

- 1. Navigate to <u>https://dem.ri.gov/owr-portal-login</u>
- 2. Click Application -> Start an Application

	ODE ISLAND								• 6
Home	Applications	My Information 🗸	My Permits	My Licenses	Requests 🗸	Pending Requests	My Details	More 🗸	
	Start an Application All New Applications All Renewal Application	ns							

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

arch program here	
redge	
dredge application is needed to ensure compliance with environmental regulations, assess potential impacts on ecosystems, and obtain necessary permits for safe and responsible dredging activitie	s. Select
pplications & Forms Available: Sediment Sampling Plan for Dredging Projects, Marine Dredging and Associated Activities	
reshwater Wetlands	
he RIDEM Office of Water Resources has issued a Freshwater Wetlands General Permit (FWW GP), effective October 31, 2022, in accordance with Rule 3.10 of the FWW Rules.	Select
pplications & Forms Available: Application for a Freshwater Wetlands Determination or Permit, Freshwater Wetlands General Permit application, FWW Request For Regulatory Applicability.	
WTS Licensing Applications and Forms	
he DEM Onsite Wastewater Treatment System (OWTS) Program administers the States' septic system permitting program to ensure the protection of public health and the natural environment.	Select
pplications & Forms Available: Installer Examination and License, Designer License Examination (Class I & II), Soil Evaluator License Examination, New Designers' License Application (Class I, II, III enewals.	& IV) and
eptic & Onsite Wastewater Treatment Systems Applications and Forms	
he RIDEM Onsite Wastewater Treatment System (OWTS) Program oversees the state's septic system permitting to safeguard public health and the environment, with an emphasis on customer service	e. Select
pplications & Forms Available: Soil Evaluation, Request for Wet Season Verification, Site Evaluation, Construction Permit, Start of Construction, CoC, Designer Affidavit, Subdivision Site Suitability antification.	

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

Subdivision Site Suitability Certification Application	
Site-suitability: A preliminary stage assessing if a parcel of land is suitable for on-site sewage treatment.	Select

5. First is the Pre-Screening Screen. Review the information, and click Start Application.

0	nsite Wastewater Treatment System	
_		
•	Pre-Screening	Pre-Screening
	Introduction	1 Any subdivision of five (5) lots or less that does not have frontage on an existing road and all subdivisions of six (6) lots or more shall apply for a
	Applicant Information	Subdivision Site Suitability Certification in accordance with § 6.21(B) of this Part.
	Search Application Number	<ol> <li>Subdivisions of five (5) lots or less that have frontage on an existing road have the option to apply for a Subdivision Site Suitability Certification pursuant to § 6.21(B) of this Part or submit OWTS applications for individual lots in accordance with § 6.18 of this Part. If applications for individual lots are</li> </ol>
	Site Information	submitted, the submittal shall be in accordance with the following: a The applications must be submitted together:
	Subdivision Site Suitability Certificate Application	b.Each application shall clearly state that the lot is part of a subdivision of five (5) lots or less with existing road frontage; and
	Soil Evaluation, Ground Water Table Determination And Loading Rates	3. A solid evaluation shall be conducted for each tot in accordance with 6.1.6 of this Part. Soli evaluations for subdivisions are exemptions that the test noise be within twenty-the test (25) of the proposed leachfield, unless the Director determines that soli conditions justify that the test holes must be placed within twenty-the test (25) of the proposed leachfield. Soli evaluations must be accepted by the
	Applicant Attestation	Director prior to submission of an application for Subdivision Site Suitability Certification.
D	Payment	4. Land within the original property boundaries that is designated for future development will not be part of the review for Subdivision Site Suitability Certification. However, it must be shown that one (1) unit can be built on the land designated for future development.
	Confirmation	Start Application

6. Next is the Introduction Screen. Upon carefully reviewing this information, click Next

		Texture de certification	
0	Pre-Screening		
•	Introduction	The following checklist is to be completed by the OWTS designer to verify conformance with the OWTS Rules. The application must address all applicable requirements. Place a check mark if the application requirement was addressed as part of the submission. If a requirement does not apply concurrence the submission of the submission of the submission of the submission of the submission.	e ct. please
	Applicant Information	indicate by marking as N/A, otherwise the application will be deemed administratively incomplete and will be returned to the designer.	
0	Search Application Number	INSTRUCTIONS TO OWTS DESIGNERS (CLASS II & III) AND SOIL EVALUATORS (CLASS IV) Refer to the "RIDEM Rules Establishing Minimum Standards R Location, Design, Construction and Maintenance of Onsite Wastewater Treatment Systems" and the "Soil Evaluation Guidance Document" for soil testing	elating to g procedures.
۲	Site Information		
•	Subdivision Site Suitability Certificate Application	Save for later Previous	Next
•	Soil Evaluation, Ground Water Table Determination And Loading Rates		
•	Applicant Attestation		
•	Payment		
	Confirmation		

Next is the Applicant Information Screen. Carefully review the information. If you need to make changes, scroll to the top of the screen and click My Profile. Please note – if making any changes, you will need to restart the application for them to apply.

