



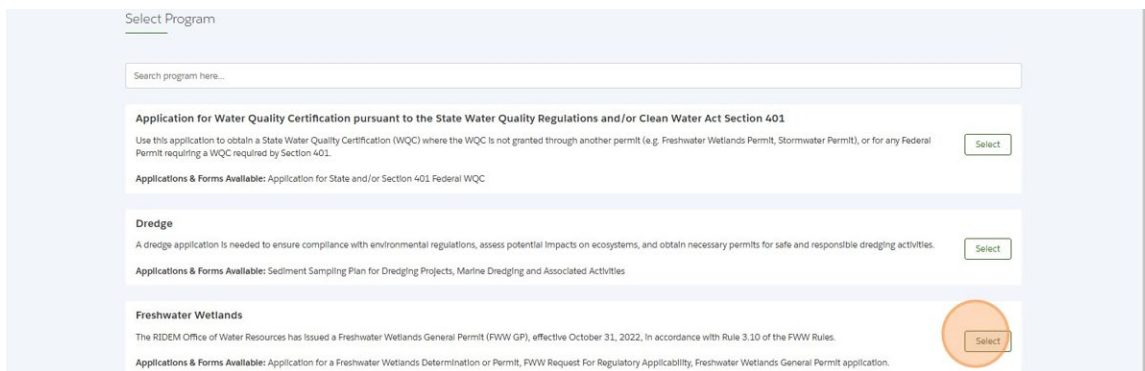
Freshwater Wetlands - Determination or Permit

New Freshwater Wetlands Permit

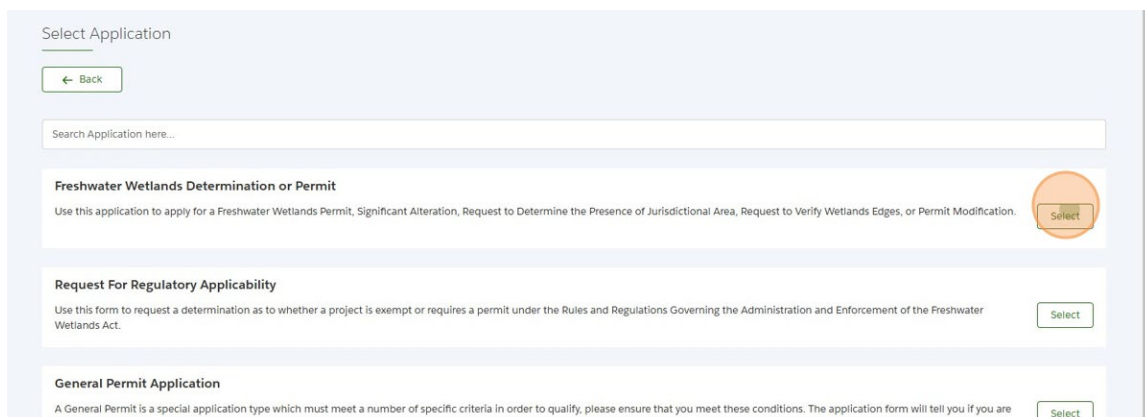
1. Navigate to <https://demri.my.site.com/owr>
2. Click Applications ->Start an Application



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. Upon reading all the information, click Next to proceed.

The screenshot shows the 'Introduction' screen of the RIDEM Freshwater Wetlands Application Portal. On the left is a vertical navigation menu with items: Introduction (highlighted with a green dot), Application Preparer's Information, Person Submitting, Application Type, Existing Application, Add Plat/Lot, Owner/Professional Information, Project Information, and Application Preparer's Attestation. The main content area is titled 'Introduction' and contains the following text: '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.my.site.com/owr/s/owts-construction-permit?licenseId=0eh350000023WLQAY 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'. At the bottom right is a green 'Next' button.

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

The screenshot shows the 'Application Preparer's Information' screen. The left navigation menu is the same as in the previous screen, with 'Application Preparer's Information' highlighted. The main content area is titled 'Application Preparer's Information' and includes a warning: '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.' Below this is a 'My Profile' button. A 'Important' note follows: '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 (or owner representative for any owner 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!'. The form contains input fields for: First Name (Shya), Middle Name, Last Name (Kk), Telephone (568) 656-5656, Email (sharmukhshp@yahoo.com), Home Address (Street: Argentine, Town/City: providence, State: Rhode Island, Zip code: 02706), and Mailing Address (identical to Home Address). At the bottom, there is a radio button for 'Are the Mailing and Physical Addresses Correct?' with 'Yes' selected, a 'Save for later' button, and 'Previous' and 'Next' buttons.

