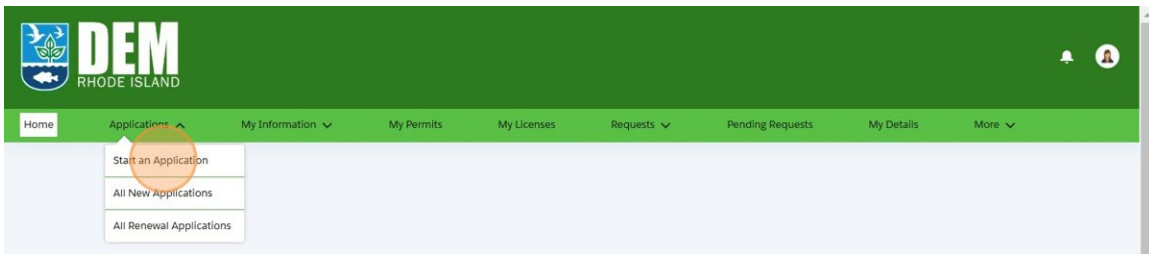




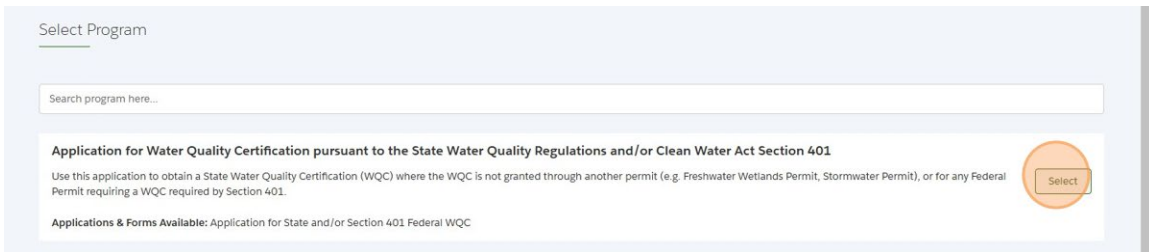
Rhode Island
Department of Environmental Management
Office of Water Resources
Groundwater and Freshwater Wetlands Protection
235 Promenade Street, Providence, Rhode Island 02908

Use Guide: Application for Water Quality Certification pursuant to the State Water Quality Regulations and/or Clean Water Act Section 401

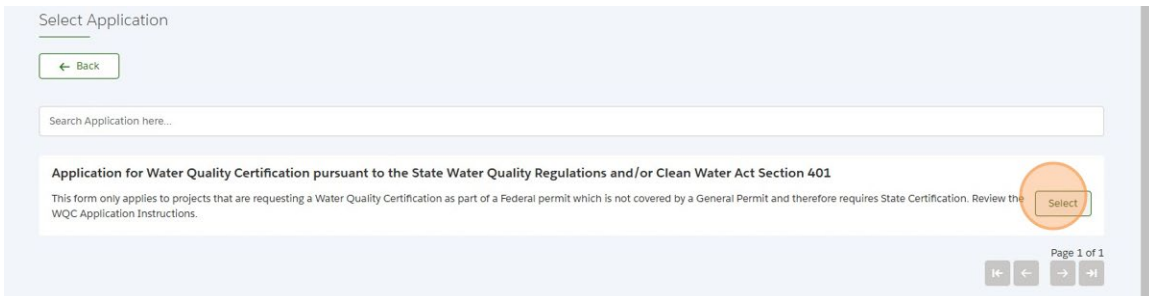
1. Navigate to <https://demri.my.site.com/owr>
2. Click on Applications -> Start an Application



1. Click on 'Select' next to the Program you would like to apply for



2. Click on 'Select' next to the Application you would like to apply for



3. Next is the Pre-Screening Screen

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

5. 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.

