

Maine Enterprise Licensing System (MELS) Supporting User Guides

## Submitting a Land Permit Application: Permit By Rule, NRPA, Stormwater, Site Law and Solar Decommissioning

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MAINE DEPARTMENT OF ENVIRONMENTAL PROTECTION

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[www.maine.gov/dep](http://www.maine.gov/dep)

## Submitting a Land Licensing Application

Prior to beginning your application, please review all Land licensing application types (listed below) and necessary supporting documentation, if you are unsure what application to submit, please submit a Pre-Application meeting request form. *For more information on Pre-Application meeting requests, review the “Submitting a Pre-Application Meeting Request” user guide available on the MELS Hub.*

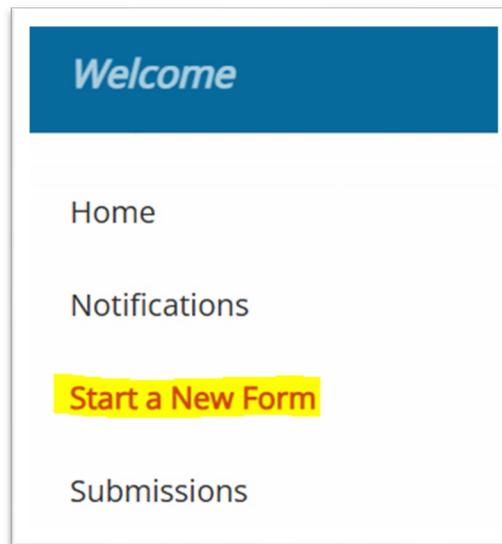
- [More information on: Maine Construction General Permit \(MCGP \)Notice of Intent \(NOI\) Applications](#)
- [More information on: NRPA and Site Small-Scale Wind Energy Applications](#)
- [More information on: NRPA Agricultural Irrigation Pond Applications](#)
- [More information on: NRPA Cranberry Cultivation Applications](#)
- [More information on: NRPA Permit Applications](#)
- [More information on: NRPA Permit By Rule Applications](#)
- [More information on: NRPA Sand Dune Applications](#)
- [More information on: Site Location of Development Applications](#)
- [More information on: Site Roundwood and Lumber Storage Yards Applications](#)
- [More information on: Solar Decommissioning Applications](#)
- [More information on: Stormwater Permit Applications](#)
- [More information on: Stormwater PBR Applications](#)

Log in to MELS here: [Log in to MELS.](#)

*Note: For more information on logging in to MELS, see the “Creating an Account and Retrieving a Forgotten Password” user guide available on the MELS Hub here: [MELS Hub](#)*

Select “Start a New Form”, as highlighted in Figure 1 below.

Figure 1: Start a New Form



Select “I want to start a new application,” as highlighted in Figure 2 below.

Figure 2: Start a New Application

What kind of form are you looking for?

- I want to start a new application** >  
Forms used to apply for a New Permit, License, or Entrance into a Program
- I want to file a **complaint**, or report an **incident*** >  
Forms to file a general complaint or to report spills, leaks or discharges
- I'm not sure* >  
Search all available forms (excluding reporting forms)

Select “Begin” on the Land Permit Application (Including Permit By Rule), as highlighted in Figure 3 below.

Figure 3: Land Permit Application (Including Permit By Rule)

**Land Permit Application (Including Permit By Rule)**

Site Name: L-000060 NRPA Test

Form Description: NRPA, NRPA PBR, Tier 1/2/3, Stormwater, Stormwater PBR, Site Location of Development Act, Solar Decommissioning, Small Scale Wind Certification, Cranberry General Permit, Agriculture Irrigation Ponds General Permit

Program Area: Land - Land Licensing

**Begin**

You will be prompted to create a new site for the application or select an existing site. For information on claiming existing sites, access the “Linking Your Account to a Site” user guide.

