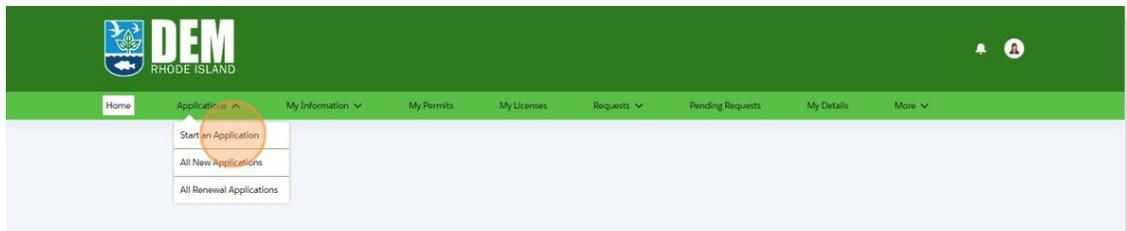


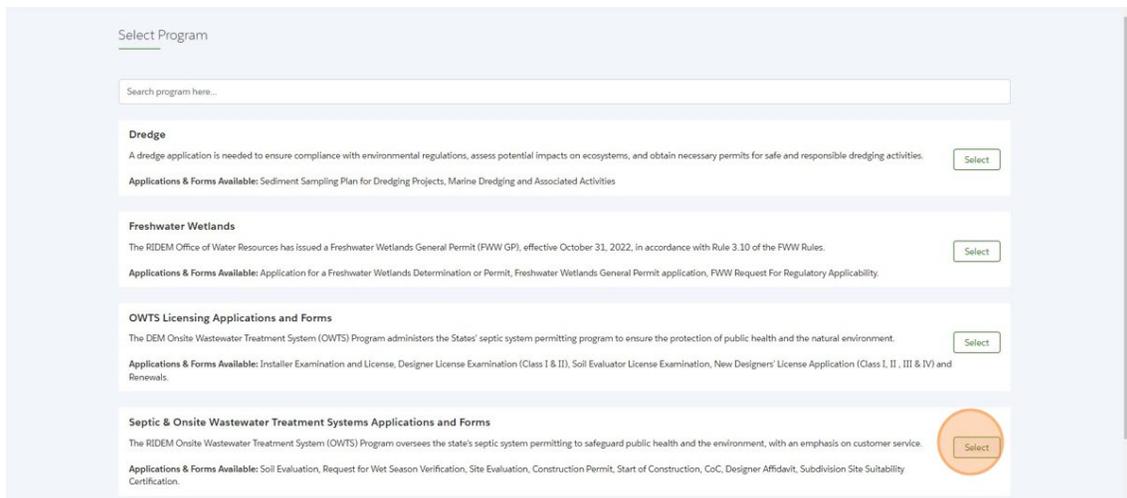


## User Guide: Subdivision Site Suitability Certification Application

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



## OWR User Guide: Subdivision Site Suitability Certification Application

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

Septic & Onsite Wastewater Treatment Systems Applications and Forms: Subdivision Site Suitability Certification Application

Onsite Wastewater Treatment System

Pre-Screening

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 Subdivision Site Suitability Certification in accordance with § 6.21(B) of this Part.

2. 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 submitted, the submittal shall be in accordance with the following:  
a. The applications must be submitted together;  
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

3. A soil evaluation shall be conducted for each lot in accordance with § 6.16 of this Part. Soil evaluations for subdivisions are exempt from the requirement in § 6.16(1)(1) of this Part that the test holes be within twenty-five feet (25') of the proposed leachfield, unless the Director determines that soil conditions justify that the test holes must be placed within twenty-five feet (25') of the proposed leachfield. Soil evaluations must be accepted by the Director prior to submission of an application for Subdivision Site Suitability Certification.

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.

Start Application

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

Onsite Wastewater Treatment System

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 to your project, please indicate by marking as N/A, otherwise the application will be deemed administratively incomplete and will be returned to the designer.

