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# WW06- Simplified License Renewal

Bureau of Water Resources, Waterways and Wetlands



**EEA ePLACE Portal**

# Overview



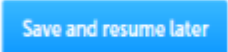

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- ❑ This presentation is to assist in completing a **WW06 – Simplified License Renewal**
- ❑ A WW06 certification provides owners of small residential docks, piers, seawalls and bulkhead with a simplified process for licensing their structures
- ❑ Chapter 91 of the Massachusetts General Laws requires licensing of all non-commercial, residential, water-dependent, small-scale docks, piers, and similar structures within tidelands, Great Ponds, and navigable rivers. The state legislature amended MGL Chapter 91 with a new Section 18c that allowed MassDEP to create a General License for these structures
- ❑ This document will take you 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. 
- We strongly suggest using Internet Explorer as a preferred browser



# How to Apply

- ❑ Click or type this address on your browser

<https://eplace.eea.mass.gov/citizer>  
[access](#)

- ❑ Log into your account in ePlace using your username/password

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](mailto: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

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



# File an online WW06 Renewal

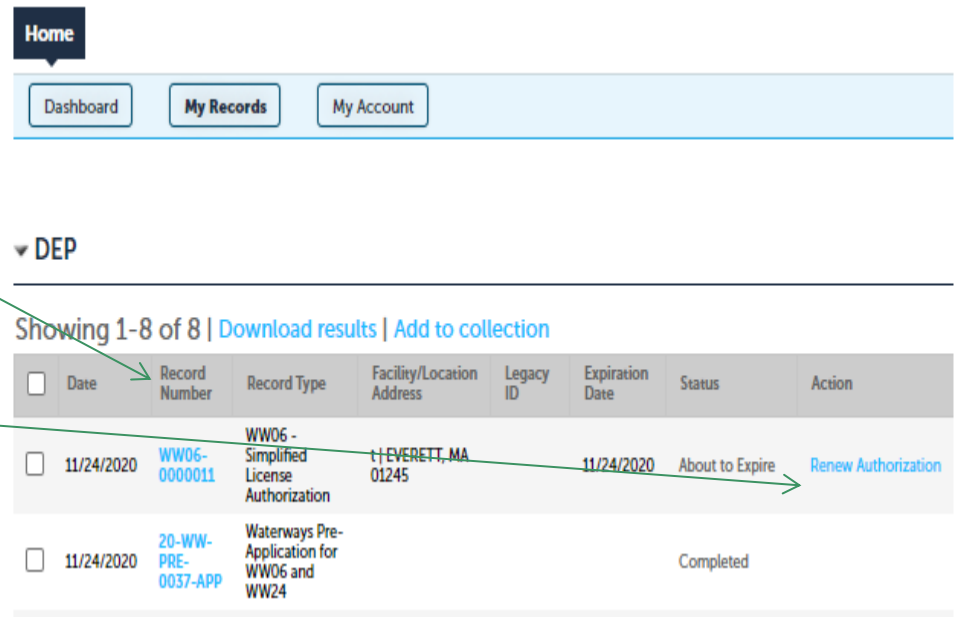
- ❑ Click on “ My Records” tab to start

The screenshot shows the EEA ePLACE Portal interface. At the top, there is a navigation bar with a dark blue 'Home' button and four light blue buttons: 'Dashboard', 'My Records', 'My Account', and 'Advanced Search'. A green arrow points from the 'My Records' button down to a blue button labeled 'File an Online Application' in the main content area. Below the navigation bar, the main content area is divided into two sections. The left section has a 'Welcome' heading, a message 'You are now logged in to the Commonwealth's eLicensing and ePlace Portal.', and a 'What would you like to do?' section with three links: 'File an Online Application', 'Renew a License, Permit or Certificate', and 'Amend License, Permit or Certificate Information'. The right section is a light blue box containing the 'File an Online Application' button.



# Access your record

- ❑ A list of your records will be displayed
- ❑ Locate the permit record you need to Renew
- ❑ Click on Renew Authorization link to continue



Home

Dashboard My Records My Account

▼ DEP

Showing 1-8 of 8 | [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"/>	11/24/2020	<a href="#">WW06-0000011</a>	WW06 - Simplified License Authorization	EVERETT, MA 01245		11/24/2020	About to Expire	<a href="#">Renew Authorization</a>
<input type="checkbox"/>	11/24/2020	<a href="#">20-WW-PRE-0037-APP</a>	Waterways Pre-Application for WW06 and WW24				Completed	



# General Information

Please answer Yes/No to the question

Click “Continue Application”

## WW06 - Simplified License Renewal

1 General Information	2 Contact Information	3 Application Information	4 Documents	5 Special Fee Provision	6	7	8
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### Step 1: General Information > Page 1 of 2

Instructions

\* indicates a required field.

