



User Guide: UIC Notification - Completion of Construction and Installation

1. Log in to the OWR Portal at <https://demri.my.site.com/owr>
2. Click on **Requests** tab

Welcome to the Office of Water Resources (OWR) Application Portal for Groundwater and Freshwater Wetlands Protection Programs

This secure portal allows you to submit and manage permits, licenses, certifications, and other applications for the Office of Water Resources' Groundwater Protection and Freshwater Wetlands Programs. Submit applications anytime, 24/7 and allows you to save your progress and return anytime to complete your application.

Guidance Quick Links

- [User Guides and FAQs](#)
- [Request Technical Assistance](#)

3. Click "UIC Notification"

Welcome to the Office of Water Resources (OWR) Application Portal for Groundwater and Freshwater Wetlands Protection Programs

This secure portal allows you to submit and manage permits, licenses, certification or the Office of Water Resources' Groundwater Protection and Freshwater Wetlands Programs. Submit applications anytime, 24/7 and allows you to save your progress and return anytime to complete your application.

Guidance Quick Links

- [User Guides and FAQs](#)
- [Request Technical Assistance](#)

4. Click "New Notifications"

If you are submitting a UIC notification request/application for either Completion of Construction and Installation of either Stormwater or Groundwater Discharge System, or Temporary Cessation of a Groundwater (or Stormwater) Discharge, or Termination of a Groundwater (or Stormwater) Discharge, with systems that HAVE or HAVE NOT previously been registered with RIDEM, please click on 'New Notification' button below to begin.

New Notifications

Request Number	Request Type	Request Status	Received On	Board	Action

5. Click "Start Notification" Next to the application you would like to apply for

Notification	Action
Termination of a Groundwater Discharge	Start Notification
Temporary Cessation of a Groundwater Discharge	Start Notification
Commencement of a Groundwater Discharge	Start Notification
Completion of Construction and Installation	Start Notification

6. First Existing RIDEM Permit Screen.

Existing RIDEM Permit

* Do you have the number of a previous or current RIDEM application submitted, or RIDEM permit on record? You may provide another agency's permit or assent number later in this request form.

Yes

No

Save for later

Next

7. Next is the Person Submitting Screen

Person submitting

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

I own the site as an individual

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)

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

Save for later

Previous

Next

6. Next is the Owner 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.

Note: If you change any profile information, you will need to resubmit your application, as that your application reflects your updates.

My Profile

First Name Middle Name

Phone Telephone Email

Last Name

Address

Home Address

Street Town / City State

Zip code Zip+4

Mailing Address

Street Town / City State

Zip code Zip+4

Are My Mailing and Physical Address Correct?

Yes

No

Save for later

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7. Next is the Introduction Screen

Introduction

Use this form to provide your request for Notification that Construction and Installation of the Groundwater or Stormwater Discharge System that was Registered or Approved by RIDEM or for Notification of a Stormwater Discharge System that was Registered or Approved by the Coastal Resources Management Council (CRMC), in accordance with agency regulations and approved permit or assent conditions, respectively. This Notification should be submitted to RIDEM within 30 days after completion of construction and installation of the groundwater or stormwater discharge system.

If the system was authorized by DEM and was issued in the form of a Groundwater Discharge System Approval (as opposed to a Registration), you will also be asked to provide confirmation of completion of installation and construction of monitoring wells, and to upload boring logs and construction & installation details of the monitoring wells.

Save for later

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8. Next is the Site Information Screen

Notification : Completion of Construction and Installation

Existing RIDEM Permit
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Site Information
Add Plat/Lot
Owner/Professional Information
Application Preparer's Attestation
Confirmation

Site Information

Site Address

Please provide all of the following information related to the proposed project site. If available, provide the street address number in the "Street" field.

Street: 222 Exchange, Town/City: Amherst, State: Rhode Island, Zip Code: 01002

Please make sure under the full 6 digits after the decimal point to ensure that you are entering your project to the correct site. DO NOT input zeros for the final digits of the latitude or longitude unless those are the actual values for the location of your project.

