Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Waterways Program

BRP WW 24 Chapter 91 General License Certification Instructions and Supporting Materials

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Special Note: Inland Structures that do not need a Chapter 91 License.
If you have a small inland residential dock pier, or similar water-dependent structure that is not on the Great Pond list you do not need a Chapter 91 License. Other small residential water-dependent structures may be eligible for a Chapter 91 General License. If you are uncertain - contact MassDEP Waterways Staff for help: 617-292-5929 or email at DEP.Waterways@massmail.state.ma.us.

I. Summary of the Key Features of the General License Certification

Projects Eligible for a General License

The General License Certification offers **owners of small residential docks, piers, and similar water-dependent structures** a streamlined permit option that is easier, faster and less expensive than other Chapter 91 license processes. These structures also must meet the eligibility criteria described below.

What is the difference between the General License (GL) vs. the General License Certification (GLC)?

The Chapter 91 General Licenses are approvals that MassDEP created especially for eligible owners of small residential docks, piers, and similar water-dependent structures.

The hard copy **signed original** of each **General License (GL)** can be found in every Registry of Deeds (Registry) in Massachusetts. These General Licenses describe the eligibility requirements and the conditions, including construction standards and setback requirements that must be met to qualify for the License. Each General License has a unique Book and Page number at each Registry of Deeds. This Book and Page number specifies whether the General License is for a coastal or inland structure.

A **General License Certification (GLC)** is a self-certification form that an owner/applicant of a small water-dependent structure submits to MassDEP to verify that they qualify for a General License. Structures must meet all of the eligibility requirements and conditions required to build their coastal or inland structure. The GLC has two parts: **1)** a double-sided certification form with a site plan template that the owner of the structure completes and submits for MassDEP review. In completing the GLC an applicant should clearly identify which Registry of Deeds applies to the location of the structure. Then the applicant must refer to MassDEP's General License (GL) webpage to obtain the Registry Book and Page Number, the issuance date and **view** a copy of their specific GL to confirm the waterways structure conforms to the conditions of the GL. **2)** Coastal or Inland Fee Calculator – A printed Fee Calculator is an essential part of a complete GLC application. Print the completed calculator and submit with your certification form and plan.

MassDEP's Waterways staff will review the GLC submitted, and if the structures meet the GL criteria, MassDEP will then affirm the certificate, stamp and sign it and then send the stamped certificate back to the applicant. The applicant must record the affirmed GLC in the appropriate Registry of Deeds within 60 Days of the issuance date **and** notify MassDEP within 30 days of recording the GLC. **Failure to record by this deadline will invalidate the GLC.**

Who Must Obtain a General License Certification?

Certification for a General License must be submitted for all proposed structures, previously unauthorized structures, and previously licensed structures applying for renewal, that meet the eligibility criteria for a General License. This is explained in MassDEP's Waterways Regulations **[310 CMR 9.29(2) and (3)]**. MassDEP will process any license/permit application that has already been submitted. However, any new application that is eligible for a GLC submitted **after September 1, 2017 must** use the General License Certification.

Small Water-Dependent Projects that are Eligible for a General License are as follows (GL section 1(A) and (B) and section 3.2):

- **ONLY** non-commercial, water-dependent uses that are accessory to residential property;
- **ONLY** for pile-supported structures and associated ramps and floats;
- **NOT** located in a Designated Port Area (DPA);
- **NOT** located in an Area of Critical Environmental Concern (ACEC);
- **No dredging or filling** is associated with this project;
- **One small structure is allowed:** It must be the **only** structure authorized for a General License on the specific parcel (under M.G.L. c. 91, § 18C, and 310 CMR 9.29);
- **No roofed structures or other superstructures** on or over any portion of the approved structure; and
- **Public trust rights held** by the Commonwealth to use tidelands for lawful purposes must be preserved; and
- **The public rights of access on private tidelands** for fishing, fowling and navigation are also preserved.
- **The portion of the Inland Structure that is over the water should be no more than** a total combined size of 300 square feet with a maximum width of 4 feet, excluding the piles.
- **The portion of the Coastal Structure that is seaward of mean high water** should be no more than the total combined size of 600 square feet with a maximum width of 4 feet, excluding the piles.

Types of Structures ineligible for a General License are those that:

- **Are commercial marinas, large-scale docks, piers, or similar structures that exceed the minimum size** necessary to achieve the intended water-dependent use or for safe berthing.
  - **For inland structures** this is **over** the combined size of 300 square feet and a maximum width of 4 feet over the water.
  - **For coastal structures** this is **over the** combined size seaward of mean high water of 600 square feet and a maximum width of 4 feet, excluding piles.
- **Impair** the lines of sight necessary for **navigation**;
- **Interfere with access to adjoining areas** by extending substantially beyond the projection of existing structures adjacent to the site;
- **Interfere with access or public rights** associated with a public landing, easement, or other public access to water;
- **Generate water-borne traffic** that would substantially **interfere with other vessels;** and
- **Impair** in any other substantial manner the ability of **the public to swim or float freely upon the waterways; or are**
- **Nonwater-dependent.**

Local board/authority review is still required BEFORE MassDEP's review: The GLC always comes **after** the local review of your project. You may use the checklist under "Notification Instructions" to ensure that you have not missed any required local review. Note that a wetlands permit or negative determination from your conservation commission is required before you submit your GLC. MassDEP reviews the GLC **after** the completion of the public comment period or the expiration of the planning board's 45-day review period. MassDEP's GLC review will take no longer than 60 days from the close of the public comment period.

