
WW11 – 401 Minor Fill and Excavation Project Application

MassDEP Bureau of Water Resources, Waterways & Wetlands





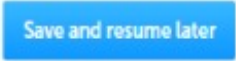

EEA ePlace Portal

Overview

- ❑ This presentation is to assist in completing a new **WW11 - 401 Minor Fill and Excavation Project Application**.
- ❑ This permit is for projects that propose some fill in a wetland area. The permit also covers projects in submerged land or salt marshes, or that may impact rare species.
- ❑ The federal Clean Water Act requires a 401 Water Quality Certification for certain activities in wetlands and waters. This law gives states the authority to review projects that must obtain federal licenses or permits and that result in a discharge to state waters.
- ❑ The purpose of state 401 review is to ensure that a project will comply with state water quality standards and other appropriate requirements of state law.
- ❑ This presentation will take you screen by screen through the ePLACE online permitting application process.



General Navigation

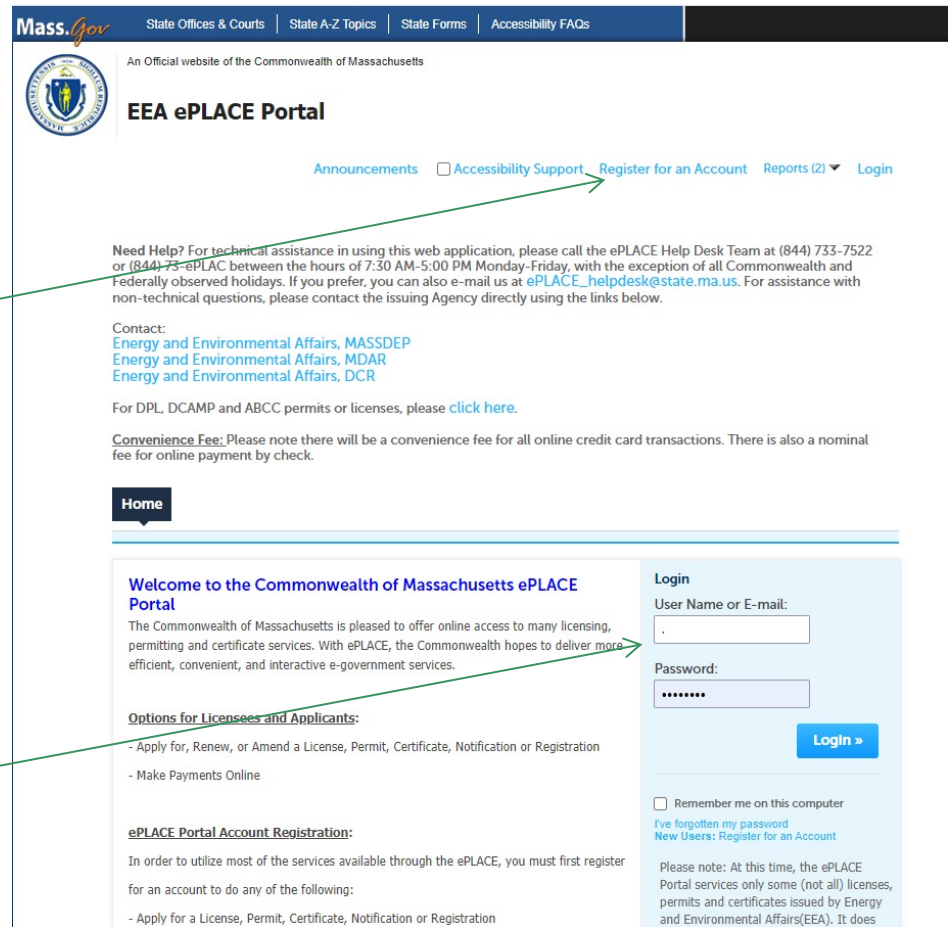
- ☐ Always Click  to move to the next page
- ☐ Do NOT use the Browser Back Button  as this will take you out of the system
- ☐ Any field with a red asterisk (*) is required before you can move off the page
- ☐ Click  to save your work and resume at a later time
- ☐ Click on the tool tips where applicable 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](#)
- ❑ Follow the prompts to create a new user account
- ❑ Log into your account in EEA ePlace using your username/password



