

---

# WW16 – Nonwater-Dependent License/Permit in a MHP Area Application

MassDEP Bureau of Water Resources, Waterways & Wetlands



**EEA ePlace Portal**

# Overview



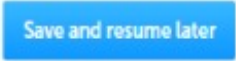

---

- ❑ This presentation is to assist in completing a new **WW16 – Nonwater-Dependent License/Permit in a MHP Area Application**
- ❑ This application is the correct form for a nonwater-dependent project that is located in a Municipal Harbor Planning (MHP) Area. If the project is nonwater-dependent and not located in an MHP area please file a WW14, or if the application is a joint EIR/MEPA application please file a WW17. WW01 is for water-dependent projects.
- ❑ 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:

- ❑ Select 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

The screenshot shows the EEA ePLACE Portal homepage. At the top is the Mass.gov header with navigation links: State Offices & Courts, State A-Z Topics, State Forms, and Accessibility FAQs. Below this is the EEA ePLACE Portal title and a navigation bar with links: Announcements, Accessibility Support, Register for an Account, Reports (2), and Login. A green arrow points from the 'Register for an Account' link to the 'Follow the prompts to create a new user account' instruction. Below the navigation bar is a 'Need Help?' section with contact information for the ePLACE Help Desk Team. Another green arrow points from the 'Log into your account in EEA ePlace using your username/password' instruction to the login form on the right. The login form includes fields for 'User Name or E-mail' and 'Password', a 'Login' button, and a 'Remember me on this computer' checkbox. Below the login form is a section for 'Options for Licensees and Applicants' with links to 'Apply for, Renew, or Amend a License, Permit, Certificate, Notification or Registration' and 'Make Payments Online'. At the bottom is a section for 'ePLACE Portal Account Registration' with a link to 'Register for an Account'.



EEA ePlace Portal

# File an Online Application

❑ Select here to start

The screenshot shows the EEA ePlace Portal interface. At the top, there is a dark blue 'Home' button. Below it is a light blue navigation bar with three buttons: 'Dashboard', 'My Records', and 'My Account'. The main content area has a white background. On the left, it says 'Welcome TEST TESTING' and 'You are now logged in to the Commonwealth's EEA ePlace Portal.' Below this, it asks 'What would you like to do?' and lists three options: 'New License, Permit, Certificate, Notification or Registration' (with a 'Click Here' link), 'Renew License, Permit, Certificate or Registration (select "My Records" above)', and 'Amend License, Permit, Certificate or Registration (select "My Records" above)'. A 'Please note' section follows, stating that the portal only services some licenses, permits, certificates, and registrations issued by EEA. On the right side of the interface, there is a large blue button labeled 'File an Online Application'. A green arrow points from the text 'Select here to start' to this button.

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.

