, Permit, Certificate or Registration (select "My Records" above)
- Amend License, Permit, Certificate or Registration (select "My Records" above)

Please note: At this time, the EEA ePLACE Portal services only some (not all) licenses, permits, certificates and Registrations issued by Energy and Environmental Affairs (EEA). It does not service any other type of license or permit that is issued or approved by the Commonwealth or any of its agencies or municipalities. This Portal will not service any federal licenses or permits.

If you are using assistive tools such as JAWS, please check our FAQs for important information. [EEA ePlace Quick Guides](#)

To search and view all pending and final decisions for License, Permit, Certificate, Notification or Registration Applications submitted online and provide Comments on Applications that are open for Public Comments please visit the [EEA ePLACE Public Access Portal](#)

For additional information about the Commonwealth, please visit the [Mass.gov](#) portal. For EEA information, please visit the [Mass.gov/EEA](#) portal.

File an Online Application



Questions?

For technical assistance:

- ▶ Contact the ePlace Help Desk Team at (844) 733-7522
- ▶ Or send an email to: ePLACE_helpdesk@state.ma.us

For business related questions, please visit the link below:

<https://www.mass.gov/how-to/wm-02-water-management-permit-amendments>