INSTRUCTIONS TO OWTs DESIGNERS (CLASS II & III) AND SOIL EVALUATORS (CLASS IV) Refer to the "RIDEM Rules Establishing Minimum Standards Relating to Location, Design, Construction and Maintenance of Onsite Wastewater Treatment Systems" and the "Soil Evaluation Guidance Document" for soil testing procedures.

Save for later

Previous Next

7. 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.**

Onsite Wastewater Treatment System

Applicant Information

Verify that all contact information is current and correct.

Name (changes in other sections to your personal information cannot be processed on this page. Any such changes must be made by clicking on the My Profile section below.)

Note: If you change any public information, you will need to re-submit your application so that your application reflects your updates.

My Profile

First Name: [Text Box] Middle Name: [Text Box] Last Name: [Text Box]

Company Name: [Text Box] Phone: [Text Box] Email: [Text Box]

City: [Text Box] State: [Text Box] Zip: [Text Box]

Home Address

Street: [Text Box] Town / City: [Text Box] State: [Text Box]

Zip Code: [Text Box]

Mobile: [Text Box]

Mailing Address

Street: [Text Box] Town / City: [Text Box] State: [Text Box]

Zip Code: [Text Box]

Mobile: [Text Box]

Are the Mailing and/or Physical Address Correct?

Yes No

Save for later

Previous Next

## OWR User Guide: Subdivision Site Suitability Certification Application

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

The screenshot shows the 'Search Application Number' screen. On the left is a vertical navigation menu with steps: Pre-Screening, Introduction, Applicant Information, Search Application Number (highlighted with a green dot), Site Information, Subdivision Site Suitability Certificate Application, Soil Evaluation, Ground Water Table Determination And Loading Rates, Applicant Attestation, Payment, and Confirmation. The main content area has a title 'Search Application Number' and a sub-header '\* Please lookup for Application Number'. Below this is a search input field containing '2428-0088'. At the bottom right, there are 'Previous' and 'Next' buttons, with the 'Next' button circled in orange.

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

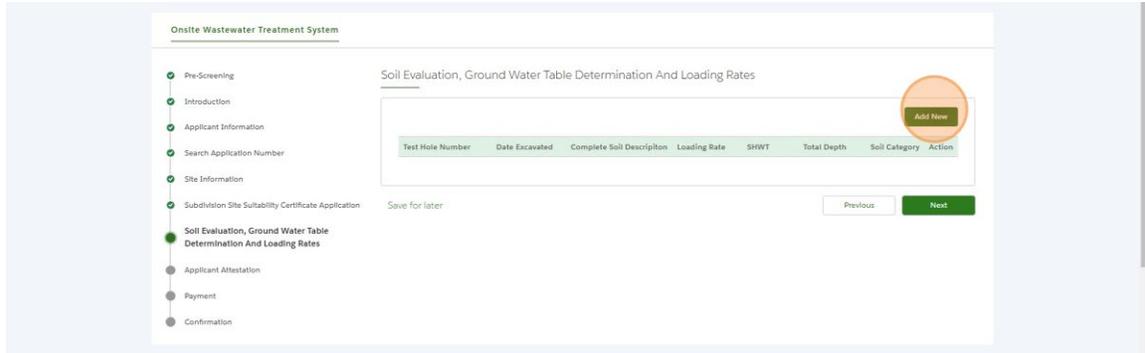
The screenshot shows the 'Site Information' screen. The left navigation menu is the same as in the previous screen, with 'Site Information' highlighted. The main content area has a title 'Site Information' and a sub-header 'Application Number' with the value '2428-0088'. Below this is a 'Site Address' section with fields for 'Street' (Jasmine), 'Town / City' (Providence), 'State' (Rhode Island), and 'Zip code' (02903). There is also a 'Plot Number' field. A 'Lot Information' section includes 'Lot Type' (Subdivision), 'Number of Lots' (10), and 'Number of Days Required'. Another 'Plot Information' section includes 'Plot Number' (236). A 'Lot Information' section includes 'Lot Number' (26), 'Type of Lot Size' (Square Foot), and 'Lot size' (2400). An 'Owner Details' section includes 'Name' (termy), 'Email', and 'Telephone' (0401-434-2432). At the bottom right, there are 'Previous' and 'Next' buttons, with the 'Next' button circled in orange.