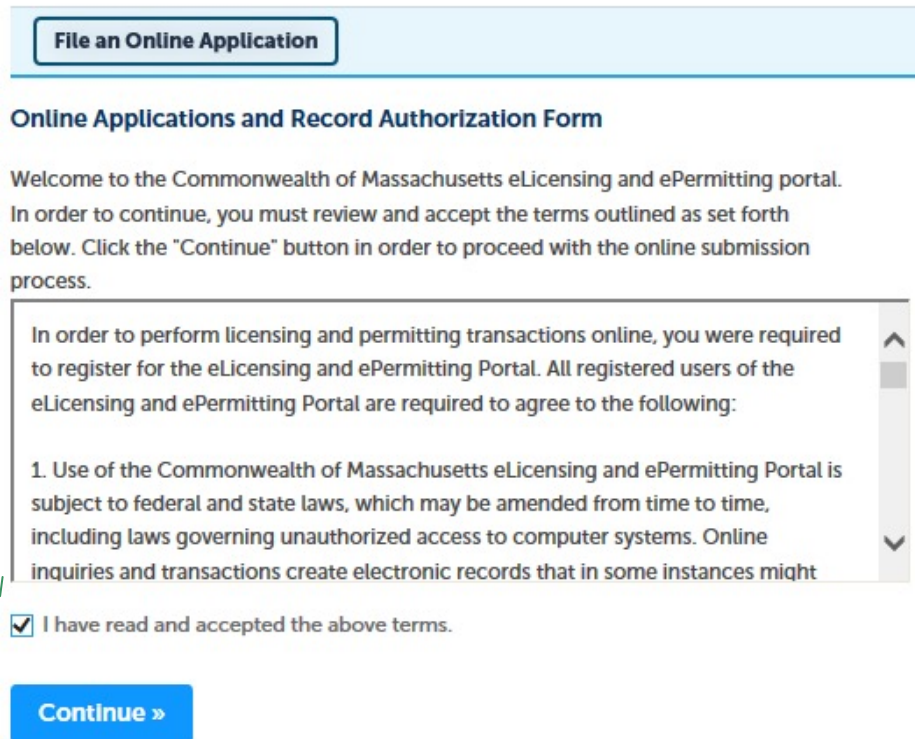
**File an Online Application**



**EEA ePlace Portal**

# File an Online Application

- ❑ Read and accept the Terms and Conditions
- ❑ Select the checkbox and select “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 WW16 Application

❑ Select “Apply for a DEP Authorization-Waterways Chapter 91 (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.

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



EEA ePlace Portal



# Apply for a WW16 Application

- ☐ Select “**WW16 – Nonwater-Dependent License/Permit in a MHP Area Application**” and select continue at the bottom of the page to start the 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)
  - ☐ 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 - Water Pollution Wastewater (WP)
- ▶ Apply for a DEP Authorization - Water Pollution Residuals (WP)
- ▶ Apply for a DEP Authorization - 401 Water Quality Certification (WW)
- ▶ 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 select “Add New” or “Look up”
- ❑ **Application Contacts:** If you have additional contacts – Permittee(s), Property Owner(s) or other; Please read instructions then select 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 the application



EEA ePlace Portal

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

Step 1: Contact Information > Page 1 of 1

Instructions

\* indicates a required field.

## Permittee

“Permittee” is the individual, or individual authorized by a company/organization submitting the application and the authorization will be issued in their name.  
If you are the Permittee you may click on “Add New” button and select the checkbox on the top “Use Login Information” and click “Continue”.

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

- If the Permittee has an EEA ePLACE account and they will be contributing to the Application process, click “Look Up” button, search and select the appropriate Permittee.
- If the Permittee does not have an EEA ePLACE account and will not be contributing to the Application process, click “Add New” button and enter the Permittee information on their behalf.
- If there are multiple Permittees, please enter information for one primary Permittee here and any additional Permittees in the “Application Contact” section.

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

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 Person
No records found.			

## Select Contact Type

\* Contact Type: ①

--Select--

--Select--

Additional Permittee

Additional Property Owner

Application Prepared By

Permittee Company

Property Owner

Continue

# Step 1: Contact Information

- ❑ To enter the list of Abutters, select “Add a Row” and enter the information and select Submit

- ❑ Enter the information in the Additional Contacts Info Section

- ❑ Select “Continue Application” to proceed



EEA ePlace Portal

## List of Abutters

### LIST OF ABUTTERS

List the name and mailing address of each abutter. Common e right of the project, but not behind. Pursuant to the Waterway the water's edge, a common boundary or corner with a project water body from such site. Ownership shall be determined acco

\* Full Legal Name:

\* Abutting Property Address:

Submit

Cancel

Showing 0-0 of 0

Full Legal Name

Abutting Property Address

No records found.

Add a Row

Edit Selected

Delete Selected

## Additional Contacts Info

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

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

☐

\* Is the project s

☐ Yes ☐ No

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

☐ Yes ☐ No

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

☐

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

☐

Continue Application »

Save and resume later

# Step 2: Application Information

- ❑ Select the appropriate Application Type
- ❑ **Note** - Depending on the selection, appropriate fees will be assessed by the system
- ❑ Please read instructions on how to enter information on the **Primary Project Location**
- ❑ Select “Continue Application” to proceed



EEA ePlace Portal

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

Step 2: Application Information > Page 1 of 3

Instructions

\* indicates a required field.

Application Type

Please select the application type you are applying for:

--Select--

Extended Term

Other

Residential with less than or equal to 4 units

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", enter the latitude and longitude coordinates, and complete "Brief Description of Project Location" in the Project Information Section.

