

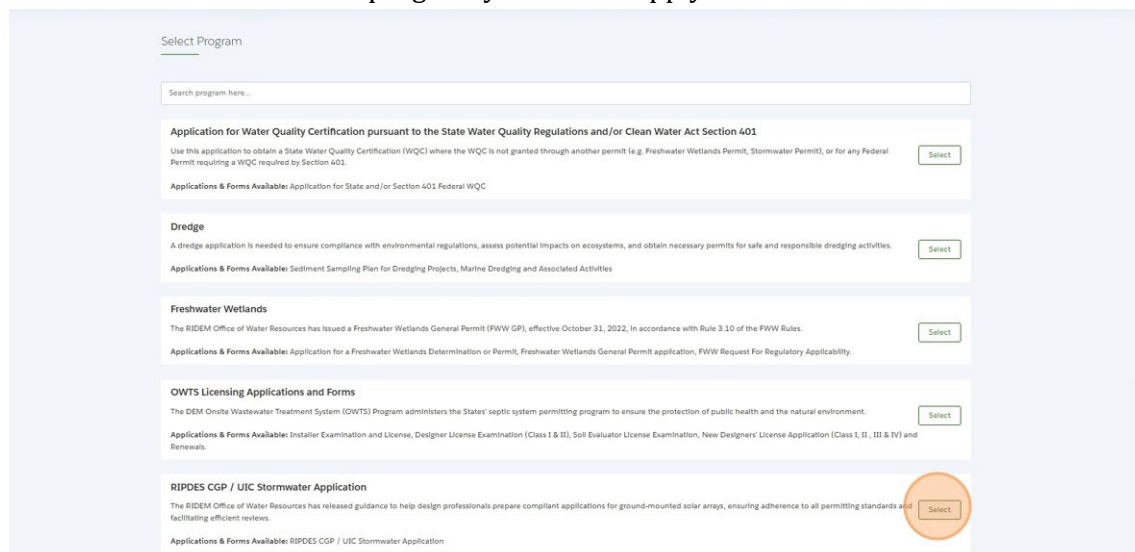


User Guide: RIPDES Construction General Permit (CGP) / Underground Injection Control (UIC) Stormwater Application

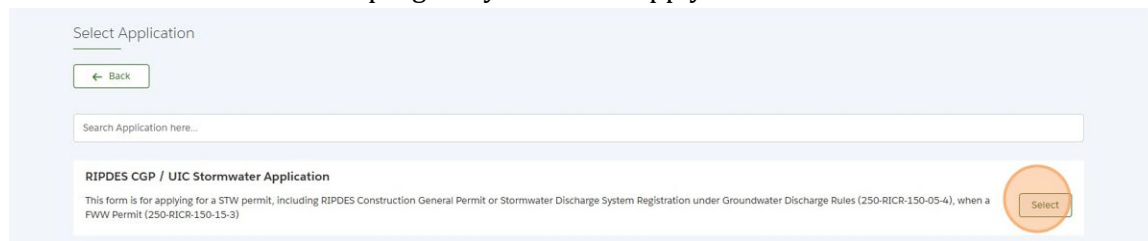
1. Navigate to <https://demri.my.site.com/owr>
2. Click "Start an Application"