Mass.gov State Offices & Courts | State A-Z Topics | State Forms | Accessibility FAQs

An Official website of the Commonwealth of Massachusetts

EEA ePLACE Portal

[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) 733-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

Login

User Name or E-mail:

Password:

[Login »](#)

☐ Remember me on this computer

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

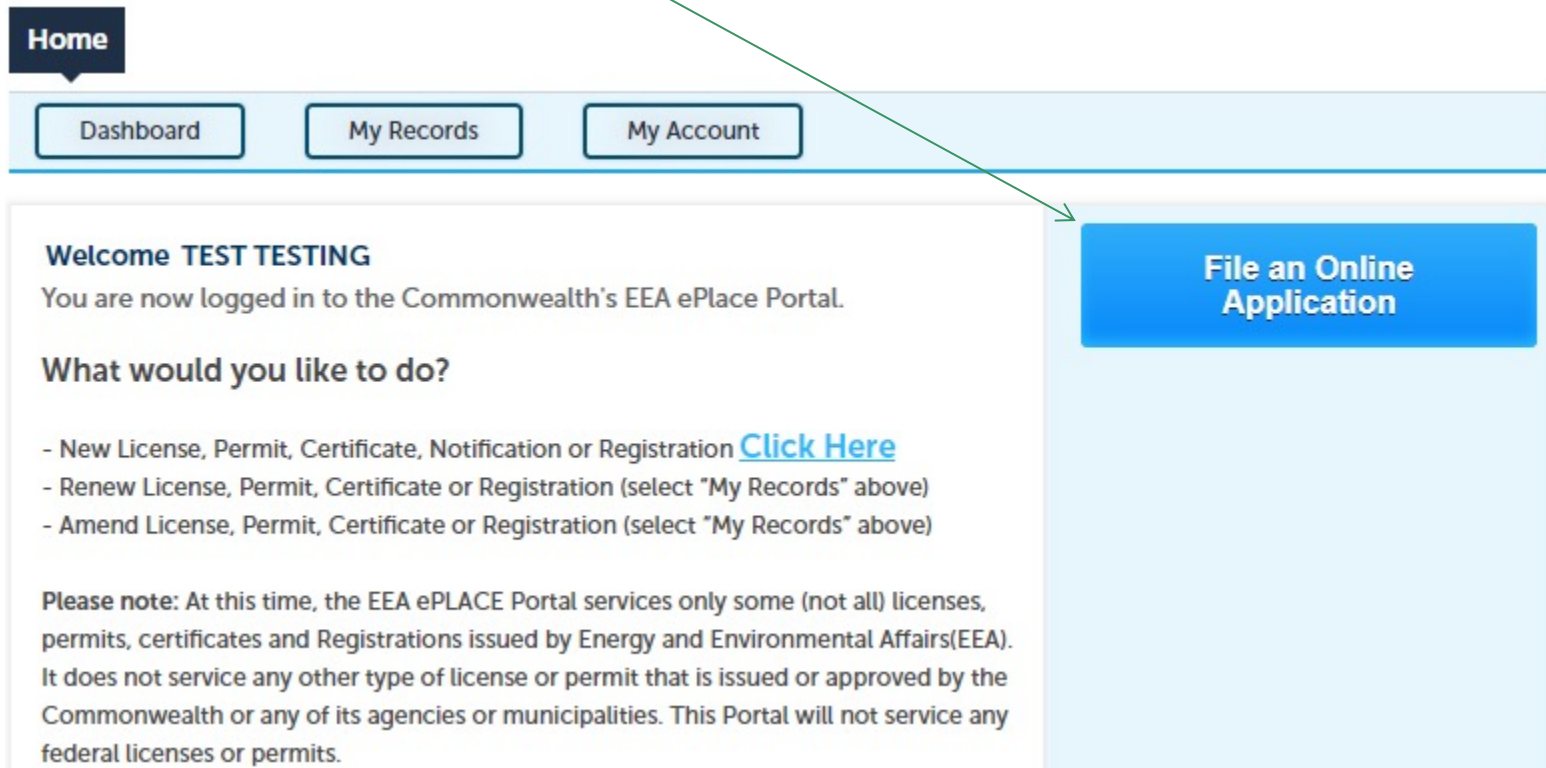
Please note: At this time, the ePLACE Portal services only some (not all) licenses, permits and certificates issued by Energy and Environmental Affairs(EEA). It does



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 WW10 Application

❑ Click on “Apply for a DEP Authorization-401 Water Quality Certification (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.



