

Preparing Orders of Conditions or Orders of Resource Area Delineations on eDEP

MassDEP Wetlands Program

May 2025



Log in to your eDEP Account

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- If you forgot username or need other login help.

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Welcome to eDEP, a secure site for submitting environmental permits, transmittals, certifications, and reports electronically to the Massachusetts Department of Environmental Protection (DEP). With eDEP, you can fill out your forms online; save your work and return to it later; submit your forms and payments to DEP electronically; "sign" your submittals; and print out receipts of your transactions.

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- [What forms can I file in eDEP?](#)
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Log into eDEP

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Password:

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Register and get Username and Password

TIP – You don't have to finish the OOC or ORAD in one go. Log in as often as you need to complete the Order. **But you must log out of eDEP and shut down the web browser completely when you're done with the day's work.** Otherwise, you may get an error message:

Sorry, eDEP can not be used with multiple browser windows or tabs.
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Air & Climate
Business Sectors
Cleanup of Sites & Spills
Drinking Water
NPDES
Service Centers
Toxics & Hazards
Underground Injection Control (UIC)
Waste & Recycling
Wastewater
Wetlands
All Forms
Recent Forms

Show Filter

Work In Progress | **View Submitted** | Bulk Files | Favorites

Trans#	Private Note	Status	Last Update	Download to Print
<input type="checkbox"/> 1171393	Add Note	SIGNED	02/04/2020	Download
<input type="checkbox"/> 1160009	Add Note	SIGNED	01/29/2020	Download
<input type="checkbox"/> 1168494	Add Note	SIGNED	01/23/2020	Download
<input type="checkbox"/> 1161440	247-1151 WPA Form 5 - OOC Add Note	SIGNED	12/19/2019	Download
<input type="checkbox"/> 1160160	135-0259 WPA Form 5 - OOC Add Note	WORK IN PROGRESS	12/13/2019	Download
<input type="checkbox"/> 1146868	158-1503 WPA Form 5 - OOC Add Note	WORK IN PROGRESS	10/22/2019	Download
<input checked="" type="checkbox"/> 1143723	WPA Form 3 - NOI Add Note	WORK IN PROGRESS	10/09/2019	Download
<input type="checkbox"/> 1120983	062-0774 WPA Form 5 - OOC Add Note	SIGNED	07/11/2019	Download
<input type="checkbox"/> 1120817	059-1447 WPA Form 5 - OOC Add Note	WORK IN PROGRESS	07/10/2019	Download
<input type="checkbox"/> 1113640	098-0798 WPA Form 5 - OOC Add Note	WORK IN PROGRESS	06/11/2019	Download

Hover the mouse over this drop-down menu to select the form category.

Select "Wetlands"



Wetlands Forms

Applicants may file NOIs and ANRADs through eDEP.

Commissions can file ORADs and OOCs through eDEP and avoid mailing costs.

Form Name	Description	Instructions
Wetlands		
WPA Form 3 - NOI	This form is for a Wetlands Permit. It provides the Conservation Commission and MassDEP with a complete and accurate description of the site and proposed work within areas subject to jurisdiction for the review and issuance of an Order of Conditions.	Instructions Start Transaction
WPA Form 4A - ANRAD	This form is used to obtain confirmation of a delineated boundary of bordering vegetated wetlands and other resource areas on the site to establish the extent of the buffer zone and resource areas prior to filing a Notice of Intent for proposed work.	Instructions Start Transaction
WPA Form 4B - ORAD	The ORAD is the wetlands permit when signed by a majority of the Conservation Commission and issued pursuant to the WPA. It documents (in response to a WPA Form 4A) the general information, Conservation Commission Findings and General Conditions related t	Instructions Start Transaction
WPA Form 5 - OOC	The Order of Conditions is the wetlands permit when signed by a majority of the Conservation Commission and issued pursuant to the WPA. It documents the general information, Conservation Commission Findings and General Conditions related to a project.	Instructions Start Transaction

Click Start Transaction to open an OOC.