Other Permit Options: If you have existing structure(s) that are NOT eligible for a General License, you may apply for:

- **Simplified License (310 CMR 9.10)**

- **Standard License WW01 (310 CMR 9.11)**
- **Harbormaster Approval (310 CMR 9.07) (Local Permitting Program if it is available)**

Renewing Your General License Certification

MassDEP plans to renew the General Licenses before their expiration dates. If you have a Chapter 91 General License certificate for a small water-dependent structure whose term is ready to expire, you may renew your GL Certificate as outlined in 310 CMR 9.29(5).

II. Term of License, License Fee, MassDEP Transmittal Number

MassDEP's fee calculator, which is in Microsoft Excel format, **must** be used to determine the total cost of your fee and the term length (total number of years) of your license. The fee and the term length for the GLs differ for coastal and inland structures. Select the appropriate fee calculator for your project: 1) Coastal Structures 2) Inland Structures. Print and attach the copy of your calculation from the appropriate Inland or Coastal fee calculator to verify and document that your Fee Payment is correct. If you cannot use the fee calculator, or need assistance, contact a Chapter 91 Waterways staff who will assist you: 617-292-5929 or send an email to: DEP.Waterways@massmail.state.ma.us.

The Terms and Fees for the General License Certification is summarized below to explain how the fee is calculated

1. **Determining the General License (GL) Certification Term and Expiration date**

   - All Coastal structures' General License Certifications expire on April 13, 2045.

   - All Inland structures' General License Certifications expire April 13, 2030.

   If you need information on how to recertify and/or transfer a GL certification see Page 10 below.

2. **Transmittal number and Inland or Coastal Fee Calculator Form.** You must obtain a MassDEP Transmittal Number. Go to MassDEP's webpage and click "Step 1" to get your unique seven characters Transmittal Number. Write your Transmittal Number in the space provided in both your self-certification (GLC) and the appropriate Inland or Coastal Fee Calculator sheet. **You do not need to complete the Transmittal Form for Application and Payment (Steps 3 and 4 on the webpage)**.

3. **The mandatory baseline General License Certification processing fee** is $75. Additional occupation fees or tidewater displacement fees may apply.

4. **Fees for Coastal Structures include the processing fee, tidewater displacement fee and occupation fee:**

   a. **Tidewater Displacement Fee**

The tidewater displacement is the fee for the net amount of tidewater that is displaced between the elevations of the high and low water marks. This is based on the volume of displacement at the rate of $2.00 per cubic yard. (Note: the volume is rounded to nearest cubic yard).

Displacement = (Cross-Sectional area of each pile) x (Number of Piles) x (tidal range between the high and low water mark) = _____ Cubic Yards

Displacement Fee: $2.00/cubic yard x cubic yards = $_____

b. **Commonwealth Tideland Occupation Fee**

The Commonwealth Tideland Occupation fee is similar to paying a long-term lease for the use of space on state-owned land. This fee is for any activity in, on or over any state land for occupying these lands. Commonwealth Tideland Occupation fees are determined by the length and width of the structure seaward of low water and are calculated at $1.00 per square yard multiplied by the license term. The area should be rounded to the nearest tenth of a square yard.

Commonwealth Tideland Occupation Fee:
Area (square yards) x ($1.00/square yard) x (years of license term) = $_____

Combine the Tidewater Displacement, the Commonwealth Tideland Occupation and the $75 certification processing fee to calculate the Total Fee to pay MassDEP. Make sure that you obtain the Fee Transmittal number and include your fee calculation to send to the MassDEP Lockbox.

Tidewater Displacement fee + Commonwealth Tideland Occupation fee = **Subtotal**		$_____
Certification Processing Fee		+ $ 75.00
Total Fee	=	$_____

5. Fees for Inland Structures include the processing fee and *may* be subject to an occupation fee as determined by the inland fee calculator:

a. **The Commonwealth Waters Occupation Fee Structures** – (Piers, Ramps, Floats, Piles, Posts, other) in naturally occurring Great Ponds are assessed an occupation fee based on the length and width of each structure that extends farthest from the ordinary water mark (where the water usually is on average in a calendar year). This "occupation of space on state land" is quantified from a "bird's eye view" of the structure from above. These occupation fees are calculated at $1.00 per square yard multiplied by the license term. The area is rounded to the nearest tenth of a square yard when calculating the Commonwealth Waters Occupation Fee.
b. A General License Certification is required if you have a small water-dependent structure that is on the Great Pond list* or is on a non-tidal navigable rivers and stream (see page 7 below).
c. Even if you have an inland structure on the Great Ponds list – the structure **may** not be charged an occupation fee if the structure is on a Great Pond that was expanded as a result of a dam impoundment in the past. The **Inland fee calculator** will automatically determine this for you.

