



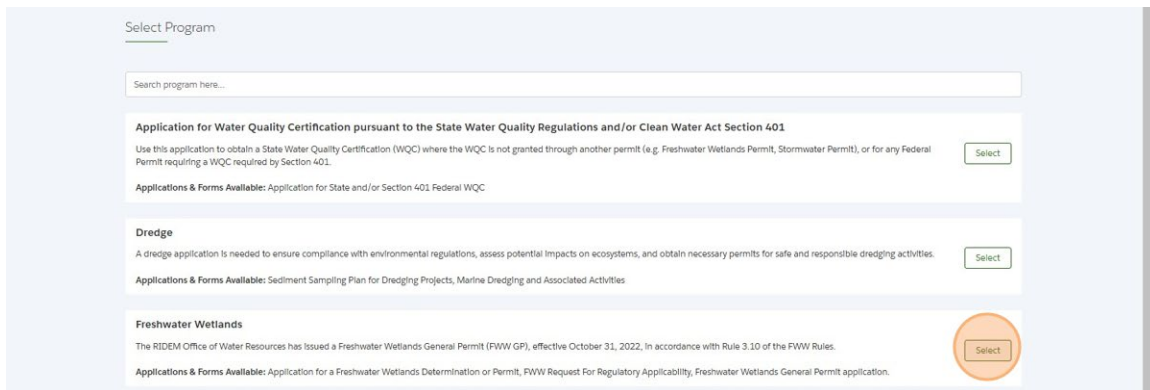
## User Guide: Freshwater Wetlands

### Determination or Permit-Req to Jurisdictional Area

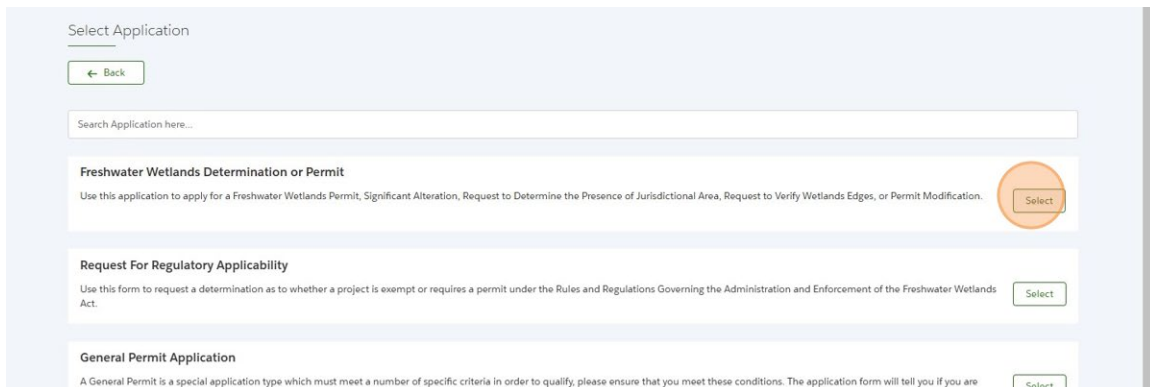
1. Navigate to <https://demri.my.site.com/owr>
2. Click Applications ->Start an Application



3. Click "Select" next to the program you wish to apply for



4. Click "Select" next to the application you wish to apply for



5. First is the Introduction Screen. Read all the information and click Next to proceed.

**Introduction**

Welcome to the RIDEM Freshwater Wetlands Application Portal.

This application covers New Freshwater Wetlands Permits, Significant Alterations, Permit Modifications, Determination of Jurisdictional Areas, and Verification of Wetland Edges application types. Depending on which you are applying for, you will be prompted to upload different materials in order to facilitate the review of your project.

Generally, these materials include a digital copy of your Site Plans, Project Narrative, identify any professionals associated with the project, and materials required for Stormwater review, if necessary.

If you are attempting to apply for a **Joint Freshwater Wetlands and On-Site Wastewater Treatment System (OWTS) Permit**, please click the link below: <https://demri-uat.sandbox.mysite.com/owts/owts-construction-permit?licenseId=Deh350000023WLQAY>

Please be advised that this portal is not for submitting applications within a certain proximity to the coast. If you are in a relatively coastal area, please consult DEM's Environmental Resource Map: <https://dem.ri.gov/online-services/data-maps> and enable "Wetland Jurisdiction" within the "Bounds and Regulatory Overlays" layer to see if your property is within DEM or CRMC jurisdiction. If you are within CRMC jurisdiction, please proceed with your application on the CRMC Website: <http://www.crmc.ri.gov/applicationforms.html>

**Next**

6. Next is the Applicant Information Screen. Carefully review all the information. If you need to make changes, scroll to the top and click on 'My Profile' to make the edits. **Restart the application for the new changes to apply.**

**Application Preparer's Information**

Completely verify that all contact information is current and correct.