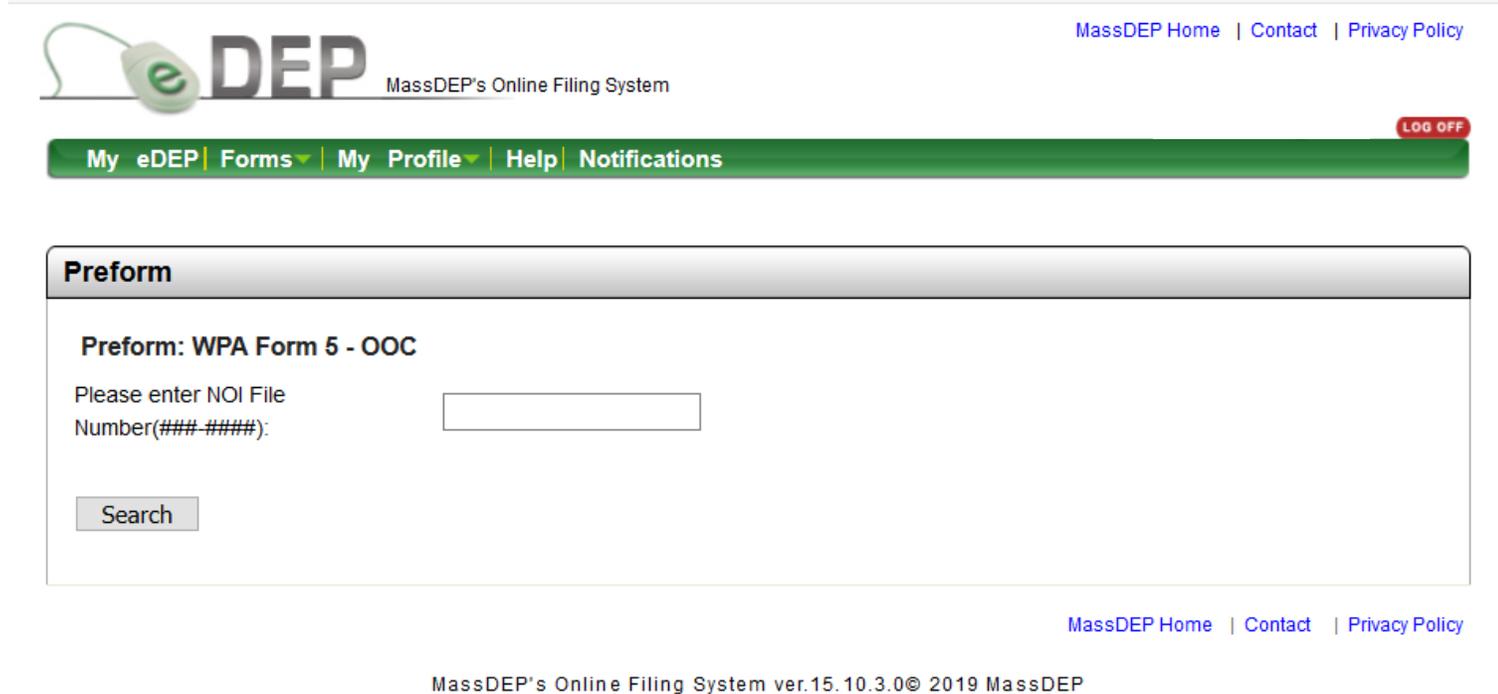


Enter the MassDEP file Number & Click “Search”

Use all three digits for municipal code and **four digits** for the file (e.g., 036-0999, not 36-999);

NOTE: You can't start an OOC or ORAD until the MassDEP file number has been issued.

To check on a MassDEP file number, go to <https://eeaonline.eea.state.ma.us/Portal/#!/search/wire> or email your Circuit Rider.



The screenshot shows the MassDEP online filing system interface. At the top, there is a logo for 'eDEP' with the text 'MassDEP's Online Filing System' and navigation links for 'MassDEP Home', 'Contact', and 'Privacy Policy'. Below the logo is a green navigation bar with links for 'My eDEP', 'Forms', 'My Profile', 'Help', and 'Notifications', along with a 'LOG OFF' button. The main content area is titled 'Preform' and contains the text 'Preform: WPA Form 5 - OOC'. Below this, there is a prompt 'Please enter NOI File Number(### ####):' followed by an empty text input field. A 'Search' button is located below the input field. At the bottom of the page, there are navigation links for 'MassDEP Home', 'Contact', and 'Privacy Policy', and a version number 'MassDEP's Online Filing System ver.15.10.3.0© 2019 MassDEP'.



Preform

Preform: WPA Form 5 - OOC

Please enter NOI File
Number(###-####):

036-1430

Xxx-xxxx

This information is correct.

eDEP Transmittal #: 0

Applicant Name: BOB SMITH

Applicant Company: ACME BUILDERS

Locus: 333 SHADY LANE

ANYTOWN, MA 01111



**Confirm
this is the
correct
filing**



MassDEP's Online Filing System

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Transaction Overview **Trans# 1177158 ID# 112-0686 WPA Form 5 - OOC**



Forms

[Print Transaction](#) | [Delete Transaction](#) | [Share Transaction](#) | [Exit](#)

Errors Checked/
Validated

Fill out the following forms for this transaction:

-

[WPA Form 5 - OOC](#)

[Next](#)

Click next to continue.

[MassDEP Home](#) | [Contact](#) | [Privacy Policy](#)

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Section A

- Most data is auto populated. Fill in what isn't;
- Confirm all information is correct! *There can be data input errors;*
- The Owner information is never pre-populated. If applicant and owner are the same, click the blue bar and it auto populates. **If not, enter the owner's information;**
- The Map and Lot boxes are never pre-populated. **Add that information;**
- Longitude and Latitude must be at least 5 places after the decimal point. Tip: use Google maps or a similar program to get this information.



MassDEP's Online Filing System
WPA Form 5 - OOC - Transaction #

Error Check Save Instructions Print Exit

Section A
Section B
Section C
Section D

DEP USE ONLY
NOI File Number
Xxx-xxxx

A. General Information

1. Conservation Commission 2. Issuance a. OOC b. Amended OOC

3. Applicant Details
a. First Name b. Last Name
c. Organization
d. Mailing Address
e. City/Town f. MA g. 01111

4. Property Owner
Click here if applicant Address is same as Property Owner Address

a. First Name
b. Last Name
c. Organization
d. Mailing Address
e. City/Town f. State g. ZIP

5. Project Location
a. Street Address
b. City/Town c. Zip
d. Parcel/Lot#
e. Latitude N f. Longitude W
View Map

(Click "View Map" button to obtain Latitude/Longitude coordinates.)
(If you are having issues with the View Map function, then use Google Earth or other mapping program to acquire latitude and longitude in decimal degrees. For example, use decimal degree (e.g. 42.17345) instead of 42° 10' 24.42". Then save your work and then continue with the form.)

