

---

# WWAR - Chapter 91 Administrative Request(s) Application

MassDEP Bureau of Water Resources, Waterways & Wetlands



**EEA ePlace Portal**

# Overview



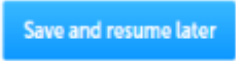

---

- ❑ This presentation is to assist in completing a new WWAR - Chapter 91 Administrative Request(s) Application
- ❑ 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. 
- ☐ Suggested preferred browsers are Chrome and Microsoft Edge



# How to Apply

## First time users:

- ❑ Click or type this address on your browser:

[Mass.gov Licensing and Permitting Portal](https://www.mass.gov/LicensingandPermittingPortal)

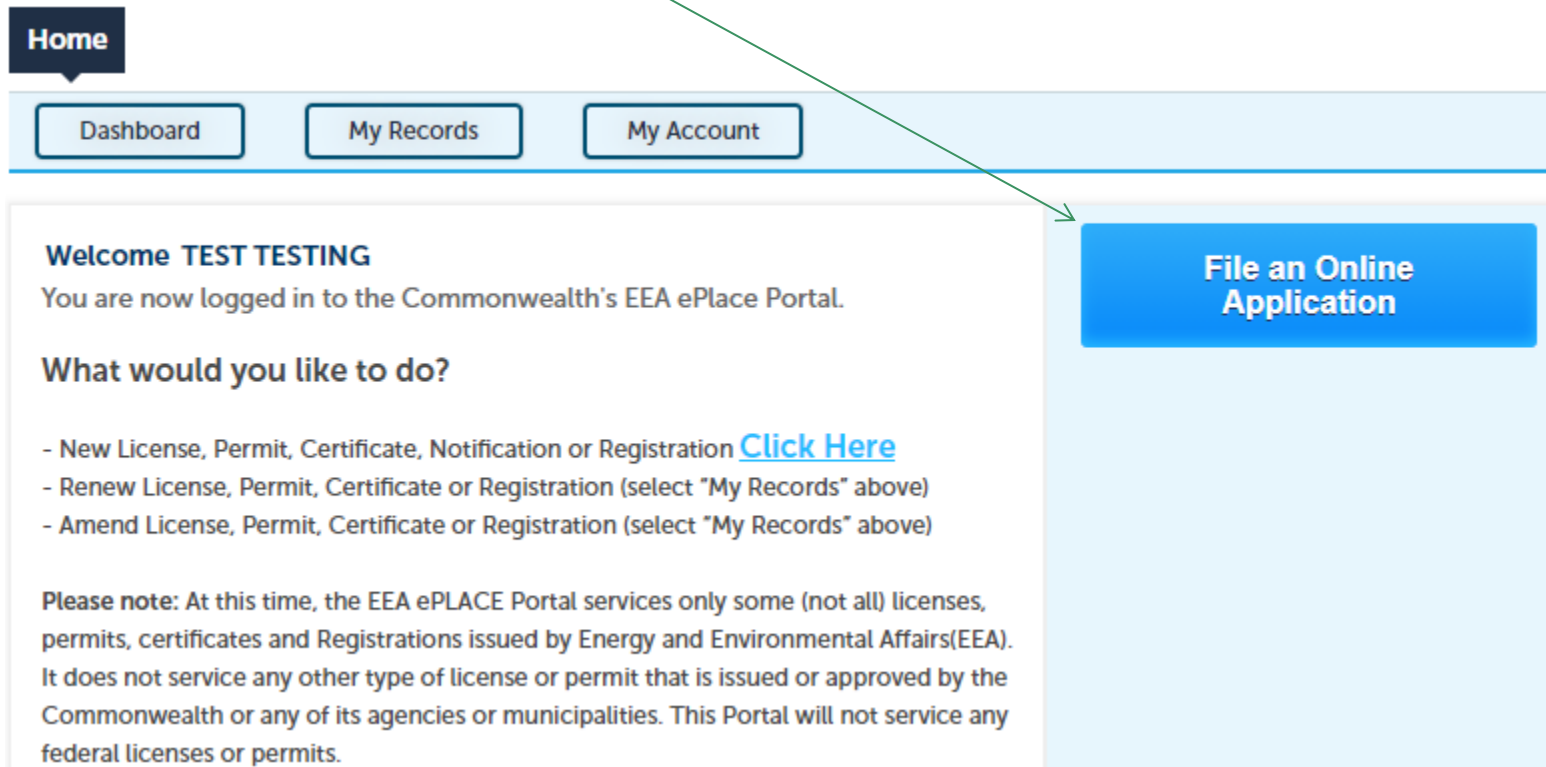
- ❑ Follow the prompts to create a new user account
- ❑ Log into your account in EEA ePlace using your username/password