6. Next is the Person Submitting Screen

The screenshot shows the 'Person Submitting' screen. On the left is a vertical progress bar with steps: Pre-Screening, Introduction, Applicant Information, Person Submitting (highlighted), Existing Application, Add Plat/Lot, and Pre-application Meeting Request. The main content area is titled 'Person Submitting' and includes the instruction '*Choose the right option'. There are three radio button options: '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.', and '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)'. A third option is 'I am a professional consultant authorized to prepare the application on the owner's behalf, with the owner separately attesting to the application on-line.'. Below the options is a 'Save for later' link and two buttons: 'Previous' and 'Next' (highlighted with an orange circle).

7. 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

The screenshot shows the 'Existing Application' screen. The progress bar on the left highlights 'Existing Application'. The main content area is titled 'Existing Application' and asks '*Do you have any existing location/site submitted?'. There are two radio button options: 'Yes' and 'No' (selected). Below the options is a 'Save for later' link and two buttons: 'Previous' and 'Next' (highlighted with an orange circle).

8. Next is the Site Information Screen

The screenshot shows the 'Site Information' screen. The progress bar on the left highlights 'Site Information'. The main content area is titled 'Site Information' and contains several input fields and sections. The 'Location Name' field is filled with 'salye'. The 'Site Address' section includes fields for Street (filled with 'jasmine'), Town/City (filled with 'Providence'), State (filled with 'Rhode Island'), and Zip Code (filled with '23232'). The 'Project Name' field is filled with 'OWB'. The 'Water Body Class' dropdown is set to 'A'. The 'Water Body Name' field is empty. There are also fields for 'Total Site Area(acres)', 'Site to be Disturbed(acres)', 'RIDOT PSD #', and 'RI Contract #'. A 'Consent Utility Pole Number' field is empty. A checkbox 'Is the project site a linear project along a right-of-way?' is unchecked. There are latitude and longitude fields, both filled with '41.343443' and '-71.334344' respectively. The 'Owner Details' section includes fields for Name (filled with 'Salye Kip'), Email (filled with 'salye.kip@gmail.com'), Telephone (filled with '(850) 213-1234'), Organization Name, Title, and Organization Type. A note states: 'The permit will remain active for three years. If this duration is insufficient for WQC, please indicate the number of years you would prefer for your permit to remain active.' Below this is a dropdown menu. A checkbox 'Is Owner Address same as Site Address?' is checked. There is an 'Enforcement Number' field and a 'Save for later' link. At the bottom right are 'Previous' and 'Next' buttons, with 'Next' highlighted by an orange circle.

9. Next is the Add Plat/Lot Screen. Click on Add new button

Add Plat/Lot

Name	Plat Number	Lot Number	Block Number	Action
------	-------------	------------	--------------	--------

Previous Page 1 of 0 Next

Save for later Previous Next

10. Enter details of Plat, Lot and Block Numbers and then click on Save.

Add Plat/Lot

Block Details

* Plat Number
345

Lot Number
14

Block Number
4

Cancel Save

11. Click "Next"

Add Plat/Lot

Name	Plat Number	Lot Number	Block Number	Action
satya	345	14	4	▼

Previous Page 1 of 1 Next

Save for later Previous Next

12. Next is the Pre-Application Meeting Request

Pre-application Meeting Request

*Was there a Pre-Application Meeting?

Yes

No

Save for later Previous Next

13. Next is the Primary Professional Information. Complete all the fields and click Add New.

Primary Professional Information

* Name: satya * Email: satya@kp.com

* Telephone: (434) 544-5435 * Organization Name: kyra

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

Site Relation	Name	Email Address	Phone Number	Action
				Add New

Select the Site Relation and complete all the fields and then Click on Save.

