

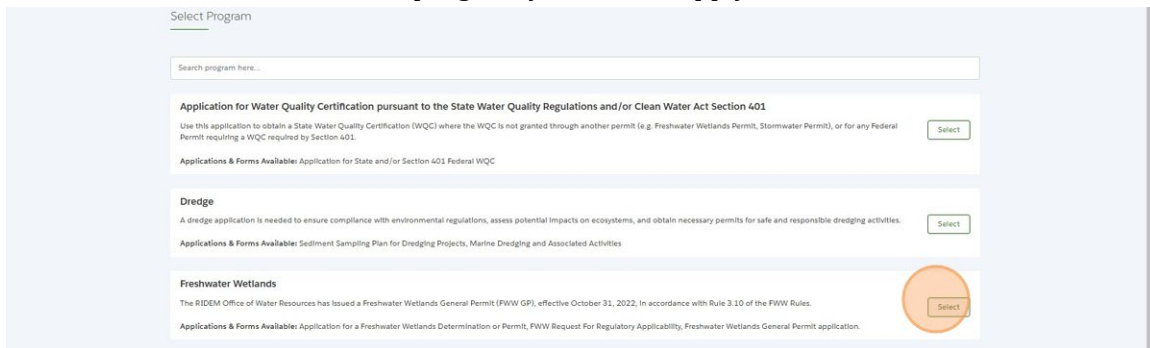


## User Guide: Freshwater Wetlands -General Permit

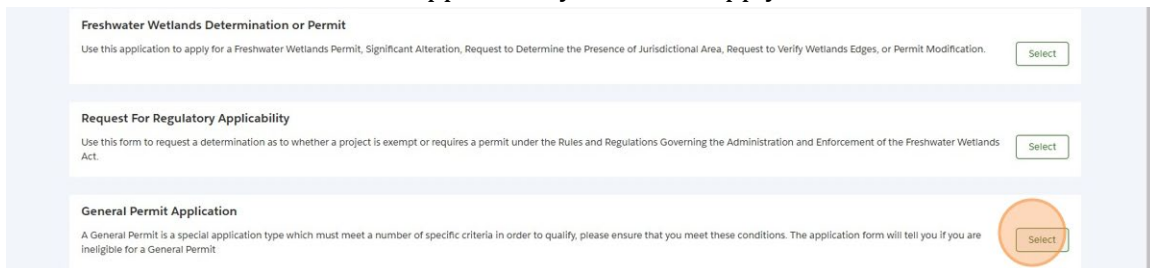
1. Navigate to <https://demri.my.site.com/owr>
2. Click Applications ->Start an Application



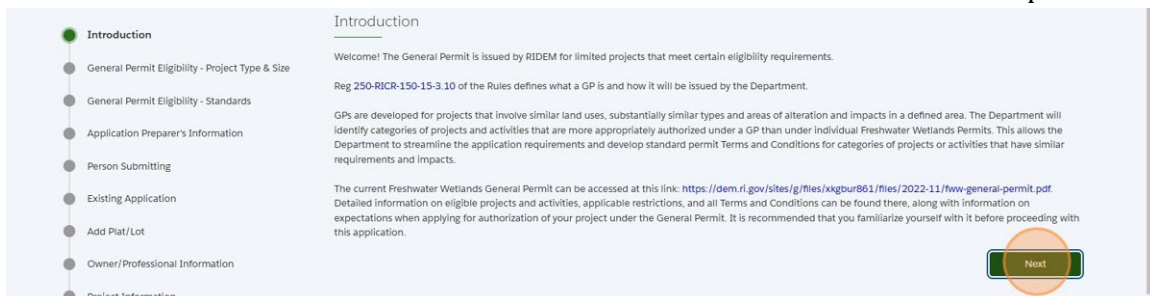
3. Click "Select" next to the program you wish to apply for



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



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



## 6. Next is the General Permit Eligibility-Project type & size Screen

General Permit Eligibility - Project Type & Size

**Eligible Projects and Activities**  
\* Which scenario from the list below best represents your project?

- Individual Residential Construction
- Existing Developed Property
- Stormwater Retrofit Project
- New Development Outside Buffer Zone
- Other

**Total Area of Disturbance - Individual Residential Construction :**

- Less than 1 acre
- 1 acre or more

**Freshwater Wetland Edge Verification**  
A prior request to verify freshwater wetland edge is recommended. If one has been completed, provide the file number for the RIDEM verified edge below :

[Save for later](#)

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## 7. Next is the General Permit Eligibility-Standards

General Permit Eligibility - Standards

**Freshwater Wetlands and Buffer Protection Standards**  
Is all proposed activity located outside of Freshwater Wetlands, and does it meet all Buffer Standards outlined in Section 3.7.1(B) of the Freshwater Wetland Rules? Note that the Residential Infill Lot Buffer Standard cannot be used to meet the Buffer Standard for this General Permit.