7. Next is the Person Submitting Screen

The screenshot shows the 'Person Submitting' screen. The left navigation menu is the same as in the previous screens, with 'Person Submitting' highlighted. The main content area is titled 'Person Submitting' and includes the instruction: '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'. Below this are three radio button options: 'I own the site as an individual.' (selected), '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.', and '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)'. A fourth option is partially visible: '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'. At the bottom, there is a 'Save for later' button and 'Previous' and 'Next' buttons.

8. Next is the Application Type Screen

9. Next is the Existing Application Screen.

If answer = Yes, you will be asked to look up an existing application number & the Site Information will be auto populated with the site you looked up
If answer = No, you will be able to proceed to the next screen & will be required to manually enter the site information

10. Next is the Site Information Screen.

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

Add Plat/Lot

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

Town/City	Plat Number	Lot Number	Block Number	Action
				Add New

Previous Page 1 of 0 Next

Save for later Previous Next

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

Block Details

*Town/City Name
Providence

*Plat Number
234

*Lot Number
12

Block Number
1.00

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.

Town/City	Plat Number	Lot Number	Block Number	Action
Bristol	12	6	1	▼

Previous Page 1 of 1 Next

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.

Primary Owner/Professional Details

Site Relation	Name	Email Address	Phone Number	Action
Owner	Priya Kk	shanmukhkp@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:

*Project Type: *Project Size: *Units:

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

Is the project located within a Drinking Water Supply Reservoir Watershed (DWSRW)?
 Yes No

Is the project located within a Natural Heritage Area?
 Yes No

Have rare wetland types or rare species been documented?
 Yes No

Does the project propose any of the following? *Circling any of the three radio buttons should merely prompt additional stormwater-related questions or identify the application as one needing an engineering review. There is no longer any need for a separate Application for Stormwater Construction Permit when submitted through the FFW Program.*

New or increased impervious cover for property other than a single family home?
 Yes No

Disturbance of more than 10,000 sq. ft. of existing impervious cover?
 Yes No

Proposes any fill of floodplain, any work within floodway, or involves any hydraulic alterations to watercourse via bridge, culvert or diversion?
 Yes No

Does this project require a variance from the Freshwater Wetlands Standards?
 Yes No

Have you participated in a pre-application meeting with RDEEM on this project?
 Yes No

Is municipal master plan approval required for this property? If yes, submit a copy of the approval.
 Yes No

Save for later Previous **Next**

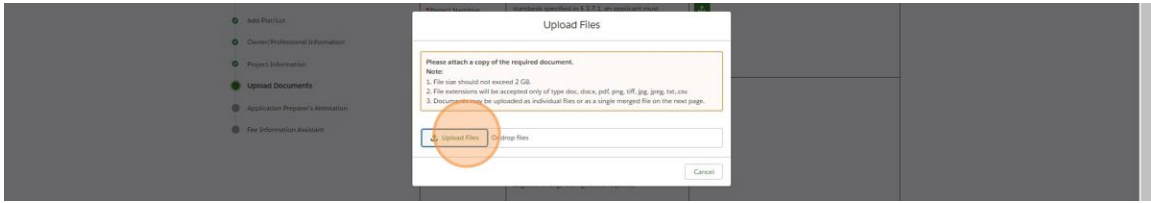
16. Next is the Upload Documents Screen. Click the icon to add applicable files