To find the latitude and longitude information, type in your address or locate the project site on Search Google Maps - Right click on your location pin. The format should be in decimal degrees (i.e., Latitude XX.XXXXXX Longitude -XX.XXXXXX).

\*City\* field must list the name of one of the 351 municipalities in the Commonwealth - please do not list a neighborhood or village name in this field or elsewhere in this application form.

\* Name of the Waterbody:

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

\* City: MA

Latitude\* Longitude\*

Clear

Continue Application »

Save and resume later

# Step 2: Application Information

❑ Enter information in Project Information section.

❑ **Note** - Depending on the selections the appropriate documents will be required by the system

## Project Information

\* Brief Description of Project (e.g., dock, seawall, boat ramp, Harborwalk – if a longer narrative is to be provided, please upload a separate document):

\* Brief Description of Project Location - Non-Traditional Address (e.g., "west end Toronto Avenue right-of-way at Gloucester Harbor" DO NOT complete this field if your project has a traditional address - enter N/A):

\* Proposed Use/Activity description:

\* Is this site subject to 21E?:

☐ Yes ☐ No

\* Is MEPA required for your project? If yes, provide date of the secretary certificate, EEA Number and a copy of "MEPA certificate". If you do not have this information then select "Save and Resume Later" button at the bottom of the page and please contact the Agency:

☐ Yes ☐ No

\* Is the Project site in an Environmental Justice Community?: [?](#)

☐ Yes ☐ No

\* Which Wetlands Protection Act process document are you attaching?:

\* Has there ever been a waterways jurisdictional determination issued for this project site?:

☐ Yes ☐ No

\* Does your project require a 401 water quality certificate? If yes, please attach if currently available, a copy of '401 Water Quality Certificate' in the document section.:

☐ Yes ☐ No

\* Does the project comply with in 310 CMR 9.51 or as modified by the MHP, if applicable? : [?](#)

\* Does the project comply with in 310 CMR 9.52 or as modified by the MHP, if applicable? : [?](#)

\* Does the project comply with in 310 CMR 9.53 or as modified by the MHP, if applicable? : [?](#)



EEA ePlace Portal

# Step 2: Application Information

- ☐ Enter information in Project Information section

☐ **Note** - Depending on the selection the appropriate documents will be required by the system

- ☐ Complete the Additional Information section

- ☐ Select “Continue Application” to proceed

\*Are you seeking a Variance? If yes, please attach a supporting evidence of compliance with 310 CMR 9.21, 'Variance Supplement' in the document section.:

☐ Yes ☐ No

\*Are you proposing a Supporting Designated Port Area Use? If yes, please attach a document 'Supporting Designated Port Area Use Statement' in the document section:

☐ Yes ☐ No

\*Are you are proposing a Temporary Use in a Designated Port Area? If yes, please attach a document 'Supporting Designated Port Area Use Statement' in the document section:

☐ Yes ☐ No

\*Are you proposing a Facility of Limited Accommodation per 310 CMR 9.56? If yes, please attach a document 'FLA Supplement' in the document section:

☐ Yes ☐ No

\*Are you seeking a CWD (consolidated written determination) in accordance with 310 CMR 9.14(4)? If yes, please attach a document 'CWD Supplement' in the document section.:

☐ Yes ☐ No

\*Does your project involve dredging?:

☐ Yes ☐ No

## Additional Information

Please provide the requested measurements below in Square Feet.

\*Total area of project site (in square feet, measured to mean low water mark):

\*Is any part of the project site located on Filled Tidlands?:

☐ Yes ☐ No

\*Is any part of the project site located in/on Flowed Tidlands?:

☐ Yes ☐ No

\*Is any part of the project site located outside of Chapter 91 Jurisdiction?:

☐ Yes ☐ No

[Continue Application »](#)

[Save and resume later](#)





# Step 2: Application Information

☐ **Note** - If the application involves dredging and “Yes” was selected for the dredging question on the prior page, the system will generate this page

☐ Enter information in Dredging Information section

☐ Select “Continue Application” to proceed



EEA ePlace Portal

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

Step 2: Application Information > Page 3 of 3

[Instructions](#)

\* indicates a required field.

