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# WW03 - Waterways Amendment

MassDEP Bureau of Water Resources, Waterways & Wetlands



**EEA ePlace Portal**

# Overview



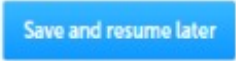

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- ❑ This presentation is to assist in completing a new **WW03 - Waterways Amendment**
- ❑ The Amendment application is to be used for a request to renew the term of a license/permit or the change the licensed fill/structures (provided the change is not a substantial structural alteration or substantial change in use - see definitions at 310 CMR 9.02).
- ❑ If the authorization proposed to be amended does not have a record in the ePlace system, you will first need to “Claim” the authorization (<https://www.mass.gov/doc/how-to-claim-your-authorization-instructions/download>)
- ❑ This presentation will take you screen by screen through the ePLACE online permitting application process



# General Navigation

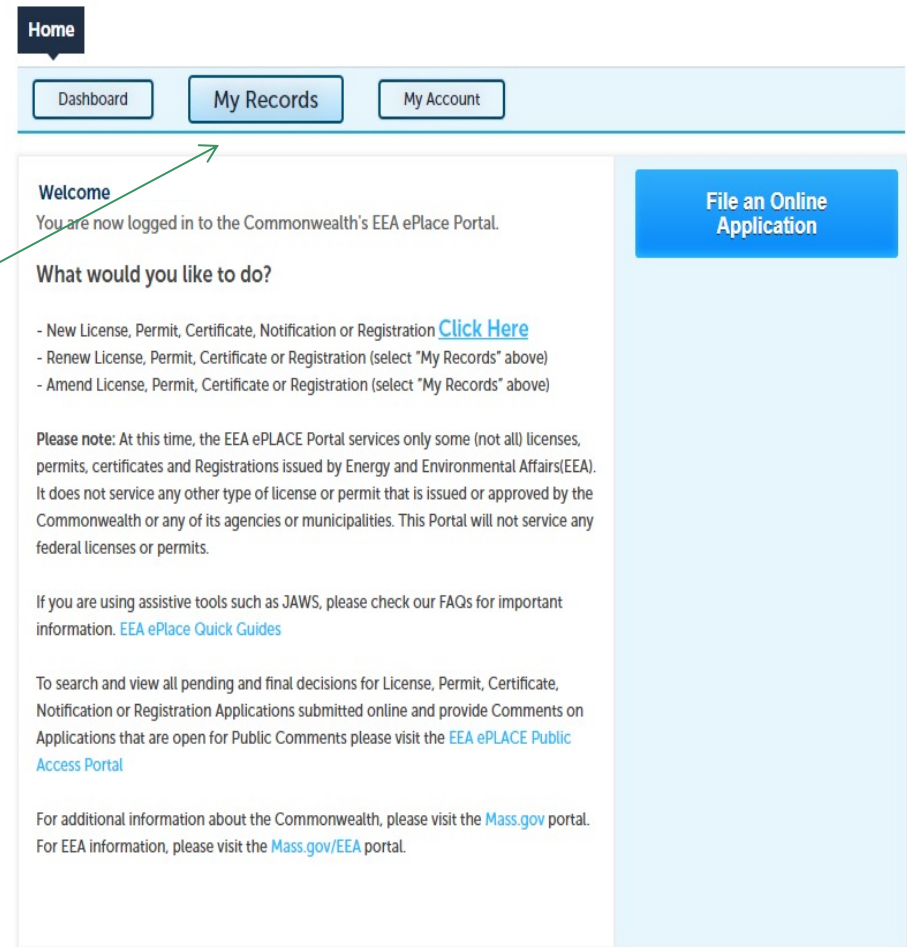
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- ☐ Always Click  to move to the next page.
- ☐ Do NOT use the Browser Back Button  as this will take you out of the system
- ☐ Any field with a red asterisk (\*) is required before you can move off the page.
- ☐ Click  to save your work and resume at a later time.
- ☐ Click on the tool tips where applicable to get more details. 
- ☐ Suggested preferred browsers are Chrome and Microsoft Edge