- Yes
- No

**Setback Standards**  
\* Does the proposed project meet the setback standards for primary structures and On-Site Wastewater Treatment Systems?

- Yes
- No

**Flood Protection Standard**  
Will the proposed project result in the placement of fill or structures in floodplain or floodway?

- Yes
- No

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8. 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

Carefully 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 permits to sign this application. If they have not yet created an account, click "Send for User" of the bottom left and return to complete this form once the principal owner for owner representation for one 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 submit 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 Address Correct?

- Yes
- No

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## 9. Next is the Person Submitting Screen

## 10. 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

## 11. Next is the Site Information Screen.

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

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

**Freshwater Wetlands: General Permit Application**

**Block Details**

\*Town/City Name  
tally

\*Plat Number  
46

\*Lot Number  
56

Block Number  
4.00

Cancel Save

### 14. Click "Next"

**DEM RHODE ISLAND**

Success Record saved successfully

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

**Freshwater Wetlands: General Permit Application**

Introduction  
General Permit Eligibility - Project Type & Size  
General Permit Eligibility - Standards  
Application Preparer's Information  
Person Submitting  
Existing Application  
Site Information  
Add Plat/Lot  
Owner/Professional Information  
Project Information

**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
tally	46	56	4	

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### 15. 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	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.

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## 16. Next is the Project Information Screen

Project Information

Project Name  
owr

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

\*Have there been previous enforcement actions for this property?  
 Yes  
 No

Save for later

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## 17. Next is the Upload Documents Screen. Click the upload icon to add applicable file(s)

Document Name	Document Description	Uploaded Files (Multiple file upload)
*Project Description	Project description that provides enough detail to show how the project meets the General Permit eligibility requirements.	
*Site Plan	Site plans that meet the relevant requirements of §§ 3.8.4 and 3.8.5.	
Supporting Documents / Letters	Other information required to show the project meets eligibility requirements, such as a DEM Wetlands Edge Verification letter or a DEM pre-application summary letter.	

Save for later

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## 18. Click "Upload Files"

Upload Files

Please attach a copy of the required document.

Note:

1. File size should not exceed 2 GB.
2. File extensions will be accepted only of type doc, docx, pdf, png, tiff, jpg, jpeg, txt, csv.
3. Documents may be uploaded as individual files or as a single merged file on the next page.

Upload Files Or drop files

Cancel

## 19. Click "Done"

Upload Files

blank.pdf  
25 KB

1 of 1 file uploaded

Done

Cancel

## 20. Click "Next"

*Site Plan	Site plans that meet the relevant requirements of §§ 3.8.4 and 3.8.5.	blank
Supporting Documents / Letters	Other information required to show the project meets eligibility requirements, such as a DEM Wetlands Edge Verification letter or a DEM pre-application summary letter.	

Save for later

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21. Next check the attestation box, input your signature, click save, and then click next

Application Preparer's Attestation

I hereby certify that I am an owner of property or an easement subject to this application and 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: 03/03/2025

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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 \$150  
Please click the Pay & Submit button to proceed with the payment.

Save for later Previous Pay & Submit

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

Payment Processing

Transaction Summary: RIDM Learning & Permitting Online \$150.00, RID Interactive Price \$157.50

Need Help? Please complete the Customer Information Section.

Customer Information

Country: United States State: RI City: Johnston ZIP: 02882 Phone Number: 401-252-1000

Next >

23. Next is the Payment Information Screen

Payment Processing

Transaction Summary: RIDM Learning & Permitting Online \$150.00, RID Interactive Price \$157.50

