RIDEM

**Rhode Island
Department of Environmental Management**

**Office of Water Resources
Groundwater and Freshwater Wetlands Protection**
235 Promenade Street, Providence, Rhode Island 02908

Freshwater Wetlands - Determination or Permit
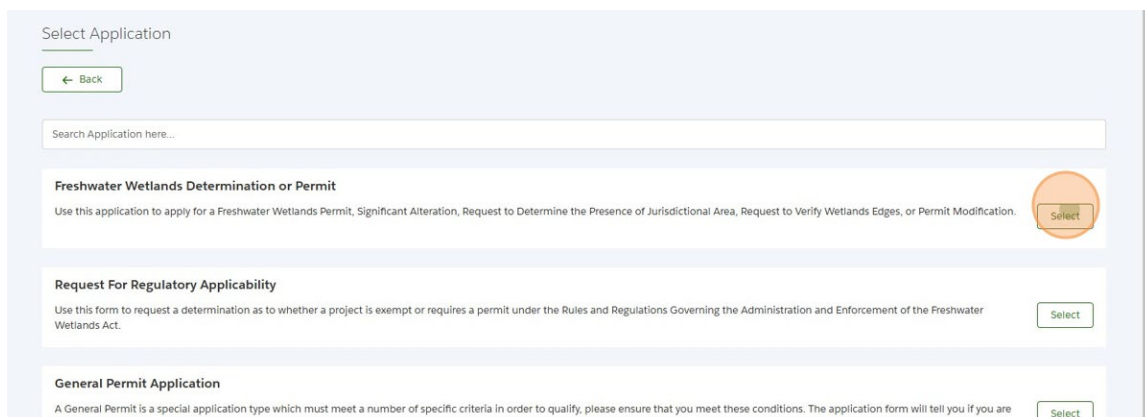# New Freshwater Wetlands Permit

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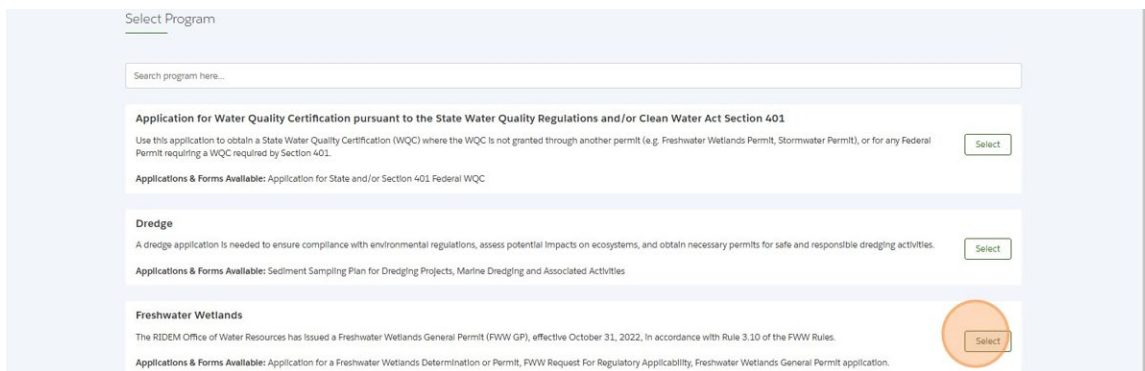
4. Click "Select" next to the application you wish to apply for

5. First is the Introduction Screen. Upon reading all the information, click Next to proceed.

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**.