### Dredging Information

\* Please select the type:

\* What is the volume of the material to be dredged? (cubic yards):

\* What is the area of the dredge foot print? (square feet):

\* What is the maximum dredge depth including over-dredge (referenced to Mean Low Water)?:

\* Describe dredge spoil disposal location/method:

\* Is the dredge spoil compatible for beach nourishment?: [?](#)  
☐ Yes ☐ No

### Dredging Method

Hydraulic:  
☐

Mechanical:  
☐

Other:  
☐

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



# Step 3: Document

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

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

Step 3: Documents > Page 1 of 1

[Instructions](#)

\* indicates a required field.

### Documents

The List of Environmental Regulatory Programs can be accessed at <https://www.mass.gov/how-to/ww-01-03-14-15-16-17-chapter-91-waterways-license> , please have this form completed and upload here.

Documents:

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

1. Chapter 91 Plans
2. List of Environmental Regulatory Programs
3. Project Compliance Statement
4. WPA Notice of Intent

### List of Documents

When uploading file document(s) the maximum file size allowed is 50 MB.  
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.  
The document 'Description' MUST NOT exceed 50 characters in length.  
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.  
.bat; .bin; .dll; .exe; .js; .msi; .sql; .vbs; .ade; .adp; .chm; .cmd; .com; .cpl; .hta; .ins; .isp; .jar; .jse; .lib; .lnk; .mde; .msc; .msp; .mst; .php; .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](#)

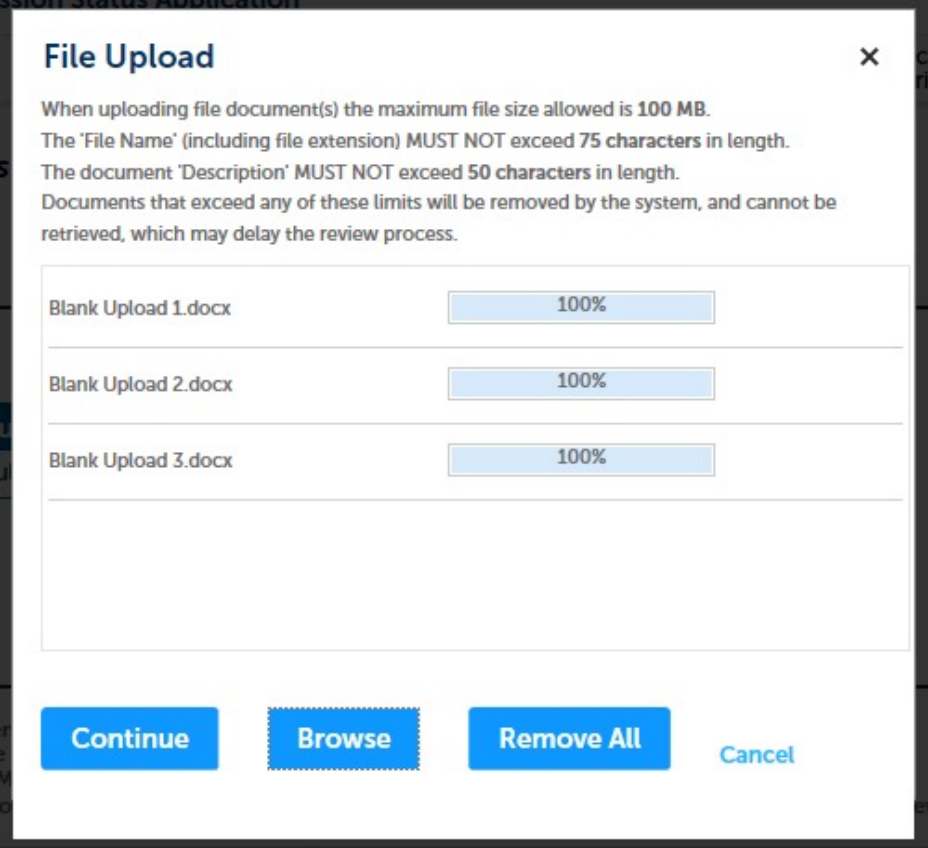
[Continue Application »](#)

[Save and resume later](#)



## Step 3: Documents (Attaching)

- ❑ A “File Upload” window opens
- ❑ Select “Browse”
- ❑ Choose the file(s) you want to attach.
- ❑ When all files reach 100%, click “Continue”



**File Upload** [X]

When uploading file document(s) the maximum file size allowed is **100 MB**.  
The 'File Name' (including file extension) **MUST NOT** exceed **75 characters** in length.  
The document 'Description' **MUST NOT** exceed **50 characters** in length.  
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.