6. Property recorded at the Registry of Deed for:

a. Registry	b. Certificate	c. Book	d. Page	
<input type="text" value="---Select---"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete Row New Row

7. Dates
a. Date NOI Filed (mm/dd/yyyy)
b. Date Public Hearing Closed (mm/dd/yyyy)
c. Date Of Issuance (mm/dd/yyyy)

8. Final Approved Plans and Other Documents

Plan Title	Prepared By/ Signed and Stamped By	Final Revision Date/Scale	
<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete Row New Row

<< Prev Next >>

Section A (continued)

IMPORTANT NOTE:
while filling out the Order of
Conditions be sure to **SAVE** often.
EDEP does not autosave.



eDEP MassDEP's Online Filing System
WPA Form 5 - OOC - Transaction #

Error Check Save Instructions Print Exit

Section A
Section B
Section C
Section D

DEP USE ONLY

NOI File Number
Xxx-xxxx

A. General Information

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4. Property Owner
[Click here if applicant Address is same as Property Owner Address](#)
a. First Name
b. Last Name
c. Organization
d. Mailing Address
e. City/Town f. State g. ZIP

5. Project Location
a. Street Address f. MA g. 01111
b. City/Town
c. Assessors Map/Plat#
d. Parcel/Lot#
e. Latitude N f. Longitude W

(Click "View Map" button to obtain Latitude/Longitude coordinates.)
(If you are having issues with the View Map function, then use Google Earth or other mapping program to acquire latitude and longitude in decimal degrees. For example, use decimal degree (e.g. 42.17345) instead of 42° 10' 24.42". Then save your work and then continue with the form.)

6. Property recorded at the Registry of Deed for:

a. Registry	b. Certificate	c. Book	d. Page	
<input type="text" value="--Select--"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete Row"/> <input type="button" value="New Row"/>

7. Dates
a. Date NOI Filed (mm/dd/yyyy)
b. Date Public Hearing Closed (mm/dd/yyyy)
c. Date Of Issuance (mm/dd/yyyy)

8. Final Approved Plans and Other Documents

Plan Title	Prepared By/ Signed and Stamped By	Final Revision Date/Scale	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete Row"/> <input type="button" value="New Row"/>

<< Prev Next >>

Section A (continued)

- Click drop down box for your Registry of Deeds (add rows for more than one deed);
- Enter the date the hearing closed and **date you expect the OOC to be issued** (*the date mailed to applicant/picked up by AND submitted via eDEP*). An issuance date **MUST** be entered, but can be changed up until you submit;
- Enter relevant plans (add rows as needed);
- Click “Next”.



MassDEP's Online Filing System
WPA Form 5 - OOC - Transaction #

Error Check Save Instructions Print Exit

Section A
Section B
Section C
Section D

DEP USE ONLY
NOI File Number
Xxx-xxxx

A. General Information

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a. First Name b. Last Name
c. Organization
d. Mailing Address
e. City/Town f. MA g. 01111

4. Property Owner
[Click here if applicant Address is same as Property Owner Address](#)
a. First Name
b. Last Name
c. Organization
d. Mailing Address
e. City/Town f. State g. ZIP

5. Project Location
a. Street Address
b. City/Town f. MA g. 01111
c. Assessors Map/Plat#
d. Parcel/Lot#
e. Latitude N
f. Longitude W
[View Map](#)

(Click "View Map" button to obtain Latitude/Longitude coordinates.)
(If you are having issues with the View Map function, then use Google Earth or other mapping program to acquire latitude and longitude in decimal degrees. For example, use decimal degree (e.g. 42.17345) instead of 42° 10' 24.42". Then save your work and then continue with the form.)

6. Property recorded at the Registry of Deed for:

a. Registry	b. Certificate	c. Book	d. Page	
<input type="text" value="--Select--"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete Row New Row

7. Dates
a. Date NOI Filed (mm/dd/yyyy)
b. Date Public Hearing Closed (mm/dd/yyyy)
c. Date Of Issuance (mm/dd/yyyy)

8. Final Approved Plans and Other Documents

Plan Title	Prepared By/ Signed and Stamped By	Final Revision Date/Scale	
<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete Row New Row

<< Prev Next >>

Section B

1. Check all Interests of the Act that apply;
2. Check approved or denied;
3. If applicable, check “Buffer Zone only” and enter closest distance of disturbance to resource area;
- 4-9. Resource area information is prepopulated with proposed alteration from the NOI. *Enter permitted alterations approved by the Commission*



MassDEP's Online Filing System
WPA Form 5 - OOC - Transaction :

Error Check Save Instructions Print Exit

[Section A](#)
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B. Findings

1. Findings pursuant to the Massachusetts Wetlands Protection Act
Following the review of the the above-referenced Notice of Intent and based on the information provided in this application..... [\(click here to view additional language\)](#)

Check all that apply:

<input type="checkbox"/> a. Public Water Supply	<input type="checkbox"/> b. Land Containing Shellfish	<input type="checkbox"/> c. Prevention of Pollution
<input type="checkbox"/> d. Private Water Supply	<input type="checkbox"/> e. Fisheries	<input type="checkbox"/> f. Protection of Wildlife Habitat
<input type="checkbox"/> g. Ground Water Supply	<input type="checkbox"/> h. Storm Damage Prevention	<input type="checkbox"/> i. Flood Control