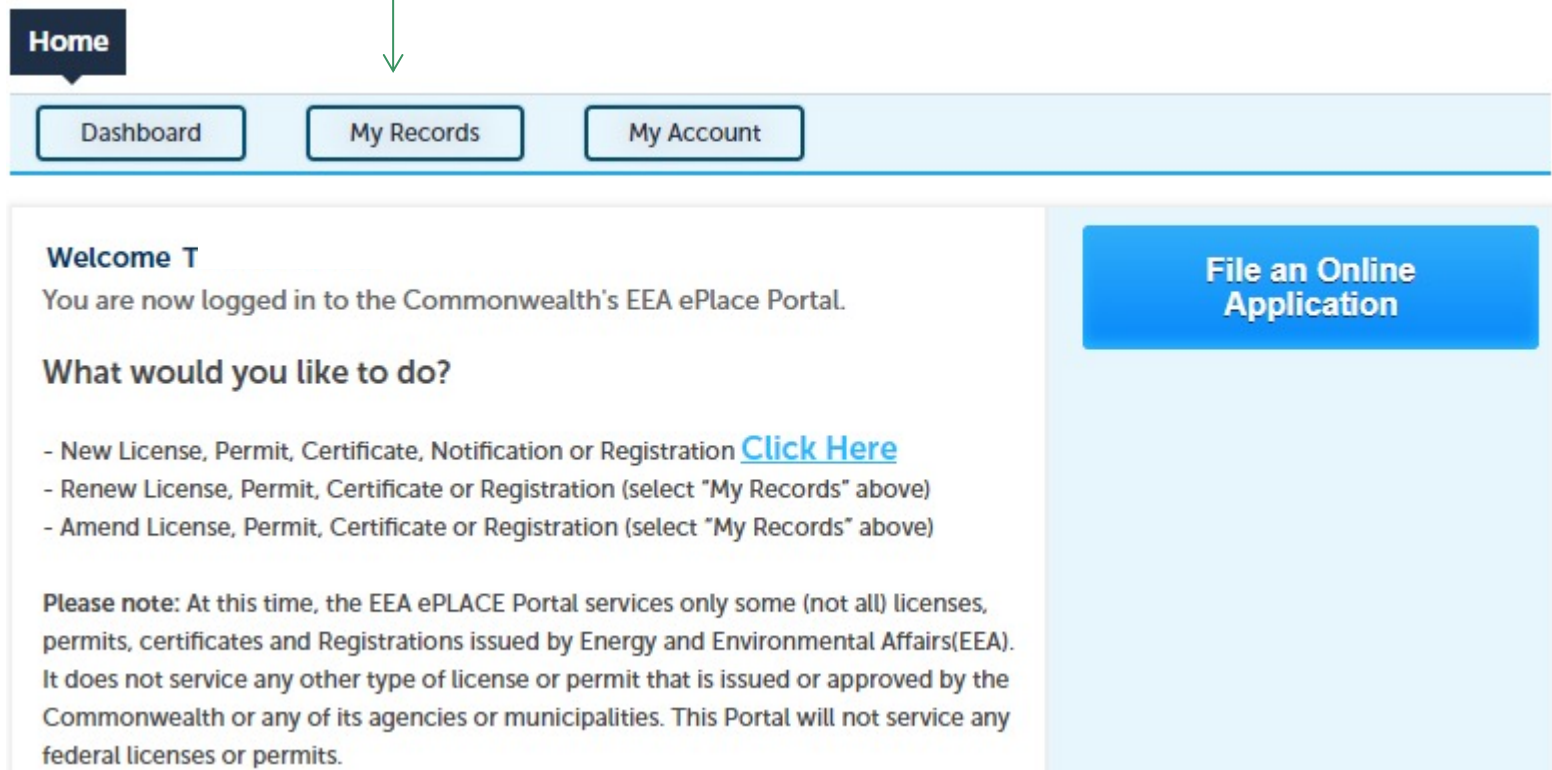
# To check the status of an application

- ❑ Log on to EEA ePlace portal
- ❑ [Mass.gov Licensing and Permitting Portal](https://www.mass.gov/Licensing-and-Permitting-Portal)
- ❑ Go to your “My Records” page to see and/or track the status of an application