Name changes or other updates to your personal information cannot be processed on this page. Any such changes must be made by clicking on the 'My Profile' button below.

Note: If you change any profile information, you will need to restart your application, so that your application reflects your updates.

[My Profile](#)

**Important:** If the Application Preparer identified here is not an owner of property subject to this application or is not authorized to sign on behalf of an owner through an executed Power of attorney, note that each owner will need to sign the application before it can be submitted to the department. You must ensure that the principal owner that is to sign the application has created a User Account in this portal so that they can receive prompts to sign this application. If they have not yet created an account, click "Save for later" at the bottom left and return to complete this form once the principal owner for server representative for any server entity that is not an individual person) has created their User Account. If the application is for a property that is either owned by multiple additional owners or spans multiple properties with different owners, you will also be prompted to upload owner signature documents near the end of this form!

First Name:  Middle Name:

Last Name:  Telephone:  Email:

Home Address

Street:  Town / City:  State:

Zip code:

Mailing Address

Street:  Town / City:  State:

Zip code:

\*Are the Mailing and Physical Addresses Correct?

Yes  
 No

[Save for later](#) [Previous](#) [Next](#)

7. Next is the Person Submitting Screen

**Person Submitting**

If the property subject to this application consists of a lot owned in part by multiple individuals or consists of multiple lots that are owned by different individuals or companies/agencies/organizations, fill this out to reflect the nature of the principal owner/applicant. The form will allow the entry of information for each other co-owner/applicant.

\* Choose the best option

I own the site as an individual.  
 The site is owned by a company, corporation, association, non-profit agency, partnership, estate, municipality, governmental agency or other similar entity, and I am an authorized officer or official of the owner.  
 I am an individual who has been granted power-of-attorney to sign/attest to the application on behalf of the site owner (a valid, notarized copy of the Power of Attorney Document will need to be uploaded at the "Upload Documents" step)  
 I am a professional consultant authorized to prepare the application on the owner's behalf, with the owner(s) separately attesting to the application on-line.

[Save for later](#) [Previous](#) [Next](#)

## 8. Next is the Application Type Screen

## 9. Next is the Existing Application Screen.

## 10. Next is the Site Information Screen.

## 11. Next is the Add Plot/Lot screen. Click on Add New

## 12. Enter Plat, Lot and Block Numbers and Click on Save.

Block Details

\*Town/City Name  
Bristol

\*Plat Number  
12

\*Lot Number  
11

Block Number  
2.00

Cancel Save

## 13. Click "Next"

Add Plat/Lot

Use the "Add New" Button to add required information for each lot and parcel that is subject to this application.

Add New

Town/City	Plat Number	Lot Number	Block Number	Action
Bristol	12	11	2	▼

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Save for later Previous Next

## 14. Next is the Owner/Professional Information Screen

Owner/Professional Information

Use the "Add New" Button to add contact information for any additional representative (if applicable) of the primary owner, and/or the professional/consultant who can serve as a primary contact for questions on the application.

Add New

Site Relation	Name	Email Address	Phone Number	Action
Owner	Priya Kk	shanmukhakp@yahoo.com	(565) 656-5656	▼

Check this box if there are any additional owners of any parcel subject to this application who will need to be designated as co-applicants, or if there are any additional professionals/consultants who assisted in preparation of this application.

Save for later Previous Next

## 15. Next is the Project Information Screen

Project Information

Project Name  
owr

Project Type  
Dock






Project Size  
4000

Unit  
Lot

\*Within which river buffer zone region is the site located?  
 Urban Region  Region 1  Region 2