**** If your structure is on a pond or lake that is NOT on the Great Pond list you do NOT need to get a Chapter 91 License or pay any fees.***

III. How to fill out the BRP WW 24

Overview
A General License Certification (GLC) has two parts: a text document and a plan. The General License Certification form can be downloaded as a PDF or Microsoft Word document. The applicant can fill out the Word form on the computer. The PDF version should be printed and filled out by hand. Once the GLC is completed and is reviewed by the officials for the town/city where the project is located (see section E), it is affirmed/stamped by MassDEP staff and returned to the applicant to record at the Registry of Deeds for the town/city.

The Applicant should complete both pages of the General License Certification Form.

A. Certification Information

1. Check the appropriate box to specify whether you are applying for a coastal or inland structure

2. Use this Registry Link to help you find which Registry of Deeds is appropriate to your structure. Then go back the MassDEP's web page with the Registry Table that includes the Book and Page Number and the GL issuance date. Once you click the GL Page Number that pertains to your inland or coastal structure you will be able to view and print (if desired) a copy of the General License that applies to your self- certification. Add the recordation information in your certification form.

3. Read your General License and certify that your proposed structure meets the eligibility requirements of the General License Section 1 (A) and (B) **and in addition, read** Section 3.2, if you have an inland structure that is in a Great Pond or navigable river/stream.

B. Applicant Information

Fill in the applicant's name, address and the name of the county in which the applicant resides, based on **Section A: Certification Information**. If the applicant does not reside in Massachusetts, the applicant should fill in the name of the state preceded by "State of" instead of the county. The current landowner must be listed in Section C: Project Location.

C. Project Location

Fill in the landowner (if different from the applicant) and the address of the project site. To assist with the recordation of the GL Certification at the correct Registry of Deeds for the property, provide the following information:

Latitude/Longitude: Coordinates can be found using Google Maps by following the steps below:

- Enter the city, town, country, address, or other location for which you want to find the longitude and latitude. A red marker will be placed on the map, pinpointing the location you have entered.
- Right-click the red marker or a surrounding area and select the "What's here?" option from the context menu.
- The latitude and longitude coordinates of the location will be displayed. Click on the coordinates to display the correct format (Degrees, Minutes, Seconds).
- Enter these coordinates into the space provided in Section C of the Certification form.

Tax Assessors Map/Parcel Number: An assessor's parcel number, or APN, is a unique number assigned to parcels of property by the local tax assessor for the city or town within which the property is located. For purposes of identification and record-keeping - APNs are available in the property tax information.

Parcel/Lot Number: Deeds specify the lot by referring to a lot number and block number in a recorded plat diagram.

Property Owner Deed: Documents related to the ownership of real estate within the district are recorded at the Registry of Deeds. Recorded documents are assigned a sequential identifying number (known as the book and page number). Massachusetts is divided into 21 registry districts. Visit Massachusetts Registry to find out which Registry applies to your project location and locate the Book and Page number. Properties not listed in the Registry of Deeds should use the Certificate of Title Number or Probate Number instead.

Type of Water body: Indicate the type and name of water body where your site is located. The different types are listed below:

Commonwealth Tidelands are held in trust by the state for the public. They include all land seaward of mean low water.

Private Tidelands are considered the area between mean low and mean high tide. Even though they may be privately owned, private tidelands are subject to the Public Trust Doctrine, whereby the public retains the rights to fish, fowl and navigate in this so-called "intertidal zone.

A Great Pond is a pond having a water surface area of 10 acres or more in its natural state (prior to human alteration). Authorization is required for activities in, on, over, or under the entire area of any Great Pond, whether larger or smaller today than it was in the past. Click here for a county-by-county listing of Great Ponds in Massachusetts. If your pond/lake is NOT on the Great Pond list you do not have to submit a GL Certification.

Non-tidal Navigable Rivers and Streams
A non-tidal river or stream is a river or stream that is not affected by the actions of the ocean's tide. In Massachusetts, this includes sections of the Westfield River in West Springfield and Agawam; non-tidal portions of the Merrimack River; and the Connecticut River. This category also includes any non-tidal river or stream where public funds have been expended and which are **navigable during any season by any vessel including canoe, kayak, raft, or rowboat**. Certain specified projects not affecting navigation on non-tidal rivers and streams, however, are exempt from licensing under the provisions of 310 CMR 9.05(3)(g). Any activity that reduces the space available for navigation requires authorization.

D. Project Site Plans or Drawings

Check the box that indicates if you are submitting hand-drawn plans for your structure or professionally engineered plans. Fill in the number of pages of plans that you are submitting with the Certification form. Use the plan template on page 3 of the General License Certification Form for hand drawn plans. Examples of inland and coastal plans and plan requirements can be found at pages 11-13.