EEA ePlace Portal

# File an Online Application

❑ Click here to start



**Home**

Dashboard My Records My Account

**Welcome TEST TESTING**  
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.

**File an Online Application**

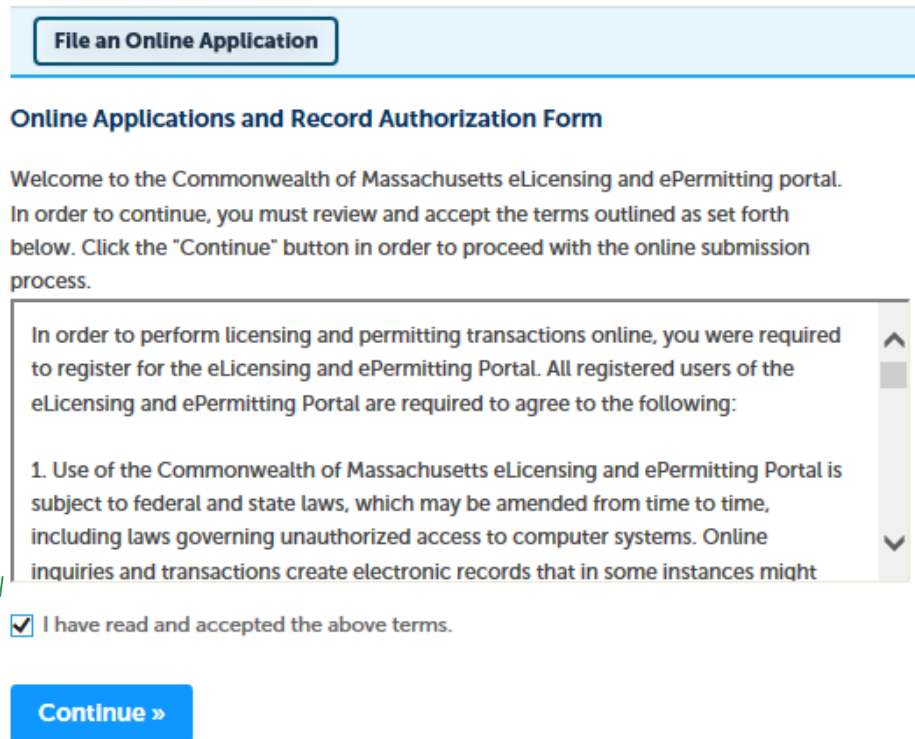


**EEA ePlace Portal**

# File an Online Application

☐ 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 »**



# Apply for a WWAR Application

- ❑ Click on “Apply for a DEP Authorization-Waterways Chapter 91 (WW)” to expand the list of applications
- ❑ You can also search for the application on the search bar field

## Commonwealth of Massachusetts EEA ePLACE (ePermitting) Online Services

### New Applicants:

The Commonwealth of Massachusetts EEA ePLACE (ePermitting) portal provides the ability to file applications for licenses, permits, certificates, notifications and registrations. From the listing below, please click on the appropriate link to expand the options, select the service that you would like to use and click the continue button.

### Existing Applicants:

Click Home and use the “My Records” tab to renew or amend a license, permit, certification or registration. If they are not listed under the “My Records” tab, please select the “Link your account” option found in section below. You will be prompted for a “record identification code” and “authorization code.” from the Account Link notification you received. If you have not received a notification letter, please contact the ePLACE Help Desk Team at (844) 733-7522 or (844) 73-ePLACE between the hours of 7:30 AM - 5:00 PM Monday-Friday.

For easier and quicker way to find your application from the list below, Use Search Bar. Type in the name of your application or a keyword in the search field and click search for results.