Blank Upload 1.docx	100%
Blank Upload 2.docx	100%
Blank Upload 3.docx	100%

[Continue] [Browse] [Remove All] [Cancel]



## Step 3: Documents (Attaching)

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

File:  
Blank Upload 1.docx  
100%

\* Description (Maximum 50 characters):  
A maximum of 50 characters.

\* Type:  
--Select--

Remove

File:  
Blank Upload 2.docx  
100%

\* Description (Maximum 50 characters):  
A maximum of 50 characters.

\* Type:  
--Select--

Remove

File:  
Blank Upload 3.docx  
100%

\* Description (Maximum 50 characters):  
A maximum of 50 characters.

Save Browse Remove All

Continue Application >

Save and resume later




# Step 3: Documents (Attaching)

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

❑ Review the list of attached documents

❑ When ready, select “Continue Application” to proceed

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

WW14 - Nonwater-Dependent License/Permit Application

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

Step 3: Documents > Page 1 of 1

[Instructions](#)

\* indicates a required field.

Documents

The List of Environmental Regulatory Programs can be accessed at <https://www.mass.gov/how-to/ww-01-03-14-15-16-17-chapter-91-waterways-license> , please have this form completed and upload here.

Documents:

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

1. Chapter 91 Plans
2. List of Environmental Regulatory Programs
3. Project Compliance Statement
4. WPA Notice of Intent

List of Documents

When uploading file document(s) the maximum file size allowed is 50 MB.  
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.  
The document 'Description' MUST NOT exceed 50 characters in length.  
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.  
.bat; .bin; .dll; .exe; .js; .mst; .sql; .vbs; .adp; .chm; .cmd; .com; .cpl; .hea; .ins; .isp; .jar; .jse; .lib; .lnk; .mde; .msc; .msp; .mst; .php; .pit; .scr; .scx; .shb; .sys; .vb; .vbe; .vxd; .wsc; .wsf; .wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Description	Action
<a href="#">invite_1 - Copy (2) - Copy.png</a>	WPA Notice of Intent	88.12 KB	10/12/2021	test	<a href="#">Actions ▼</a>
<a href="#">invite_1 - Copy - Copy.png</a>	Project Compliance Statement	88.12 KB	10/12/2021	test	<a href="#">Actions ▼</a>
<a href="#">invite_1 - Copy - Copy.png</a>	Chapter 91 Plans	88.12 KB	10/12/2021	test	<a href="#">Actions ▼</a>
<a href="#">invite_1 - Copy - Copy (2) .png</a>	List of Environmental Regulatory Programs	88.12 KB	10/12/2021	test	<a href="#">Actions ▼</a>

[Browse](#)

[Continue Application »](#)

[Save and resume later](#)



# Step 4: Special Fee Provision

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

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

Step 4: Special Fee Provision > Page 1 of 1

[Instructions](#)

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

\* indicates a required field.

### Special Fee Provision

Exemption: ?

☐ Exclusion (special agreement or policy): ?

☐ Substitution (ASP/IRP): ?

☐ Double Fee for Enforcement: ?

☐ Hardship payment extension request: ?

☐

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



# Step 5: Review

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

Home

DEP Applications

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

**Step 6: Review**

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

Please review all the information before submitting. Once this application has been submitted, you will not be able to make changes. To make changes you will need to contact the agency directly.