E. Certification

The applicant should check the appropriate boxes that confirm the proper local authorities have been notified of the plan to submit a General License Certification (310 CMR 9.29(4)(c)). Some notifications may require a permit, such as a Wetlands Order of Conditions, Negative Determination of Applicability, and Negative Determination of Applicability with Conditions or a Certificate of Compliance from the conservation commission before submitting this self-Certification. Contact the conservation commission before you begin completing the GLC. In addition, you should coordinate with the other appropriate municipal officials listed below and provide them with an opportunity to comment prior to submitting the Certification package to MassDEP. MassDEP staff will review the information. If approved; MassDEP will affirm and stamp the Certification.

Notification Instructions

The applicant is responsible for notifying the appropriate local boards, officials and individuals about this certification and must verify this in Section E of the Certification form. Notification is acceptable by sending a letter or a copy of the completed Certification form. Notification should include a copy of the plan. If the applicant is not the landowner, the applicant must notify the landowner. The applicant notifies the general public by publishing a Public Notice in a newspaper of general circulation in the area where the project is located.

Notify:

☐ **Planning Board:** The applicant must submit to the planning board a statement and plan that includes the proposed use, location, dimensions and limits and mode of work to be performed, and describes the proposed project with sufficient detail for the planning board to determine if the proposed project complies with the eligibility criteria and applicable standards and conditions of the General License. A completed GL Certification can serve as the “Statement”.

☐ **Conservation Commission:** The applicant should consult with the local conservation commission to determine if they need a Wetlands permit or Determination, and then provide to MassDEP adequate documentation of the Certification package that verifies that the project complies with the Wetlands Protection Act, in the form of an Order of Conditions, a negative Determination of Applicability, or Certificate of Compliance. If an Order of Conditions was issued, the applicant must provide, in Section E of the Certification Form, the date of issuance and MassDEP file number.

☐ **Zoning Enforcement Officer:** In Section E of the Certification Form, the applicant shall include a certification from the local Zoning Enforcement Officer that the project complies with applicable zoning ordinances and by-laws. ***This requirement ONLY applies to coastal structures.***

☐ **Board of Selectmen:** If the project is located in a town, the Board of Selectmen must be notified.

☐ **Mayor and City Council:** If the project is located in a city, the applicant must notify the Mayor and City Council.

☐ **Harbormaster:** The applicant must notify the local Harbormaster, where applicable.

☐ **Landowner (if different from applicant).** Note: The property owner’s signature is required, regardless of who the applicant is.

Newspaper Public Notice Requirement

The applicant is responsible for publishing, in a newspaper of general circulation that is in the project area, a public notice that includes:

1) The applicant’s name and address;
2) The project location and a description of the project; and

3) A statement that written comments will be accepted within 30 days of the submittal of this statement to the planning board.

At the same time that the applicant submits the statement to the planning board, a copy of the public notice shall be distributed to the appropriate official(s), harbormaster (if any), and the conservation commission. The notice must indicate that the proposed project is under review by the planning board.

No public hearing will be required by MassDEP for a General License Certification, nor is abutter notification required. However, the public notice of the project must be published before or at the same time that the statement is provided to the planning board and other municipal officials, and may be included in a public notice for the proposed project required by other applicable statutes or regulations, such as the Wetlands Protection Act.

The project is identified in the notice using the transmittal number which serves as the General License Certification Number. The applicant should call the newspaper publishing the notice to obtain the publication Date which must be included as part of the text for the notice. The public notice shall include the address where comments may be sent. The Public Notice template shown below can be used by the applicant.

Proof of Notification

Proof of notification is provided to MassDEP by filling out the last part of Section E of the Certification form (BRP WW 24). Check the boxes for the local authorities that apply to your project ***after*** they have been notified. The applicant's signature on the Certification form attests that the authorities were notified either in writing or were sent a copy of the Certification.

Public Notice Template for a General License Certification

DEPARTMENT OF ENVIRONMENTAL PROTECTION
WATERWAYS REGULATION PROGRAM

Notice of Certification Application pursuant to 310 CMR 9.29 General License Certification Number
[Your Transmittal #]
[Project Name]

NOTIFICATION DATE: [Date of Publication]*

Public notice is hereby given of the application for Certification to the General License by [*Applicant's name*] to construct and maintain a noncommercial dock for access to navigable waters of [Name of waterbody] at [*Site address of structures, City/Town, County State,*].

The [*municipality*] Planning Board will consider all written comments on this Waterways application received within 30 days subsequent to the "Notification Date".

Additional information regarding this application may be obtained by contacting the Waterways Regulation Program at 617-292-5929 or by email at DEP.Waterways@massmail.state.ma.us. Project plans and documents for this application are on file with the Waterways Regulation Program for public viewing, by appointment only, at the address below.

Written comments must be addressed to: The [*municipality*] Planning Board located at *[insert mailing address and e-mail address of the appropriate municipal office]*.