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

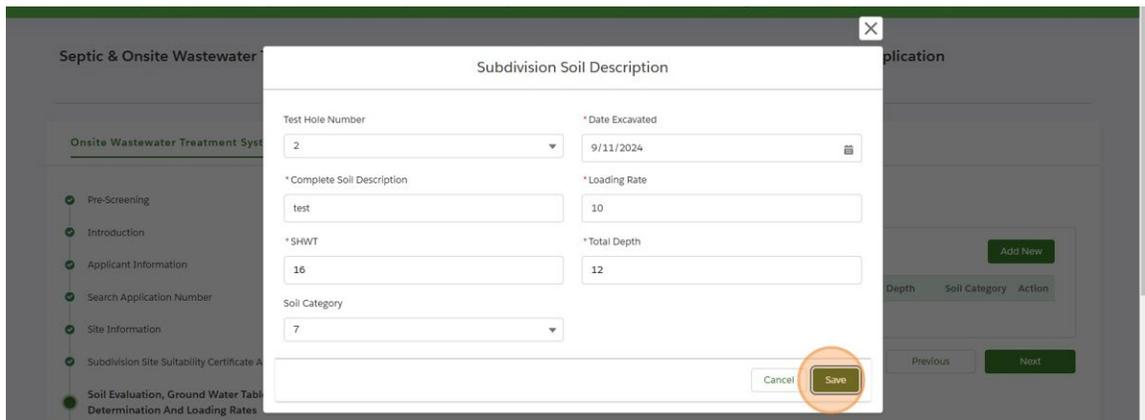
The screenshot shows the 'Subdivision Site Suitability Certificate Application' screen. The left navigation menu is the same as in the previous screens, with 'Subdivision Site Suitability Certificate Application' highlighted. The main content area has a title 'Subdivision Site Suitability Certificate Application'. Below this are several input fields: 'Municipality' (Providence), 'Subdivision Name' (twinoaks), 'Water Supply Source' (Public Well), 'Freshwater Wetlands/CRMC Application No.' (4334324), and 'Type of Submission' (New Subdivision). At the bottom right, there are 'Previous' and 'Next' buttons, with the 'Next' button circled in orange.

## OWR User Guide: Subdivision Site Suitability Certification Application

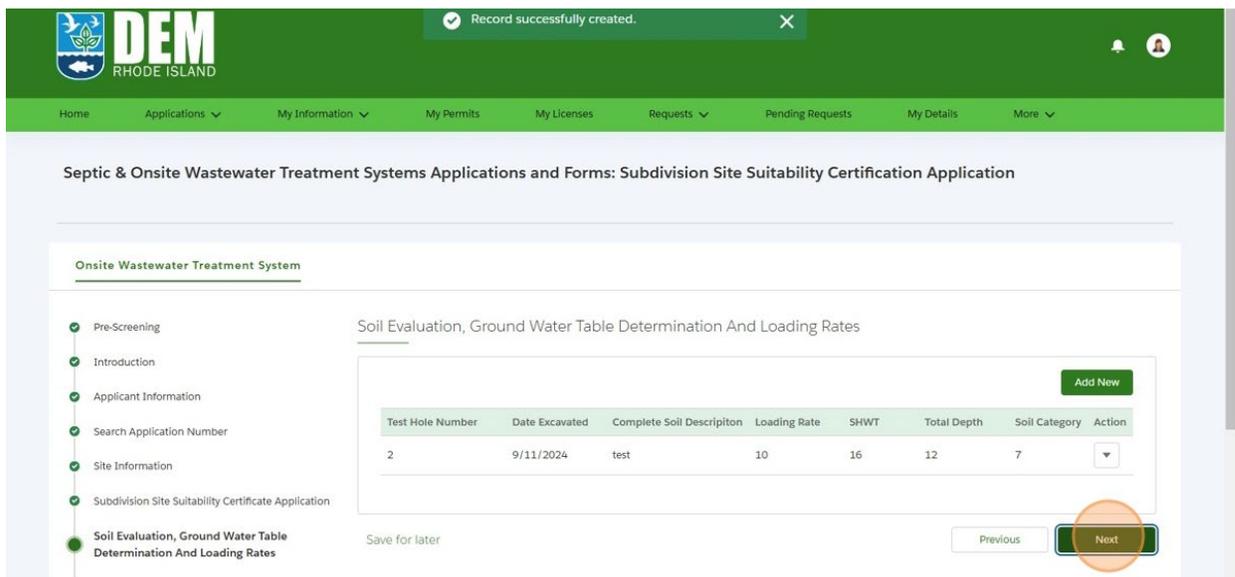
11. Next is the Soil Evaluation, Ground Water Table Determination and loading rates Screen. Click Add New to add each line item.



