

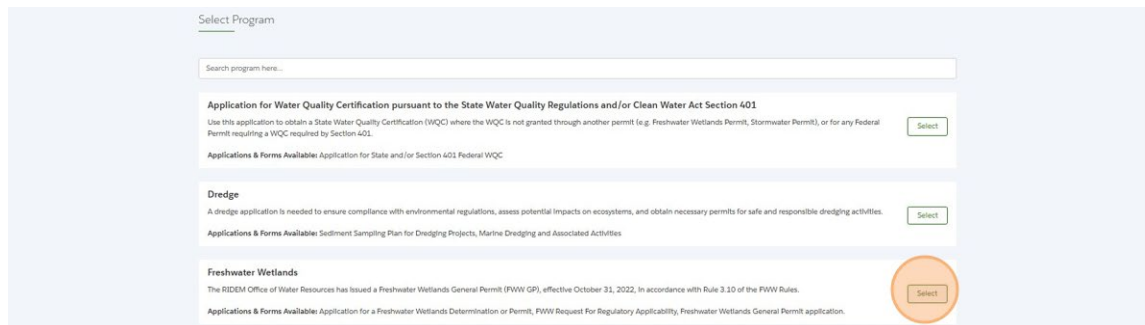


User Guide: Freshwater Wetlands Request for Regulatory Applicability

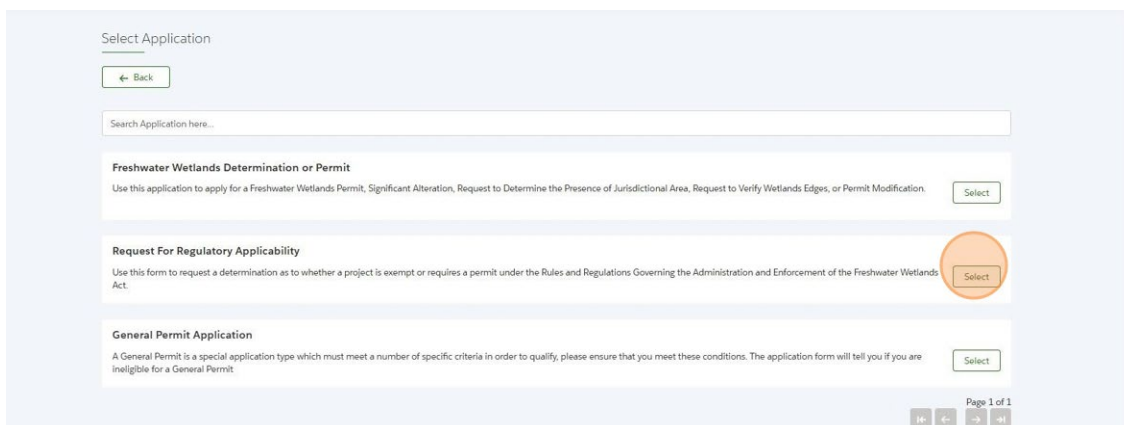
1. Navigate to <https://demri.my.site.com/owr>
2. Click Applications ->Start an Application



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.

The Introduction screen features a vertical navigation menu on the left with the following items: Introduction (highlighted with a green dot), Application Preparer's Information, Person Submitting, Property, Site and Project Information, Owner Information, and Professional Information. The main content area is titled "Introduction" and contains the following text: "The Freshwater Wetlands Request for Regulatory Applicability form is used to determine whether a project proposed is exempt per the various criteria under Rule 3.6 or requires a permit under the Rules and Regulations Governing the Administration and Enforcement of the Freshwater Wetlands Act." Below this is a "Note" stating: "Note: Many projects or activities occurring outside of wetlands may directly or indirectly alter the character of wetlands. Applicants proposing development in undisturbed areas in or near wetlands should submit an Application for Freshwater Wetlands Determination or Permit to obtain a suitable determination in cases where applicability to the Rules is likely." A green "Next" button is located in the bottom right corner, circled in orange.

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.

The "Application Preparer's Information" screen has a navigation menu on the left with items: Introduction, Application Preparer's Information (highlighted), Person Submitting, Property, Site and Project Information, Owner Information, Professional Information, Add Plat/Lot, and Application Preparer's Attestation. The main content area is titled "Application Preparer's Information" and includes a warning: "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." Below this is a "My Profile" link. A "Required" section follows, stating: "Required: If the application Preparer identifies themselves as a lot or owner of property subject to this application or is not authorized to sign on behalf of the owner through an authorized Power of Attorney, note that an owner will need to sign the application before it can be submitted to the department. You must ensure that the principal owner that is sign the application has consented to our inclusion in this guide so that they can consent promptly to sign this application. If they have not yet consented and consent, click 'Save for later' at the bottom left of screen. Complete this form once the principal owner (or owner representative for any owner entity that is not an individual person) has received their clear consent. If the application is for a property that is either owned by multiple additional owners or sponsored by a property with different owners, you will also be prompted to upload owner signature documents near the end of this form." The form contains fields for First Name, Middle Name, Last Name, Telephone, Email, and Home Address (Street, Town/City, State, Zip code). A "Save for later" link and a green "Next" button (circled in orange) are at the bottom.