- ▶ 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)
- ▶ **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 - For MassDEP Only

Continue »




EEA ePlace Portal

# Apply for a WWAR Application

- ❑ Select “WWAR – Chapter 91 Administrative Request(s) Application” and click continue at the bottom of the page to start your application.

## Select Services



- ▶ 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)
- ▼ Apply for a DEP Authorization - Waterways Chapter 91 (WW)
  - ☒ WWAR - Chapter 91 Administrative Request(s) Application
  - ☐ Waterways Pre-Application for WW00 and WW24
  - ☐ WW01 - Water-Dependent License/Permit Application
  - ☐ WW04 - Determination of Applicability Application
  - ☐ WW05 - Certificate of Compliance
  - ☐ WW06 - Simplified License Application
  - ☐ WW14 - Nonwater-Dependent License/Permit Application
  - ☐ WW16 - Nonwater-Dependent License/Permit in a MHP Area Application
  - ☐ WW17 - Nonwater-Dependent License/Permit Joint MEPA/EIR Application
  - ☐ WW24 - General License Certification Application
  - ☐ WW25 - Test Project Permit Application
- ▶ 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 - For MassDEP Only





# Step 1: Application Information

## ☐ Please enter the General Information

- ☐ Requestor details
- ☐ Property Owner
- ☐ Chapter 91 Authorization Number

## ☐ Note –

- ☐ Requestor is the name of the individual, company, agency or other entity who is requesting the review in the "Requestor" field.
- ☐ Do not list the name of a consultant, attorney, or representative in this field.
- ☐ If the Requestor and Property Owner is the same, please repeat the information.

### WWAR - Chapter 91 Administrative Request(s) Application

Information	Application Submitted
-------------	-----------------------

Step 1: Application Information > Page 1 of 2

Instructions

\* indicates a required field.

#### General Information

Please enter the name and contact information for the individual, company, agency or other entity who is requesting the review in the "Requestor" field, and the name and contact information for the property owner in the "Property Owner" field (do not list the name of a consultant, attorney, or representative in this field).

If this Administrative Request is associated with an issued Chapter 91 authorization(s), please list all relevant authorization number(s) (license, permit, RDA, Legislative Act, etc.) in the "Chapter 91 Authorization Number" field. If there is no associated authorization number please enter "N/A".

\* Requestor:

\* Requestor Contact (email preferred or phone number) :

\* Property Owner Name:

\* Property Owner Contact (email preferred or phone number):

\* Chapter 91 Authorization Number (if applicable):



# Step 1: Application Information

- ☐ Please enter the Location information.
- ☐ If the Location does not have a traditional physical address, then please see the instructions on how to complete the sections.
- ☐ Click “Continue” button to go to the next page.

## Location Information

If the location does not have a traditional physical address, please enter Street Number as "0" Street Name as "N/A", enter the latitude and longitude coordinates, and complete "Brief Description of Location" in the Additional Location Information Section.

To find the latitude and longitude information, type in your address or locate the project site on Search Google Maps - Right click on your location pin. The format should be in decimal degrees (i.e., Latitude XX.XXXXXX Longitude -XX.XXXXXX).

"City" field must list the name of one of the 351 municipalities in the Commonwealth - please do not list a neighborhood or village name in this field or elsewhere in this application form.

\*  
Name of the Waterbody:

\*Street #  \*Street Name:  Street Name 2

\*City:  ? \*State:  ? \*Zip:  ?  
MA

Latitude\*  ? Longitude\*  ?

Clear

## Additional Location Information

\*Brief Description of Location - Non-Traditional Address (e.g., "west end Toronto Avenue right-of-way at Gloucester Harbor". DO NOT complete this field, if your location has a traditional address - enter N/A): ?

Continue Application »

Save and resume later



EEA ePlace Portal

# Step 1: Application Information

- ☐ Please select all type(s) of review being requested in the Administrative Request(s) section.
- ☐ Provide a brief description of the request(s) in the Additional Information section.
- ☐ Click “Continue” button to go to the next page.

## WWAR - Chapter 91 Administrative Request(s) Application

1 Application Information	2 Documents	3 Review	4 Application Submitted
---------------------------	-------------	----------	-------------------------

### Step 1: Application Information > Page 2 of 2

\* indicates a required field.

#### Administrative Request(s)

Please select all type(s) of review being requested.