Latitude (Starts with 4 or 42, followed by 6 decimal numbers): 41.234567, Longitude (Starts with 71, followed by 6 decimal numbers): 71.423456

Owner Details

Applicant is identified as an owner of the property or easement subject to the application. If the owner is an organization instead of an individual person, use the "First Name Last Name" fields here for the officer or other authorized representative signing on behalf of the organization.

Name (First Name and Last Name): J.P. Smith, Email: jsmith@jpsmith.com, Telephone: (508) 686-5678

Street Address: 123 Main St, Town/City: Providence, State: Rhode Island, Zip Code: 02903

Organization Name: JPSmith Inc, Title: Administrator, Organization Type: Corporation

Automatic Registration of Stormwater Storage System (If you are filing this notification for a stormwater discharge system that was approved through a DRMC report, please provide the report number here):

Does the groundwater discharge system construction was completed? Yes/No/Not Sure

Describe any conditions encountered during construction and installation that may have resulted in changes or modifications to the groundwater discharge system, as approved:

Save for later Previous **Next**

9. Click "Add New" to add the Plat/Lot/Block Information to proceed.

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Add Plat/Lot

Town/City	Plat Number	Lot Number	Block Number	Action
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Save for later Previous **Next**

10. Click "Save" to Return to the Application.

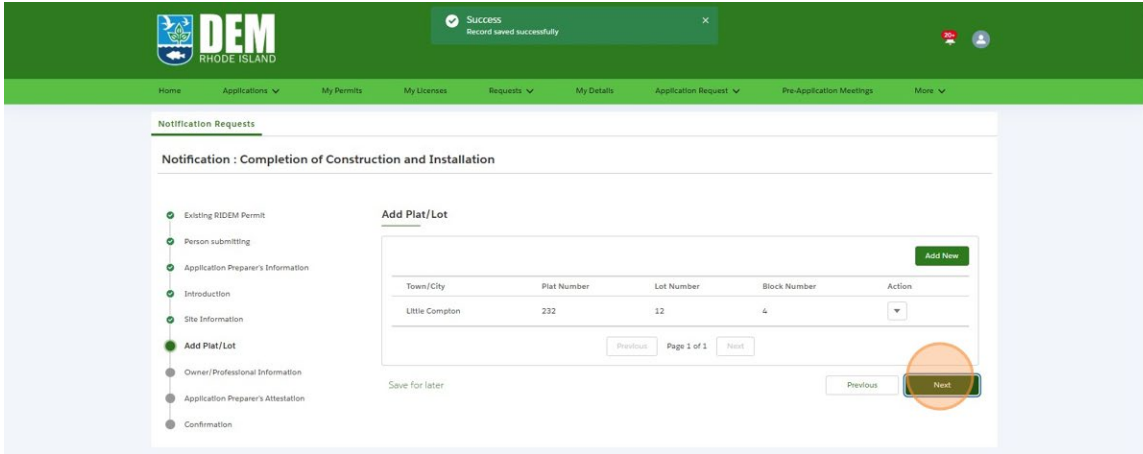
Block Details

Town/City Name: Little Compton

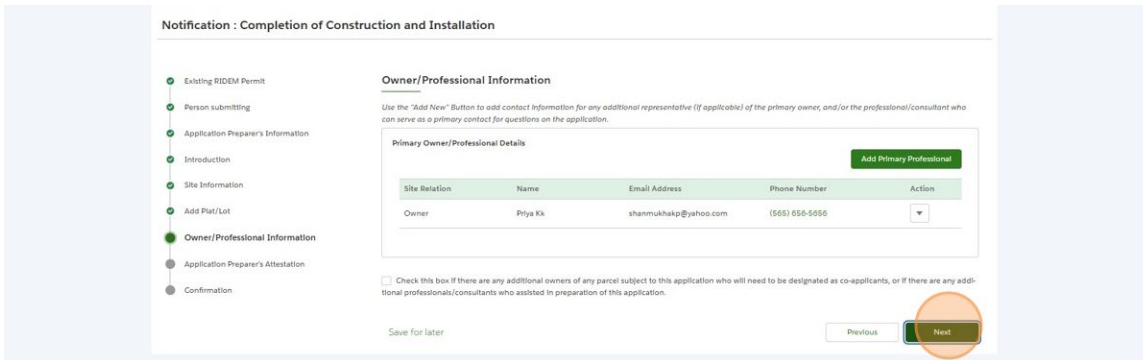
*Plat Number: 202, *Lot Number: 12, Block Number: 4.00

