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# WM03 – Water Management Permit Application

MassDEP, Bureau of Water Resources



**EEA ePLACE Portal**

# Overview

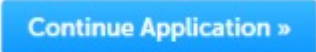
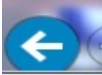
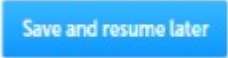

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- ❑ This presentation is to assist in completing a **New WM03- Water Management Permit Application**
- ❑ You must apply for this permit if you plan to withdraw water from ground or surface sources in excess of an annual average of 100,000 gallons per day or 9 million gallons in any 3-month period. Users typically requiring a permit include:
  - ❑ industry
  - ❑ commercial
  - ❑ agriculture
  - ❑ golf courses
  - ❑ cranberry bogs
  - ❑ public water supplier
- ❑ This presentation will take you screen by screen through the ePLACE online permitting application process



# General Navigation

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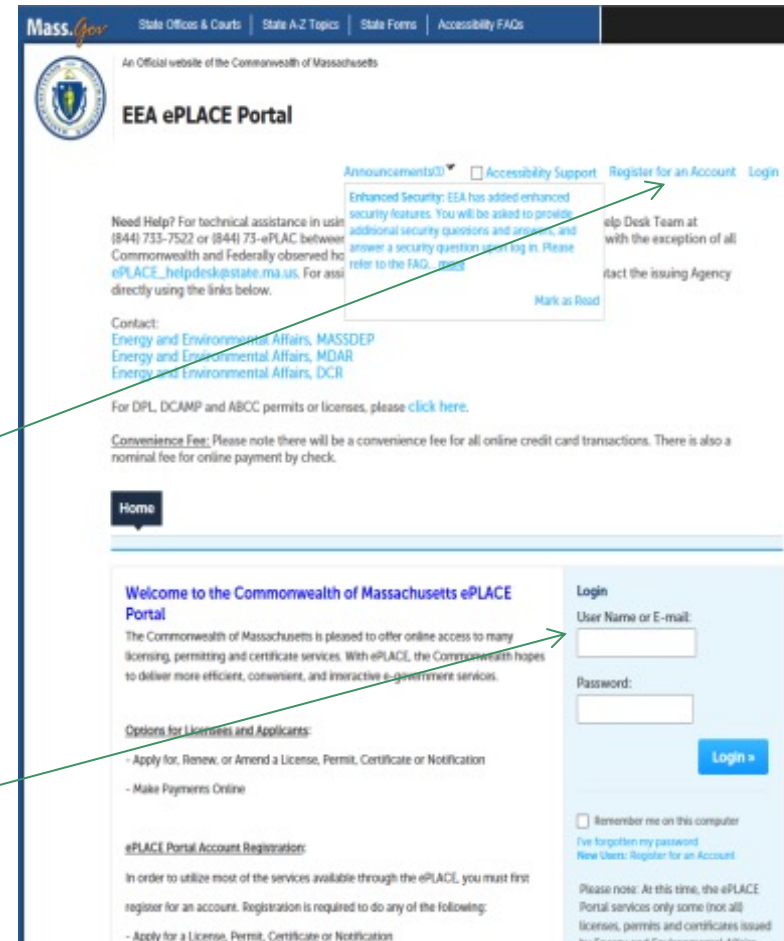
- Always Click  to move to the next page.
- Do NOT use the Browser Back Button  as this will take you out of the system
- Any field with a red asterisk (\*) is required before you can move off the page.
- Click  to save your work and resume at a later time
- Click on the tool tips where applicable to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



# How to Apply

## First time users:

- ▶ Click or type this address on your browser:  
<https://eplace.eea.mass.gov/citizenaccess>
- ▶ Follow the prompts to create a new user account
- ▶ Log into your account in ePlace using your username/password