# File an online WW03 Amendment

- ❑ Click on “ My Records” tab to start



The screenshot shows the EEA ePlace Portal interface. At the top, there is a navigation bar with three tabs: 'Home', 'Dashboard', 'My Records', and 'My Account'. A green arrow points from the 'My Records' tab to the 'File an Online Application' button on the right side of the page. The main content area on the left displays a welcome message and a list of actions: 'New License, Permit, Certificate, Notification or Registration', 'Renew License, Permit, Certificate or Registration', and 'Amend License, Permit, Certificate or Registration'. A note at the bottom states that the portal only services some licenses, permits, certificates, and registrations issued by Energy and Environmental Affairs (EEA).

**Home**

Dashboard My Records My Account

**Welcome T**  
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**



# Access your record

- ☐ A list of your records will be displayed
- ☐ You can submit a WW03 - Waterways Amendment for the following Authorizations -
  - ☐ Water Dependent
  - ☐ Non-Water Dependent
  - ☐ NWD Municipal Harbor Plan
  - ☐ NWD License Joint MEPA/EIR
- ☐ Locate the record you are Amending
- ☐ Click on “Amendment” link to continue

Home

Dashboard My Records My Account

▼ DEP

Showing 1-10 of 28 | [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"/>	10/04/2021	<a href="#">WW01-0000001</a>	WW01 - Water-Dependent License/Permit Authorization	Boston Lake   Boston, MA 12345			Active	<a href="#">Amendment</a>
<input type="checkbox"/>	10/07/2021	<a href="#">WW14-0000001</a>	WW14 - Nonwater-Dependent License/Permit Authorization	tet   Melrose, MA 23434			Active	<a href="#">Amendment</a>
<input type="checkbox"/>	10/05/2021	<a href="#">WW16-0000003</a>	WW16 - Nonwater-Dependent License/Permit in a MHP Area Authorization	Test   Boston, MA 01532-0153			Active	<a href="#">Amendment</a>
<input type="checkbox"/>	10/07/2021	<a href="#">WW17-0000001</a>	WW17 - Nonwater-Dependent License/Permit Joint MEPA/EIR Authorization	test   MEDFORD, MA 12111-1111			Active	<a href="#">Amendment</a>



# Step 1: Contact Information

- ❑ The current Authorization information will be displayed
- ❑ You can modify the information, if applicable
- ❑ Select the corresponding “Contact Type” and follow the prompts to enter additional information. Repeat for each contact type that is needed for the application
- ❑ Select “Continue Application” to proceed



EEA ePlace Portal

1 Authorization Information	2 Contact Information	3 Application Information	4 Documents	5 Special Fee Provision	6	7
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Step 2: Contact Information > Page 1 of 1

Instructions

\*Indicates a required field.

Permittee

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

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

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

- If the Permittee has an EEA ePLACE account and they will be contributing to the Application process, click "Look Up" button, search and select the appropriate Permittee.

- If the Permittee does not have an EEA ePLACE account and will not be contributing to the Application process, click "Add New" button and enter the Permittee information on their behalf.

- If there are multiple Permittees, please enter information for one primary Permittee here and any additional Permittees in the "Application Contact" section.

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

Permittee:

SNEHA DEEPU L  
1 winter street  
Melrose, MA, 01928  
Telephone #: 123-123-2323 Email: sneha9717@gmail.com

Edit or View Remove

Application Contacts

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

- If the Contact has an EEA ePLACE account and they will be contributing to the Application process, click "Look Up" button, search and select the appropriate Contact.

- If the Contact does not have an EEA ePLACE account and/or will not be contributing to the Application process, click "Add New" button and enter their Contact information.

Note – If a Contact who will be submitting information in the online Application process has not yet created an account, click on "save and resume later" button, advise the Contact to create an account in the EEA ePLACE Portal, and then resume the application and "Look Up" that person.