2. Commission hereby finds the project, as proposed, is: (select any one):

Approved subject to:

a. The following conditions which are necessary in accordance with the performance standards set forth in the wetlands regulations..... [\(click here to view additional language\)](#)

Denied because:

b. The proposed work cannot be conditioned to meet the performance standards set forth in the wetland regulations..... [\(click here to view additional language\)](#)

c. The information submitted by the applicant is not sufficient to describe the site, the work or the effect of the work on the interests identified in the Wetlands Protection Act..... [\(click here to view additional language\)](#)

3. Buffer Zone only:

Buffer Zone Impacts: Shortest distance between limit of project disturbance and the wetland resource area specified in 310 CMR 10.02(1)(a). (Linear feet)

Inland Resource Area Impacts: (select for Approvals):

Resource Area	Proposed Alteration	Permitted Alteration	Proposed Replacement	Permitted Replacement
4. <input checked="" type="checkbox"/> Bank	<input type="text" value="13"/> linear feet	<input type="text"/>	<input type="text" value="136"/> linear feet	<input type="text"/>
5. <input checked="" type="checkbox"/> Bordering Vegetated Wetland	<input type="text" value="639"/> square feet	<input type="text"/>	<input type="text" value="400"/> square feet	<input type="text"/>
6. <input type="checkbox"/> Land under Waterbodies and Waterways	<input type="text"/> square feet	<input type="text"/>	<input type="text"/> square feet	<input type="text"/>
	<input type="text"/> square feet	<input type="text"/>	<input type="text"/> square feet	<input type="text"/>
	<input type="text"/> sq. ft. dredged	<input type="text"/>	<input type="text"/> sq. ft. dredged	<input type="text"/>
7. <input type="checkbox"/> Bordering Land Subject to Flooding	<input type="text"/> square feet	<input type="text"/>	<input type="text"/> square feet	<input type="text"/>
Cubic Feet Flood Storage	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/> cubic feet	<input type="text"/>	<input type="text"/> cubic feet	<input type="text"/>
8. <input type="checkbox"/> Isolated Land Subject to Flooding	<input type="text"/> square feet	<input type="text"/>	<input type="text"/> square feet	<input type="text"/>
Cubic Feet Flood Storage	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/> cubic feet	<input type="text"/>	<input type="text"/> cubic feet	<input type="text"/>
9. <input checked="" type="checkbox"/> Riverfront Area	<input type="text" value="755"/> total sq. feet	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sq ft within 100 ft	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/> square feet	<input type="text"/>	<input type="text"/> square feet	<input type="text"/>
Sq ft between 100-200ft	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/> square feet	<input type="text"/>	<input type="text"/> square feet	<input type="text"/>

Section B (Continued)

TIPS:

- Quickly navigate between sections using the sidebar;
- **Click “Save” often;**
- Click “Next” to continue.

 MassDEP's Online Filing System
WPA Form 5 - OOC - Transaction #1163311

[Error Check](#) [Save](#) [Instructions](#) [Print](#) [Exit](#)

Transaction #12345

[Section A](#)
[Section B](#)
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[Section D](#)

B. Findings

1. Findings pursuant to the Massachusetts Wetlands Protection Act
 Following the review of the the above-referenced Notice of Intent and based on the information provided in this application..... [\(click here to view additional language\)](#)



Coastal Resource Area Impacts: (select for Approvals):

Resource Area	Proposed Alteration	Permitted Alteration	Proposed Replacement	Permitted Replacement
10. <input type="checkbox"/> Designated Port Areas	Indicate size under Land Under the Ocean, below			
11. <input type="checkbox"/> Land Under the Ocean	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	a. square feet	b. square feet		
	<input type="text"/>	<input type="text"/>		
	c. c/y dredged	d. c/y dredged		
12. <input type="checkbox"/> Barrier Beaches	Indicate size under Coastal Beaches and/or Coastal Dunes below			
13. <input type="checkbox"/> Coastal Beaches	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	a. square feet	b. square feet	c. c/y nourishmt.	d. c/y nourishmt.
14. <input type="checkbox"/> Coastal Dunes	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	a. square feet	b. square feet	c. c/y nourishmt.	d. c/y nourishmt.
15. <input type="checkbox"/> Coastal Banks	<input type="text"/>	<input type="text"/>		
	a. linear feet	b. linear feet		
16. <input type="checkbox"/> Rocky Intertidal Shores	<input type="text"/>	<input type="text"/>		
	a. square feet	b. square feet		
17. <input checked="" type="checkbox"/> Salt Marshes	<input type="text" value="275"/>	<input type="text" value="98"/>	<input type="text"/>	<input type="text"/>
	a. square feet	b. square feet	c. square feet	d. square feet
18. <input type="checkbox"/> Land Under Salt Ponds	<input type="text"/>	<input type="text"/>		
	a. square feet	b. square feet		
	<input type="text"/>	<input type="text"/>		
	c. c/y dredged	d. c/y dredged		
19. <input type="checkbox"/> Land Containing Shellfish	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	a. square feet	b. square feet	c. square feet	d. square feet
20. <input type="checkbox"/> Fish Runs	Indicate size under Coastal Banks, inland Bank, Land Under the Ocean, and/or inland Under Waterbodies and Waterways, above			
	<input type="text"/>	<input type="text"/>		
	c. c/y dredged	d. c/y dredged		
21. <input type="checkbox"/> Land Subject to Coastal Storm Flowage	<input type="text"/>	<input type="text"/>		
	a. square feet	b. square feet		
22. Restoration/Enhancement (For Approvals Only)				
<input type="checkbox"/> Restoration/Replacement (For Approvals Only)				
If the project is for the purpose of restoring or enhancing a wetland resource area in addition to the square footage that has been entered in Section B.2.b or B.3.h above, please entered the additional amount here.				
	<input type="text"/>	<input type="text"/>		
	a. square feet of BVW Restoration or Enhancement	b. square feet of Salt Marsh Restoration or Enhancement		
23. Stream Crossing(s) (For Approvals Only)				
<input type="checkbox"/> Streams Crossing(s) (For Approvals Only)				
If the project involves Stream Crossings, please enter the number of new stream crossings/number of replacement stream crossings.				
	<input type="text"/>	<input type="text"/>		
	a. number of new stream crossings	b. number of replacement stream crossings		