Search

- ▶ 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

Continue >



EEA ePlace Portal

Apply for a WW11 Application

- ❑ Select “**WW11 – 401 Minor Fill and Excavation Project Application**” and click continue at the bottom of the page to start your application

- ▶ 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)
 - ☐ WW07 - 401 Major Dredging (5000 cubic yards or greater) Project Application
 - ☐ WW08 - 401 Minor Dredging (less than 5000 cubic yards) Project Application
 - ☐ WW10 - 401 Major Fill and Excavation Project Application
 - ☒ WW11 - 401 Minor Fill and Excavation Project Application
 - ☐ WW13 - Renovation of Abandoned Cranberry Bogs Application
- ▶ 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

Continue »



Step 2: Contact Information

- ❑ Please Enter the 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



EEA ePlace Portal

1	Pre-Application 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 (previously referred to as “Applicant”).

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”. (Please note: if you are just filing this Application on your behalf, please disregard the language below!) However,

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

- If the Permittee has an EEA ePLACE account and they would like to contribute 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 does not want to contribute to the Application process, click “Add New” button and enter the Permittee information on their behalf.

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	Contact
No records found.			

Continue Application »

Select Contact Type

* Contact Type:

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

Continue

Step 2: Application Information

- ❑ Please read instructions on how to enter information for your **Primary Project Location**

- ❑ Please enter the **Parcel ID and Municipality** for the Primary Project Location entered in the above section

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

Instructions

* indicates a required field.

Primary Project 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

Other Primary Location Info

* Parcel ID:

* Municipality :

--Select--



EEA ePlace Portal

Step 3: Application Information

- ❑ Enter the Project Information
- ❑ If the project occur in other municipalities, then please list all the additional project sites in the table
- ❑ Click on “Add a Row” to List all components of the table and enter the information and click Submit
- ❑ Click “Continue Application” to proceed

Project Information

Project Name:

* Proposed Activity:

* Will the project occur in multiple municipalities?:
☐ Yes ☐ No

Additional Project Sites

Additional Project Sites

Showing 0-0 of 0

Municipality	Property Description
No records found.	

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Continue Application »](#)

Additional Project Sites

* Municipality:

--Select--

Property Description:

[Submit](#)

[Cancel](#)

[later](#)



Step 2: Application Information

☐ Please select the appropriate option(s) in Project Type section

☐ Enter information in Proposed Areal Extent Info section

☐ Click “Continue Application” to proceed

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 4

[Instructions](#)

* indicates a required field.

Project Type

Commercial / Industrial:
☐

Utility:
☐

Real Estate Subdivision:
☐

Institutional:
☐

Other:
☐

* Please provide additional information for the selection of your project type:

Proposed Areal Extent Info

Proposed Areal Extent of "Discharges of Dredged or Fill Material", including "redeposit of dredged or excavated material" to "Waters of the United States within the Commonwealth".

Report the areal extent, as expressed in square feet, of all proposed "discharges of dredged or fill material", including "redeposit of dredged or excavated material", both temporary and permanent, to each category of "Waters of the United States within the Commonwealth" below:

* Bordering Vegetated Wetland (sqft):

* Isolated Vegetated Wetland (sqft):

* Non-tidal Land Under Water (sqft):

* Salt Marsh (sqft):

* Land Under the Ocean (sqft):

* Intertidal Zone (sqft):

Total cumulative loss (sqft):
0

[Continue Application »](#)

[Save and resume later](#)



Step 2: Application Information

- ❑ Enter information in Compliance section
- ❑ Please read and answer each questions accordingly
- ❑ Note - For additional details regarding the compliance, please visit [WW 10, 11: Major/Minor Fill and Excavation Projects | Mass.gov](#)
- ❑ Click “Continue Application” to proceed



EEA ePlace Portal

Step 2: Application Information > Page 3 of 4

Instructions

For additional details regarding the compliance, please visit [mass.gov](#).

