



Massachusetts Department of Environmental Protection  
Bureau of Water Resources – Waterways Regulation Program

# BRP WWAR Administrative Review

## Instructions and Supporting Materials

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The following are examples of common administrative reviews conducted by the Department. This form should be used for these requests, in addition to any other review that does not have a Chapter 91 application process.

Minor Project Modification  
Maintenance Notice  
Demolition Notice  
License/Permit Clarification  
Extension of Construction Period  
Exemption Review  
Management Plan Review  
Great Pond Designation

“Other” examples: Marina Reconfiguration Zone Review, Emergency Request

This online form will not require that any documents be uploaded for submittal, and the Documents section will include a notation that reads “No Required Documents”. This is not an affirmation that all necessary information has been provided. The information needed for the Department to complete a review will vary depending on the type of request. It is the responsibility of the “Requestor” to upload the appropriate information, license history, plans, etc. If there is any question as to what is needed for a specific type of review, please contact the Department at [dep.waterways@mass.gov](mailto:dep.waterways@mass.gov).

Please refer to the regulations at 310 CMR 9.00 that are relevant for a specific administrative request to ensure that the submittal includes any necessary notification, certification, justification, or other details for the Department to determine a request complies with the applicable regulatory standards.

The regulations at 310 CMR 9.22(3) identify a 30-day timeframe for the Department to complete a review of a Minor Project Modification submittal. It is important to be aware that the constructive approval referenced in that section of the regulations would only be applicable to a project that meets the thresholds of a Minor Project Modification. In the event an activity was undertaken, and the Department were to determine it was subject to licensing even after the 30-day review period, said activity could be subject to enforcement and/or be required to be removed/remediated. Any work undertaken prior to completion of the Department’s review would be done at the risk of the applicant and property owner.