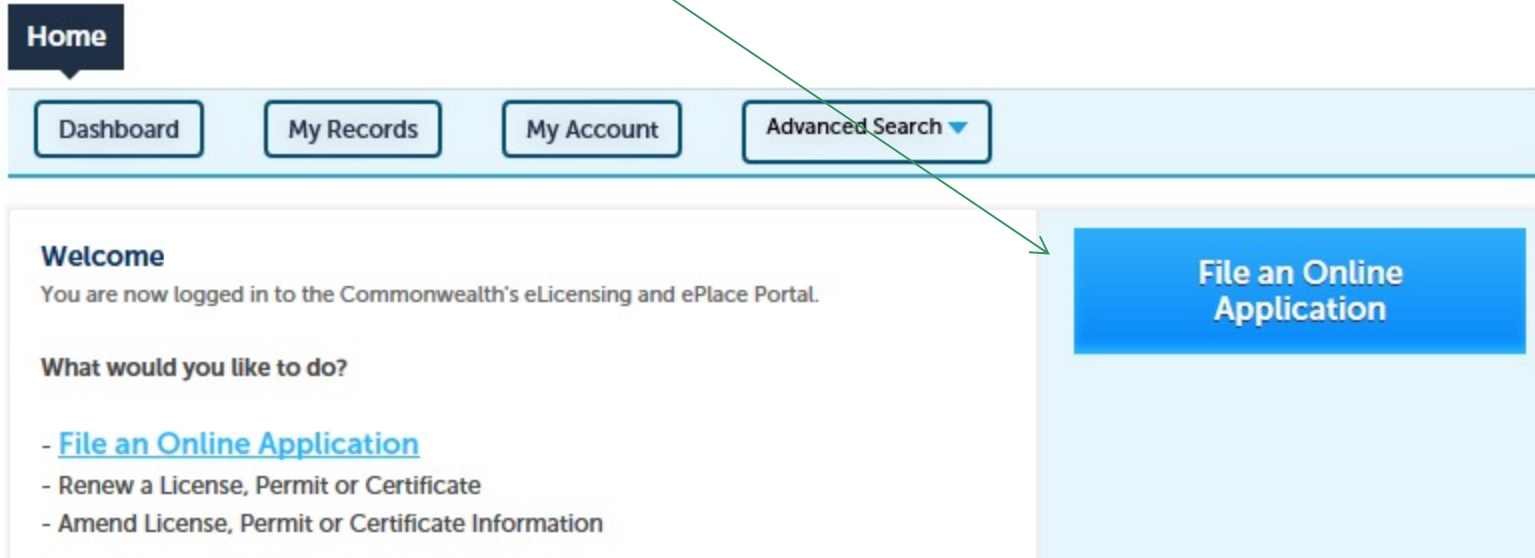
The screenshot displays the EEA ePLACE Portal homepage. At the top, there is a navigation bar with links for 'State Offices & Courts', 'State A-Z Topics', 'State Forms', and 'Accessibility FAQs'. Below this, the page title is 'EEA ePLACE Portal'. A prominent 'Register for an Account' link is visible in the top right corner, with a green arrow pointing to it from the text 'Follow the prompts to create a new user account'. Below the navigation, there is a 'Home' button and a 'Welcome to the Commonwealth of Massachusetts ePLACE Portal' section. This section includes a brief introduction and a 'Login' form with fields for 'User Name or E-mail' and 'Password', and a 'Login' button. A green arrow points from the text 'Log into your account in ePlace using your username/password' to the login form. Below the login form, there are links for 'Remember me on this computer' and 'I've forgotten my password'. At the bottom, there is a 'New Users: Register for an Account' link. The page also features a 'Need Help?' section with contact information for the Energy and Environmental Affairs, MASSDEP, MDAR, and DCII.



# File an Online Application

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❑ Click here to start



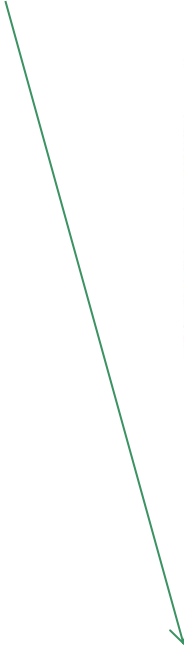
The screenshot shows the user interface of the EEA ePLACE Portal. At the top left, there is a dark blue 'Home' button. Below it is a light blue navigation bar containing four buttons: 'Dashboard', 'My Records', 'My Account', and 'Advanced Search' with a dropdown arrow. The main content area has a 'Welcome' message stating the user is logged in to the Commonwealth's eLicensing and ePlace Portal. Under the heading 'What would you like to do?', there is a list of options: '- [File an Online Application](#)', '- Renew a License, Permit or Certificate', and '- Amend License, Permit or Certificate Information'. On the right side of the page, there is a large blue button with the text 'File an Online Application'. A green arrow originates from the text 'Click here to start' and points directly to this blue button.