* indicates a required field.

Compliance With 314 CMR 9.00

* Does the proposed project meet the definition of a Single and Complete Project at 314 CMR 9.02?:
☐ Yes ☐ No

* Does the proposed project include "multi-phased activities"?:
☐ Yes ☐ No

* Does the proposed project meet the definition of an Ecological Restoration Project?:
☐ Yes ☐ No

* Have you completed the Public Notice as per 314 CMR 9.06(1)? If yes, please attach a completed 'Proof of Public Notice' document in the document section: ?
☐ Yes ☐ No

Does the required Alternatives Analysis screen all practicable alternatives to the proposed discharge that would have less adverse impact on the aquatic ecosystem?:
☐ Yes ☐ No

* Does this proposed project meet the definition of Water-Dependent at 314 CMR 9.02?: ?
☐ Yes ☐ No

* Is the proposed project restricted to access to one dwelling unit?: ?
☐ Yes ☐ No

* Will the cumulative discharges of dredged or fill material to Waters of the United States within the Commonwealth exceed 1 acre in areal extent?: ?
☐ Yes ☐ No

* Report the areal extent, as expressed in square feet, of all proposed restoration of Bordering Vegetated Wetlands and/or Isolated Vegetated Wetlands: ?

* Will any proposed discharges of dredged or fill material or any proposed restoration or replication occur within Rare Species Habitat as defined at 314 CMR 9.02?: ?
☐ Yes ☐ No

* Will the proposed project include or consist of the construction of a new non-tidal crossing of any Land Under Water?: ?
☐ Yes ☐ No

* Will the proposed project include or consist of the construction of a new tidal crossing of any Land Under Water?: ?
☐ Yes ☐ No

* Will the proposed project include or consist of the repair, replacement, and/or expansion of an existing non-tidal crossing of any Land Under Water?: ?
☐ Yes ☐ No

* Will the proposed project include or consist of the repair, replacement, and/or expansion of an existing tidal crossing of any Land Under Water?: ?
☐ Yes ☐ No

* Does the proposed project include any amount of discharges of dredged or fill material to any Outstanding Resource Water?:
☐ Yes ☐ No

* Will any proposed "discharge of dredged or fill materials" occur within any certified Vernal Pool (as defined at 314 CMR 9.02)? :
☐ Yes ☐ No

Continue Application »

Save and resume later

Step 2: Application Information

- ❑ Enter the additional information section
- ❑ Based on your answer, the system might provide you additional fields to gather more information
- ❑ It is optional to provide documents upon availability
- ❑ Click “Continue Application” to proceed

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

[Instructions](#)

* indicates a required field.

Additional Information

* Is your project subject to Massachusetts Environmental Policy Act (MEPA)? [?](#)
☐ Yes ☐ No

* Is your project subject to Massachusetts Wetlands Protection Act?:
☐ Yes ☐ No

* Is your project subject to Massachusetts Public Waterfront Act?:
☐ Yes ☐ No

* Is your project subject to Massachusetts Historical Commission?: [?](#)
☐ Yes ☐ No

* Is your project subject to Massachusetts Bureau of Underwater Archeological Resources?: [?](#)
☐ Yes ☐ No

* Is your project subject to U.S. Army Corps of Engineers – Section 404 of Federal Clean Water Act?: [?](#)
☐ Yes ☐ No

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



Step 3: Document

- ❑ Upload all required documents for your application
- ❑ The required documents will be listed on the table
- ❑ To begin attaching documents, click "Browse"

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

[Instructions](#)

* indicates a required field.

Documents

If you have Site Plans, please upload them for the Agency to review your application.

The system allows documents of up to 50MB in size. If your document is greater than 50MB, please attach a brief description of document type and instructions on how you will provide the document to the agency.

Documents:

Please upload 2 Required Document(s) which are mandatory to Submit this Application:

1. Alternatives Analysis
2. Site Plans

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
No records found.					