**Review and Certification**

[Edit Application](#)

**Permittee**

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

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

**Permittee Company**

**Application Contributors**

Showing 0-0 of 0

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

**Facility Information**

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

**Additional Information**

**Additional Information:**

**Documents**

**Documents:**

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

**Attachment**





# Step 5: Review

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

## Application Submitter

Individual  
Testing Eipas  
Melrose, MA, 01928

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

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

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

Date:

[Continue Application »](#)

[Save and resume later](#)



# Step 6: Pay Fees

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

## WW16 - Nonwater-Dependent License/Permit in a MHP Area 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
WW16 Application Fees	\$3,350.00
<b>Total Fees:</b>	<b>\$3,350.00</b>

Pay Online »

Pay by Mail »



# Pay Online

- ❑ If you choose “Pay Online”, you will be brought to this screen
- ❑ Provide all payment and billing information
- ❑ Accept the terms and conditions and select 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
- ❑ The application will not be reviewed until payment is received

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

**To Pay by Mail:** If you choose to "Pay by Mail", please make your payment in the form of a check or money order made payable to the Commonwealth of Massachusetts. Do not send cash. You must include your Record Number 21-WW13-0005-APP on the check or money order that must be sent to the address below.

Department of Environmental Protection  
PO Box 4062  
Boston, MA 02211

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



# Step 7: Submission Successful!

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


Home

DEP Applications

WW16 - Nonwater-Dependent License/Permit in a MHP Area Application

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

**Step 7: Record Issuance**

 Successfully Completed.

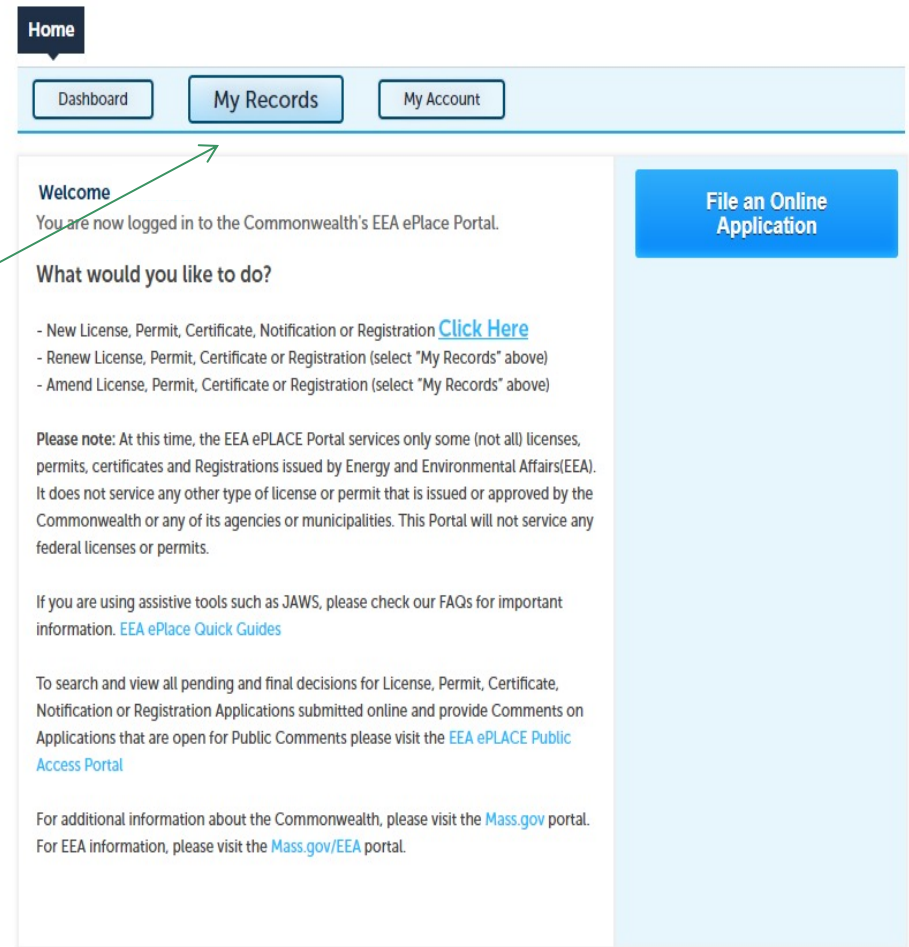
Thank you for using our online services.  
Your Record Number is 21-WW16-0007-APP.

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](mailto:ePLACE_helpdesk@state.ma.us)

For business related questions, please visit the link below  
or email [dep.waterways@mass.gov](mailto:dep.waterways@mass.gov)

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



**EEA ePlace Portal**