
WW 04 – Determination of Applicability Application

MassDEP, Bureau of Water Resources, Wetlands & Waterways







EEA ePLACE Portal

Overview

- ❑ This presentation is to assist in completing an **WW04 – Determination of Applicability Application**
- ❑ This is a determination as to whether a Waterways license or other authorization is required for a project under 310 CMR 9.00, the Waterways regulations. Authorization must be obtained for:
 - ❑ The placement of structures and fill
 - ❑ Changes in use of existing licensed structures and fill
 - ❑ Dredging in current and certain former state waterways
- ❑ This document will take you through the EEA ePlace online permitting application process.



General Navigation

- Always Click  to move to the next page.
- Do NOT use the Browser Back Button  as this will take you out of the system
- Any field with a red asterisk (*) is required before you can move off the page.
- Click  to save your work and resume at a later time.
- Click on the tool tips where applicable to get more details. 
- We strongly suggest using Microsoft EDGE 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.
- ❑ Be sure to provide full name, address and contact information when you set up your account

❑ Return users: Log into your account in ePlace using your username/password

Announcements Accessibility Support Register for an Account Reports (2) Login

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

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

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

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

Home

Welcome to the Commonwealth of Massachusetts ePLACE Portal

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

Options for Licensees and Applicants:

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

ePLACE Portal Account Registration:

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

- Apply for a License, Permit, Certificate, Notification or Registration
- Renew a License, Permit, Certificate or Registration
- Track the Status of Applications
- Review and Update Applications, Permitting and/or Certificate Information

First Time Users:

Login

User Name or E-mail:

Password:

Remember me on this computer

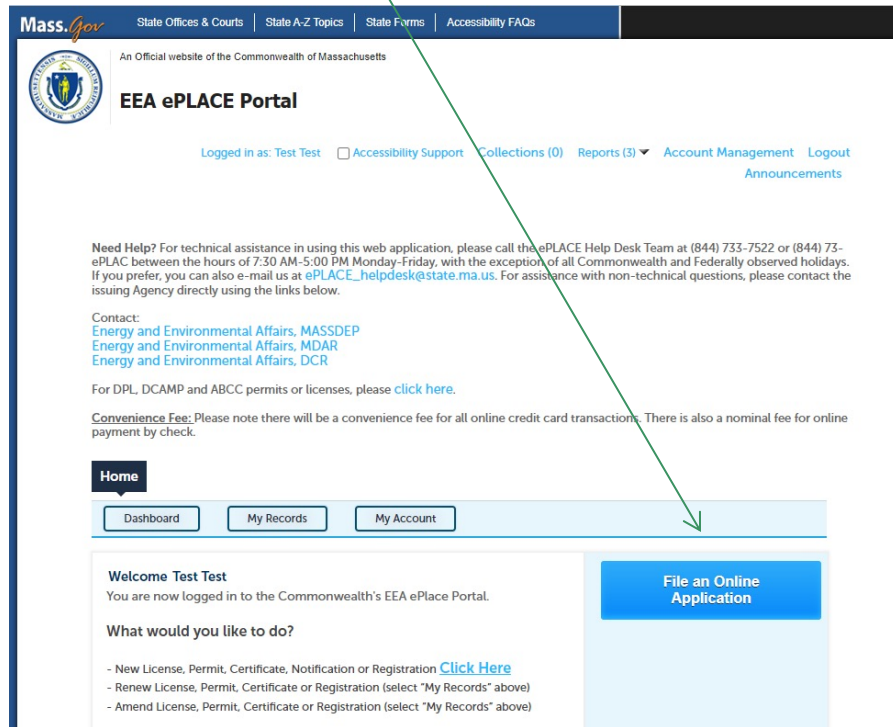
[I've forgotten my password](#)
[New Users: Register for an Account](#)