[Browse](#)

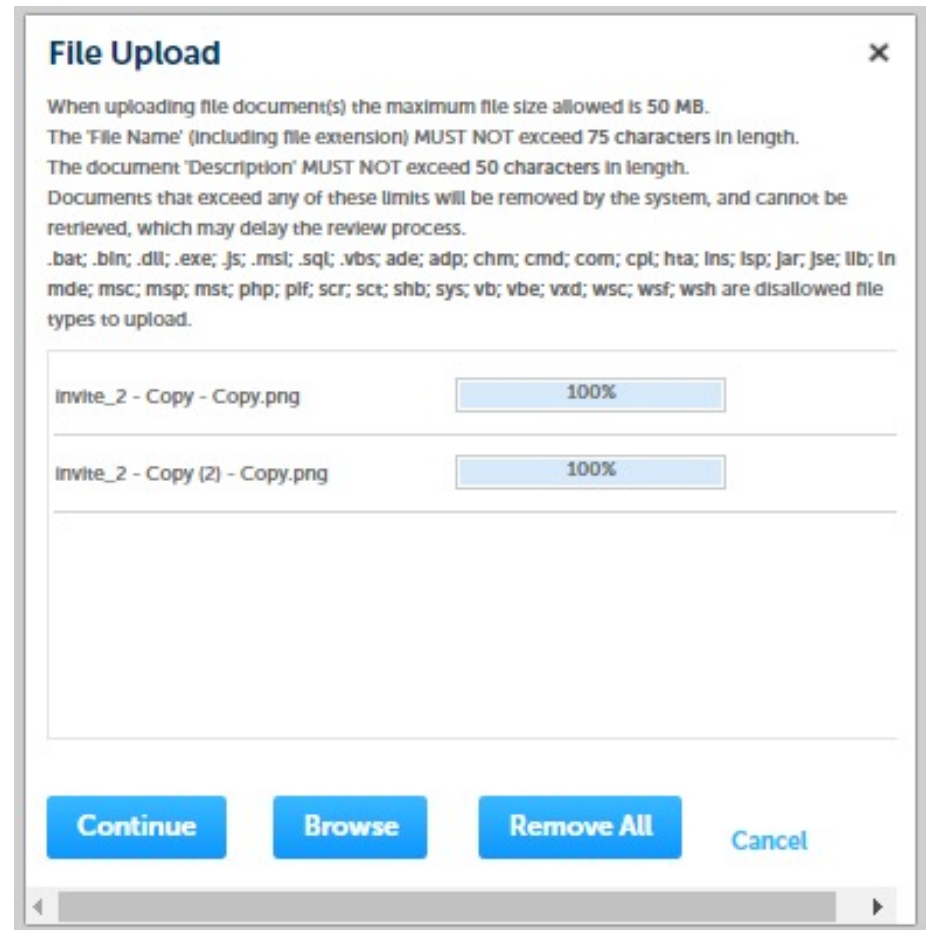
[Continue Application »](#)

[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”



The screenshot shows a 'File Upload' dialog box with a close button (X) in the top right corner. The text inside the dialog provides instructions: '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; .plf; .scr; .sct; .shb; .sys; .vb; .vbe; .vxd; .wsc; .wsf; .wsh are disallowed file types to upload.'

Below the text, there is a list of uploaded files:

File Name	Progress
invite_2 - Copy - Copy.png	100%
invite_2 - Copy (2) - Copy.png	100%

At the bottom of the dialog, there are four buttons: 'Continue', 'Browse', 'Remove All', and '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”

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, click on “Continue Application” to proceed

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

WW11 - 401 Minor Fill and Excavation Project Application

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

Instructions

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Attachment

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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; .cpt; .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
invite_1 - Copy - Copy - Copy.png	Alternatives Analysis	88.12 KB	06/18/2021	test	Actions ▾
invite_1 - Copy - Copy (2).png	Site Plans	88.12 KB	06/18/2021	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

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](#)

* indicates a required field.