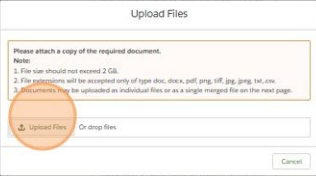
Save for later Previous Next

16. Next is the Upload Documents Screen. Click the upload icons to add applicable file(s)

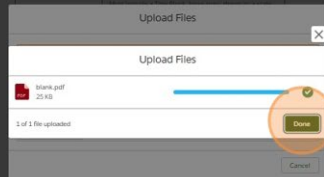
Document Name	Document Description	Uploaded Files (Multiple file upload)
*Proof Of Ownership	Proof of ownership in the form of a current certified copy of the deed of the subject property	
*Site Plans and/or Tax Assessor's Map	Must include a Title Block, locus map, drawn to a scale no smaller than one inch (1") equals one-hundred feet (100') (1" = 100'), with sufficient fixed reference points, and property lines depicted. If submitting a tax assessor's map, all information must be legible and show property boundaries. If property boundaries are not clearly identifiable on the property itself, the applicant must clearly identify those boundaries with labeled markers such as flags or stakes.	
Local Master Plan Approval	Local Master Plan approval; or (2)Local conditional approval of a combined Master and Preliminary Plan; or (3)A letter from an authorized municipal official (the Administrative Officer) certifying compliance with local low impact development site planning and design requirements as contained within the local zoning ordinance, land development and subdivision Regulations or other pertinent Regulations.	
Site Work Affidavit	Site work affidavit required for upload.	
Supporting Document(s)	Any supporting documents that could assist in review of the application.	

Save for later Previous **Next**

17. Click "Upload Files"



18. Click "Done"



19. Click "Next"

Local Master Plan Approval	Local Master Plan approval; or (2)Local conditional approval of a combined Master and Preliminary Plan; or (3)A letter from an authorized municipal official (the Administrative Officer) certifying compliance with local low impact development site planning and design requirements as contained within the local zoning ordinance, land development and subdivision Regulations or other pertinent Regulations.	
Site Work Affidavit	Site work affidavit required for upload.	
Supporting Document(s)	Any supporting documents that could assist in review of the application.	

Save for later Previous **Next**

20. Next is the Application Attestation Screen. Check the box to attest, sign in the signature box and click save signature. Click Next to proceed.

DEM RHODE ISLAND

Success  
Your Signature Is Stored Successfully

Home Applications My Permits My Licenses Requests My Details Application Request Pre-Application Meetings More

### Freshwater Wetlands: Freshwater Wetlands Determination or Permit

Introduction  
Application Preparer's Information  
Person Submitting  
Application Type  
Existing Application  
Site Information  
Add Plat/Lot  
Owner/Professional Information  
Project Information  
Upload Documents  
**Application Preparer's Attestation**  
Fee Information Assistant

#### Application Preparer's Attestation

I hereby certify that I have requested and authorized the investigation, compilation, and submission of all of the information, in whatever form, contained in this Application; that I have personally examined and am familiar with the information submitted herein; and that such information is true, accurate, and complete to the best of my knowledge.

I hereby authorize RIDEM personnel access to the property ("site") for purposes of observing conditions pertinent to this application and assessing compliance with any permit or determination resulting from this Application; including any sampling, monitoring, or surveying that may be deemed appropriate, consistent with the RIDEM Administrative Inspection Guidelines.

Signature

Save Signature Clear

Applicant Name: Priya Kk Date: 03/04/2025

Save for later Previous Next

21. Next is the Fee Information Assistant Screen

Introduction  
Application Preparer's Information  
Person Submitting  
Application Type  
Existing Application  
Site Information  
Add Plat/Lot  
Owner/Professional Information  
Project Information  
**Fee Information Assistant**

#### Fee Information Assistant

\*What type of Freshwater Wetlands Determination or Permit are you seeking?

Request to Determine the Presence of Jurisdictional Area  
 Request to Verify Wetland Edges  
 New Freshwater Wetlands Permit  
 Freshwater Wetlands Permit with Variance  
 Application for Significant Alteration  
 Permit Modification

\*Request to Determine the Presence of Jurisdictional Area - Select the lot size for your project

0 - 5 acres  
 >5 - 20 acres  
 >20 acres

Save for later Previous Next

22. Next is the Payment Screen. Select a Payment Mode and click Pay & Submit.

Introduction  
Application Preparer's Information  
Person Submitting  
Application Type  
Existing Application  
Site Information  
Add Plat/Lot  
Owner/Professional Information  
Project Information  
**Payment**

#### Payment

\*Payment Mode  
Credit Card

The amount to be paid is **\$150**  
Please click the Pay & Submit button to proceed with the payment.

Save for later Previous Pay & Submit

23. You will then be routed to the secure payment page's Customer Information Section.

The screenshot shows the 'Payment Processing' interface for the State of Rhode Island. The main content area is titled 'Payment' and shows the 'Customer Information' section. The 'Payment Type' is 'Credit/Debit Card'. The 'Customer Information' section includes fields for Country (United States), First Name (Priya), Last Name (K), Address (Augustine, Providence, RI), City (Providence), State (Rhode Island), ZIP/Postal Code (07786), Phone Number, and Email (shamulh@p@yahoo.com). A 'Next' button is highlighted with an orange circle. To the right, there is a 'Transaction Summary' box showing 'DEM Licensing & Permits Online' for \$150.00 and 'RI Interactive Price' for \$157.50. Below that is a 'Need Help?' box with the text 'Please complete the Customer Information Section.' The footer contains the text '© 1997-2017 State of RI | Privacy Policy'.