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



File an Online Application

- ❑ Click “File an Online Application” to start

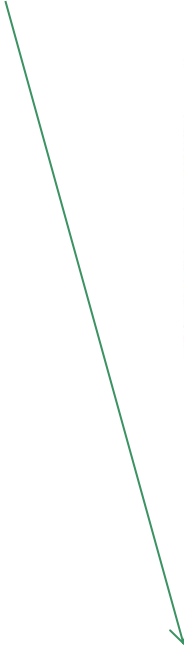


The screenshot displays the EEA ePLACE Portal interface. At the top, there is a navigation bar with links for 'State Offices & Courts', 'State A-Z Topics', 'State Forms', and 'Accessibility FAQs'. Below this, the portal title 'EEA ePLACE Portal' is visible, along with user information: 'Logged in as: Test Test', 'Accessibility Support', 'Collections (0)', 'Reports (3)', 'Account Management', and 'Logout Announcements'. A 'Need Help?' section provides contact information for the ePLACE Help Desk Team. Below this, there are links for 'Energy and Environmental Affairs, MASSDEP', 'Energy and Environmental Affairs, MDAR', and 'Energy and Environmental Affairs, DCR'. A 'Convenience Fee' notice is also present. The main content area features a 'Home' button and three tabs: 'Dashboard', 'My Records', and 'My Account'. A prominent blue button labeled 'File an Online Application' is located on the right side of the page. A green arrow points from the text 'Click “File an Online Application” to start' to this button.



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

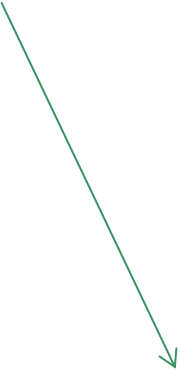
I have read and accepted the above terms.

Continue »



File an Online Application

- ❑ Click on **“Apply for a DEP Authorization – Waterways Chapter 91 (WW)”**



- ▶ 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 - 401 Water Quality Certification (WW)
- ▶ Apply for a DEP Authorization - Water Pollution Wastewater (WP)
- ▶ Apply for a DEP Authorization - Water Pollution Residuals (WP)
- ▶ 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



File an Online Application

- ❑ Select “**WW04 Determination of Applicability Application**”
- ❑ 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)
- ▼ Apply for a DEP Authorization - Waterways Chapter 91 (WW)
 - Waterways Pre-Application for WW06 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 - 401 Water Quality Certification (WW)
- ▶ Apply for a DEP Authorization - Water Pollution Wastewater (WP)
- ▶ Apply for a DEP Authorization - Water Pollution Residuals (WP)
- ▶ 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 »



Step 1: Contact Information

- ❑ **Permittee:** Read instructions to enter “Permittee” then Click “Add New” or “Look up”.
- ❑ **Application Contacts:** If you have additional contacts – Permittee(s), Property Owner(s) or other; Please read instructions then click on “Add New” or “Look up” and follow the prompts.
- ❑ Select corresponding “Contact Type” and follow the prompts to enter additional information. Repeat for each contact type that is needed for your application. Click “Continue Application”

Permittee

“Permittee” is the individual, or individual authorized by a company/organization applying for a Request for a Determination of Applicability.
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.

[Add New](#) [Look Up](#)

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 0-0 of 0

Contact Type	Name	Organization Name
No records found.		

[Continue Application »](#)

Select Contact Type

*Contact Type:

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

[Continue](#)



Step 2: Application Information

Enter detailed description of the project here

You may also upload an attachment with additional details later in the process

Add the site location information:

Please read the instructions on how to enter property details

* indicates a required field

Step 2: Application Information > Page 1 of 2

Instructions

* indicates a required field.

General Information

* Please provide a detailed description of the proposed project or subject of the request and identify existing and/or proposed fill, structures, dredging, uses(s):

Primary Property Location

If the project site does not have a traditional physical address, please enter Street Number as "0" Street Name as "N/A" and enter the latitude and longitude coordinates.

To find the latitude and longitude information, type in your address on Search Google Maps - Right click on your location pin and select "What's here?"

The information will be displayed at the bottom of your page. The format should be in decimal degrees (i.e. Latitude XX.XXXXXX Longitude XX.XXXXXX) Please do not include the "-" sign with the longitude.