# File an Online Application

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- ❑ Read and accept the Terms and Conditions
- ❑ Click the checkbox and click “Continue”



**File an Online Application**

### Online Applications and Record Authorization Form

Welcome to the Commonwealth of Massachusetts eLicensing and ePermitting portal. In order to continue, you must review and accept the terms outlined as set forth below. Click the "Continue" button in order to proceed with the online submission process.

In order to perform licensing and permitting transactions online, you were required to register for the eLicensing and ePermitting Portal. All registered users of the eLicensing and ePermitting Portal are required to agree to the following:

1. Use of the Commonwealth of Massachusetts eLicensing and ePermitting Portal is subject to federal and state laws, which may be amended from time to time, including laws governing unauthorized access to computer systems. Online inquiries and transactions create electronic records that in some instances might

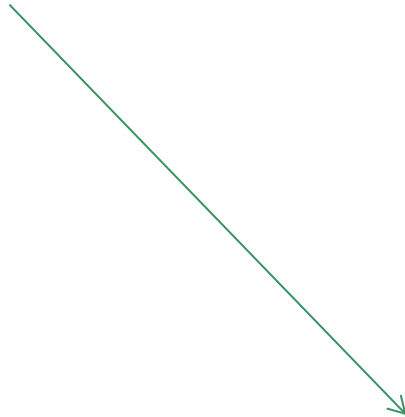
I have read and accepted the above terms.

**Continue »**



# File an Online Application

- ❑ Select "Apply for a DEP Authorization – Watershed Management(WM)" and then from the drop-down select "WM03 – Water Management Permit Application" and click “Continue”.



- ▶ Apply for a DCR Authorization - Construction and Vehicle Access Permits
- ▶ Apply for a DCR Authorization - Special Use Permits
- ▶ Apply for a DEP Authorization - Air Quality (AQ)
- ▶ Apply for a DEP Authorization - Drinking Water (DW)
- ▶ Apply for a DEP Authorization - Hazardous Waste (HW)
- ▶ Apply for a DEP Authorization - NPDES (WM)
- ▶ Apply for a DEP Authorization - Solid Waste (SW)
- ▼ Apply for a DEP Authorization - Watershed Management (WM)
  - WM01 - Water Management Permit/Registration Transfer Application
  - WM03 - Water Management Permit Application
  - WM04 - Herbicide License Application
- ▶ Apply for a DEP Authorization - Waterways Chapter 91 (WW)
- ▶ Apply for a DEP Authorization - Water Pollution Wastewater (WP)
- ▶ Apply for a DEP Authorization - Water Pollution Residuals (WP)
- ▶ Apply for a DEP Authorization - 401 Water Quality Certification (WW)
- ▶ Apply for a DEP Authorization - Toxic Use Reduction (TUR)
- ▶ Apply for a MDAR Authorization
- ▶ Apply for an EEA General Request
- ▶ Link Your Account



# Contact Information: Important NOTE

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- ❑ There are three contacts information in the next screen:
  - ❑ **Permittee:** The person or signatory authority responsible for signing and accepting all conditions of the Permit
    - ❑ If you are the Permittee, click “Add New” button and select the checkbox “Use Login Information”
    - ❑ If you are not the Permittee you have the option to Add New and enter all the Permittee Information or if the Permittee has an EEA ePlace account, then you have the option to look them up under “Look Up” option
  - ❑ **Permittee Company:** Here enter the company information the Permittee is affiliated with.
  - ❑ **Application Contributors:** To complete if multiple users will be coordinating in the preparation of this application.
    - ❑ 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.





# Step 1: Contact Information

- Add Permittee, please read the section instructions and add accordingly
- Add Permittee Company, if applicable
- Look Up “Application Contributors”, if applicable
- Click “Continue Application” to proceed

Home

DEP Applications

1 Contact Information 2 Facility Information 3 Application Information 4 Documents 5 Special Fee Provision 6 7

Step 1: Contact Information > Page 1 of 1

Instructions

Permittee

"Permittee" is the individual or an individual authorized by a Company...

If you are the Permittee, you may click on the "Add New" button and click "Continue".

If you are a consultant, engineer, attorney, or other authorized representative you are an "Application Contributor". Do not enter your name or contact information.

- If the Permittee has an EEA ePLACE account and they would like to create a new account, click on the "Add New" button and select the appropriate Permittee.
- If the Permittee does not have an EEA ePLACE account and does not wish to create a new account, click on the "Look Up" button and enter the Permittee information on their behalf.