Cancel **Save**

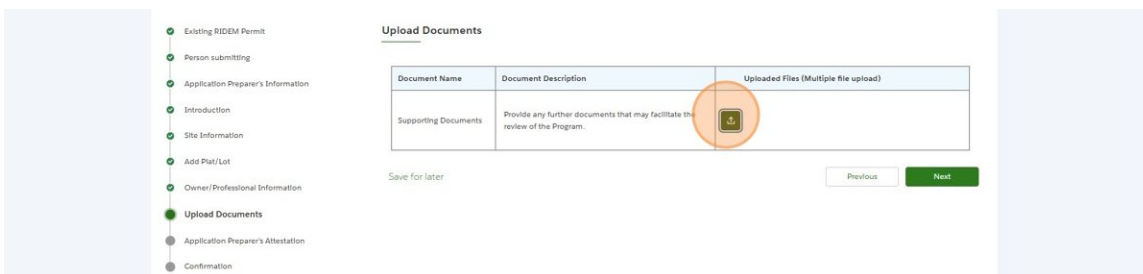
11. Click "Next"



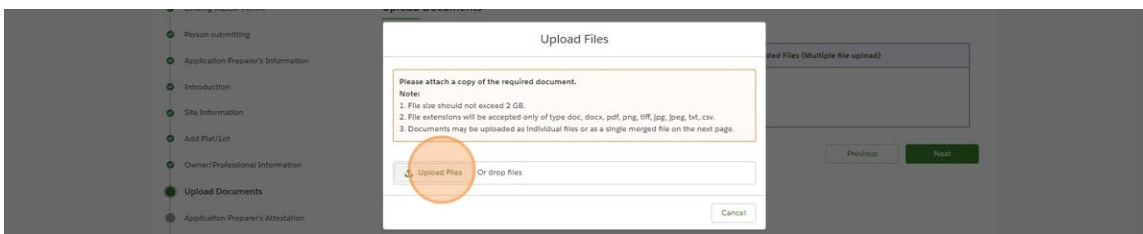
12. Next is the Owner/Professional Information Screen.



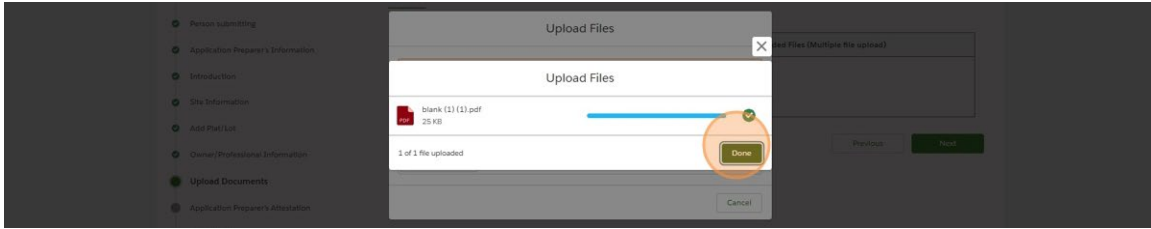
13. Next is the Document Upload Screen. Click on the upload icon to add applicable file(s)



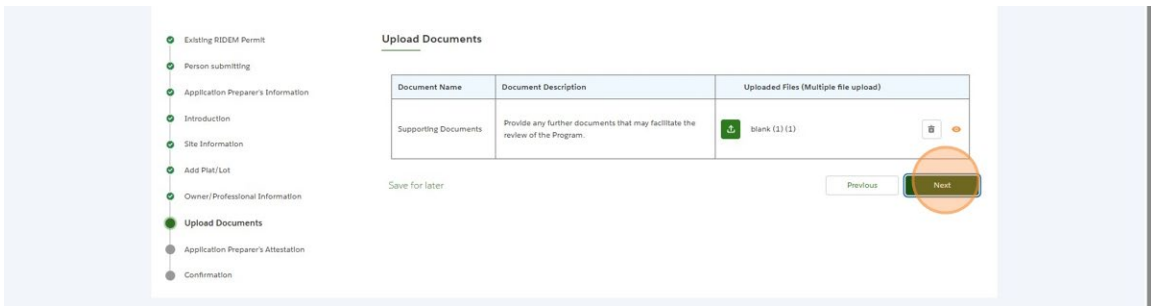
14. Click "Upload Files"