Additional Owner/Professional Information

* Site Relation: Owner Professional

* Name: satya Title: Administrator

Organization Name: kyra Organization Type: Company

Mailing Address

* Street Number and Name: 123.jasmine * City/Town: Providence

* State: Rhode Island * Zip Code: 32321

* Phone Number: (343) 243-5436 * Email Address: satyakp@yopmail.com

[Cancel](#) [Save](#)

14. Click "Next"

Primary Professional Information

* Name: satya * Email: satya@kp.com

* Telephone: (434) 544-5435 * Organization Name: kyra

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

Site Relation	Name	Email Address	Phone Number	Action
Owner	satya	satyakp@yopmail.com	(343) 243-5436	▼

Save for later [Previous](#) [Next](#)

15. Next is the Permit History Screen

- Pre-Screening
- Introduction
- Applicant Information
- Person Submitting
- Existing Application
- Site Information
- Add Plat/Lot
- Pre-application Meeting Request
- Primary Professional Information
- Permit History**
- Water Quality Certification(WQC)
- Supplemental Water Quality Certification

Permit History

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

RI CRMCM Assent:	US Army Corp. of Engineers:	OWTS Application Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Freshwater Wetlands Application #	WQC Application #	UIC/GWD Application #
<input type="text"/>	<input type="text"/>	<input type="text"/>
RIPDES Application #	OLRSM Number	Dredge Application Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
FERC Project Number		
<input type="text"/>		

Save for later

16. Next is the Water Quality Certification(WQC) Screen

- Pre-Screening
- Introduction
- Applicant Information
- Person Submitting
- Existing Application
- Site Information
- Add Plat/Lot
- Pre-application Meeting Request
- Primary Professional Information
- Permit History
- Water Quality Certification(WQC)**
- Supplemental Water Quality Certification

Water Quality Certification(WQC)

Select all project type(s):
* Check all that apply:

- Fill in Waters of the US not covered by RI General Permit issued by USACE
- Fill in Waters of the US requiring Individual Permit from USACE
- Fill in coastal wetlands or below Mean High Water in any coastal waters
- Harbor Management Plan
- Marinas-New Construction or Expansion, Change in MPL or boat counts
- WQC for FERC License for Hydropower or Interstate Pipeline
- New or replacement bridge requiring approval of US Coast Guard
- Surface water (any amount) or groundwater withdrawal (>10,000 GPD) that does not require a DEM Freshwater Wetlands Permit
- Stormwater Discharges that are not permitted through RIDEM or through issuance of an Assent from RICRMC (such as instances where RICRMC will issue a Federal Consistency Determination instead of an Assent for Federal agency projects)

[Refer to Water Quality Rules and Application Guidance](#)

Save for later

17. Next is the Supplemental Water Quality Certification Request form

- Pre-Screening
- Introduction
- Applicant Information
- Person Submitting
- Existing Application
- Site Information
- Water Quality Certification(WQC)
- Supplemental Water Quality Certification

Supplemental Water Quality Certification Request Form

Please check this box if any of the following applies to your project, to identify it as a project that requires a Water Quality Certification under Section 401 of the Clean Water Act in addition to a WQC under the State Water Quality Regulations:

- Requires an Individual Permit from the US Army Corps of Engineers (USACE) for fill in Waters of the US.
- Permit is required from the USACE for a new or expanded marina (including changes to MPL and boat counts).
- License is required from the Federal Energy Regulatory Commission which requires a Section 401 WQC.
- US Coast Guard approval is required for a new or replacement bridge.

Save for later

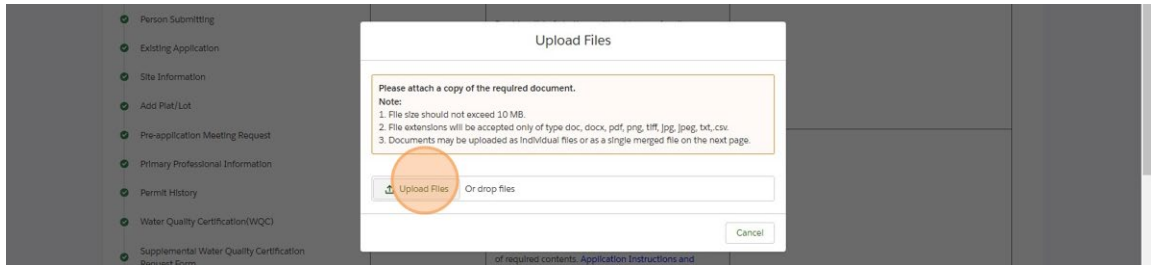
18. Next is the Upload Documents Screen. Click the upload icon to add applicable file(s)