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



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



## OWR User Guide: Subdivision Site Suitability Certification Application

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

Onsite Wastewater Treatment System

Upload Documents

Document Name	Document Description	Uploaded Files (Multiple file upload)
* Owner Signature	Owner Signature	
* Site plans	Please upload Site plans	
* Soil Survey Page	Please upload Soil Survey Page	
RIPDES approval	Please upload RIPDES approval	
Supporting Documents	Any supporting documents that could assist in review of the application.	
Wetlands approval letter	Please upload Wetlands approval letter	

Save for later

Previous Next

15. Click "Upload Files"

Upload Files

Please attach a copy of the required document.

Note:

1. File size should not exceed 10 MB.
2. File extensions will be accepted only of type doc, docx, pdf, png, tiff, jpg, jpeg, txt, csv.
3. Documents may be uploaded as individual files or as a single merged file on the next page.

 Upload Files Or drop files

Cancel

16. Click "Done"

Upload Files

Upload Files

 blank.pdf  
25 KB

1 of 1 file uploaded

Done

Cancel

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

Onsite Wastewater Treatment System

Upload Documents

Document Name	Document Description	Uploaded Files (Multiple file upload)
* Owner Signature	Owner Signature	 blank 
* Site plans	Please upload Site plans	 blank 
* Soil Survey Page	Please upload Soil Survey Page	 blank 
RIPDES approval	Please upload RIPDES approval	
Supporting Documents	Any supporting documents that could assist in review of the application.	
Wetlands approval letter	Please upload Wetlands approval letter	

Save for later

Previous Next

## OWR User Guide: Subdivision Site Suitability Certification Application

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

The screenshot shows the 'Applicant Attestation' screen within the 'Onsite Wastewater Treatment System' application. On the left is a vertical progress bar with steps: Pre-Screening, Introduction, Applicant Information, Search Application Number, Site Information, Subdivision Site Suitability Certificate Application, Soil Evaluation, Ground Water Table Determination And Loading Rates, Upload Documents, Applicant Attestation (highlighted), Payment, and Confirmation. The main content area has a heading 'Applicant Attestation' and a paragraph: 'As a designated Onsite Wastewater Treatment Systems (OWTS) designer, hereby attest that I have reviewed and completed the Subdivision Site Suitability Certification Application Checklist for the proposed subdivision and I confirm that all necessary documentation has been provided and that the application complies with the specified requirements.' Below this is a checked checkbox. Further down are input fields for '\* Applicant Name' (containing 'Satya Kp') and 'Date' (containing '11/13/2024'). There is a 'Save for later' link and two buttons: 'Previous' and 'Next' (highlighted with an orange circle).

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

The screenshot shows the 'Payment' screen. The progress bar on the left highlights 'Payment'. The main content area has a heading 'Payment' and a message: 'The amount to be paid is \$1000' followed by 'Please click the Pay & Submit button to proceed with the payment.' Below this is a 'Save for later' link and two buttons: 'Previous' and 'Pay & Submit' (highlighted with an orange circle).

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

The screenshot shows the 'Confirmation' screen. The progress bar on the left highlights 'Confirmation'. The main content area has a heading 'Confirmation' and a 'Thank you!' message. Below this is a paragraph: 'Your Application has been submitted successfully and will be processed accordingly. Your Application number is JA-000002033. If additional information is required, you will be notified regarding your submission. You can track the status of this request from "View Ongoing New Applications" tab.' There is a 'Done' button (highlighted with an orange circle) and a 'Previous' button.