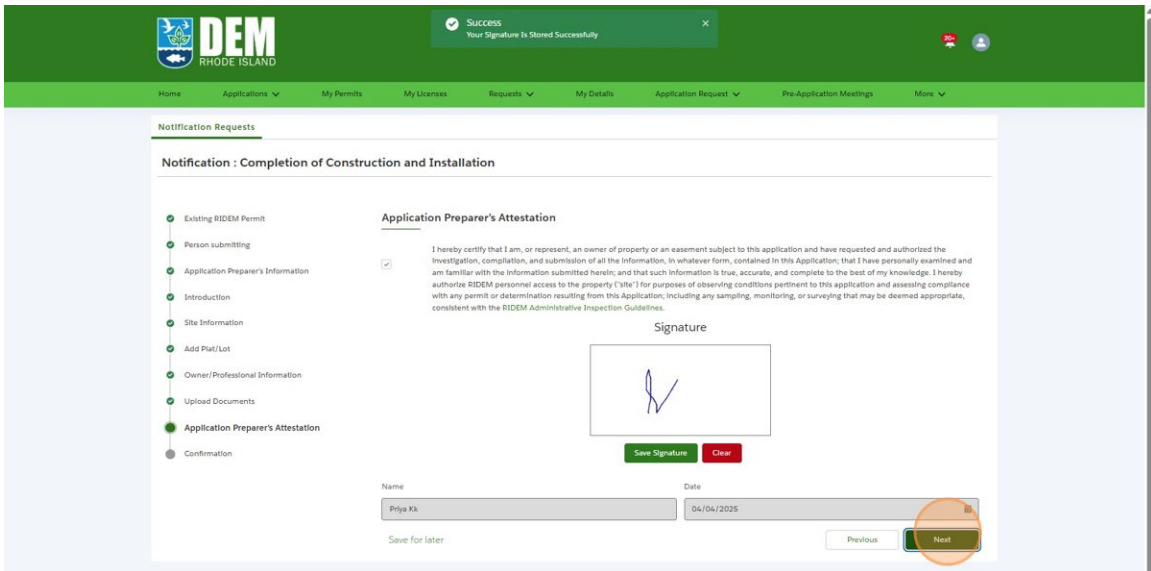
15. Click "Done"



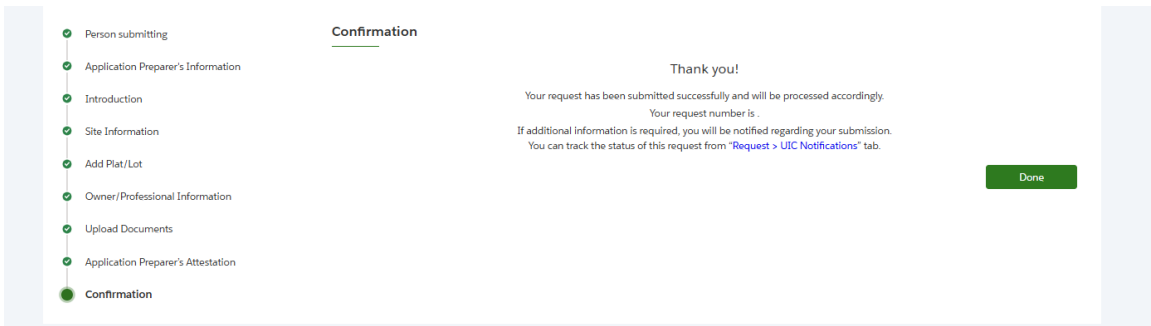
16. Click "Next"



17. Next check the Application Attestation box, input signature, click on Save and then Next



Next is the Confirmation Screen



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