Joint Public Notice Template for a General License Certification and Wetlands Protection Permit Application Review

DEPARTMENT OF ENVIRONMENTAL PROTECTION
WATERWAYS REGULATION PROGRAM

Notice of Certification Application pursuant to 310 CMR 9.29 General License Certification Number [Your Transmittal #]
[Project Name]

NOTIFICATION DATE: [Date of Publication]*

Public notice is hereby given of the application for Certification to the General License by [Applicant's name] to construct and maintain a noncommercial dock for access to navigable waters of [Name of waterbody] at [Site address of structures, City/Town, County State,].

The [municipality] Planning Board will consider all written comments on this Waterways application received within 30 days subsequent to the "Notification Date".

Additional information regarding this application may be obtained by contacting the Waterways Regulation Program at 617-292-5929 or by email at DEP.Waterways@massmail.state.ma.us. Project plans and documents for this application are on file with the Waterways Regulation Program for public viewing, by appointment only, at the address below.

Written comments must be addressed to: The [municipality] Planning Board located at [insert mailing address and e-mail address of the appropriate municipal office].

(Name of Municipal) CONSERVATION COMMISSION

Notice of Public Hearing

Pursuant to Mass General Laws, Chapter 131, Section 40, Massachusetts Wetlands Protection Act, the (name of municipal) Conservation Commission will hold a Public Hearing on (Date) at (Time) in the (Location of Hearing) on a Notice of Intent filed by (Applicant's Name) on (brief description of work). The work falls within the (describe the wetland resource area(s) and/or 100-foot buffer zone). The application is on file and is available for public inspection in the Conservation Office at (address).

Submittal Instructions

What to send to the MassDEP's Lockbox

How to get your Transmittal Number: Go to **MassDEP Transmittal Number for Permit Application & Payment** and click Step 1 to get your **unique seven-character Transmittal Number**. Insert your Transmittal Number on the space on the top of the page in both your self-certification (GLC - BRP WW24) and on the Inland or Coastal Fee Calculator form. **You do NOT need to complete the Transmittal Form for Application and Payment (Steps 3 and 4 on the webpage).** Submit a copy of the GLC, a copy of the completed Inland or Coastal Fee Calculator, and a check or money order payable to: "The Commonwealth of Massachusetts, MassDEP" to the MassDEP Lockbox at:

Massachusetts Department of Environmental Protection
P.O. Box 4062
Boston, MA 02211

Where to send your completed General License Certification form for MassDEP's Stamped Affirmation:

In a separate mailing send the completed originals of: 1) The General License Certification Form, 2) The hand-drawn or engineered plan of your inland or coastal structure in your GLC form (see sample plan templates and requirements on pages 11-13 for guidance), 3) The completed Inland or Coastal Fee Calculator and 4) a photocopy of your payment check or money order to:

The MassDEP Waterways Regulation Program
One Winter Street, 5th Floor
Boston, MA 02108

IV. What to Do After Receipt of the Approved and Stamped General License Certification

Certification Recordation

Once the stamped Certification is received by the applicant, both the Certification **and** plan must be recorded at the appropriate Registry of Deeds in the property's chain of title within **60 days of the date of MassDEP's issuance**.

The Licensee/applicant is required to notify in writing to MassDEP Waterways Regulation Program in Boston that the Certification is recorded. The notification should include: a) date of recordation and instrument number; and b) name of Registry of Deeds or Land Court where recordation was made. Mail the written notification to: MassDEP Waterway Regulation Program, One Winter Street, 5th floor, Boston, MA. 02108

Failure to record the Certification and accompanying plan within 60 days will void the Certification (see M.G.L. c. 91, § 18C). The Licensee/applicant must provide notification to MassDEP within 30 days of the recording in accordance with 310 CMR 9.18(2). The Certification becomes valid on the date the affirmed Certification is recorded.

Recertification and Transfer of Certification

MassDEP may reissue a General License (explained in the Waterways regulations at 310 CMR 9.29) twelve months before the expiration of the General License term. The applicant responsible for the structure with a valid Certification under the General License may file a request for continued coverage with MassDEP at least 90 days prior to the expiration of the General License, or the date of reissuance of the General License - whichever is later. Before recertification MassDEP may require planning board review if comments were received or if additional relevant information was provided to MassDEP concerning the structure.

The following procedures apply to requests to recertify a General License:

a) Projects that meet the eligibility provisions of the Waterways regulations (in 310 CMR 9.29(2)), and had previously obtained a license, simplified license, amnesty license or interim approval, should request a **Certification instead of renewal**, *before* the expiration of the previously issued license or interim approval.
b) Any person applying for a recertification must pay an occupation fee to the Commonwealth for the rights granted in such lands.
c) Unless otherwise stated in the Certificate, a valid affirmed/stamped Certificate would automatically be transferred with the change of ownership of the property along with the chain of title. All rights, privileges, obligations, and responsibilities specified in the General License shall be transferred to the new landowner upon recording the changed ownership in the Registry of Deeds.