Special Fee Provision

Check if applicable:

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

DEP Applications

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

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](#)

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: mfa
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 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 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 will require a service charge
- ❑ Click the appropriate box to continue

DEP Applications

WW11 - 401 Minor Fill and Excavation Project Application

1

2

3 Documents

4 Special Fee Provision

5 Review

6 Pay Fees

7 Application Submitted

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
WW11Application Fees	\$95.00
Total Fees:	\$95.00

Pay Online »

Pay by Mail »



Pay Online

- ❑ If you choose “Pay Online”, you will be brought to this screen
- ❑ Provide all payment and billing information
- ❑ Accept the terms and conditions and click submit
- ❑ You will be e-mailed a receipt

Billing Information

First Name
Enter First Name

Last Name
Enter Last Name

Street
Enter Street

City
Enter City

State/Territory
Select State

Zip
Enter Zip

Phone Number
() - -

Email
Enter Email Address

Confirm Email
Enter Email Address

Payment Information

Credit/Debit Card Electronic Check/ACH

Card Type
Select Card Type

Card Number
TEST MODE

CVV Code
123

Expiration
01 2011

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

Commonwealth of Massachusetts Terms Agreement

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

[nCourt Terms Agreement](#)

Back

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



Pay by Mail

- ❑ If you choose “Pay by mail”
- ❑ Check your email for instructions
- ❑ Your 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 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

WW11 - 401 Minor Fill and Excavation Project Application

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.

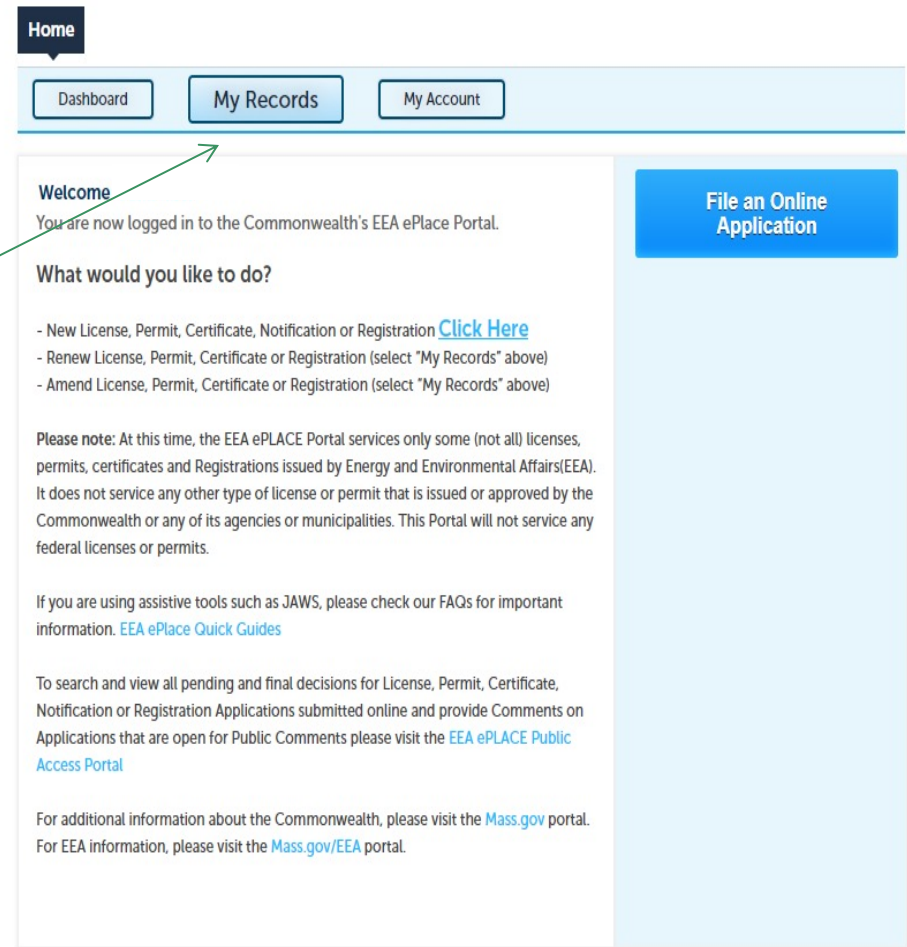
Thank you for using our online services.
Your Record Number is 21-WW11-0005-APP.

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

For business related questions, please visit the link below:

[WW 10, 11: Major/Minor Fill and Excavation Projects](#)



EEA ePlace Portal