- Pre-Screening
- Introduction
- Applicant Information
- Person Submitting
- Existing Application
- Site Information
- Add Plat/Lot
- Pre-application Meeting Request
- Primary Professional Information
- Permit History
- Water Quality Certification(WQC)
- Supplemental Water Quality Certification**

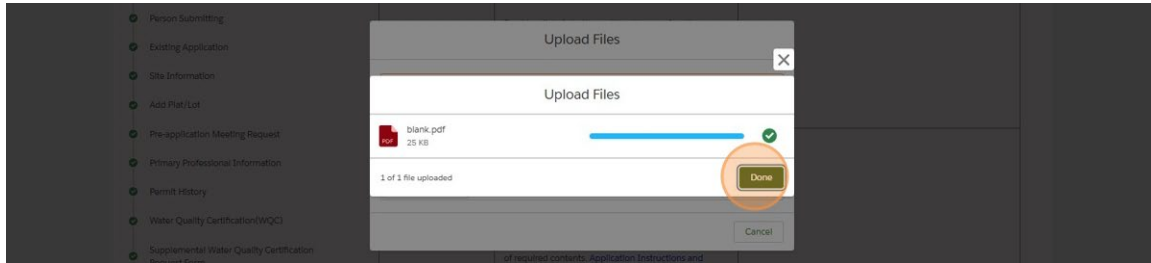
Upload Documents

Document Name	Document Description	Uploaded Files (Multiple file upload)
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> List of abutters 	Provide a list of abutters, with addresses, for all properties directly abutting the property on which the project is proposed. This list is not required for requests that do not involve proposed construction, such as for WQC requests for Harbor Management Plans or for revisions to Marina Perimeter Limits where no new or expanded dock or berth structures are proposed.	<input type="button" value="Upload"/>
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Project Narrative 	Provide a project-specific narrative that describes in detail the scope of work and the anticipated water quality impacts resulting from the entire project. The narrative should also include details of any proposed impact mitigation, alternatives analysis, species and habitat assessments or inventories, and anything else that may serve to describe the project and associated impacts in detail. See the document for further details	<input type="button" value="Upload"/>

19. Click "Upload Files"



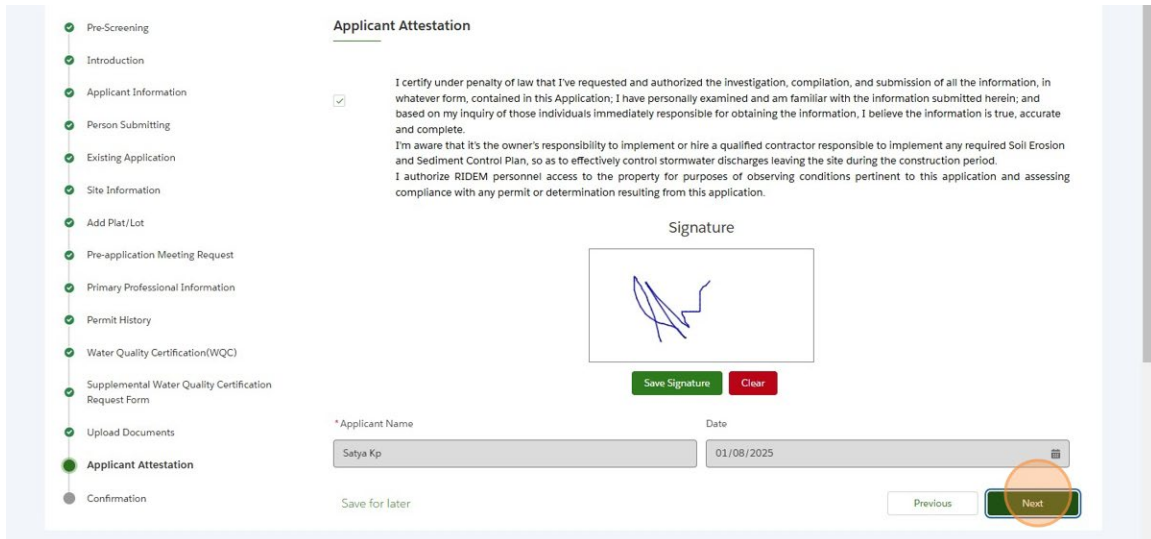
20. Click "Done"



