WW13 - Renovation of Abandoned Cranberry Bogs Application

MassDEP Bureau of Water Resources, Wetlands & Waterways

EEA ePlace Portal

Overview

❑ This presentation is to assist in completing a new **WW13 - Renovation of Abandoned Cranberry Bogs Application**

❑ Use the WW13 application to allow the Department to review proposed renovation of abandoned cranberry bogs.

❑ All persons who propose to renovate an eligible abandoned cranberry bog for the purpose of commercially raising cranberries must submit a WW 13 application to the MassDEP Regional Office responsible for the community in which the cranberry bog is located.

❑ This presentation will take you screen by screen through the ePLACE online permitting application process

EEA ePlace Portal

General Navigation

❑ Always Click **Continue Application »** 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 **Save and resume later** 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

EEA ePlace Portal

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

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

EEA ePlace Portal

File an Online Application

❑ Click here to start

File an Online Application

❑ Read and accept the Terms and Conditions

❑ Click the checkbox and click "Continue"
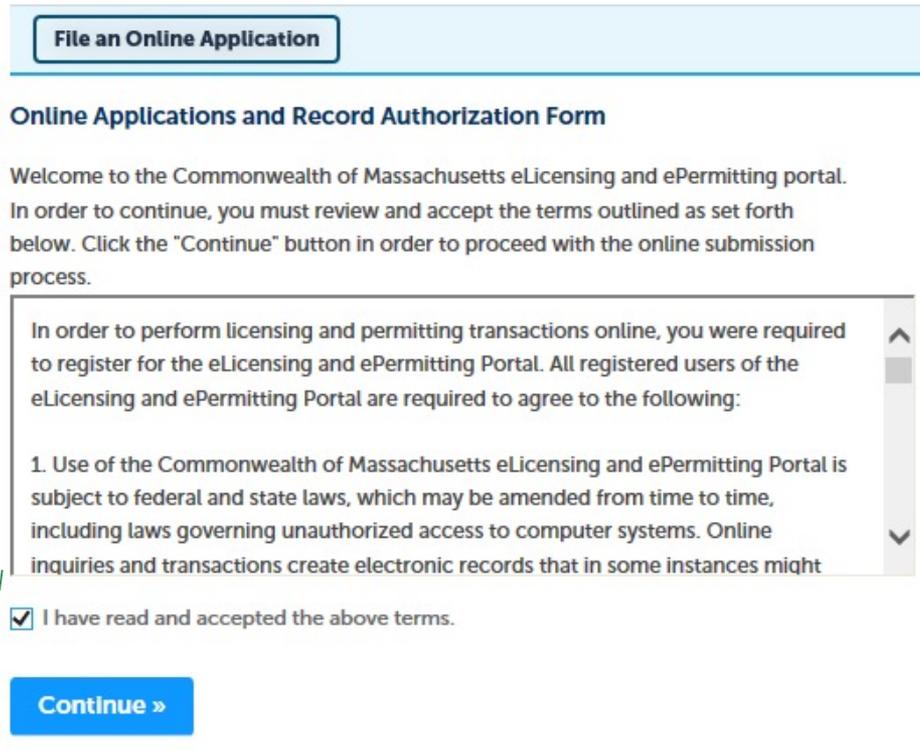
File an Online Application

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 »

EEA ePlace Portal

Apply for a WP13 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 WP13 Application

☐ Select "**WW13 - Renovation of Abandoned Cranberry Bogs 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 »

EEA ePlace Portal

Contact Information: Important NOTE

❑ There are three contact sections in the next screen:

❑ **Permittee**: the person or signatory authority responsible for signing and accepting all conditions of the Permit

  ❑ If you are the Permittee, click "Add New" button and select the checkbox "Use Login Information"

  ❑ If you are not the Permittee you have the option to Add New and enter all the Permittee Information or if the Permittee has an EEA ePlace account, then you have the option to look them up under "Look Up" option

❑ **Permittee Company**: here enter the company information the Permittee is affiliated with, if applicable.

❑ **Application Contributors**: use this section if multiple users will be coordinating in the preparation of this application

  ❑ If you are unable to find the correct contributor, click on the "Save and resume later" button. Advise the contributor to create an account in the EEA ePLACE Portal and then resume the application.

EEA ePlace Portal

Step 1: Contact Information

❑ Add Permittee, please read the section instructions and add accordingly

❑ Add Permittee Company, if applicable

❑ Look Up "Application Contributors" , if applicable

❑ Click "Continue Application" to proceed

EEA ePlace Portal

Step 2: Property Information

❑ Add your Property information

❑ Please read the instructions on how to add your property

❑ Click "Continue Application" to proceed

Step 2: Property Information > Page 1 of 1

Instructions

* indicates a required field.

Property Location

If the property location 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.

*

Property Name:

*Street #   *Street Name: Street Name 2

*City: ⓘ   *State: ⓘ   *Zip: ⓘ

MA ▼

Latitude*   Longitude*

Clear

Continue Application »   **Save and resume later**

Step 3: Application Information

❑ Add any additional information that might help the agency with the review of this application

❑ Click "Continue Application" to proceed

| 1 Contact Information | 2 Property Information | 3 Application Information | 4 Documents | 5 Special Fee Provision | 6 | 7 |

Step 3: Application Information > Page 1 of 1

Instructions

* indicates a required field.

Application Information

Please enter additional information that may seem pertinent to your application.