Pre Screening	Applicant Information					
<ul> <li>Involucion</li> </ul>	Carefully verify that all contact information is current	r and conect.				
Applicant Information	Name changes or other updates to your personal in follow	tomation cannot be processed	in this page. Any such ch	orges must be made by closing on the 'My Profile' button	ari	
Search Application Number	Note if you change any profile information, you w	ill need to ristlart your applicat	ion, so that your applica	tion reflects your updates.		
Site Information	Mythone					
Subdivision Site Suitability Certificate Application	Find Name		Middle Nartei			
Sol Bioluzion, Ground Hater Table	Saya					
Anticest Attention	Last Name	Seephore		trui		
I com	xp.	(850) 213 1234		whe privedy opmet.com	1	
	Smot Jannie Zo ode S204 - v Maling Address	Town / City	State	and .		
	Street	Town / City	55.60			
	Janturie	Provanci	Shode 3	land		
	Zp code					
	32326					
	*Are the Maring and Physical Addresses Correct? With No.					
				distance in the second s		

8. Next is the Search Application Number Screen. You MUST search for an existing application in the system, as this creates a link.

<ul> <li>Pre-Screening</li> </ul>	Search Application Number	
<ul> <li>Introduction</li> </ul>	* Please lookup for Application Number	
<ul> <li>Applicant Information</li> </ul>	2428-0088	/
Search Application Number		
Site Information	Save for later	Previous
Subdivision Site Suitability Certificate Application		
<ul> <li>Soil Evaluation, Ground Water Table</li> <li>Determination And Loading Rates</li> </ul>		
Applicant Attestation		
Present		

9. Next is the Site Information Screen. This screen will auto-populate based on the searched site.

Pe Screening	Site Information					
Introduction	Application Number					
<ul> <li>Applicant Information</li> </ul>	2628-0088					
<ul> <li>Search Application Number</li> </ul>	Site Address					
Site Information	*Straft		*Tran / City		0.00	"Zn code
<ul> <li>Subdivision Site Suitability Certificate Application</li> </ul>	Jaconine		Providence	1	litedo Island	36363
Soil Buskation, Ground Water Table     Determination And Loading Rates	Pole Number					
Applicant Attestation						
Bayment	"Lot Type	*Nervber (	tures.	Therefore of Dav	S Dora (rort	
Continuation	<ul> <li>Individual Lot</li> <li>Subdivision</li> </ul>	10		4		
	Plat Information					
	* Plat Number					
	214					
	Lot Information					
	*Lot Number		"Type of Lot See		*Lot size	
	24		Square Reat		* 2400	
	Owner Details					
	Name		Email		Telephone	
	sammy				(343)-434 3	H12
	> Owner Address					
	Save for later					Period Not

10. Next is the Subdivision Site Suitability Certificate Application Screen. Input all the fields and click Next.

Pre-Screening	Subdivision Site Suitability Certificate	Application		
<ul> <li>Introduction</li> </ul>	* Municipality		*Subdivision Name	
<ul> <li>Applicant Information</li> </ul>	PROVIDENCE	*	twinoaks	
Search Application Number	*Water Supply Source	* Freshwater Wetlands/CF	RMC Application No	*Type of Submission
Site Information	Public Well	4334324		New Subdivision
Subdivision Site Suitability Certificate     Application	Save for later			Prevlous
Soll Evaluation, Ground Water Table     Determination And Loading Rates				
Applicant Attestation				
Payment				
Confirmation				

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11. Next is the Soil Evaluation, Ground Water Table Determination and loading rates Screen. Click Add New to add each line item.