Requirements for your Structure's Hand-Drawn or Engineered Plan

Enclose the hand-drawn or engineering plan of the structure in the Certification form (see examples below for assistance). If space permits, the two views described below can be combined onto one page. (If available, applicants can use existing plans submitted with a Notice of Intent under the Wetlands Protection Act.) Drawings should include the following information:

Plan View

☐ **Drawings must be prepared on 8.5 x 11-inch paper.**

☐ A **1-inch margin** should be left at the top edge of each drawing for purposes of reproduction and binding. A 1/2-inch margin is required for the three other edges.

☐ A complete **title block** on each drawing submitted should identify the project and contain the name of the waterway, the name of the applicant, the number of the sheet and the total number of sheets in the set, and the date the drawing was prepared.

☐ A **North Arrow** shall be shown on the plan.

☐ **Locus Map** - A locus map shall be included, depicting the subject property in relation to the surrounding area. This may be prepared as illustrated on the Sample plan, in the upper right-hand corner, or the applicant may simply photocopy a street map as a separate sheet ("sheet 2 of 2"), circle the property, and label it.

☐ **Scale** – All drawings shall be in a suitable scale (e.g., 1 inch = 40 feet) and the scale should be indicated on each sheet of the plan.

☐ **Property Details** – Illustrate as much of the subject property as possible, including any residence, adjacent streets, property lines, and the tax assessor's information (map number).

☐ **Mean high and low water lines** – The mean high water (MHW) and mean low water (MLW) lines must be clearly delineated. In inland waters, such as ponds, lakes and non-tidal rivers, use the terminology ordinary high water (OHW) which is the average observed high water elevation during one year as accepted by MassDEP. **DO NOT use color shading** because MassDEP makes copies of these plans in black and white. Use dashed or dotted lines or crosshatching to distinguish different areas where necessary. (See definitions of "High Water Mark" and "Low Water Mark" at 310 CMR 9.02).

☐ **Licensed activities** – All structures and/or fill that should be licensed must be clearly shown, accompanied by their dimensions. Linear distances, in feet, must be provided from the structures to each property line along the waterway.

☐ **Title Block**– Prepare the lower-middle and right-hand blocks as indicated on the Sample template

Profile View

☐ Profiles – Bottom and bank profiles should be delineated as accurately as possible.

☐ Mean high water (MHW) and mean low water (MLW) lines – MHW and MLW (or ordinary high and low water lines (OHW)) for inland waters must be illustrated. The elevation of MLW may be given as 0.0 ft. Elevations for MHW and all other structures should then be given relative to MLW.

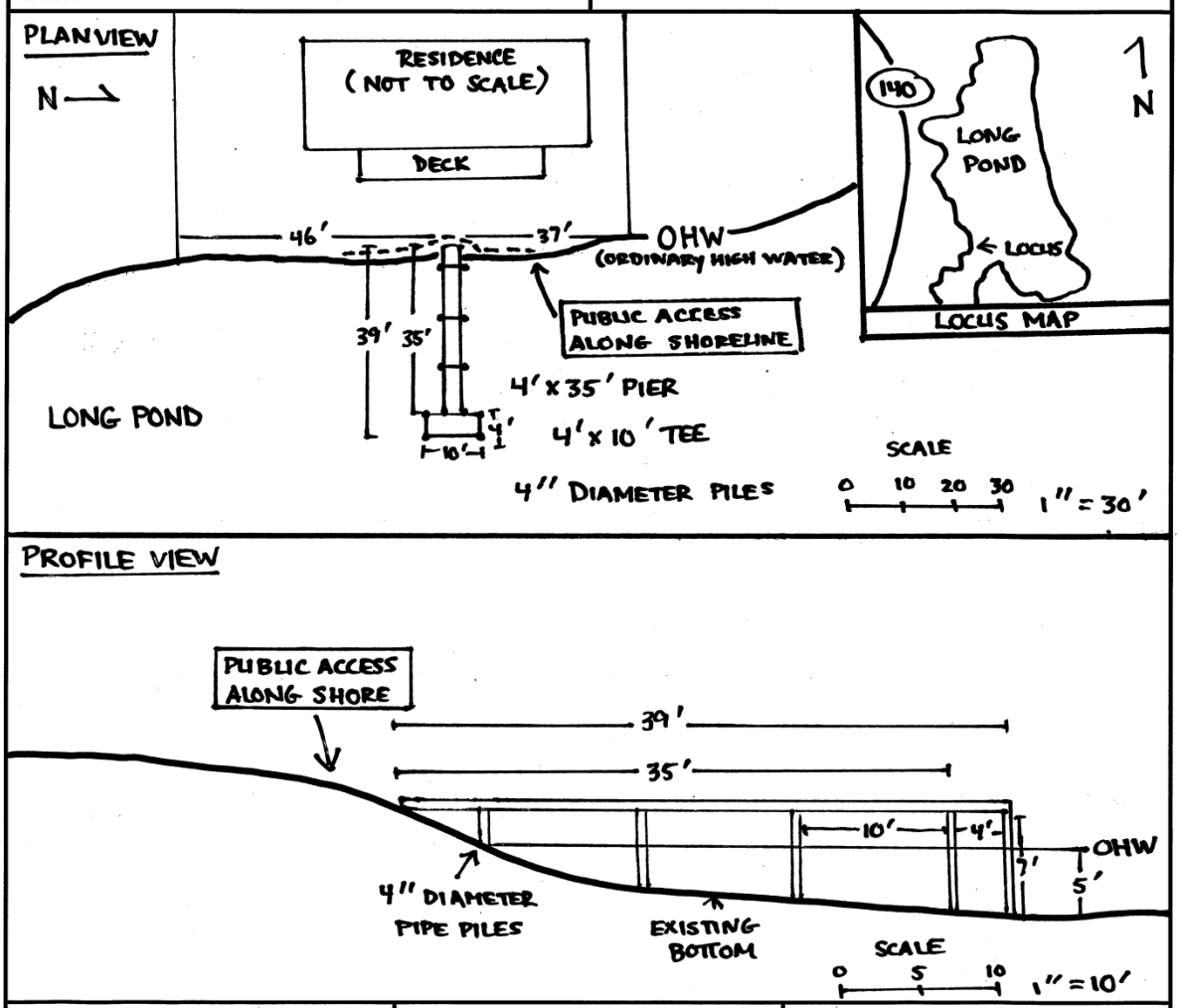
☐ **Licensed activities** – All structures and/or fill to be licensed must be clearly depicted. Dimensions of piles, and any other structures not indicated on the first sheet(s), must be provided with the Cross-section view.