7. Next is the Person Submitting Screen

The "Person Submitting" screen has a navigation menu on the left with items: Introduction, Application Preparer's Information, Person Submitting (highlighted), Property, Site and Project Information, Owner Information, Professional Information, Add Plat/Lot, and Application Preparer's Attestation. The main content area is titled "Person Submitting" and includes the text: "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." Below this is a section titled "Choose the best option" with radio button choices: "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.", "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)", and "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." A "Save for later" link and a green "Next" button (circled in orange) are at the bottom.

8. Next is the property, site and project information Screen. Click "Next"

The "Property, Site and Project Information" screen has a navigation menu on the left with items: Introduction, Application Preparer's Information, Person Submitting, Property, Site and Project Information (highlighted), Owner Information, Professional Information, Add Plat/Lot, and Application Preparer's Attestation. The main content area is titled "Property, Site and Project Information" and includes the following fields: "Project Type" (text input with "owr" entered), "*Street Abutting Site, with Address" (text input with "234 lakelane"), "*Primary City/Town" (dropdown menu with "Bristol" selected), "*Primary State" (dropdown menu with "Rhode Island" selected), "*Primary Zip Code" (text input with "44322"), "*Nearest Intersecting Street" (text input with "albert"), and "Nearest Utility Pole No." (text input with "10"). Below these are fields for "*Distance (in feet) to property from nearest street intersection:" (text input with "150") and "*Direction to property from nearest street intersection:" (dropdown menu with "North" selected). A "Save for later" link and a green "Next" button (circled in orange) are at the bottom.

9. Next is the Owner Information screen

Owner Information

*Applicant's Name: Priya Kk Title: _____

The applicant must be the owner of the property or easement which is the subject of this application or must be the government agency or entity with power of condemnation over such property or easement.

Name of Representative (if Applicant is an Agency or Entity): _____

*Email: shanmukhkp@yahoo.com *Telephone: (565) 656-5656

*Mailing Address: Augustine

*City/Town: providence *State: Rhode Island *Zip Code: 67786

Additional Applicant Information and Certification in addition to this form

Save for later Previous **Next**

10. Next is the Professional Information Screen

Professional Information

Note: The prime professional (e.g. engineer, biologist, land surveyor, landscape architect, etc.) who participated in the submission and/or preparation of this Request for Regulatory Applicability must Attest