Minor Project Modification:

☐

Maintenance Notice:

☐

Demolition Notice:

☐

License/Permit Clarification:

☐

Extension of Construction Period:

☐

Exemption Review :

☐

Management Plan Review :

☐

Great Pond Designation Review :

☐

Other:

☐

#### Additional Information

Please include all of the necessary information for the Department to conduct a review of the request. Additional documents (e.g., narrative, plans, license copy, etc.) may be uploaded on the next page i.e., in Document section of this application.

If a current Waterways staff member is the license reviewer or familiar with this request, please include their name in this field.

\* Please provide a brief description of the request(s):

Continue Application »

Save and resume later



## Step 2: Document

❑ Upload all required documents for your application based on the type of request(s) you selected in the previous section.

❑ To begin attaching documents, click “Browse”



EEA ePlace Portal

### WWAR - Chapter 91 Administrative Request(s) Application

1 Application Information	2 Documents	3 Review	4 Application Submitted
---------------------------	-------------	----------	-------------------------

Step 2: Documents > Page 1 of 1

Instructions

\* indicates a required field.

#### Documents

A narrative with the description of the request and any necessary supporting documents, such as plans or prior licenses may be uploaded in this section.

Please upload the following Required Document(s) which are mandatory to submit this Application:

No Required documents

Documents:

#### 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.

.bat; .bin; .dll; .exe; .js; .msi; .sql; .vbs; ade; adp; chm; cmd; com; cpl; hta; ins; isp; jar; jse; lib; lnk; mde; msc; msp; mst; php; pif; scr; shb; sys; vb; vbe; vxd; wsc; wsf; wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
No records found.					

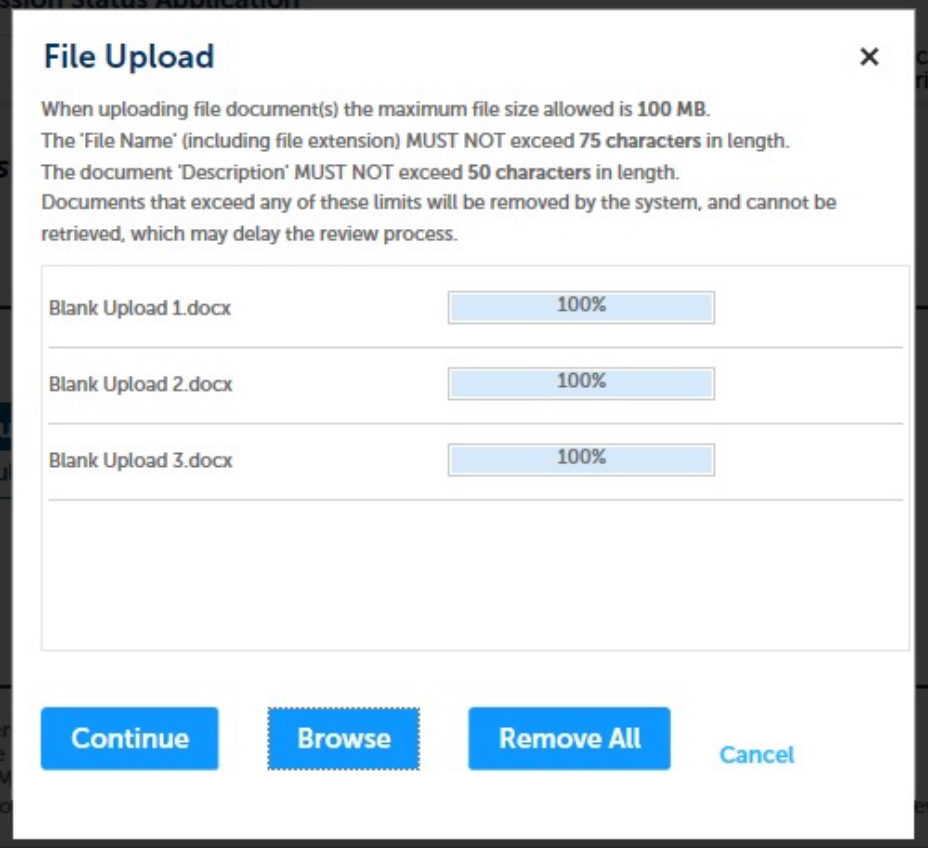
Browse

Continue Application »

Save and resume later

## Step 2: 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** [X]

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 2: 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”

File:  
Blank Upload 1.docx  
100%

\* Description (Maximum 50 characters):  
A maximum of 50 characters.