Upload Documents

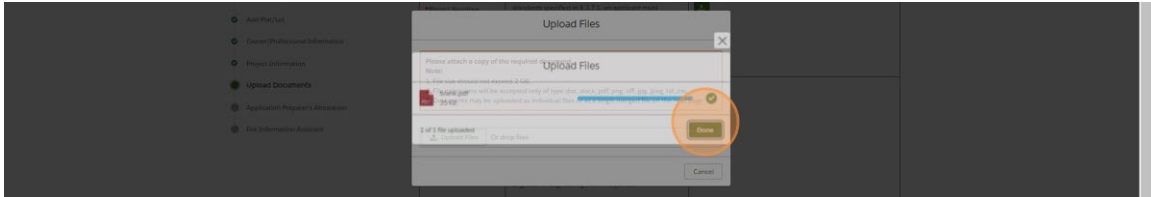
Document Name	Document Description	Uploaded Files (Multiple file upload)
*Project Narrative	A written description of the project including the purpose, size, and location of the project, as well as how potential wetland impacts have been avoided to the maximum extent possible. *If a proposed project does not meet all of the standards specified in § 3.7.1, an applicant must provide a narrative description documenting how the proposed project will satisfy the [variance criteria] (hyperlink: https://rules.sos.ri.gov/regulations/part/250-150-15-3) specified in § 3.7.3*	
*Site Plans	Plans drawn to a scale no smaller than one inch (1") equals one hundred feet (100') (1" = 100'), with title block, original date of the plan, inset locus map, legend describing all markings or symbols, magnetic north arrow, entire property boundaries depicted, sufficient fixed referenced points, and accurate scale. For more information, see [Wetland Rule 3.8.4 & 3.8.5] (hyperlink: https://rules.sos.ri.gov/regulations/part/250-150-15-3) *Stamped and Signed by Rhode Island Professional Engineer (if engineering review required)*	
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 Documents	Any additional information that will help facilitate biological and/or stormwater engineering review (e.g., site photos, GPS shape files, redevelopment impervious coverage map, documentation involving known/potential site contamination, concentrated hydraulic loading feasibility map, etc.).	

Save for later Previous **Next**

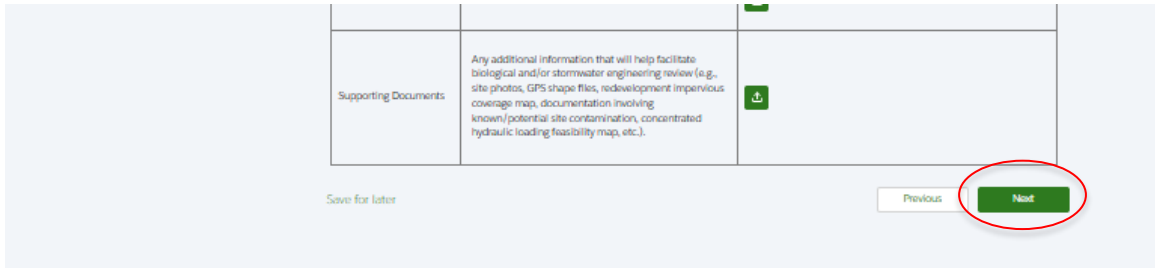
17. Click "Upload Files"



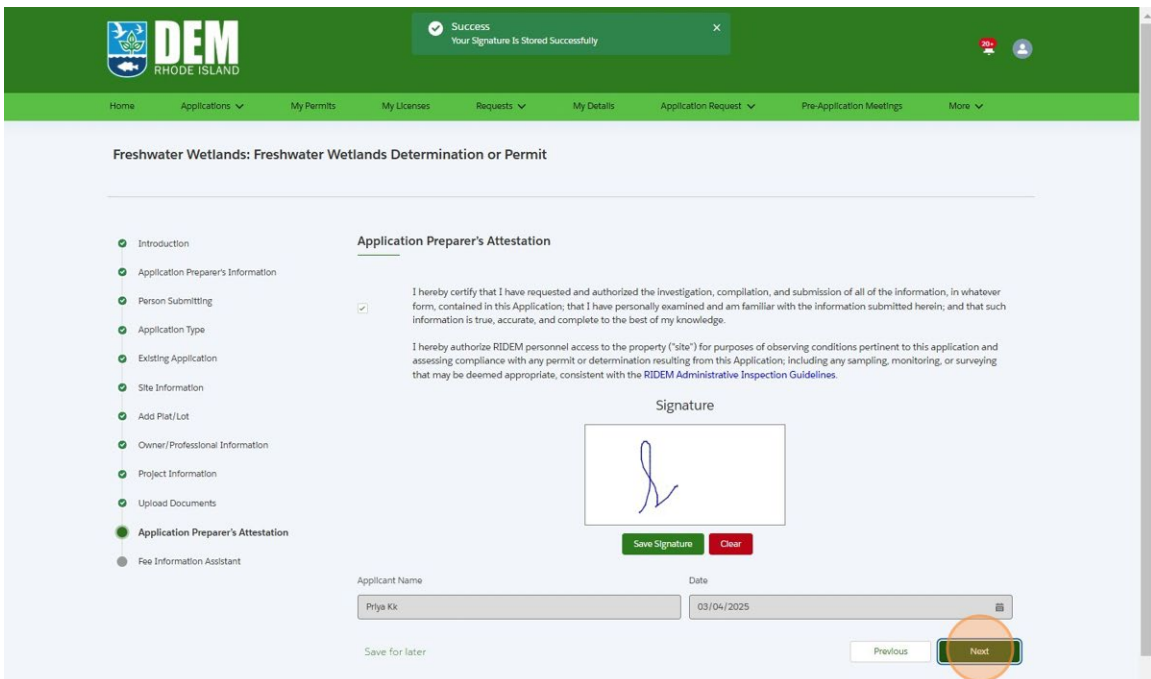
18. Click "Done"