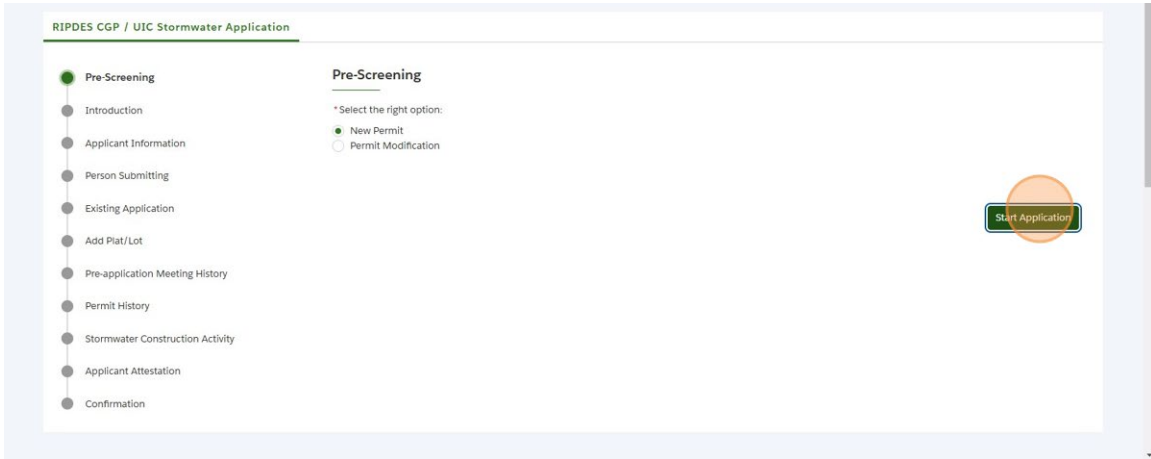
3. Click "Select" next to the program you wish to apply for



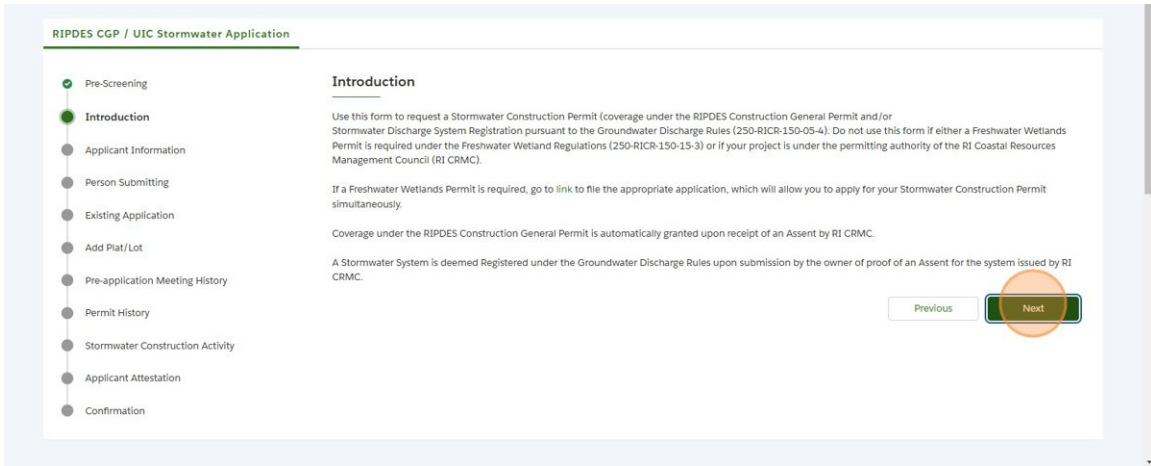
4. Click "Select" next to the program you wish to apply for