Pre-Screening	Soli Evaluation, Ground Water Table Determination And Loading Rate	es
<ul> <li>Introduction</li> </ul>		
Applicant Information		Add New
Search Application Number	Test Hole Number Date Excavated Complete Soil Descripiton Loading Rate	SHWT Total Depth Soil Category Action
Site Information		
Subdivision Site Suitability Certificate Application	Save for later	Previous Next
<ul> <li>Soll Evaluation, Ground Water Table</li> <li>Determination And Loading Rates</li> </ul>		
Applicant Attestation		

12. You will see below prompt. Fill in all the fields, then click Save.

Septic & Onsite Wastewater	Subdivision	Soil Description	plication
	Test Hole Number	* Date Excavated	
Onsite Wastewater Treatment Syst	2	9/11/2024	
	* Complete Soil Description	* Loading Rate	
Pre-Screening	test	10	
Introduction	* SHWT	* Total Depth	
Applicant Information	16	12	Add New
Search Application Number	Soil Category		Depth Soil Category Action
Site Information	7		
Subdivision Site Suitability Certificate A		Cancel	Previous Next
Soil Evaluation, Ground Water Table		Cancer	

13. Once you have entered all the details, click Next to proceed.

<b>W</b>	NFM	✓ Rec	ord successfully cr	reated.	×				
	RHODE ISLAND								
lome	Applications 🗸 My Informa	tion 🗸 My Permits	My Licenses	Requests 🗸	Pending Requ	ests	My Details	More 🗸	
Septio	c & Onsite Wastewater Treatm	ent Systems Applicat	ions and Form	ns: Subdivision Site	Suitability (	Certificati	ion Applicati	ion	
Septit	e a onsite wastewater neath	ent systems Applicat	ions and rom	is. Suburvision site	Sunability	Sertificati	ion Applicati		
Onsit	te Wastewater Treatment System								
Onsit	te Wastewater Treatment System				d la salisa D				
Onsit	te Wastewater Treatment System	Soil Evaluation, Gro	ound Water Tab	ole Determination An	d Loading Ra	ates			
Onsit	te Wastewater Treatment System	Soil Evaluation, Gro	bund Water Tab	ole Determination An	d Loading Ra	ates			
Onsit	te Wastewater Treatment System	Soil Evaluation, Gro	ound Water Tab	ole Determination An	d Loading Ra	ates		A	dd New
Onsit	te Wastewater Treatment System	Soil Evaluation, Gro	ound Water Tab Date Excavated	De Determination An Complete Soil Descripiton	d Loading Ra Loading Rate	ates sHWT	Total Depth	Ar Soil Category	dd New Action
Onsit Onsit	te Wastewater Treatment System e-Screening troduction opticant Information parch Application Number	Soil Evaluation, Gro	Dund Water Tab Date Excavated 9/11/2024	Determination An Complete Soil Descripiton test	d Loading Rate	ates shwt 16	Total Depth 12	Au Soil Category 7	dd New Action
Onsit Orre Int Ap Sec Sit	te Wastewater Treatment System e-Screening troduction opticant Information parch Application Number te Information	Soil Evaluation, Gro	Date Excavated 9/11/2024	Determination An Complete Soil Descripiton test	d Loading Ra Loading Rate	shwt 16	Total Depth 12	A Soil Category 7	Action
Onsit Onsit	te Wastewater Treatment System e-Screening troduction pplicant Information earch Application Number te Information ubdivision Site Suitability Certificate Application	Soil Evaluation, Gro	Date Excavated 9/11/2024	ole Determination An Complete Soil Descripiton test	d Loading Ra Loading Rate	ates shwt 16	Total Depth 12	A Soil Category 7	dd New Action
Onsit	te Wastewater Treatment System e-Screening troduction opticant Information parch Application Number te Information ubdivision Site Suitability Certificate Application obl Evaluation, Ground Water Table	Soil Evaluation, Gro Test Hole Number 2 Save for later	Date Excavated 9/11/2024	ole Determination An Complete Soil Descripiton test	d Loading Rate	shwr 16	Total Depth 12 Pro	Soil Category 7	dd New Action

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

Pre-Screening	Upload Documents			
Introduction				
Applicant Information	Document Name	Document Description	Uploaded Files (Multiple file upload)	
Search Application Number	* Owner Signature	Owner Signature		
Site Information				
Subdivision Site Sultability Certificate Application	* Site plans	Please upload Site plans	<u>ئ</u>	
Soll Evaluation, Ground Water Table     Determination And Loading Rates	* Soll Survey Page	Please upload Soll Survey Page	<u>ل</u>	
Upload Documents			_	
Applicant Attestation	RIPDES approval	Please upload RIPDES approval	<b>a</b>	
Payment				
Confirmation	Supporting Documents	Any supporting documents that could assist in review of the application.	۵	
	Wetlands approval letter	Please upload Wetlands approval letter	٥	