7. Next is the Person Submitting Screen

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

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

13. Click "Next"

14. Next is the Owner/Professional Information Screen

15. Next is the Project Information Screen

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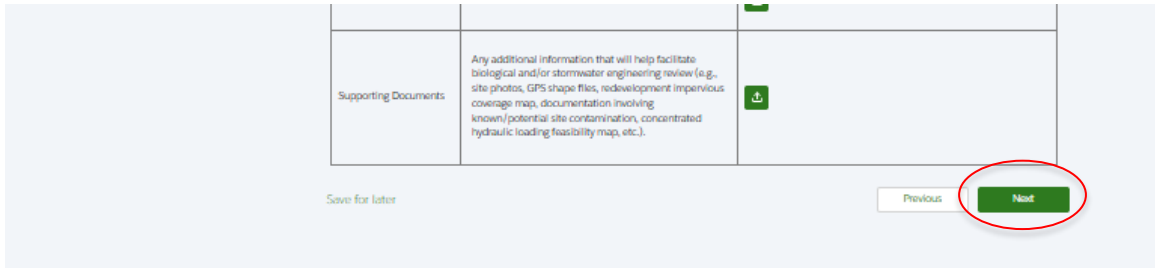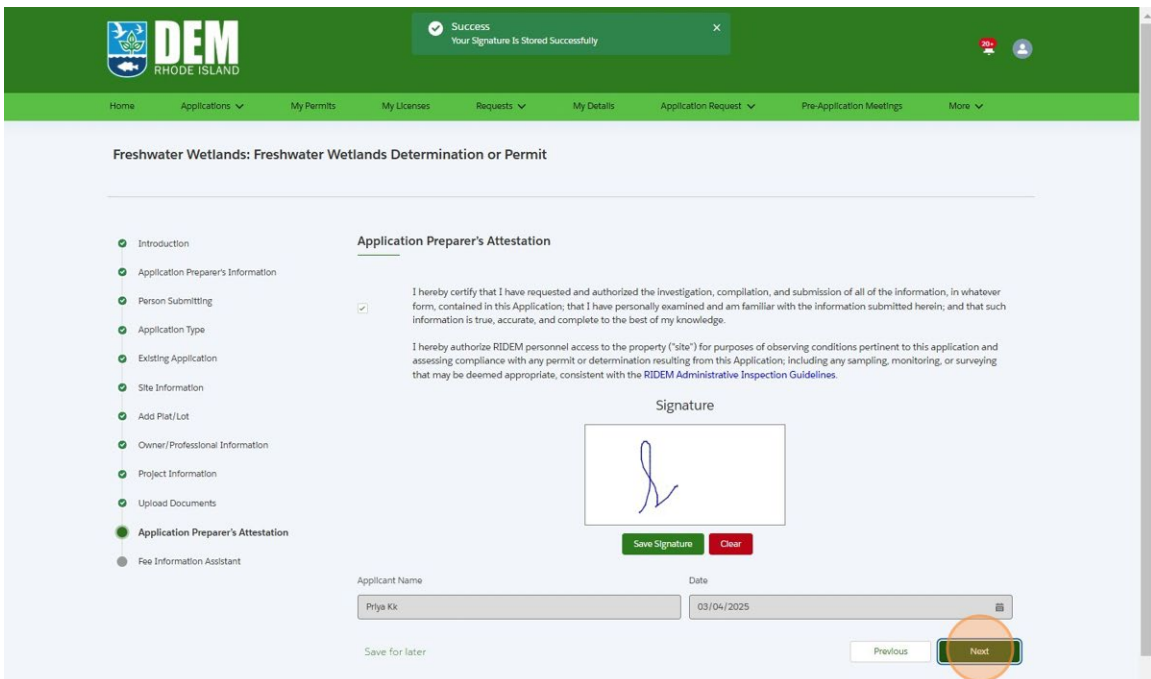
17. Click "Upload Files"

18. Click "Done"
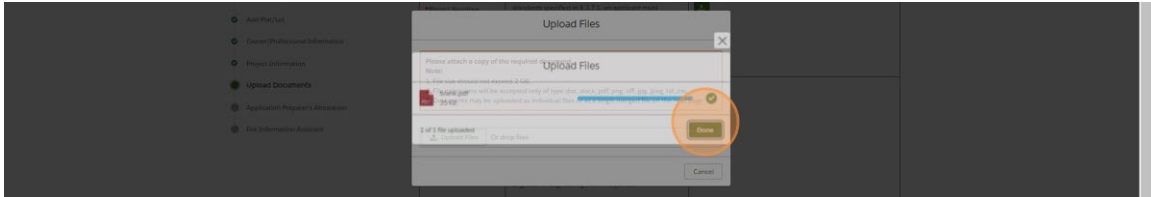
19. Click "Next"

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

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

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

24. Next is the Payment Information Screen

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

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

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

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