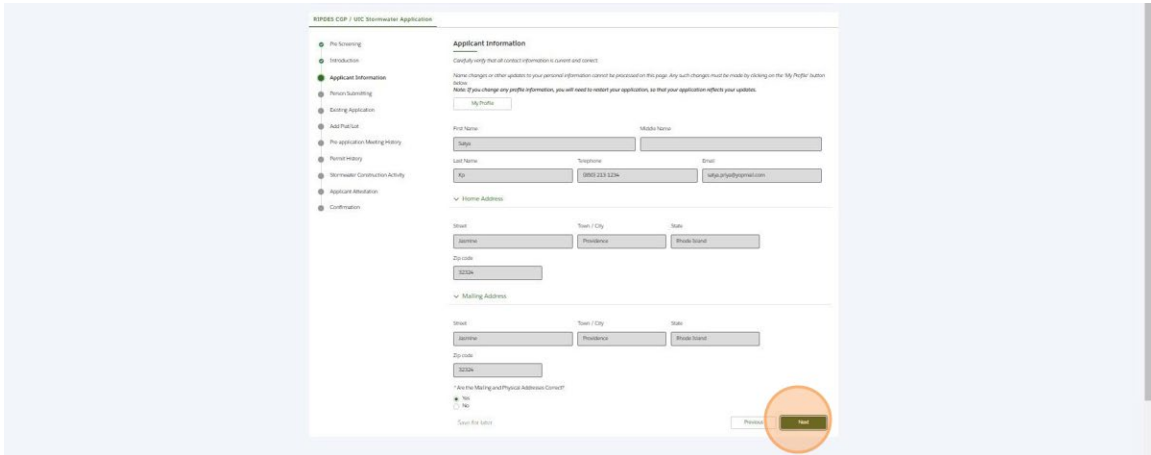
5. First is the Pre-Screening Screen



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



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.**



7. Next is the Person Submitting Screen

8. 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

9. Next is the Site Information Screen.

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

RIPDES CGP / UIC Stormwater Application

Pre-Screening
Introduction
Applicant Information
Person Submitting
Existing Application
Site Information
Add Plot/Lot

Add Plot/Lot

Name	Plat Number	Lot Number	Block Number	Action
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Previous Page 1 of 0 Next

Save for later

Previous Next

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

RIPDES CGP / UIC Stormwater Application

Pre-Screening
Introduction
Applicant Information
Person Submitting
Existing Application
Site Information
Add Plot/Lot
Pre-application Meeting History

Block Details

*Plat Number
234

Lot Number
56

Block Number
4

Cancel Save

12. Click "Next"

RIPDES CGP / UIC Stormwater Application

Pre-Screening
Introduction
Applicant Information
Person Submitting
Existing Application
Site Information
Add Plot/Lot
Pre-application Meeting History

Add Plot/Lot

Name	Plat Number	Lot Number	Block Number	Action
BUILTMORE	234	56	4	

Previous Page 1 of 1 Next

Save for later

Previous Next

13. Next is the Pre-application meeting History screen

RIPDES CGP / UIC Stormwater Application

Pre-Screening
Introduction
Applicant Information
Person Submitting
Existing Application
Site Information
Add Plot/Lot
Pre-application Meeting History
Primary Professional Information
Permit History
Stormwater Construction Activity
Applicant Attestation
Confirmation

Pre-application Meeting History

Was there a Pre-Application Meeting?

Yes
 No

Save for later

Previous Next

14. Next is the Primary Professional Information Screen

RIPDES CGP And/Or UIC Stormwater Application

- Pre-Screening
- Introduction
- Application Preparer's Information
- Person Submitting
- Existing Application
- Site Information
- Add Plat/Lot
- Pre-application Meeting History
- Primary Professional Information**
- Owner/Professional Information
- Permit History
- Stormwater Construction Activity
- Application Preparer's Attestation

Primary Professional Information

*Name: *Email:

*Telephone: *Organization Name:

*Professional Engineer's License ID #:

Add additional professional below if they were involved in the preparation of the application.

Site Relation	Name	Email Address	Phone Number	Action
Owner	neellma	neellma@yopmail.com	(232) 321-3213	<input type="button" value="Add New"/>

Save for later

15. Next is the Permit History Screen

RIPDES CGP / UIC Stormwater Application

- Pre-Screening
- Introduction
- Applicant Information
- Person Submitting
- Existing Application
- Site Information
- Add Plat/Lot
- Pre-application Meeting History
- Primary Professional Information
- Permit History**
- Stormwater Construction Activity
- Applicant Attestation
- Confirmation

Permit History

Provide all other application or file numbers associate with this site:

RI CRMC Assent: US Army Corp. of Engineers: OWTS Application Number:

Freshwater Wetlands Application #: WQC Application #: UIC/GWD Application #:

RIPDES Application #: OLRSM Number: Dredge Application Number:

FERC Project Number:

Save for later

16. Next Screen is the Stormwater Construction Activity

RIPDES CGP / UIC Stormwater Application

- Pre-Screening
- Introduction
- Applicant Information
- Person Submitting
- Existing Application
- Site Information
- Add Plat/Lot
- Pre-application Meeting History
- Primary Professional Information
- Permit History
- Stormwater Construction Activity**
- Applicant Attestation

Stormwater Construction Activity

*Please indicate whether any proposed stormwater system will infiltrate to the groundwater by checking one of the following:

- The project does not propose any infiltration system listed in Section 8.21 of the Stormwater Rules (i.e., no infiltration proposed due to site constraints such as high water table, poor soils, contaminated subsols, LUHPPL, etc.)
- The project proposes an infiltration system listed in Section 8.21 of the Stormwater Rules (i.e. infiltration trench, infiltration gallery, UIC chamber or drywell)

Refer to Groundwater Discharge Rules

*The project proposes discharge of stormwater to waters of the State (Including a Separate Storm Sewer System (MS4)), AND

- Disturbs less than 1 acre of property and is not part of a larger common plan resulting in more than 1 acre of disturbance.
- Disturbs less than 1 acre of property.
- Disturbs more than 1 acre but less than 5 acres of property.
- Disturbs more than 5 acres of property.

Refer to RI Pollutant Discharge Elimination System General Permit

Save for later

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

Document Name	Document Description	Upload Files (Multiple file upload)
* Long Term Operation & Maintenance (LTM) Plan	Comprehensive plan that identifies the key Operation & Maintenance information for the site including the responsible party, the type and location of each BMP, and all related inspection and maintenance activities, and long term pollution prevention items. This document must also include a BMP location map. This is a highly binding document that is necessary to meet the requirements of Stormwater Rule 260 RCR 140 10 & 17.	+
* Owner Attributions	Upload additional signature pages, in (digital??) format using (digital Certificate?) digital signatures, for each additional an Applicant/Owner subject to this application, as applicable.	+
* Site Plans	Plans drawn in a scale no smaller than one inch (1") equals one hundred feet (100)' (1" = 100') with site block, original date of the plan, sheet block map, signed drawing of all meetings or speeches, magnetic north arrow, entire property boundaries, depth and sufficient land to front and parcel, and accurate scale. "Stamped and Signed by Rhode Island Professional Engineer"	+
* Stormwater Design Summary	Appendix A Checklist (10) Planning Assessment	+
* Stormwater Management Report	Stormwater Narrative, Calculations, Hydrology & Hydraulic Modeling/Analysis with per and post development drainage diagrams, Soil Finalization logs, Pre and Post Development Stormwater Maps, etc. "Stamped and Signed by Rhode Island Professional Engineer"	+
Pollutant Loading Analysis	Technical analysis comparing predicted loading for pre and post development conditions for sites that discharge to surface waters that either have a listed requirement or have been issued a Pollution Control Daily Loading (PCDL). This analysis is not required if the project is preparing to utilize the entire water quality volume, and the pollutant of concern is not nitrogen. Refer to Stormwater Rule 260 RCR 140 10 Sections 8.36, 8.37 and 8.38 for more detailed information.	+
WQC Plan	Soil Erosion & Sediment Control Plan that documents pertinent project details and identifies the key measures that must be taken in order to sufficiently meet the requirements specified in Stormwater Rule 260 RCR 140 10 & 16.	+
Supporting Documents	Any additional information that will help facilitate stormwater engineering review (i.e., independent inspection coverage map, documentation involving known upstream site contamination, concentrated hydrologic loading feasibility map, etc.)	+

18. Click "Upload Files"

19. Click "Done"

20. Click "Next"

The screenshot shows a table with two rows and two columns. The first row is for the 'SWMP Plan' and the second row is for 'Supporting Documents'. Each row has a text area for a description and a green 'Add' button. Below the table are 'Save for later', 'Previous', and 'Next' buttons.

SWMP Plan	Soil Erosion & Sediment Control Plan (that documents permit project details and identifies the best practices that must be taken in order to sufficiently meet the requirements specified in Stormwater Rule 2015-RIP-018-018)	<input type="button" value="Add"/>
Supporting Documents	Any additional information that will help facilitate stormwater engineering review (i.e., hydrogeology, engineering coverage, etc., documentation, meeting notes) (potential site visitation, conceptualized hydrologic loading feasibility, etc.)	<input type="button" value="Add"/>

Save for later

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

The screenshot shows the 'Application Attestation' screen. It includes a success message at the top: 'Success Your Signature Is Stored Successfully'. A navigation menu is at the top with options like Home, Applications, My Information, My Permits, My Licenses, Requests, Pending Requests, My Details, and More. The main content area has a sidebar with steps from Pre-Screening to Confirmation. The 'Applicant Attestation' step is active. It contains a checkbox that is checked, a signature box with a blue ink signature, and 'Save Signature' and 'Clear' buttons. Below the signature box are input fields for 'Applicant Name' (Salya Kp) and 'Date' (01/17/2025). At the bottom are 'Save for later', 'Previous', and 'Next' buttons.