Section C

Click “click here to view additional language”.

Check box if WPA Stormwater Standards apply. If so, additional general conditions will be added.

If only local stormwater standards apply, note that on the next page.

For Special Conditions, you can add MassDEP’s template conditions, OR write “See attached Special Conditions, made part hereof.”



MassDEP's Online Filing System

WPA Form 5 - OOC - Transaction #'

Error Check Save Instructions Print Exit

[Section A](#)
[Section B](#)
[Section C](#)
[Section D](#)

C. General Conditions Under Massachusetts Wetlands Protection Act

(only applicable to approved projects)

1. Failure to comply with all conditions stated herein, and with all related statutes and other regulatory measures, shall be deemed cause to revoke or modify this Order. [\(click here to view additional language\)](#)

NOTICE OF STORMWATER CONTROL AND MAINTENANCE REQUIREMENTS

19. The work associated with this Order (the "Project") is (1) is (2) is not subject to the Massachusetts Stormwater Standards. If the work is subject to the Stormwater Standards, then the project is subject to the following conditions:

[Choose Conditions](#)

Special Conditions

See attached Special Conditions, made part hereof.

<< Prev Next >>

Section D

Check box if local wetland bylaw/ ordinance applies.

Check box if approved or denied under local bylaw/ordinance and add title and citation for wetland bylaw/ordinance.

Add any notes about Special Conditions.

Add number of Commission members who are expected to sign the OOC (can be revised before submitting). Tip: you must type at least as many signatures as you enter in this box or there will be an error.

Click “Error Check & Next”



MassDEP's Online Filing System

WPA Form 5 - OOC - Transaction :

Error Check Save Instructions Print Exit

[Section A](#)
[Section B](#)
[Section C](#)
[Section D](#)

D. Findings Under Municipal Wetlands Bylaw or Ordinance

1. Is a municipal wetlands bylaw or ordinance applicable? Yes No

2. The Conservation Commission hereby (check one that applies):

a. DENIES the proposed work which cannot be conditioned to meet the standards set forth in a municipal ordinance or bylaw specifically:

1. Municipal Ordinance or Bylaw 2. Citation

Therefore, work on this project may not go forward unless and until a revised Notice of Intent is submitted which provides measures..... [\(click here to view additional language\)](#)

b. APPROVES the proposed work, subject to the following additional conditions necessary to comply with a municipal ordinance or bylaw:

1. Municipal Ordinance or Bylaw 2. Citation

3. The Commission orders that all work shall be performed in accordance with the following conditions and with the Notice of Intent referenced above..... [\(click here to view additional language\)](#)

Choose Conditions

Special Conditions

No. of Signatures required

(Maximum 7 Signatures allowed.)

<< Prev Error Check & Ne

Correct any errors identified by eDEP

- The program will tell you where they are to return and fix.
- After correcting, click “Save”
- Then click “Error Check & Next” again.

TIP: DO NOT UPLOAD DOCUMENTS until after the Hearing has closed. *You will not be able to make any required edits to the OOC after moving to the “Attach Files” step.*



Filing OOCs

The error check will highlight any fields that were missed or filled incorrectly.

These must be corrected before moving on.

Most of the errors will be highlighted here and clicking them will link you back to the error.

MassDEP's Online Filing System
WPA Form 5 - OOC - Transaction #1177158

Error Check Save Instructions Print Exit

Section A
Section B
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D. Findings Under Municipal Wetlands Bylaw or Ordinance

1. Is a municipal wetlands bylaw or ordinance applicable? Yes No

2. The Conservation Commission hereby (check one that applies):

a. DENIES the proposed work which cannot be conditioned to meet the standards set forth in a municipal ordinance or bylaw specifically:

1. Municipal Ordinance or Bylaw 2. Citation
Therefore, work on this project may not go forward unless and until a revised Notice of Intent is submitted which provides measures..... [\(click here to view additional language\)](#)

b. APPROVES the proposed work, subject to the following additional conditions necessary to comply with a municipal ordinance or bylaw:

1. Municipal Ordinance or Bylaw 2. Citation
3. The Commission orders that all work shall be performed in accordance with the following conditions and with the Notice of Intent referenced above..... [\(click here to view additional language\)](#)

Choose Conditions

Special Conditions

No. of Signatures required
(Maximum 7 Signatures allowed.)