19. Click "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.



21. Next is the Fee Information Assistant Screen

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

* Freshwater Wetlands Permit (including with variance or joint OWTS) or Significant Alteration - Select your project type:

- Projects associated with an existing single-family lot (e.g. additions, garages, decks, sheds, pools, tennis courts, walls, landscaping, OWTS, new wells, new utility lines, etc.)
- Construction of a new single-family lot
- New subdivision(s)
- Projects associated with a non-single family lot, not miscellaneous project in § 3.8.9(C). [Note: this project type includes (but is not limited to) apartments, churches, commercial lots, condominiums, offices, and schools]
- Projects associated with a non-single family lot that are listed as miscellaneous in § 3.8.9(C).[Note: select this option to view the list of Miscellaneous Projects]

Save for later

Previous Next

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

Payment

* Payment Mode

Credit Card

The amount to be paid is **\$200**

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.

Payment Processing

Payment

Payment Type: Credit/Debit Card

Customer Information

Country: United States

First Name: Last Name:

Phone: US

Address 1: Address 2:

City: providence State: Rhode Island

ZIP/Postal Code: 02906

Phone Number: 401-233-0000

Email: shemahaj@yahoo.com

Next >

Transaction Summary

OWR Licensing & Permit Fee: \$200.00

RI Wetlands Price: \$210.00

Need Help?

Please complete the Customer Information Section.

24. Next is the Payment Information Screen

Payment

Payment Type: Credit/Debit Card

Customer Information

Address: Priya K. Augustine, providence, RI 02786
Country: United States
Phone Number: 5656565656
Email Address: shanmukhap@yahoo.com

Payment Information

Credit Card Number: 4111111111111111
Credit Card Type: VISA
Expiration Month: 03 - March
Expiration Year: 2027
Security Code: 323
Name on Credit Card: priya

Payment Address is the same as Customer Information *

Next >

Transaction Summary

DEM Licensing & Permits Online \$200.00
RI Interactive Price \$210.00

Need Help?
Please complete your payment below.

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

Payment

Payment Type: Credit/Debit Card

Customer Information

Address: Priya K. Augustine, providence, RI 02786
Country: United States
Phone Number: 5656565656
Email Address: shanmukhap@yahoo.com

Payment Information

Credit Card: Visa ****1111, Exp. 03/2027
Name on Credit Card: priya

Verification

I'm not a robot

Cancel Submit Payment

Transaction Summary

DEM Licensing & Permits Online \$200.00
RI Interactive Price \$210.00

Need Help?
Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment.

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26. Upon successful payment, you will see below screen. You can Print this screen for your records. Once done, click Continue to proceed

State of Rhode Island
Payment Processing

Payment Receipt Confirmation

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

[Print](#)

Transaction Summary		Receipt Confirmation
Description		Amount
DEM Licensing & Permits Online		\$200.00
Ri Interactive Price		\$210.00

Customer Information

Customer Name	Pritya KJ	Receipt Date	3/4/2025
Local Reference ID	a11c0p00002355G5EAQ	Receipt Time	01:54:42 PM EST

Payment Information

Payment Type	Credit Card	Credit Card Number	*****1111
Credit Card Type	VISA	Order ID	73922878
		Name on Credit Card	pritya

Account Holder Information

Billing Address	Augustine	Phone Number	5656565656
Billing City, State	providence, RI	This receipt has been emailed to the address below.	
Billing Zip/Postal Code	07186	Email Address	shanmukhap@yahoo.com
Country	US		

[Continue](#)

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

Thank you! Your application has been submitted successfully.

You may check the status of your application by logging into your Portal at any time. Department staff will contact you if additional information or documentation is needed to complete the review of your application. Once your application is approved, you will receive an email notifying you of the update. If you paid by Credit card or E-Check then you will receive a receipt.

You can track the status of new request from "My Application --> Ongoing New Applications " tab and renewal request from "My Application --> Ongoing Renewal Applications " tab .

[Back to Home](#)

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