RIPDES CGP / UIC Stormwater Application: RIPDES CGP / UIC Stormwater Application

RIPDES CGP / UIC Stormwater Application

Applicant Attestation

I certify under penalty of law that I've requested and authorized the investigation, compilation, and submission of all the information, in whatever form, contained in this Application; I have personally examined and am familiar with the information submitted herein; and based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the information is true, accurate and complete.

I'm aware that it's the owner's responsibility to implement or hire a qualified contractor responsible to implement any required Soil Erosion and Sediment Control Plan, so as to effectively control stormwater discharges leaving the site during the construction period.

I 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.

Signature

* Applicant Name: Salya Kp Date: 01/17/2025

Save for later

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

The screenshot shows the 'Payment' screen. It includes the same navigation menu as the previous screen. The sidebar shows the 'Payment' step as active. The main content area has a 'Payment Mode' dropdown menu set to 'Credit Card'. Below it, it states 'The amount to be paid is \$400' and 'Please click the Pay & Submit button to proceed with the payment.' At the bottom are 'Save for later', 'Previous', and 'Pay & Submit' buttons.

RIPDES CGP / UIC Stormwater Application

Payment

* Payment Mode: Credit Card

The amount to be paid is \$400

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

Save for later

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

The screenshot shows the 'Customer Information' section of the payment page. The 'Payment Type' is 'Credit/Debit Card'. The 'Customer Information' section includes fields for Country (United States), First Name (Sally), Last Name (Jaenicke), Address (32324), City (Providence), State (Rhode Island), ZIP/Postal Code (32324), Phone Number (8502131234), and Email (sally.pryor@gmail.com). A 'Next >' button is highlighted with a red circle. To the right, the 'Transaction Summary' shows 'DEM License & Permits Online' for \$400.00 and 'RI Interactive Price' for \$420.00. Below it, a 'Need Help?' section asks the user to complete the Customer Information Section.

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24. Next is the Payment Information Screen

The screenshot shows the 'Payment Information' section of the payment page. The 'Payment Type' is 'Credit/Debit Card'. The 'Customer Information' section is pre-filled with the same details as in the previous screenshot. The 'Payment Information' section includes fields for Credit Card Number (4111111111111111), Credit Card Type (VISA), Expiration Month (04 April), Expiration Year (2021), Security Code (433), and Name on Credit Card (JK). A 'Next >' button is highlighted with a red circle. To the right, the 'Transaction Summary' and 'Need Help?' sections are the same as in the previous screenshot.

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25. 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: Satya Kp, Pawtucket, RI 02824; Phone Number: 8502131234; Country: United States; Email Address: satya.priya@gmail.com

Payment Information: Credit Card: Visa ****1111; Name on Credit Card: SA

Verification: I'm not a robot

Buttons: Cancel, Submit Payment

Transaction Summary: DEM Licenses & Permits Order: \$400.00; RI Interactive Price: \$420.00

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

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.

Print

Description	Amount
DEM Licenses & Permits Order	\$400.00
RI Interactive Price	\$420.00

Customer Information: Customer Name: Satya Kp; Local Reference ID: a1Lu000001QWIEAG; Receipt Date: 1/11/2025; Receipt Time: 03:30:39 PM EST

Payment Information: Payment Type: Credit Card; Credit Card Type: VISA; Credit Card Number: ****1111; Order ID: 72881208; Name on Credit Card: SA

Billing Information: Billing Address: Pawtucket, RI 02824; Billing City, State: Pawtucket, RI 02824; Billing Zip/Postal Code: 02824; Country: US; Phone Number: 8502131234; Email Address: satya.priya@gmail.com

Continue

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27. 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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