<< Prev Error Check & Next

Error Message [Below are links where error(s) occurred]	Section Name	Description
A response to this question is required in order to continue.	Section A	Assessors Map/Plat #
A response to this question is required in order to continue.	Section A	Parce/Lot #
A response to this question is required in order to continue.	Section D	NO OF SIGNATURES
Please enter in the following format XX.XXXXX	Section A	GPS
Please enter in the following format XX.XXXXX	Section A	GPS



Filing OOCs, Error Checking

	<< Prev	Error Check & Next
Error Message [Below are links where error(s) occurred]	Section Name	Description
A response to this question is required in order to continue.	Section A	Assessors Map/Plat #
A response to this question is required in order to continue.	Section A	Parce/Lot #
A response to this question is required in order to continue.	Section D	NO OF SIGNATURES
Please enter in the following format XX.XXXXX	Section A	GPS
Please enter in the following format XX.XXXXX	Section A	GPS

Tip: Enter at least as many signatures as you previously entered were required. Example: if you entered that 7 signatures are required, then 7 must be typed out in these signature boxes. If you previously entered 4 signatures are required, you must enter at least 4 but could type in more.



Filing OOCs, Error Checking

5. Project Location

a. Street Address	WATTAQUADOCK HILL ROAD		
b. City/Town	BOLTON	c. Zip	01740
c. Assessors Map/Plat#		d. Parcel/Lot#	
e. Latitude	42.43180	f. Longitude	71.61320

(Click "View Map" button to obtain Latitude/Longitude coordinates.)

(If you are having issues with the View Map function, then use Google Earth or other mapping program to acquire latitude and longitude in decimal degrees. For example, use decimal degree (e.g. 42.17345) instead of 42° 10' 24.42". Then save your work and then continue with the form.)

View Map

Tip: Plat #/Parcel#s may be found on the town's Assessor website or database

Tip: Use the View Map button to find Latitude and Longitude to at least 5 places after the decimal. This can also be found in Google Maps or similar programs by simply clicking on the location.



Before the Conservation Commission Meeting

Create electronic and paper copies:

- ✓ Click “Print Transaction” to create a PDF, which you can save to your files;
- ✓ Then print out a complete copy for the Commission to sign;
- ✓ Electronic signatures vs. wet signatures for Registries of Deeds.

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Transaction Overview Trans# 12345 ID# XXX-XXXX WPA Form 5 - OOC

Forms Attach Files Signature Submit

Print Transaction Delete Transaction Share Transaction Exit

Errors Checked/Validated	Fill out the following forms for this transaction:
✓	WPA Form 5 - OOC

Next

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Download to Print

Your file is ready to download.

Transaction # 1269015 WPA Form 5 - OOC

#	Approx. size (KB)	Download	Create Date	View Details
1	135006	download file	03/31/2021 10:33	view details

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Download to Print

 **Processing PDF file for you to save and/or print...**

This process can take several minutes. Your request is in the queue.
When the file is ready, a download button will appear here.

You may continue working and come back later. But, any additional changes you make to this transaction will require this process to run again.

[Return to My eDEP](#)

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Note: This step could take a few minutes.



Submitting the OOC

After the meeting, make any required changes.

Go to “Work in Progress” and select the MassDEP file # and then click on “WPA Form 5 – OOC” as in the beginning.

[Work In Progress](#) | [Recent Submitted](#) | [Archived Submitted](#) | [Bulk Files](#) | [Favorites](#)

You may begin using eDEP. My eDEP will list all your transactions. You currently have no transactions.

To start, click the Forms menu above. Then select your form by category or pick All Forms.

Certain forms require a **Proof of Identity** form be submitted. Go to My Profile -> Proof of Identity for a list of Proofs.

Protect your Password!

- Do not reveal your password to others. Do not leave your password in plain sight. If your password security is compromised, you must inform DEP to deactivate the account.
- You are responsible for information submitted using your password. Remember, there may be significant penalties for submitting false information, including possible fines and imprisonment.

Protect your Security Questions!

- Please protect answers to your Security Questions. System will prompt you to provide answers to a randomly selected question at the time of a transmittal submission or user profile change..



You'll need to revalidate if you make any changes.

You will also need to download and save a PDF of the revised OOC and print a revised hard copy.

Replace the blank signature page with the one signed at the meeting.

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Transaction Overview **Trans# 1163311 ID# 036-1430 WPA Form 5 - OOC**

Trans# 12345 ID# XXX-XXXX WPA Form 5 - OOC Submit

Forms

Print Transaction Delete Transaction Share Transaction Exit

Errors Checked/ Validated	Fill out the following forms for this transaction:
-	WPA Form 5 - OOC

Next

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The first page of the PDF is this receipt.

Note it says, “In Process”.

Once it’s submitted it will say “Submitted”.



Massachusetts Department of Environmental Protection

eDEP Transaction Copy

Here is the file you requested for your records.

To retain a copy of this file you must save and/or print.

Username: **ASHLAND_CON_COMM**

Transaction ID: **1269015**

Document: **WPA Form 5 - OOC**

Size of File: **135.01K**

Status of Transaction: **In Process**

Date and Time Created: **3/31/2021:10:33:28 AM**

Note: This file only includes forms that were part of your transaction as of the date and time indicated above. If you need a more current copy of your transaction, return to eDEP and select to “Download a Copy” from the Current Submittals page.



Uploading attachments

Submit attachments electronically

Type the description in the box, and click “Browse”, which opens your computer directory. Upload as many attachments as needed.