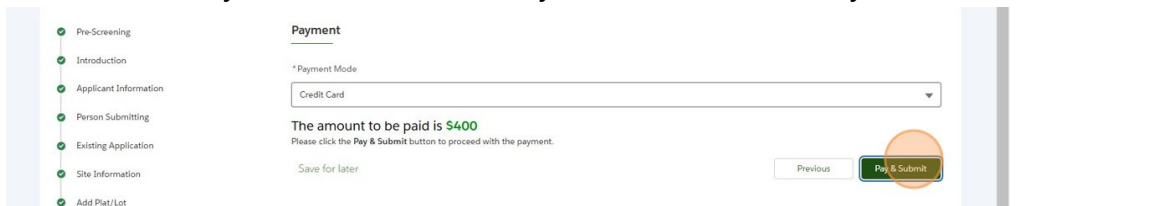
21. Click Next



22. Next click the Application Attestation box, input signature, and click save and then next



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



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

The screenshot shows the 'Payment Processing' interface. The 'Payment' section is set to 'Credit/Debit Card'. The 'Customer Information' section is active and contains the following fields: Country (dropdown), State (dropdown), First Name, Last Name, Date of Birth, Address (street, city, state, zip), Phone Number, and Email. A 'Submit' button is highlighted with an orange circle. To the right, a 'Transaction Summary' box shows 'DDM Licenses & Permits Online' for \$420.00 and 'RI Interactive Price' for \$420.00. Below it is a 'Need Help?' link.

25. Next is the Payment Information Screen

The screenshot shows the 'Payment Processing' interface. The 'Payment Information' section is active and contains the following fields: Credit Card Number, Credit Card Type (VISA), Expiration Month, Expiration Year, Security Code, and Name on Credit Card. A 'Submit' button is highlighted with an orange circle. To the right, the 'Transaction Summary' and 'Need Help?' sections are visible.

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

The screenshot shows the 'Payment Processing' interface. The 'Verification' section is active and contains a checkbox labeled 'I'm not a robot' with a reCAPTCHA logo. A 'Submit Payment' button is highlighted with an orange circle. To the right, the 'Transaction Summary' and 'Need Help?' sections are visible.

27. 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 Licenses & Permits Online		\$400.00
RI Interactive Price		\$420.00

Customer Information

Customer Name	Satyja Kp	Receipt Date	1/8/2025
Local Reference ID	a11cp000001j5EAC	Receipt Time	03:52:41 PM EST

Payment Information

Payment Type	Credit Card	Credit Card Number	*****1111
Credit Card Type	VISA	Order ID	73379404
		Name on Credit Card	kk

Billing Information

Billing Address	Jasmine	Phone Number	8502131234
Billing City, State	Providence, RI	This receipt has been emailed to the address below.	
Billing Zip/Postal Code	02224	Email Address	satya.priya@icpmail.com
Country	US		

[Continue](#)

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28. 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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