24. Next is the Payment Information Screen

The screenshot shows the 'Payment Processing' interface for the State of Rhode Island, now on the 'Payment Information' screen. The main content area is titled 'Payment' and shows the 'Payment Information' section. The 'Payment Type' is 'Credit/Debit Card'. The 'Customer Information' section is completed and shows the address (Priya K, Augustine, Providence, RI 07786), phone number (5656565656), and email (shamulh@p@yahoo.com). The 'Payment Information' section includes fields for Credit Card Number (4111111111111111), Credit Card Type (VISA), Expiration Month (11 - November), Expiration Year (2028), Security Code (343), and Name on Credit Card (priya). A checkbox for 'Payment Address is the same as Customer Information' is checked. A 'Next' button is highlighted with an orange circle. To the right, there is a 'Transaction Summary' box showing 'DEM Licensing & Permits Online' for \$150.00 and 'RI Interactive Price' for \$157.50. Below that is a 'Need Help?' box with the text 'Please complete your payment below.' The footer contains the text '© 1997-2017 State of RI | Privacy Policy'.

25. Lastly is the Verification Section. Click the checkbox and click Submit Payment

The screenshot shows the 'Payment Processing' page for the State of Rhode Island. It includes a navigation bar with 'Home Type', 'Customer Info', 'Payment Information', and 'Submit Payment'. The main content area is divided into several sections: 'Payment' (Payment Type: Credit/Debit Card), 'Customer Information' (Address, Phone Number, Country, Email Address), 'Payment Information' (Credit Card, Name on Credit Card), and 'Verification' (I'm not a robot checkbox). A 'Submit Payment' button is highlighted in orange at the bottom right.

26. Upon successful payment, print this screen for your records and click Continue

### Payment Receipt Confirmation

Your payment was successfully processed. Please print this receipt page for your records.

The screenshot shows the 'Payment Receipt Confirmation' page. It features a 'Print' button at the top right. The main content is organized into several sections: 'Transaction Summary' (Receipt Confirmation table), 'Customer Information', 'Payment Information', and 'Account Holder Information'. A 'Continue' button is highlighted in orange at the bottom right.

Description	Amount
DEM Licensing & Permits Online	\$150.00
RI Interactive Price	\$157.50

**Customer Information**

Customer Name	Priya Q.	Receipt Date	3/4/2025
Local Reference ID	a1Lcp0000022urVEAQ	Receipt Time	10:39:39 AM EST

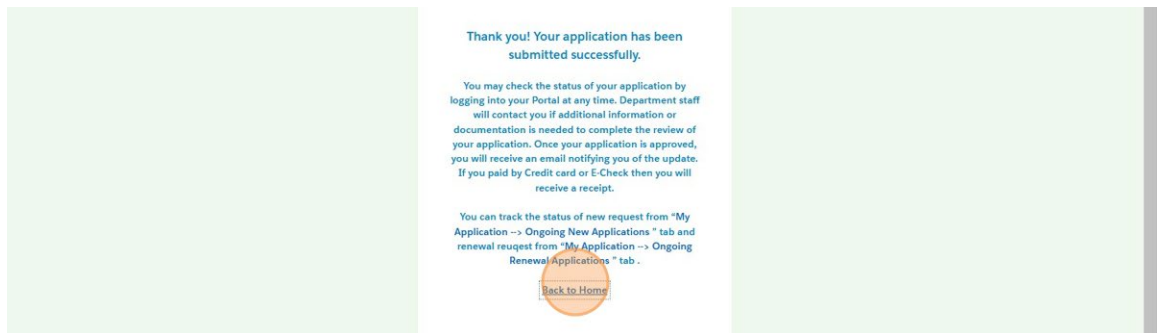
**Payment Information**

Payment Type	Credit Card	Credit Card Number	*****1111
Credit Card Type	VISA	Order ID	7321542
		Name on Credit Card	priya

**Account Holder Information**

Billing Address	Augustine	Phone Number	5455656555
Billing City, State	providence, RI		This receipt has been emailed to the address below.
Billing Zip/Postal Code	07786	Email Address	shanmukhalp@yahoo.com
Country	US		

27. You can then click 'Back to Home' to return to the OWR Portal Home Page.



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