### General Information

\* Has the structure or its use changed from that previously authorized?:

Yes  No

 Is your License recorded/registered at the Registry of Deeds?: \*

Yes  No

Continue Application »

Save and resume later



# General Information

- ❑ Please select from the drop down whether your license is recorded or registered
- ❑ You will be prompted to enter further information based on your selection
- ❑ Click “Continue Application” to proceed

## WW06 - Simplified License Renewal

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

Instructions

Please identify whether your property is recorded or registered and enter the Registry No., Certification No., etc.) for the Simplified License you are requesting to renew.

#### Recorded/Registered Information

\* Is your License recorded or registered? :

Recorded

Book: \*

Page Number: \*

Continue Application »

#### Recorded/Registered Information

\* Is your License recorded or registered? :

--Select--  
Recorded  
Registered

Continue Application »

#### Recorded/Registered Information

Is your License recorded or registered? :

Registered

Do you have Certificate of Title Number or Probate Number during registration?: \*

Certificate of Title Number

Certificate of Title Number: \*

Continue Application »

#### Recorded/Registered Information

\* Is your License recorded or registered? :

Registered

Do you have Certificate of Title Number or Probate Number during registration?: \*

Probate Number

Probate Number: \*

Continue Application »





# Step 2: Contact Information

❑ **Application Contacts:** If you have additional contacts – Permittee(s), Property Owner(s) or other; Please read instructions then click “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

Home

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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.

**Permittee:**

TESTING TESTING  
1 main st  
Boston, MA, 01752  
Telephone #: 617-617-6177 Email: testingeipas@gmail.com

[Edit or View](#)

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

Name	Organization Name	Contact Person	Contact Type
No records found.			

Select Contact Type

\* Contact Type:

[Continue](#)

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



# Step 2: Contact Information

Select the appropriate answer to each of the questions

Click “Continue Application” to proceed

## Additional Contacts Info

\*Please provide the exact Name of the Permittee(s) as it should be listed in the issued authorization document to be recorded:

\* I hereby attest that I have listed all the Permittees in the Application Contacts section: [?](#)

\*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, you are required to upload this evidence as type "Other" in the document section.** [?](#)

Yes  No

\* I hereby attest that I have listed all the Property Owners in the Application Contacts section: [?](#)

Continue Application »

Save and resume later



# Step 3: Application Information

- ❑ Click on “Add a Row” to List all components of the structure/structures that are included in the subject application
- ❑ Follow the prompts to select further answers
- ❑ Click “Continue Application” to proceed

Note: Primary Project Location cannot be edited in Renewal

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Step 3: Application Information > Page 1 of 2

Instructions

Next » Cancel

Project Details

PROJECT DETAILS

List all components of the structure/structures that are included in the subject application.

The number and size of all piles and/or bottom anchors are not entered in this table, and must be added to the "Description of Project" below.

Showing 1-2 of 2

<input type="checkbox"/>	Apply for	Please select the structure / fill	Length of the structure (in ft)	Width of the structure (in ft)
<input type="checkbox"/>	Maintain and/or modify an existing post - 1984 structure	Pier/ Dock	12	
<input type="checkbox"/>	Maintain and/or modify an existing post - 1984 structure	Gangway	12	

Add a Row Edit Selected Delete Selected

Primary Project Location

Please review the Primary Project Location Information.

Name of the Waterbody:

Street # 1795 Street Name: t Street Name 2

City: EVERETT State: MA Zip: 01245

Latitude \* -71.1583055 Longitude \* 42.28015958

Select Apply for (Select only one)

Apply for

- Construct a new post - 1984 structure
- Maintain and/or modify an existing post - 1984 structure
- Maintain and/or modify an existing pre-1984 structure/fill

Next » Cancel

Select Please select the structure / fill (Select only one)

Maintain and/or modify an existing post - 1984 structure

Please select the structure / fill

- Boat Lift
- Float(s)
- Gangway
- Pier/ Dock
- Pile-Supported Boat House

« Back Finish » Cancel

PROJECT DETAILS (EEA)

List all components of the structure/structures that are included in the subject application.

The number and size of all piles and/or bottom anchors are not entered in this table, and must be added to the "Description of Project" below.