Add New Look Up

Showing 1-2 of 2

Contact Type	Name	Organization Name	Contact Person	Action
Permittee Company		ABC123	Tim C	Edit
Property Owner	Shubha Rondia			Edit

Continue Application

Select Contact Type

Contact Type:

Additional Permittee  
Additional Property Owner  
Application Prepared By  
Permittee Company  
Property Owner



# Step 1: Contact Information

❑ To enter or update abutter information, click on “Add a Row” and enter the information and select Submit

❑ Verify the information in the Additional Contacts Info Section and modify if necessary

❑ Select “Continue Application” to proceed

## List of Abutters

### LIST OF ABUTTERS

List the name and mailing address of each abutter. Common examples: right of the project, but not behind. Pursuant to the Waterways Regulation Act, the water's edge, a common boundary or corner with a project site, or water body from such site. Ownership shall be determined according to the applicable laws.

Showing 1-1 of 1

<input type="checkbox"/>	Full Legal Name	Abutting Property Address	
<input type="checkbox"/>	testing	test	Actions ▾

Add a Row ▾

Edit Selected

Delete Selected

\* Full Legal Name:

\* Abutting Property Address:

Submit

Cancel

## Additional Contacts Info

\* Please provide the Name of the Permittee(s) exactly as it should be listed in the license/permit that will be recorded at the Registry of Deeds (the name(s) listed here need to match the name(s) listed on the plans or the license may be rejected by the Registry of Deeds):

test

\* I hereby attest that I have listed all the Permittees in the Application Contacts section (each Permittee entered as a separate contact - do not list 2 names in 1 field):

☒

\* Is the project site within a right of way?:

☒ Yes ☐ No

Are you the sole owner of right of way?: \*

☒ Yes ☐ No

\* Are you submitting evidence of legal authority to apply in lieu of the Property Owner's Signature? If yes, please attach a document 'Evidence of Legal Authority' in the document section:

☒ Yes ☐ No

\* I hereby attest that I have listed all the Property Owners in the Application Contacts section: ?

☒

\* I hereby attest that I have listed all the Abutters in the above Contact table section: ?

☒

Continue Application »

Save and resume later



EEA ePlace Portal



# Step 2: Application Information

- ☐ In this section Location Information is displayed to be viewed only and cannot be edited
- ☐ If the location information needs to be updated, that may be completed in the Amendment Information Section on the next page
- ☐ Select “Continue Application” to proceed

## WW03 - Waterways Amendment

1 Contact Information	2 Application Information	3 Documents	4 Special Fee Provision	5 Review	6
-----------------------	---------------------------	-------------	-------------------------	----------	---

Step 2: Application Information > Page 1 of 2

Instructions

\* indicates a required field.

### Primary Project Location

Please review the Primary Project Location Information. This information cannot be edited, if there are any inaccuracies please select “Save and Resume” and contact the Waterways Program at [dep.waterway@mass.gov](mailto:dep.waterway@mass.gov).

Name of the Waterbody:

Boston Lake

\* Street #

1

\* Street Name:

melrose st

Street Name 2

\* City:

Boston

\* State:

MA

\* Zip:

12345-

Latitude\*

12.233534

Longitude\*

13.45656

Clear

Continue Application »

Save and resume later



# Step 2: Application Information

❑ Note – The amendment type should be consistent with the license type being amended. Please select accordingly

❑ Please select the Amendment Reason

❑ Enter the Amendment Information in the section

❑ Select “Continue Application” to proceed

WW03 - Waterways Amendment

1 Contact Information	2 Application Information	3 Documents	4 Special Fee Provision	5 Review	6
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Step 2: Application Information > Page 2 of 2

[Instructions](#)

\* indicates a required field.

**Amendment Type**

The Amendment application type should be consistent with the license type being amended. If there is a proposed change, please select "Save and Resume" and contact the Waterways Program at dep.waterway@mass.gov.

Please select the application type you are applying for: ⓘ

--Select--

Extended Term  
Other  
Residential with less than or equal to 4 units

**Amendment Reason**

Upon issuance of an amendment to renew the term of a license, any remaining time on the original term will be forfeited. Please note that most licenses that were valid during the period between August 15, 2008 and August 15, 2012 are subject to a 4-year extension pursuant to the Permit Extension Act. In addition, tolling of certain valid licenses occurred pursuant to COVID-19 Order No. 42. Please contact the Department if you are unsure of the expiration date.