\* Type:  
--Select--

Remove

File:  
Blank Upload 2.docx  
100%

\* Description (Maximum 50 characters):  
A maximum of 50 characters.

\* Type:  
--Select--

Remove

File:  
Blank Upload 3.docx  
100%

\* Description (Maximum 50 characters):  
A maximum of 50 characters.

Save Browse Remove All


Continue Application >

Save and resume later



## Step 2: Documents (Attaching)

- ❑ You should see a message that you have successfully attached documents
- ❑ When ready, click on “Continue Application” to proceed

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

WWAR - Chapter 91 Administrative Request(s) Application

1 Application Information

2 Location Information

3 Documents

4 Review

5 Application Submitted

Step 3: Documents > Page 1 of 1

Instructions

\* indicates a required field.

Documents

A narrative with the description of the request and any necessary supporting documents, such as plans or prior licenses are to be uploaded in this section.

Please upload the following Required Document(s) which are mandatory to submit this Application:

No Required documents

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.  
.bat; .bin; .dll; .exe; .js; .msi; .sql; .vbs; .ade; .adp; .chm; .cmd; .com; .cpl; .hta; .ins; .isp; .jar; .jse; .lib; .lnk; .mde; .msc; .msp; .mst; .php; .pif; .scr; .set; .shb; .sys; .vb; .vbe; .vxd; .wsc; .wsf; .wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
invite_1 - Copy - Copy - Copy.png	Other	88.12 KB	01/19/2022	test	Actions ▼
invite_1 - Copy - Copy (2).png	Supporting Attachment	88.12 KB	01/19/2022	tset	Actions ▼

Browse

Continue »

Save and resume later



## Step 3: 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

### WWAR - Chapter 91 Administrative Request(s) Application

1 Application Information	2 Documents	3 Review	4 Application Submitted
---------------------------	-------------	----------	-------------------------

#### Step 3: Review

[Continue Application »](#)

[Save and resume later](#)

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

#### Review and Certification

[Edit Application](#)

#### General Information

Requestor: test  
Requestor Contact (email preferred or phone number) : test  
Property Owner Name: test  
Property Owner Contact (email preferred or phone number): test  
Chapter 91 Authorization Number (if applicable): 234

#### Location Information

Test | 1 Winer St Boston MA 23434

#### Additional Location Information

Brief Description of Location - Non-Traditional Address (e.g., "west end Toronto Avenue right-of-way at Gloucester Harbor". DO NOT complete this field, if your location has a traditional address - enter N/A): N/A

#### Administrative Request(s)

Minor Project Modification: Yes  
Maintenance Notice: No  
Demolition Notice: No  
License/Permit Clarification: No  
Extension of Construction Period: No  
Exemption Review : No





## Step 3: Review

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

### Application Submitter

Individual  
Testing Eipas  
Melrose, MA, 01928

Telephone #:123-123-2323  
E-mail:testing@eipas.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 the box below, I understand and agree that I am electronically signing and filing this application.

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

Date:

[Continue Application »](#)

[Save and resume later](#)



# Step 4: 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


Home

DEP Applications

WWAR - Chapter 91 Administrative Request(s) Application

1 Application Information	2 Documents	3 Review	4 Record Issuance
---------------------------	-------------	----------	-------------------

**Step 4: Record Issuance**

 Successfully Completed.

Thank you for using our online services.  
Your Record Number is 22-WWAR-0002-APP.

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



# To check the status of an application

- ❑ Log on to EEA ePlace portal
- ❑ [Mass.gov Licensing and Permitting Portal](#)
- ❑ Go to your “My Records” page to see and/or track the status of an 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](mailto:ePLACE_helpdesk@state.ma.us)

For business related questions, please visit the link below  
or email [dep.waterways@mass.gov](mailto:dep.waterways@mass.gov)

<https://www.mass.gov/lists/chapter-91-forms-massdep>



**EEA ePlace Portal**