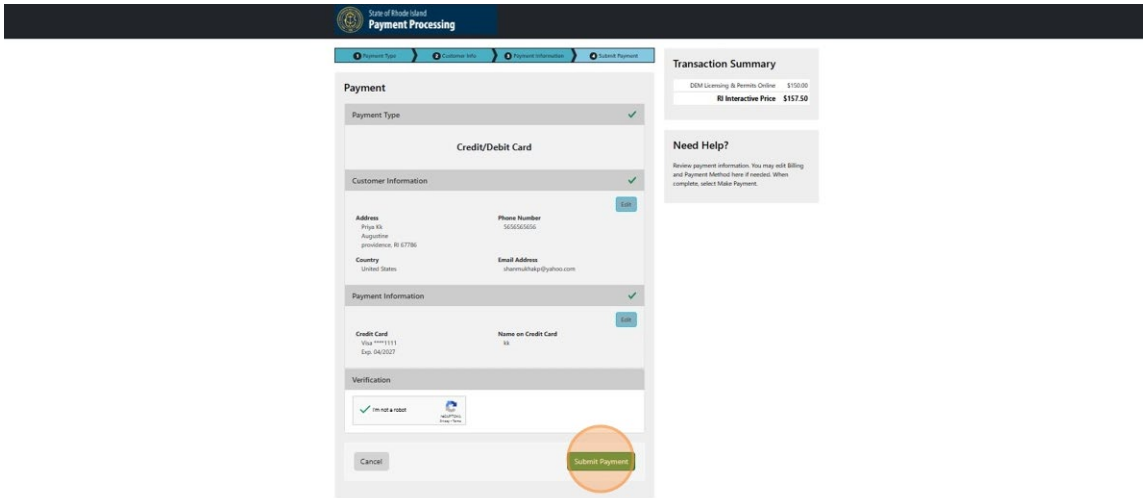
Need Help? Please complete your payment below.

Payment Information

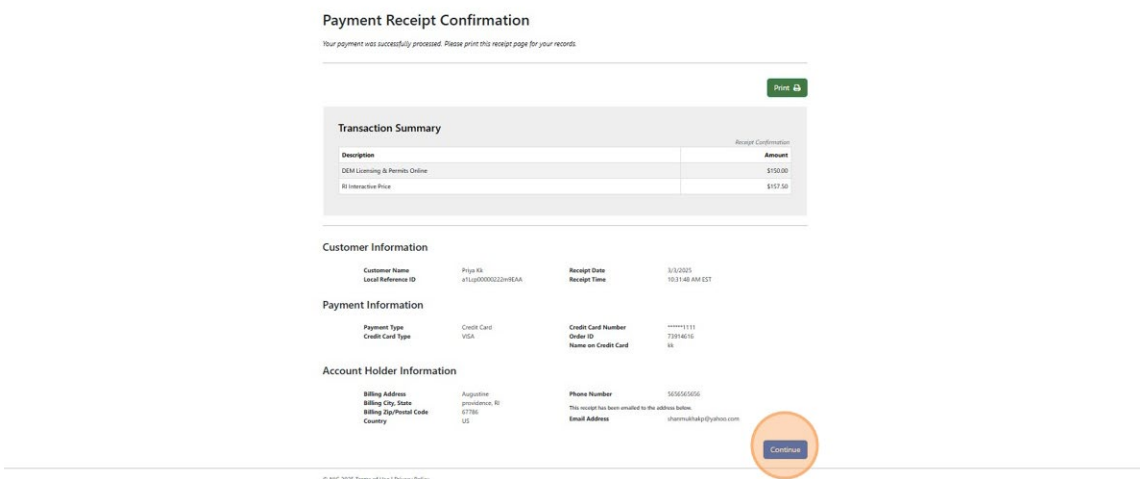
Credit Card Number: 4012001234567890 Credit Card Type: VISA Expiration Month: 03/2027 Security Code: 1234 Name on Card: Priya Kk

Next >

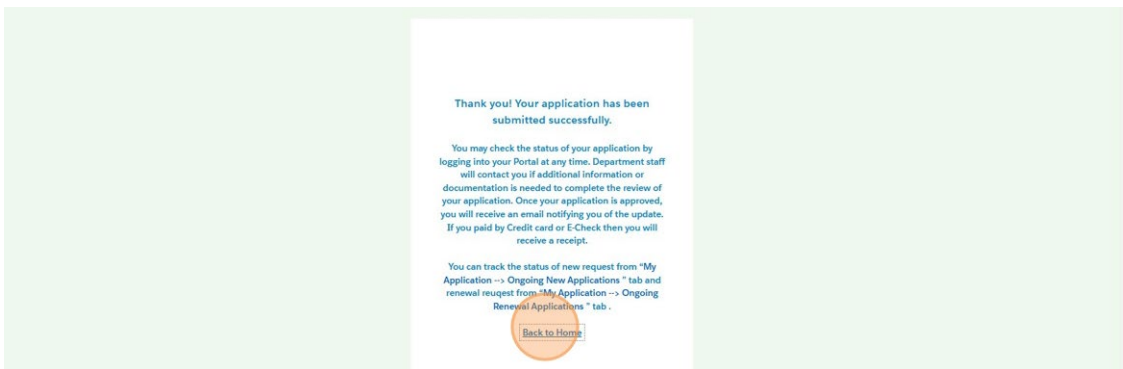
24. Lastly is the Verification Section. Click the checkbox and click Submit Payment



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



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



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