\* Please select the reason for your amendment: ⓘ

--Select--

Both  
Change in Use/Structure  
Term Renewal

**Amendment Information**

Please provide information on the type of amendment being requested (e.g., renewal of XX-year term, expansion of dock, change in use from XX to XX, etc.) and detailed information on how the proposal meets the standards for a license amendment and all applicable regulations at 310 CMR 9.00 in an attached document - "Detailed Explanation of Proposed Amendment(s)". [See help text for additional information](#)

\* Please write a brief summary of proposed changes in the project. Provide justification with more detailed information by attaching a document - "Detailed Explanation of Proposed Amendment(s)" in the document section. ⓘ

[Continue Application »](#)

[Save and resume later](#)



# Step 3: Document

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

## WW03 - Waterways Amendment

1 Contact Information	2 Application Information	3 Documents	4 Special Fee Provision	5 Review	6
-----------------------	---------------------------	-------------	-------------------------	----------	---

Step 3: Documents > Page 1 of 1

Instructions

\* indicates a required field.

### Documents

The documents listed below are required for submittal of an amendment application, but additional documents and/or information may be required for review and processing depending on the type of license being amended. Please refer to the instructions at <https://www.mass.gov/lists/chapter-91-forms-massdep> for the application type you are applying for, which will identify regulatory standards to be met and other information that may be needed.

#### Documents:

**Please upload 4 Required Document(s) which are mandatory to submit this Application:**

1. Chapter 91 Plans
2. Detailed Explanation of Proposed Amendment(s)
3. Evidence of Legal Authority
4. List of Environmental Regulatory Programs

### List of Documents

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; .plf; .scr; .sct; .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 »

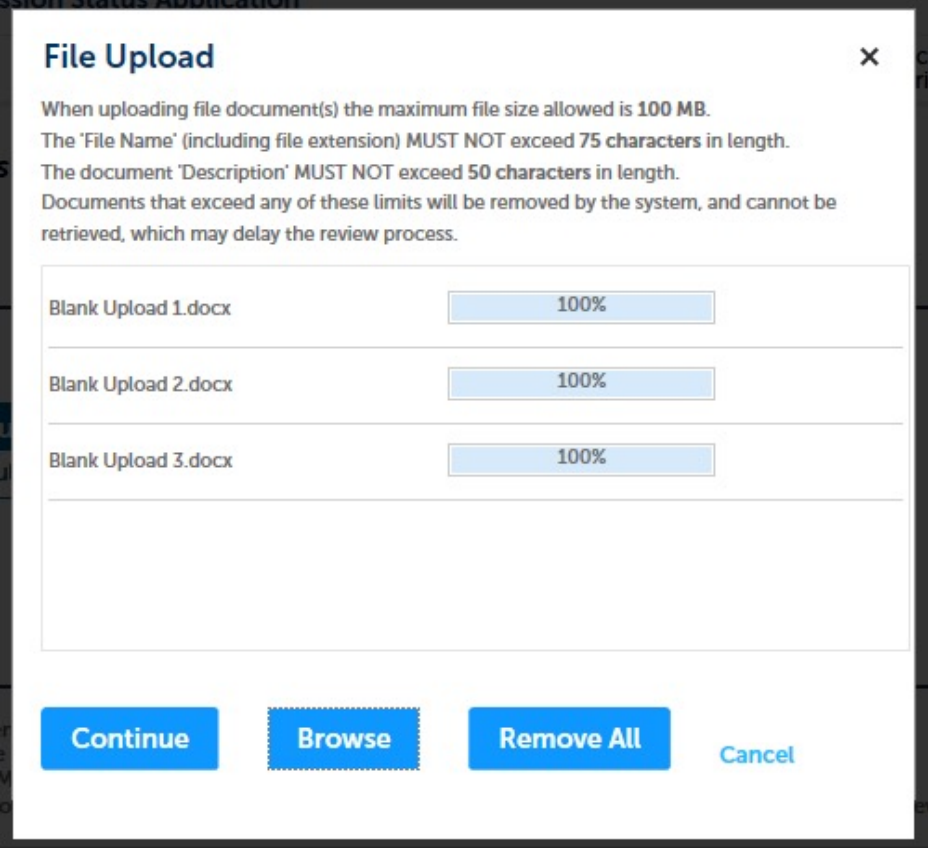
Save and resume later



EEA ePlace Portal

## Step 3: Documents (Attaching)

- ❑ A “File Upload” window opens
- ❑ Select “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 3: Documents (Attaching)