## 15. Click "Upload Files"

re-Screening	Upload Files	
ntroduction		1
pplicant Information	Please attach a copy of the required document. Note:	ded Files (Multiple file upload)
	1. File size should not exceed 10 MB. 2. File extensions will be accepted only of type dos, door, odf, nor, tiff, log, log, tyt, csy	
earch Application Number	3. Documents may be uploaded as individual files or as a single merged file on the next page.	
te Information		
ubdivision Site Suitability Certificate Application	1 Upload Files Or drop files	
Il Evaluation, Ground Water Table		
termination And Loading Rates	Cancel	
pload Documents	_	

### 16. Click "Done"

C ReScrining	Upload Files	
Introduction	×	
Applicant Information	Upload Files	
<ul> <li>Search Application Humber</li> </ul>	blank.pdf 25 KB	
Site Information		
Subdition Site Subability Certificate Application	1 of 1 file uploaded	
Soll Evaluation, Ground Water Table Detarmination And Loading Pates	Cancel	
Upload Documents		

17. Click "Next" once all documents have been uploaded.

0	Pre-Screening	Upload Documents			
0 1	introduction				_
0	Applicant Information	Document Name	Document Description	Uploaded Files (Multiple file upload)	
0 :	Search Application Number	* Owner Signature	Owner Signature	1 blank	•
0 :	Site Information				
0 9	Subdivision Site Suitability Certificate Application	* Site plans	Please upload Site plans	d blank 8	•
0	Soll Evaluation, Ground Water Table Determination And Loading Rates	· Fel Frenz Bern	Disase unioned Soil Summy Dame	The black	
	Upload Documents	- Souther and			
• -	Applicant Attestation	RIPDES approval	Please upload RIPDES approval	۵	
	Payment	-			
•	Confirmation	Supporting Documents	Any supporting documents that could assist in review of the application.	٩	
		Wetlands approval letter	Please upload Wetlands approval letter	æ	

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18. Next is the Applicant Attestation Screen. Check the box to attest, then click Next

2	Pre-Screening	Applica	nt Attestation		
0	Introduction				
0	Applicant Information	*	As a designated Onsite Wastewater Treatment Systems ( Suitability Certification Application Checklist for the prop	OWTS) designer, hereby attest that I have osed subdivision and I confirm that al	ave reviewed and completed the Subdivision Site II necessary documentation has been provided and that
0	Search Application Number		the application complies with the specified requirements	£.)	
0	Site Information	* Applicant	Name	Date	
•	Subdivision Site Suitability Certificate Application	Satya Kp		11/13/2024	首
0	Soil Evaluation, Ground Water Table Determination And Loading Rates	Save for	later		Previous
•	Upload Documents				
•	Applicant Attestation				
•	Payment				
1	6. C				

19. Next is the Payment Screen. Click Pay & Submit to proceed.

0	Pre-Screening	Payment		
0	Introduction	The amount to be paid is \$1000		
0	Applicant Information	Please click the Pay & Submit button to proceed with the payment.		
0	Search Application Number			
0	Site Information	Save for later	Previous Pay & Submit	
0	Subdivision Site Suitability Certificate Application			
0	Soil Evaluation, Ground Water Table Determination And Loading Rates			
0	Upload Documents			
0	Applicant Attestation			
	Payment			

20. Upon successful payment, you will see the screen below. Be sure to store the Application Number for your records.

RHODE ISLAND						÷ (1
lome Applications 🗸	My Information 🗸 My Permit	s My Licenses	Requests 🗸	Pending Requests	My Details	More 🗸
Septic & Onsite Wastewate	r Treatment Systems Applic	ations and Forms	: Subdivision Sit	e Suitability Certifi	cation Applica	tion
Pre-Screening	Confirmation					
<ul> <li>Introduction</li> </ul>			Th	nank you!		
<ul> <li>Applicant Information</li> </ul>		Your Applic	ation has been submitted	successfully and will be proc sumber is 14-0000002033	essed accordingly.	
<ul> <li>Search Application Number</li> </ul>		If additiona	l information is required,	you will be notified regarding	your submission.	
<ul> <li>Site Information</li> </ul>		fod can trac	in one survey of this reque	A norm them ongoing News	appreasions (db.	
Subdivision Site Suitability Certificate	e Application					Done
<ul> <li>Soil Evaluation, Ground Water Table</li> <li>Determination And Loading Rates</li> </ul>						
Upload Documents						
Upload Documents Applicant Attestation						

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