☐ **Title Blocks –** the lower middle and right-hand blocks shall be prepared as indicated on the GLC form's Plan template.

General License Certification – Sample Plan for an Inland Structure

General License Plan Template

General License Certification No. **Approved by Department of Environmental Protection** **Date:**	For Registry of Deeds Use Only

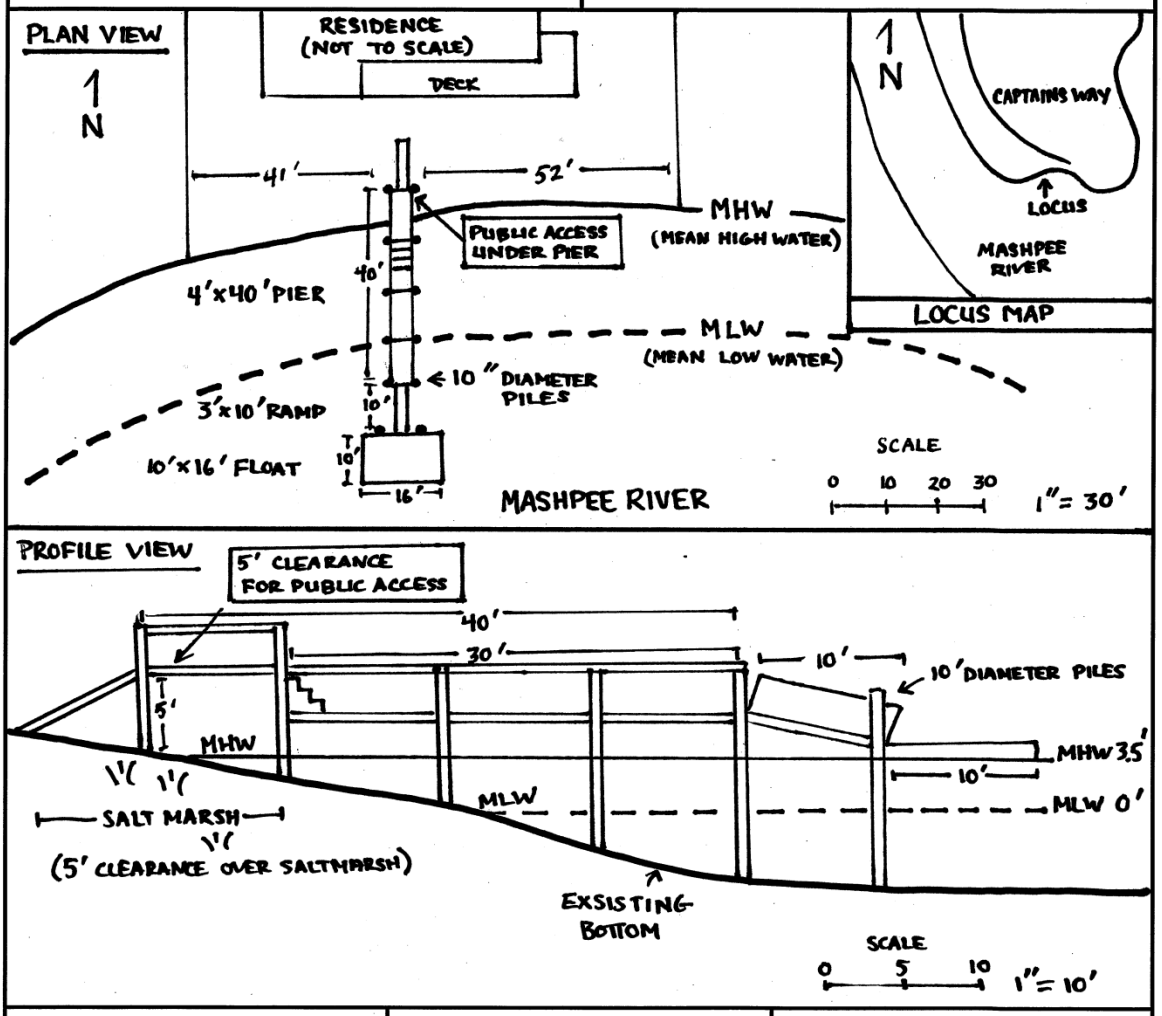


This plan conforms to the requirements of the Deed Indexing Standards for the Commonwealth of Massachusetts – January 1, 2008, Section 6-4: Plans as Attachments to Other Documents.	Plan accompanying petition of: John Doe 0 Glendale Way Orlando, Florida 32808	Project Description: Seasonal Pier With Tee In: Long Pond At: 0 Lucie Way, Lakeville County of: Bristol Sheet 1 of 1 Date: 1.6.17

General License Certification - Sample Plan for a Coastal Structure

General License Plan Template

General License Certification No. Approved by Department of Environmental Protection Date:	For Registry of Deeds Use Only



This plan conforms to the requirements of the Deed Indexing Standards for the Commonwealth of Massachusetts – January 1, 2008, Section 6-4: Plans as Attachments to Other Documents.	Plan accompanying petition of: John Doe 0 Glendale Way Orlando, Florida 32808	Project Description: Pier, Ramp and Float In: Mashpee River At: 0 Captains Way, Mashpee County of: Barnstable Sheet 1 of 1 Date: 1.6.17

Certification Completeness Checklist

Please answer all questions in the General License Certification form. If a question does not apply to your project write "not applicable" (n/a) in that block. Please print or type all information provided on the form. Use black ink (blue ink or pencil are not accepted). If additional space is needed, attach extra 8-1/2" x 11" sheets of paper.

☐ GET the MassDEP Transmittal Number and insert number into your BRP WW24 and Fee Calculator Forms.

☐ PLANS: Prepared in accordance with the applicable instructions in this document. For initial filing, meet the requirements of 310 CMR 9.29(4)(a).

☐ APPLICANT CERTIFICATION: All Certification applications must be signed by "the landowner if other than the applicant. In lieu of the landowner's signature, the applicant may provide other evidence of legal authority to submit an application for the project site." If the project is entirely on land owned by the Commonwealth (e.g. most areas below the current low water mark in tidelands and below the historic high water mark of Great Ponds), you may simply state this in lieu of the "landowner's signature".