* Additional Information:

Continue Application »

Save and resume later

EEA ePlace Portal

Step 4: Document

❑ Upload all required documents for your application

   ❑ The required documents will be listed on the table

❑ To begin attaching documents, click "Browse"

WW13 - Renovation of Abandoned Cranberry Bogs Application

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

Step 4: Documents > Page 1 of 1

Instructions

* indicates a required field.

Documents

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 3 Required Document(s) which are mandatory to Submit this Application:
1. MassDEP Application Form
2. Plans and Specifications
3. Proof of Public Notice

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

EEA ePlace Portal

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"
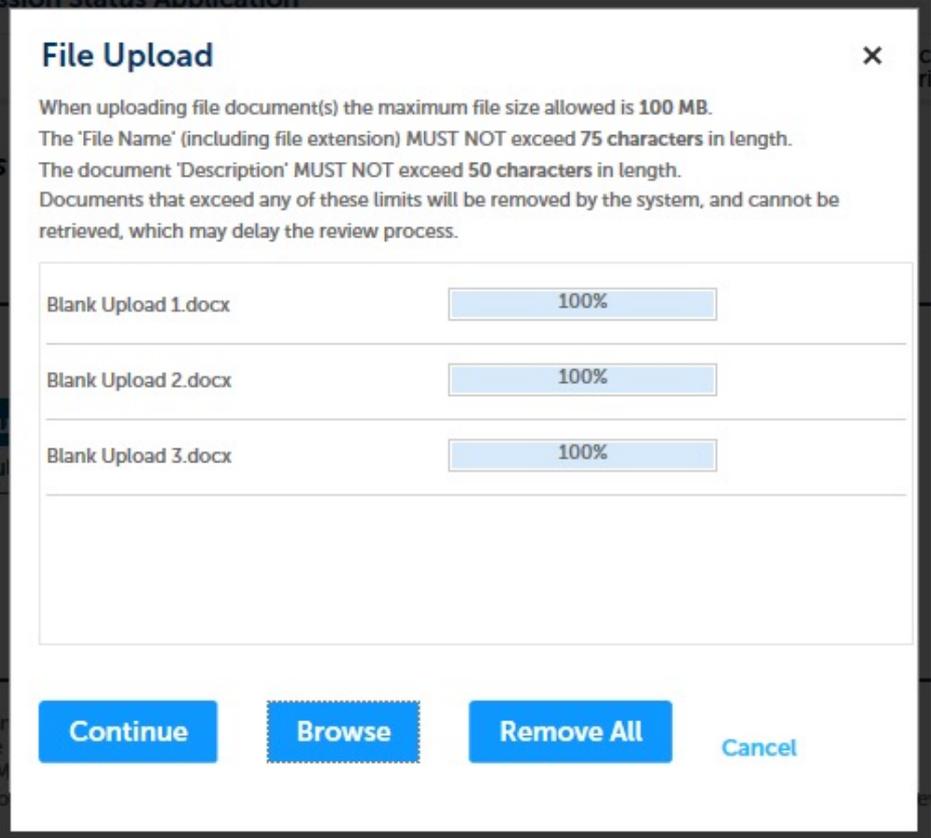
File Upload ×

When uploading file document(s) the maximum file size allowed is **100 MB**.
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Blank Upload 1.docx	100%
Blank Upload 2.docx	100%
Blank Upload 3.docx	100%

Continue   **Browse**   **Remove All**   Cancel

EEA ePlace Portal

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"

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

EEA ePlace Portal

Step 4: 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.

WW13 – Renovation of Abandoned Cranberry Bogs Application

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

Step 4: Documents > Page 1 of 1

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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
invite_1 - Copy.png	MassDEP Application Form	88.12 KB	05/05/2021	sdf	Actions ▼
invite_2 - Copy.png	Proof of Public Notice	51.99 KB	05/05/2021	sdf	Actions ▼
invite_1.png	Plans and Specifications	88.12 KB	05/05/2021	sdf	Actions ▼

Browse

Continue Application »

Save and resume later

EEA ePlace Portal

Step 5: Special Fee Provision

❑ If Special Fee Provision is applicable, check the appropriate box and provide requested information

❑ Click "Continue Application" to proceed

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

Step 5 : Special Fee Provision > Page 1 of 1

* 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**

EEA ePlace Portal

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**

EEA ePlace Portal

Step 6: 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

EEA ePlace Portal

Step 7: Pay Fees

❑ Both online payment and pay by mail are available

❑ Online payment will require a service charge

❑ Click the appropriate box to continue

WW13 - Renovation of Abandoned Cranberry Bogs Application

1	2	3	4 Documents	5 Special Fee Provision	6 Review	7 Pay Fees	8 Application Submitted

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
WW13 Application Fees		$785.00
Total Fees		$785.00

[Pay Online »] [Pay by Mail »]

EEA ePlace Portal

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`

`Back`

Payment Information

Credit/Debit Card | Electronic Check/ACH

Card Type
`Select Card Type`

Card Number
`TEST MODE`

CVV Code
`123`

Expiration
`01` `2018`

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

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

EEA ePlace Portal

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.

EEA ePlace Portal

Step 8: 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

DEP Applications

WW13 - Renovation of Abandoned Cranberry Bogs Application

1	2	3	4 Documents	5 Special Fee Provision	6 Review	7 Pay Fees	8 Record Issuance

Step 8: Record Issuance

✓ Successfully Completed.

Thank you for using our online services.
Your Record Number is 21-WW13-0005-APP.

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

EEA ePlace Portal

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 to see and/or track the status of an application

EEA ePlace Portal

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 13: Renovation of Abandoned Commercial Cranberry Bogs | Mass.gov

EEA ePlace Portal