\* Apply for: \* Please select the structure / fill: \* Length of the structure (in ft):

Maintain and/or modify an existing post - 1984 structure Float(s) 12

\* Width of the structure (in ft):

Submit Cancel



# Step 3: Application Information

- Please read instructions for more details
- Enter your Project Information here
- Select the appropriate answer to the question
- Click “Continue Application” to proceed

## Project Information

Please use the text box to describe the project.


Please use the text box to describe the location(s) that is the subject of this 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 this text box and only complete the “Primary Property Location”.

\*Description of Project :

\*Description of project location :

\*Tax Assessor's ID Number:

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

Yes  No

[Continue Application »](#)

[Save and resume later](#)



# Step 3: Additional information

- Please read the disclaimer, confirm you have completed this important step
- Enter notification date
- Select all the eligible parties you have notified about your project
- Click “Continue Application” to proceed

## WW06 - Simplified License Renewal

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Step 3: Application Information > Page 2 of 2

Instructions

I hereby certify that I have submitted the required Notification to the Municipal Official, Planning Board, and Conservation Commission.

\* indicates a required field.

### Attestation

Notification Date:

Municipal Official: ?

Planning Board:

Zoning Enforcement Officer (for Coastal Structures only):

Conservation Commission:

All Property Owner:

Interested Parties: ?

Abutters: ?

Continue Application »

Save and resume later



# Step 4: Documents

- ❑ Upload all required documents for your application
- ❑ The required documents will be listed on the table and details here
- ❑ To begin attaching documents, click “Browse”

Home

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[Instructions](#)

Please upload the required documents which are mandatory for submission of this application, in addition to any supplemental information (e.g. Wetlands Protection Act (WPA) authorization, WPA plans, NHESP authorization, etc.) that may be required for your specific project.

\* indicates a required field.

List of Documents

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

1. Chapter 91 Plans
2. Engineered Chapter 91 Plans
3. Other

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.  
.exe;.dll;.js;.msi;.bat;.vbs;.bin;.sql are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
No records found.					

[Browse](#)

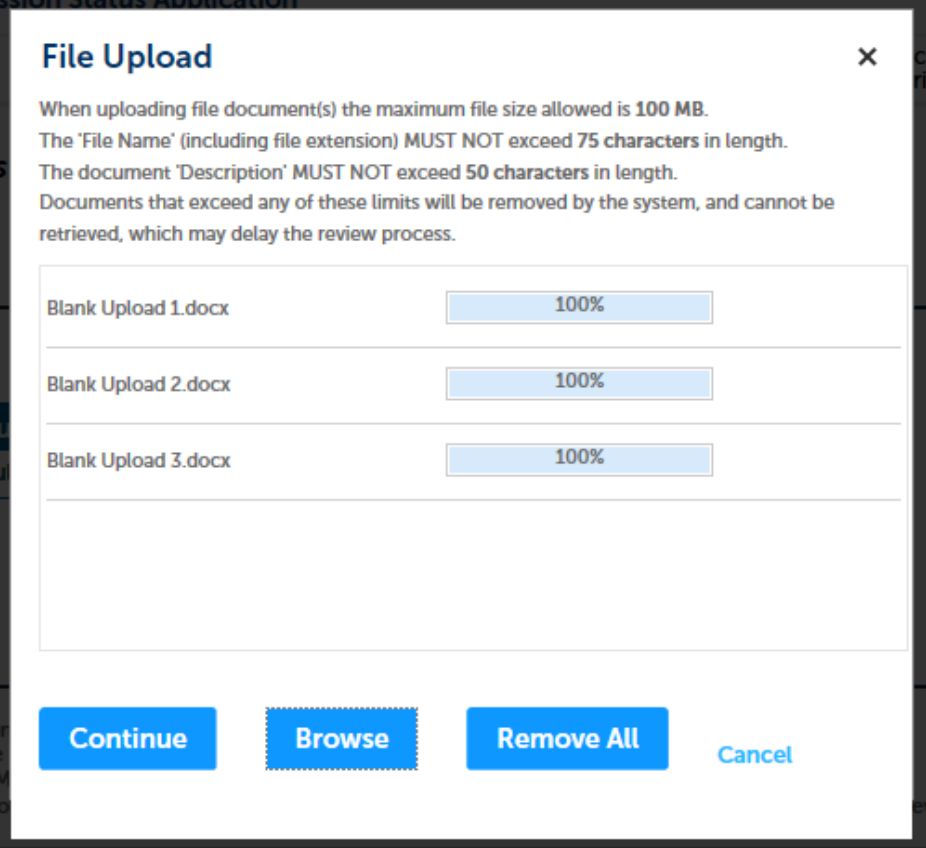
[Continue Application >](#)

[Save and resume later](#)



# Step 4: 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 4: 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”

The screenshot displays a web interface for uploading documents. It features three identical sections for document management. Each section includes a file name (e.g., 'Blank Upload 1.docx'), a progress indicator showing '100%', a text area for a description (with a note 'A maximum of 50 characters.'), and a dropdown menu for selecting a document type. A 'Remove' link is visible to the right of each section. At the bottom of the interface, there are five buttons: 'Save', 'Browse', 'Remove All', 'Continue Application', and 'Save and resume later'.