Professional's Name: _____ Company Name: _____

Title: _____ Email: _____ Telephone: _____

Street Address: _____ City/Town: _____ State: Rhode Island Zip Code: _____

Save for later Previous **Next**

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

Add Plot/Lot

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

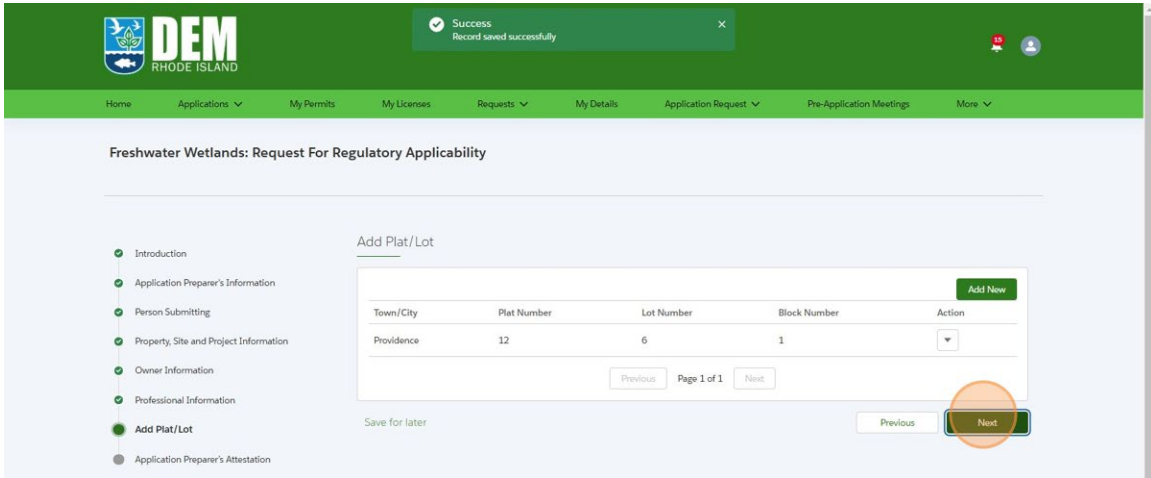
*Plat Number: 12

*Lot Number: 6

Block Number: 1.00

Cancel **Save**

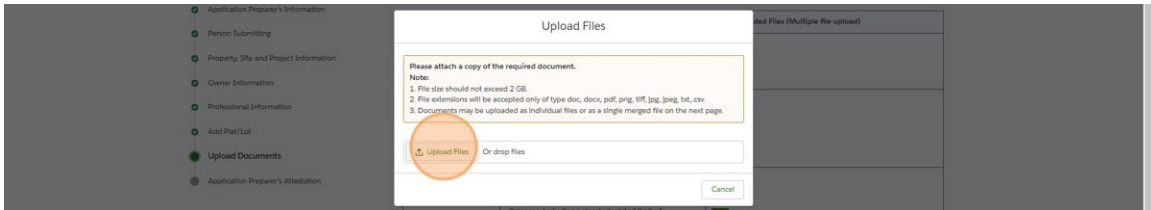
13. Click "Next"



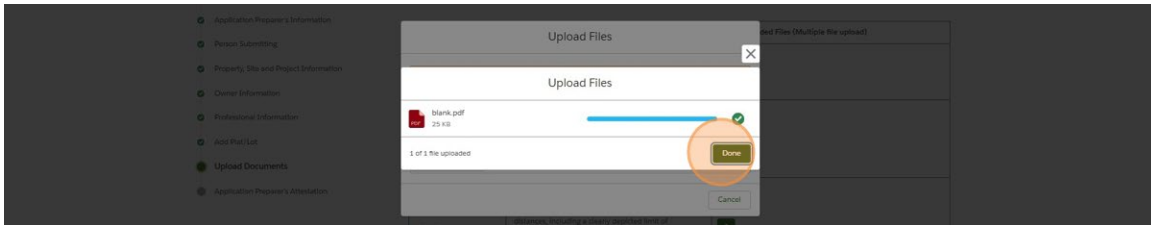
14. Next, Upload Documents by clicking the upload icon to add the applicable file(s)



15. Click "Upload Files"



16. Click "Done"



17. Click "Next"



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

Application Preparer's Attestation

I hereby certify that I have requested and authorized the investigation, compilation, and submission of all 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 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 RIDEM's Administrative Inspection Guidelines [250-RICR-20-05-3].

Note any special conditions for access:

Signature

Save Signature Clear

Applicant Name: Pitka Kk Date: 03/03/2025

Save for later Previous Next

19. 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

20. 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: Pitka Last Name: Kk

Address: 1000 Main St

City: Providence State: RI ZIP/Postal Code: 02903

Email: pitka.kk@providence.com

Save

Transaction Summary

DMR Licensing & Permits Online \$150.00

Transaction Fee \$157.50

Need Help? Please complete the Customer Information Section.

21. Next is the Payment Information Screen

State of Rhode Island
Payment Processing

Payment Type: Credit/Debit Card

Customer Information:

- Address: 1111111111111111
- Phone Number: 20202020
- Country: United States
- Email Address: thernmuhak@yahoo.com

Payment Information:

- Credit Card Number: 4111111111111111
- Credit Card Type: VISA
- Expiration Month: 02 - February
- Expiration Year: 2028
- Security Code: 121
- Name on Credit Card: JK

Payment Address is the same as Customer Information *

Next

Transaction Summary:

- DEM Licensing & Permits Online: \$150.00
- RI Interactive Price: \$157.50

Need Help?
Please complete your payment below.

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

State of Rhode Island
Payment Processing

Payment Type: Credit/Debit Card

Customer Information:

- Address: 1111111111111111
- Phone Number: 20202020
- Country: United States
- Email Address: thernmuhak@yahoo.com

Payment Information:

- Credit Card: Visa ****1111 Exp. 02/2028
- Name on Credit Card: JK

Verification:

- I'm not a robot

Submit Payment

Transaction Summary:

- DEM Licensing & Permits Online: \$150.00
- RI Interactive Price: \$157.50

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

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

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		\$150.00
RI Interactive Price		\$127.50

Customer Information

Customer Name	Priga SA	Receipt Date	3/3/2025
Local Reference ID	a11e0000022F2EAF	Receipt Time	10:17:28 AM EST

Payment Information

Payment Type	Credit Card	Credit Card Number	****1111
Credit Card Type	VISA	Order ID	72814482
		Name on Credit Card	SA

Account Holder Information

Billing Address	Argentine	Phone Number	505655056
Billing City, State	providence, RI		This receipt has been emailed to the address below.
Billing Zip/Postal Code	02904	Email Address	ahammahp@rythm.com
Country	US		

Continue

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24. You can then click 'Back to Home' to return to the 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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