Note: Make sure to click “Confirm” to upload each document. When done uploading all attachments click “Next”.

OR Submit hard copies of attachments via US Mail.

My eDEP | Forms | My Profile | Help | Notifications LOG OFF

Transaction Overview Trans# 1163311 ID# 036-1430 WPA Form 5 - OOC

Forms → Attach Files → Signature → Submit

Attachment Exit

Trans# 12345 ID# XXX-XXXX WPA Form 5 - OOC

Will you attach or mail any (additional) files for this transaction?

Yes, I will attach or mail (additional) files
 No, I have no (additional) files at this time

1. Enter a description or title for the file

2. Browse to the file you want to attach No file selected.

3. Click to Confirm or Clear

OR Check to indicate that you will send by mail

**Waste Site Cleanup filers are required to send all files under 50 MB electronically*



Adding “signatures”

Check the certification box.

Enter the names of each Commission Member that signed the Order at the meeting.

This page will show you the number you entered in Section D. Enter at least that many names (no less). If less signed than anticipated, revise Section D.

Click “I accept”.

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Transaction Overview Trans# 1163311 ID# 036-1430 WPA Form 5 - OOC

Forms → Attach Files → **Signature** → Submit

Signature Trans# 12345 ID# XXX-XXXX WPA Form 5 - OOC Exit

Please select the box below and then indicate your acceptance.

WPA Form 5 - OOC - 1 Form(s)

CERTIFICATION OF PERSON MAKING SUBMITTAL

This Order must be signed by a majority of the Conservation Commission. Please have the same number of commissioners sign below as you indicated in the Order form (under Section E in the OOC, or Section F in the ORAD). This electronic submission is considered the Department's copy of the Order. The Order must still be mailed by certified mail (return receipt requested) or hand delivered to the applicant.

By entering my name I acknowledge that I have read and agree with the certification statement.

NAME		Date	12/31/2019

Required number of signatures are: 7

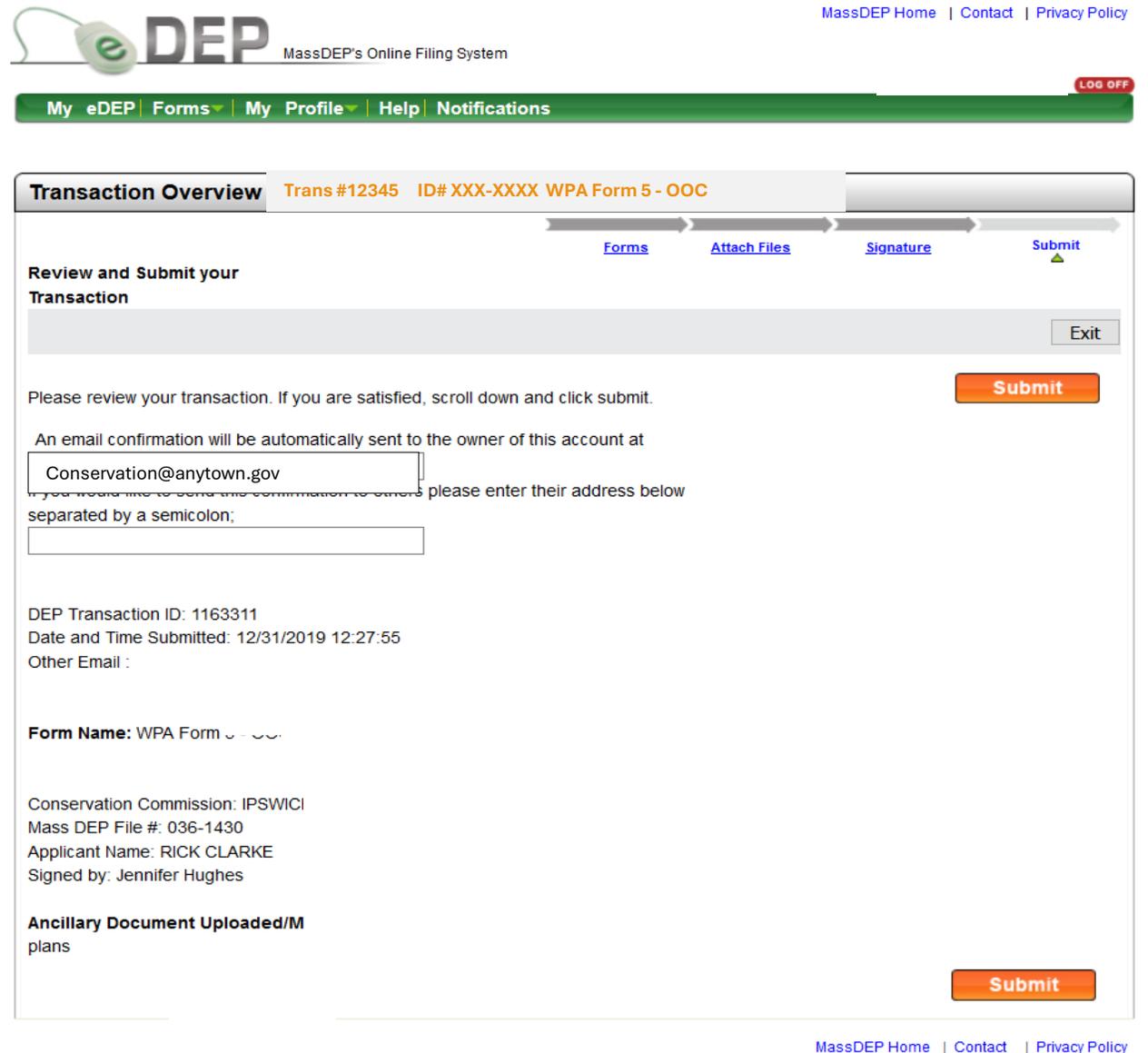


Submit the Order

Your account email address is auto populated, but you can add more emails.