Add New Look Up

Permittee Company

Please add the company information that the Permittee is affiliated with.

Add New

Application Contributors

If multiple preparers will be part of filling out this application, you will need to add them below.

Note – If you are unable to find the correct Preparer, click on "save and resume later" button to save your application in the EEA ePLACE Portal and then resume the application.

Look Up

Showing 0-0 of 0

Contact Type	Name	Organization
No records found.		

Continue Application

Save and resume later



# Step 2: Facility Information

## ❑ Add your Facility information:

- ❑ Please read the instructions on how to find your facility. →
- ❑ Based on what you have searched for, a list will be returned with all possible matches. Click on the button to the left of the facility you are seeking and click “Select”.

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:

Latitude  Longitude

DEP Facility ID:  AQ ID:

Facility(s)

Showing 1 - 12 of 120+

Facility Name   Address
<input type="radio"/> ACTON   0 ACTON ACTON MA 01720
<input type="radio"/> ALGONQUIN GAS TRANSMISSION CO   0 BEACHAM ST EVERETT MA 02149
<input type="radio"/> ALGONQUIN GAS TRANSMISSION CO   0 BULLARD HILL RD ROCHESTER MA 02770
<input type="radio"/> ALGONQUIN GAS TRANSMISSION CO   0 BULLARD ST SHARON MA 02067
<input type="radio"/> ALGONQUIN GAS TRANSMISSION LLC   0 BATES ST MENDON MA 01756
<input type="radio"/> ALLEN AVENUE SCHOOL   0 ALLEN AVE NORTH ATTLEBOROUGH MA 02760
<input type="radio"/> AMVET ELEMENTARY SCH   0 AMVET BLVD NORTH ATTLEBOROUGH MA 02760
<input type="radio"/> ASHBURNHAM   0 ASHBURNHAM ASHBURNHAM MA 01430
<input type="radio"/> ASHBY   0 ASHBY ASHBY MA 01431
<input type="radio"/> AT&T MOBILITY   0 AMELIAS WAY TISBURY MA 02568
<input type="radio"/> ATHOL   0 ATHOL ATHOL MA 01331
<input type="radio"/> ATHOL ORANGE AERO CLUB   0 AIRPORT RD ORANGE MA 01364



# Step 3: Application Information

Select the type of permit you are applying for by clicking on the drop-down menu:

Cranberry

Non-cranberry

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

Home

DEP Applications

WM03 - Water Management Permit Application

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Step 3: Application Information > Page 1 of 1

\* indicates a required field.

General Information

\* Please identify the type of permit:

--Select--

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”

Home

DEP Applications

WM03 - Water Management Permit Application

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Step 4: Documents > Page 1 of 1

\* indicates a required field.

Documents

**Please upload 5 Required Document(s) which are mandatory to Submit this Application:**

1. WMA Form A - General Information
2. WMA Form D-1 - Computation of Historic Withdrawal Volume
3. WMA Form D-2 - Projection of Withdrawal Volume
4. WMA Form F - Evaluation of Potential Effects of Proposed Withdrawal
5. WMA Form G - Alternatives to Proposed Withdrawal