# Step 4: Documents (Attaching)


❑ You should see a message that you have successfully attached documents

❑ Review the list of attached documents

❑ When ready, click “Continue Application”

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

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Step 4: 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. Wetlands Protection Act (WPA) authorization, WPA plans, NHESP authorization, etc.) that may be required for your specific project.

\* indicates a required field.

List of Documents

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

1. Chapter 91 Plans
2. Engineered Chapter 91 Plans
3. Other

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.  
.exe;.dll;.js;.msi;.bat;.vbs;.bin;.sql are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
<a href="#">File 2.jpg</a>	Chapter 91 Plans	4.05 KB	11/24/2020	test	<a href="#">Actions ▾</a>
<a href="#">File1.jpg</a>	Other	4.05 KB	11/24/2020	test	<a href="#">Actions ▾</a>
<a href="#">File 3.jpg</a>	Engineered Chapter 91 Plans	4.05 KB	11/24/2020	test	<a href="#">Actions ▾</a>

[Browse](#)

[Continue Application »](#)

[Save and resume later](#)



# Step 5: Special Fee Provision

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

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Step 5: 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

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 6: 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

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**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](#)

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#### General Information

Has the structure or its use changed from that previously authorized?: No  
Is your License recorded/registered at the Registry of Deeds?: Yes

#### Recorded/Registered Information

Is your License recorded or registered? : Registered  
Do you have Certificate of Title Number or Probate Number during registration?: Certificate of Title Number  
Certificate of Title Number :

#### Permittee

Individual  
TESTING TESTING  
1 main st  
Boston, MA, 01752  
United States

Telephone #: 617-617-6177  
E-mail: testingeipas@gmail.com

#### Application Contacts

Showing 0-0 of 0

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



# Step 6: Review

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

## Application Submitter

Individual  
TESTING TESTING  
Boston, MA, 01752

Telephone #: 617-617-6177  
E-mail: testingeipas@gmail.com

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:

[Continue Application »](#)

[Save and resume later](#)



# Step 7: Pay Fees

- You will have the option to select the payment method:
  - Pay Online
  - Pay by Mail
- Online payment will require a service charge
- Select the payment method you prefer to continue

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## WW06 - Simplified License Renewal

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### Step 7: 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
WW06 Renewal Fees	\$35.00

\$35.00

Pay Online »

Pay by Mail »



# Pay Online

- If you choose “Pay Online”, you will be redirected to the payment site
- Provide all payment and billing information
- Accept the terms and conditions and click submit
- You will receive an email receipt from nCourt the payment provider

### 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 - The review of your application by the agency will not start until payment has been received

**NOTICE DATE:** 12/8/2020

Thank you for submitting your online application form for record type: WW06 - Simplified License Renewal. Your Record Number is: 20-WW06-0007-REN. You will receive a [separate email](#) with a copy of the application information you submitted i.e. "Proof of Record".

**To Pay Online:** If you have paid online by credit or ACH you will receive an additional notification from the payment 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 20-WW06-0007-REN 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.*

**Fee Exempt Status or Hardship Status Requested:** If your application indicated a Fee Exempt Status, MassDEP will review your request. If your fee exempt status is not approved you will be contacted with instructions for paying the fee. If your application indicated a request for hardship status, your request will be reviewed and you will be contacted with the final determination.

You can track the progress of your submission through the review process at the following link: <https://testaca.eea.mass.gov/CitizenAccess/>.

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**Need Help using the Web Portal?** For technical assistance in using the portal <https://testaca.eea.mass.gov/CitizenAccess/> to submit or access your 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 Federal observed holidays. If you prefer, you can also e-mail us at [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us).



# 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 8: Record Issuance*



Successfully Completed.

Thank you for using our online services.  
Your Record Number is 20-WW06-0005-REN.





# 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 or 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?

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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:  
<https://www.mass.gov/how-to/ww-06-12-chapter-91-simplified-license-license-renewal>