*
Name of the Waterbody:

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

* City: * State: * Zip:

Latitude *: Longitude *:

Clear



Step 2: Application Information

- Read instructions and Enter “ Property Owner Name”
- Enter “ Description of Project Location”
- Select appropriate answers for the additional information section
- Click “Continue Application” to proceed


Property Information

Please use the text box to describe the location(s) that is the subject of this RDA application if it involves multiple properties/locations and/or if there is not a traditional physical address for the property. Please see the help text for examples.

If the project location is a single property with a traditional physical address, please enter N/A in the text box and complete the “Primary Property Location”

You will also need to complete the section “Primary Property Location” that specifies an individual property address and/or the Latitude and Longitude at one of the properties.

* Property Owner Name:

* Description of project location: 

Additional Information

* Is the Project site in an Environmental Justice Community?:

Yes No

* Does the property have any Chapter 91 authorizations (e.g. license/permit/Legislative Act)? :

Yes No

[Continue Application »](#)

[Save and resume later](#)



Step 2: Application Information

- Read the “Attestation” Statement
- Click both check box to complete your “Attestation”
- Click “Continue Application” to proceed

DEP Applications

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Step 2: Application Information > Page 2 of 2

[Instructions](#)

Upon completion and submittal of the online application form you will receive 2 separate emails, the first will confirm the successful submittal of the application and provide the file number, and the second will have an attached “Proof of Record” which is your Application Form that is required to be mailed along with all other supporting application materials to all persons identified in 310 CMR 9.13(1)(a).

* indicates a required field.

Attestation

* I hereby certify that upon submittal of this application to the Department of Environmental Protection, I will submit copies of the “Proof of Record” application form that will be emailed to me, along with all supporting documentation submitted with this application to all persons identified in 310 CMR 9.13(1)(a), and have attached their names and addresses to this application. [?](#)

* I understand that the Department of Environmental Protection may, at its discretion, require that a public hearing be held and that a newspaper notice be published at my expense regarding this request:

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



Step 3: Documents

- Upload all required documents for your application. The required documents will be listed on the application
- Chapter 91 Plans
- Locus Map
- Notification List
- To begin attaching documents, click “Browse”

Please upload the required documents which are mandatory for submission of this application, in addition to any supplemental information (e.g. cover letter, aerial/site photos, surveys, etc.):

* indicates a required field.

Documents

Documents:

Please upload 3 Required Document(s) which are mandatory to Submit this Application:

1. Chapter 91 Plans
2. Locus Map
3. Notification List

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

Name	Type	Size	Latest Update	Description	Action
No records found.					

Browse

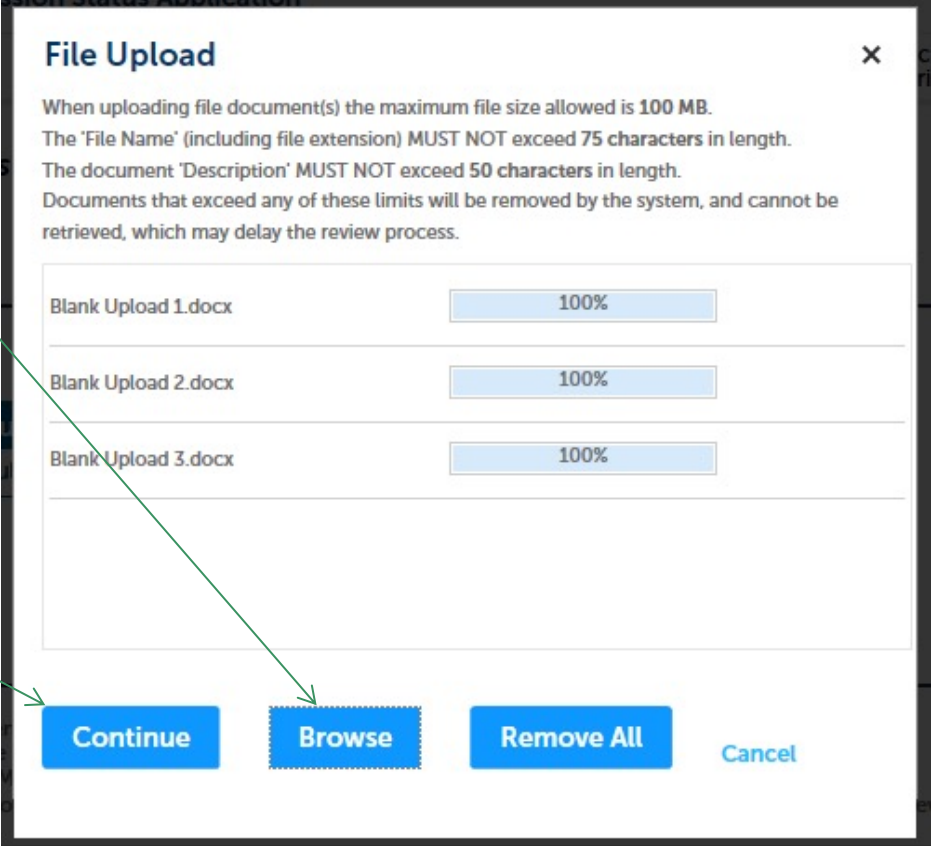
Continue Application »