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

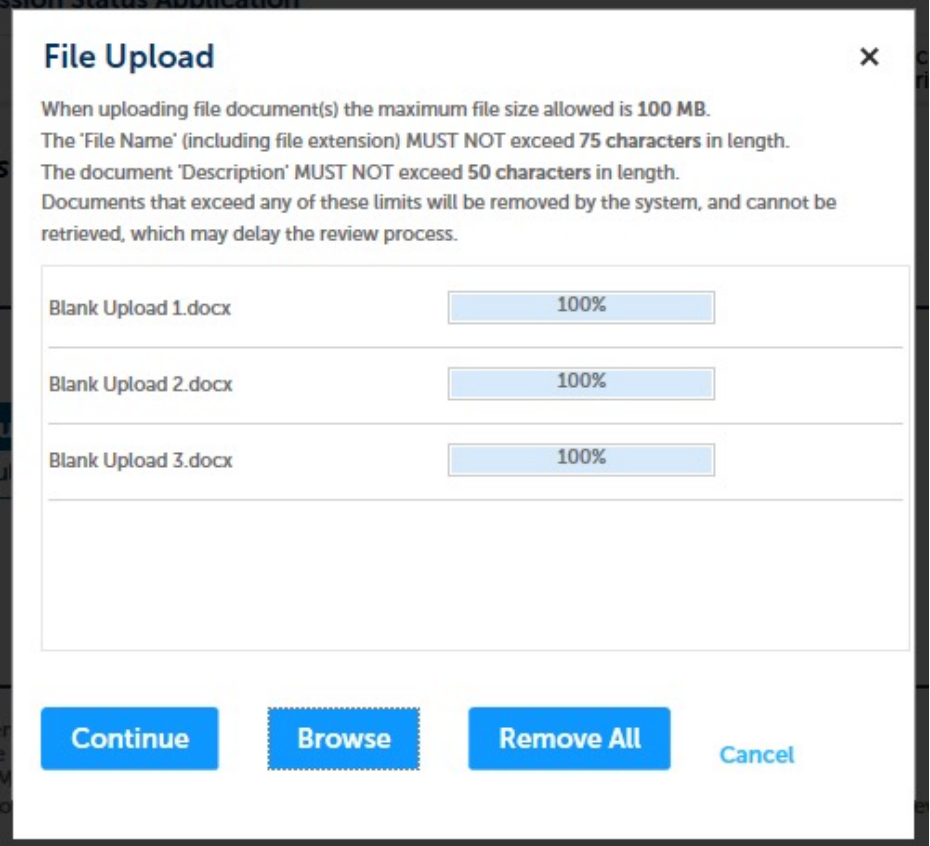
Continue Application »

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 vertically stacked document entry forms. Each form 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 selection dropdown menu. A 'Remove' link is visible to the right of each type dropdown. At the bottom of the interface, there are four 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 'Type' dropdowns, the 'Browse' button, and the 'Continue Application >' 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”

Home

DEP Applications

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

WM03 - Water Management Permit Application

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

Documents

**Please upload 5 Required Document(s) which are mandatory to Submit this Application:**

1. WMA Form A - General Information
2. WMA Form D-1 - Computation of Historic Withdrawal Volume
3. WMA Form D-2 - Projection of Withdrawal Volume
4. WMA Form F - Evaluation of Potential Effects of Proposed Withdrawal
5. WMA Form G - Alternatives to Proposed Withdrawal

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
File 2.jpg	WMA Form A - General Information	4.05 KB	06/29/2020	test	Actions ▼
File 3.jpg	WMA Form D-1 - Computation of Historic Withdrawal Volume	4.05 KB	06/29/2020	test	Actions ▼
File1.jpg	WMA Form G - Alternatives to Proposed Withdrawal	4.05 KB	06/29/2020	test	Actions ▼
File 5.jpg	WMA Form F - Evaluation of Potential Effects of Proposed Withdrawal	4.05 KB	06/29/2020	test	Actions ▼
File 4.jpg	WMA Form D-2 - Projection of Withdrawal Volume	4.05 KB	06/29/2020	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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WM03 - Water Management Permit 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

- 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 - Application Fee	\$4,100.00

[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 and click submit
- ❑ You will be e-mailed a receipt.

### Billing Information

First Name  
Enter First Name

Last Name  
Enter Last Name

Street  
Enter Street

City  
Enter City

State/Territory  
Select State

Zip  
Enter Zip

Phone Number  
( ) - -

Email  
Enter Email Address

Confirm Email  
Enter Email Address

### Payment Information

Credit/Debit Card Electronic Check/ACH

Card Type  
Select Card Type

Card Number  
TEST MODE

CVV Code  
123

Expiration  
01 2011

Check to accept both the Commonwealth of Massachusetts and nCourt Terms Agreements.  
 I Accept

#### Commonwealth of Massachusetts Terms Agreement

I authorize the charge to my credit card for the amount shown above. I agree to pay the total amount above according to the card issuer agreement. By checking the box below, I certify that I am an authorized user for the above referenced credit card account.

[nCourt Terms Agreement](#)

Back

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



# Pay by Mail

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- 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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WM03 - Water Management Permit Application

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Step 8: Record Issuance

 Successfully Completed.

Thank you for using our online services.  
Your Record Number is 20-WM03-0071-APP.

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?

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For technical assistance:

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

For business related questions, please visit the link below:

<https://www.mass.gov/how-to/wm-03-water-management-withdrawal-permits>