Click “Submit”.

Do not use eDEP for submittal of the OOC to the applicant and owner! A signed paper copy must be mailed or hand delivered to the applicant and owner.



The screenshot displays the MassDEP's Online Filing System interface. At the top, there is a navigation bar with links for 'My eDEP', 'Forms', 'My Profile', 'Help', and 'Notifications'. A 'LOG OFF' button is visible in the top right corner. The main content area is titled 'Transaction Overview' and shows details for 'Trans #12345 ID# XXX-XXXX WPA Form 5 - OOC'. A progress bar indicates the current step is 'Forms', with previous steps 'Attach Files' and 'Signature' completed, and 'Submit' as the next step. The page prompts the user to 'Review and Submit your Transaction' and includes an 'Exit' button. A message states: 'Please review your transaction. If you are satisfied, scroll down and click submit.' Below this, it notes that an email confirmation will be sent to the account owner at 'Conservation@anytown.gov'. A field for 'Other Email' is provided, with instructions to enter addresses separated by a semicolon. Transaction details include: 'DEP Transaction ID: 1163311', 'Date and Time Submitted: 12/31/2019 12:27:55', and 'Other Email :'. The 'Form Name' is 'WPA Form 5 - OOC'. Additional information includes: 'Conservation Commission: IPSWICH', 'Mass DEP File #: 036-1430', 'Applicant Name: RICK CLARKE', and 'Signed by: Jennifer Hughes'. An 'Ancillary Document Uploaded/M' section lists 'plans'. Two 'Submit' buttons are present: one orange button at the top right and one larger orange button at the bottom right. The footer contains links for 'MassDEP Home', 'Contact', and 'Privacy Policy'.



Receipt

[Forms](#)

[Attach Files](#)

[Signature](#)

[Receipt](#)

Summary/Receipt

[print receipt](#)

[Exit](#)

Your submission is complete. Thank you for using DEP's online reporting system. You can select "My eDEP" to see a list of your transactions.

DEP Transaction ID: 1269015
Date and Time Submitted: 3/31/2021 10:48:38 AM
Other Email :

Form Name: WPA Form 5 - OOC

Conservation Commission: ASHLAND
Mass DEP File #: 095-0952
Applicant Name: MICHAEL HERBERT
Signed by: Catherine Van Lancker

Ancillary Document Uploaded/Mailed
952- Trolley Brook Trail Special Conditions
Final Plans

[My eDEP](#)



Note: The permits are public records. Save a copy of the records for your files according to your town's and the Commonwealth of MA Public Records Retention requirements.

Making Changes to the OOC After Submittal

- Changes can't be made to the OOC in eDEP once it's been submitted.
- If changes are required (e.g., correcting scrivener's errors), correct the page(s) by hand and submit the revised pages to MassDEP, asking them to substitute the corrected pages. Make sure to clearly note the File #.



MassDEP's Online Filing System
 WPA Form 5 - OOC - Transaction #

[Section A](#)
[Section B](#)
[Section C](#)
[Section D](#)

DEP USE ONLY

NOI File Number

A. General Information

1. Conservation Commission 2. Issuance a. OOC b. Amended OOC

3. Applicant Details

a. First Name b. Last Name

c. Organization

d. Mailing Address

e. City/Town f. State g. ZIP

4. Property Owner

[Click here if applicant Address is same as Property Owner Address](#)

a. First Name b. Last Name

c. Organization

d. Mailing Address

e. City/Town f. State g. ZIP

5. Project Location

a. Street Address

b. City/Town

c. Zip

d. Parcel/Lot#

e. Latitude N f. Longitude W

(Click "View Map" button to obtain Latitude/Longitude coordinates.)
 (If you are having issues with the View Map function, then use Google Earth or other mapping program to acquire latitude and longitude in decimal degrees. For example, use decimal degree (e.g. 42.17345) instead of 42° 10' 24.42". Then save your work and then continue with the form.)

6. Property recorded at the Registry of Deed for:

a. Registry	b. Certificate	c. Book	d. Page	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete Row"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="New Row"/>

7. Dates

a. Date NOI Filed (mm/dd/yyyy) b. Date Public Hearing Closed (mm/dd/yyyy) c. Date Of Issuance (mm/dd/yyyy)

8. Final Approved Plans and Other Documents

Plan Title	Prepared By/ Signed and Stamped By	Final Revision Date/Scale	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete Row"/> <input type="button" value="New Row"/>

<< Prev

Amending the OOC

If the applicant wishes to amend the final OOC, use the same process as for a new filing, but check the “Amended OOC” box.





Username:ALICIAG
Nickname: ICC_ALICIA [LOG OFF](#)

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You have permanent access to your eDEP Orders

For More Assistance

- Contact your Regional Circuit Rider:

<https://www.mass.gov/info-details/massdeps-wetlands-circuit-rider-program>

Email: DEP.Wetlands@mass.gov