☐ PUBLIC NOTICE: Proof has been submitted that the public notice requirement at 310 CMR 9.29 (4)(C) has been met (include copy of the dated newspaper notice).

THE CERTIFICATION FORM HAS BEEN SUBMITTED TO THE FOLLOWING OFFICIALS FOR THE MUNICIPALITY IN WHICH THE PROJECT IS LOCATED:

☐ PLANNING BOARD NOTIFICATION: Applicants shall submit to the planning board a statement and plan that includes the proposed use, location, dimensions and limits and mode of work to be performed, and describes the proposed project with sufficient detail for the planning board to determine if the proposed project complies with the eligibility criteria and applicable standards and conditions of the General License.

☐ CONSERVATION COMMISSION: The applicant shall provide to the Department adequate documentation with the Certification package that the project complies with the Wetlands Protection Act, in the form of an Order of Conditions (OoC), negative or conditionally negative Determination of Applicability, or Certificate of Compliance (CoC). If approval is granted, the applicant must provide, in Section E of the Certification Form, the date of issuance and, if the approval is an OoC or CoC, the MassDEP file number.

☐ MUNICIPAL ZONING CERTIFICATION: In Section E of the Certification Form, the applicant shall include a certification from the local Zoning Enforcement Officer that the project complies with applicable zoning ordinances and bylaws.

☐ Board of Selectman ☐ Mayor and City Council ☐ Harbormaster

☐ Landowner (if not applicant) ☐ Zoning Enforcement Officer (Required for Coastal Structures ONLY)

TO SUBMIT THE PACKAGE:

☐ Checklist items above have been completed.

☐ Send a copy of the GLC along with one copy from the Inland or Coastal Fee Calculator and check to: MassDEP Waterways Regulation Program, One Winter Street- 5th floor, Boston, MA. 02108.

☐ FEES: Send a copy of your fee calculations, copy of the GLC, and the appropriate fee of $_____ as a check or money order made payable to: "*The Commonwealth of Massachusetts*", to:

Massachusetts Department of Environmental Protection
P.O. Box 4062
Boston, MA 02211