- ❑ Select the document type
- ❑ Provide a description of each document that you uploaded
- ❑ Select “Browse” to add more documents
- ❑ When all documents are uploaded and described, select “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 3: Documents (Attaching)

- ❑ You should see a message that you have successfully attached documents
- ❑ Review the list of attached documents
- ❑ When ready, select “Continue Application” to proceed



EEA ePlace Portal

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

WW03 - Waterways Amendment

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

Step 3: Documents > Page 1 of 1

[Instructions](#)

\* Indicates a required field.

Documents

The documents listed below are required for submittal of an amendment application, but additional documents and/or information may be required for review and processing depending on the type of license being amended. Please refer to the instructions at <https://www.mass.gov/lists/chapter-91-forms-massdep> for the application type you are applying for, which will identify regulatory standards to be met and other information that may be needed.

Documents:

**Please upload 4 Required Document(s) which are mandatory to submit this Application:**

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List of Documents

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

Name	Type	Size	Latest Update	Description	Action
invite_1 - Copy (2) - Copy.png	List of Environmental Regulatory Programs	88.12 KB	10/12/2021	asdf	<a href="#">Actions ▼</a>
invite_1 - Copy - Copy.png	Evidence of Legal Authority	88.12 KB	10/12/2021	asdf	<a href="#">Actions ▼</a>
invite_1 - Copy - Copy - Copy.png	Chapter 91 Plans	88.12 KB	10/12/2021	asdf	<a href="#">Actions ▼</a>
invite_1 - Copy - Copy (2).png	Detailed Explanation of Proposed Amendment(s)	88.12 KB	10/12/2021	asdf	<a href="#">Actions ▼</a>

[Browse](#)

[Continue Application »](#)

[Save and resume later](#)



# Step 4: Special Fee Provision

- ☐ If a Special Fee Provision is applicable, check the appropriate box and provide requested information
- ☐ Select “Continue Application” to proceed

1	2 Application Information	3 Documents	4 Special Fee Provision	5 Review	6 Application Submitted
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Step 4: Special Fee Provision > Page 1 of 1

[Instructions](#)

Do not check any of these boxes unless the applicant meets the criteria identified in the help text below for a special fee provision.

\* 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 5: Review

- ❑ The entire application is shown on a summary page for your review
- ❑ If you need to make any changes, select “Edit Application”
- ❑ Continue to the bottom of the page

Home

DEP Applications

1 2 3 Application Information 4 Documents 5 Special Fee Provision 6 Review 7 Application Submitted

**Step 6: 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](#)

**Permittee**

Individual  
JONA KUCI  
1 Winter St.  
Boston, MA, 01208  
United States  
Use Login Information: Yes

Telephone #: 111-111-1111  
E-mail: jona.kuci@mass.gov

**Permittee Company**

**Application Contributors**

Showing 0-0 of 0

Contact Type	Name	Organization Name	Contact Person	Action
No records found.				

**Facility Information**

TEST | 1 Winter Street Boston MA 11111  
DEP Facility ID: mjh  
DEP Region: NE  
Message: null  
Facility Record ID: 21-FAC-017276

**Additional Information**

Additional Information:

**Documents**

Documents:

Please upload 3 Required Document(s) which are mandatory to submit this Application: 1. Local Authority Approval 2. MassDEP Application Form 3. Site Plan

**Attachment**



# Step 5: Review

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

## Application Submitter

Individual  
Testing Eipas  
Melrose, MA, 01928

Telephone #:123-123-2323  
E-mail:testing@eipas.com

I hereby certify that the information submitted in this application is true and accurate to the best of my knowledge.  
All applicants and property owners must sign the "Proof of Signature" which will be provided after initial review by the Department. All future application correspondence may be signed by the Application Submitter.