Save and resume later



Step 3: 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 3: 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” to proceed

The screenshot displays a web interface for attaching documents. It features three identical document entry forms stacked vertically. Each form includes a dropdown menu labeled '*Type:' with a '--Select--' option, a 'File:' section showing the document name 'MDAR_Pesticide_Approval_v1.1_20220314_145608 (1).pdf' and a '100%' progress indicator, and a text input field for a description with a placeholder 'A maximum of 50 characters.' and a 'Remove' link to the right. At the bottom of the interface, there are five buttons: 'Save', 'Browse', 'Remove All', 'Continue Application >', and '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 or click “Browse” to add more.
- ❑ When ready, click on “Continue Application” to proceed

It may take a few minutes before changes are reflected.

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Step 3: Documents > Page 1 of 1

[Instructions](#)

Please upload the required documents which are mandatory for submission of this application, in addition to any supplemental information (e.g. cover letter, aerial/site photos, surveys, etc.):

* indicates a required field.

Documents

Documents:

Please upload 3 Required Document(s) which are mandatory to Submit this Application:

1. Chapter 91 Plans
2. Locus Map
3. Notification List

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;.sct;.shb;.sys;.vb;.vbe;.vxd;.wsc;.wsf;.wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
MDAR_Pesticide_Approval_v11_20210102_160712.pdf	Notification List	155.02 KB	03/15/2022	test	Actions ▼
MDAR_Pesticide_Approval_v11_20220314_145608.pdf	Locus Map	155.22 KB	03/15/2022	yest	Actions ▼
MDAR_Pesticide_Approval_v11_20220314_145608 (1).pdf	Chapter 91 Plans	155.22 KB	03/15/2022	test	Actions ▼

[Browse](#)

[Continue Application »](#)

[Save and resume later](#)



Step 4: Special Fee Provision

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

Home

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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 single page for your review
- ❑ If you note something you want to change, click “Edit Application”
- ❑ Otherwise, continue to the bottom of the page

Home

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Step 5: 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](#)



Step 5: Review

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

BOSTON, MA, UZ/US

I hereby certify that the information submitted in this application and on the attached plans is true and accurate to the best of my knowledge and is in conformance with the eligibility requirements as outlined in the Simplified License.

By checking this box, I agree to the above certification. Date: 03/15/2022

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



Step 6: Pay Fees

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

WW04 - Determination of Applicability Application

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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
WW04 Application Fees	\$100.00

\$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

Last Name

Street

City

State/Territory

Zip

Phone Number

Email

Confirm Email

Payment Information

Card Type

Card Number

CVV Code

Expiration
01 2011

I Accept

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

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](#)

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



Pay by Mail

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

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

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

Department of Environmental Protection
PO Box 4062
Boston, MA 02211

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



Submission Successful!

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

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Step 7: Application Submitted



Your application has been successfully submitted.
Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is 22-WW04-0003-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
 - ▶ <https://eplace.eea.mass.gov/citizenaccess>
- ❑ Go to your “My Records” page in ePlace to see/track the status of an application

Home

Dashboard My Records My Account

Welcome TESTING 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.

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

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

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

File an Online Application



Questions?

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

For business related questions, please visit the link below:
<https://www.mass.gov/how-to/ww04-request-for-determination-of-applicability>