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

Date:

[Continue Application »](#)

[Save and resume later](#)



# Step 6: Pay Fees

- ❑ Both online payment and pay by mail are available
- ❑ Online payment also requires payment of a service charge
- ❑ Select the appropriate box to continue

## WW03 - Waterways Amendment

1	2	3 Documents	4 Special Fee Provision	5 Review	6 Pay Fees	7 Application Submitted
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### Step 6: 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
WW03 Amendment Fees	\$1,335.00
<b>Total Fees:</b>	<b>\$1,335.00</b>

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
- ☐ The application will not be reviewed until payment is received

**To Pay 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.

**To Pay by Mail:** If you choose to "Pay by Mail", 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 Record Number 21-WW13-0005-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.*



# Step 7: Submission Successful!

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

Home

DEP Applications

WW03 - Waterways Amendment

1	2	3 Documents	4 Special Fee Provision	5 Review	6 Pay Fees	7 Record Issuance
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*Step 7: Record Issuance*



Successfully Completed.

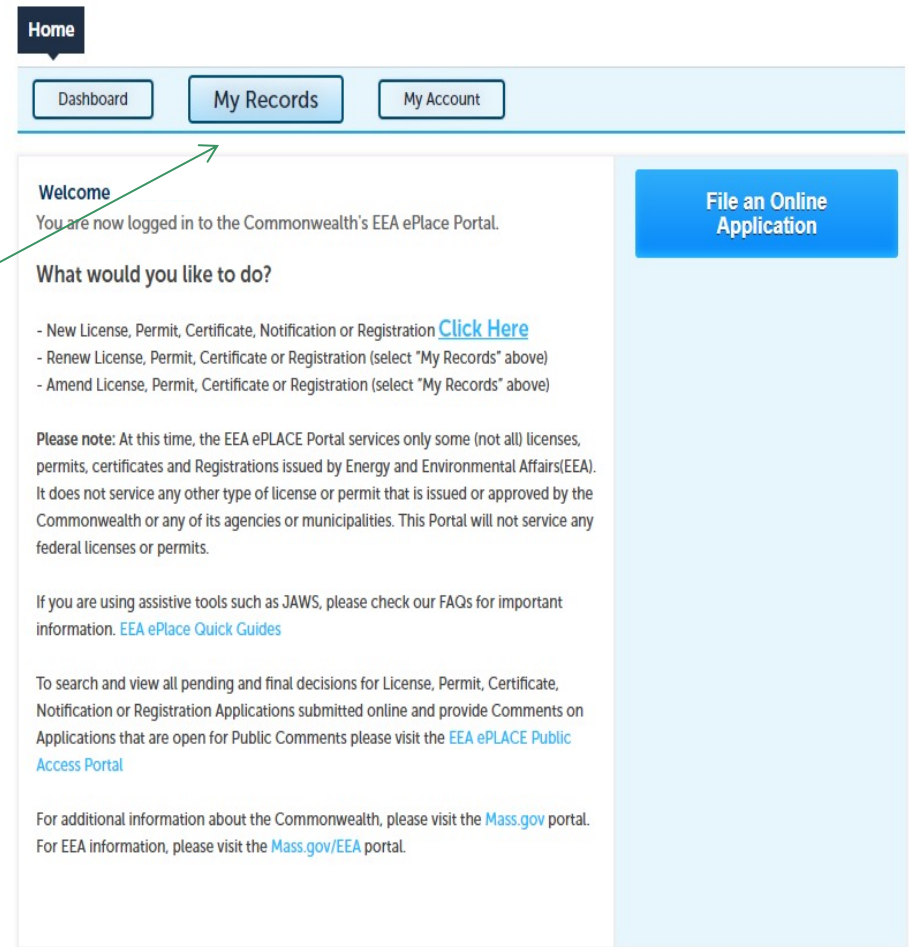
Thank you for using our online services.  
Your Record Number is 21-WW03-0006-AMD.

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?

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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  
or email [dep.waterways@mass.gov](mailto:dep.waterways@mass.gov)

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