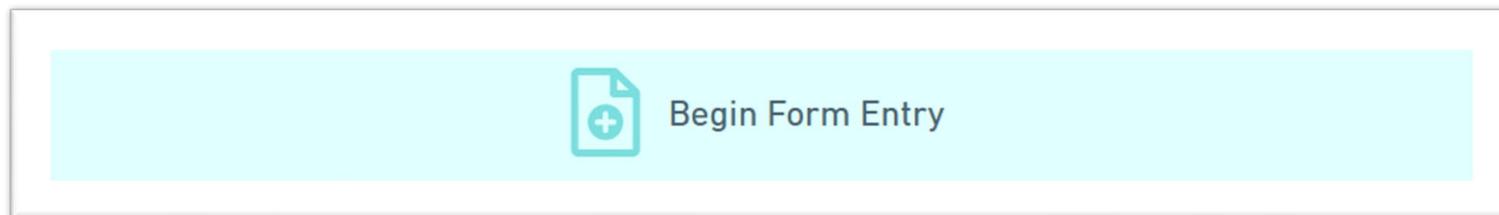
1. If this is a new site (i.e., a map and lot number you have not submitted any previous applications to do work on):
  - Enter the Site Name according to the following recommended naming convention: Last Name/Business Name – Address/Town of Site.

*Please note: this name will be publicly available.*

- Select “Continue”
2. If this is an existing site not yet connected to your profile (i.e., a map and lot number you have submitted previous applications to do work on or currently have a permit for but is not connected to your account in MELS):
    - *Please follow the instructions in the “Linking Your Account to a Site” user guide (available on the MELS Hub at the following link: [MELS Hub](#)) before beginning a new application. Return here when you have successfully claimed your existing site.*
  3. If this is an existing site already connected to your profile (i.e., a map and lot number you have submitted previous applications to do work on or currently have a permit for and are connected to your account in MELS):
    - Select the relevant site
    - Select “Continue”

Select “Begin Form Entry”, as demonstrated in Figure 4 below.

Figure 4: Begin Consolidated Form



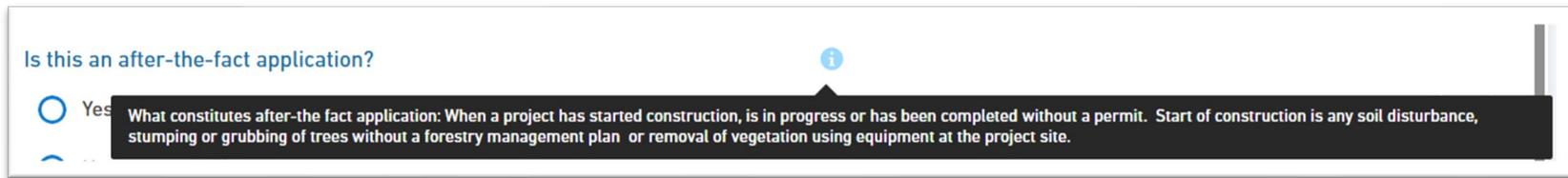
*Please note, this step can take up to 1 minute as the form loads.*

For more information on filling out the PBR application, see the sections below.

*Note: Progress will be saved automatically, and you can continue the draft at any time.*

*Note: If you hover over the blue information bubble, additional instruction might be provided for that question as demonstrated in Figure 5 below.*

*Figure 5: Instruction Bubble Example*



Please carefully review all application information including all linked references and information bubbles.

## Stormwater Construction Activity Questions

All applicants must respond to this section to determine whether your project requires a permit under Stormwater Management Law or the Maine Construction General Permit (MCGP).

- Respond to all required questions in this section.
  - *Reminder: If you hover over the blue information bubble, additional information might be provided for that question as demonstrated in Figure 6 below.*

Figure 6: Information Bubble Example



The screenshot shows a form question: "Will your project disturb one acre or more of area?". There are two radio button options: "Yes" (selected) and "No". An information bubble (a blue circle with an 'i') is positioned above the question. A dark grey box with white text is overlaid on the bottom right of the form, providing a definition for "Disturbed area".

Will your project disturb one acre or more of area?

Yes

No

**Disturbed area" means all land areas that are stripped, graded, grubbed, filled, bulldozed or excavated at any time during the site preparation or removal of vegetation for, or construction of, a project "Disturbed area" does not include maintenance A land area on which the cutting of trees, without grubbing, stump removal, disturbance or exposure of soil has taken place is not considered a "disturbed area".**

- *Note: An information box will appear at the bottom of the screen once all questions in this section have been answered. Please take note of this information as it informs what type of application you must apply for.*
- Select "Next Section Project Scope"
- As you click through the Sections, the system will automatically save the section you just completed.

## Project Scope

- Application Type
  - Select the relevant application type; you can select multiple application types if necessary.

*Note: For Tier 1, 2 or 3 applications select NRPA Permit.*

*Note: If you are not sure what application type is relevant to you, please refer to the first page of this user guide for resources available on the DEP website*

- After selecting at least one application type, click out of the dropdown menu.
- *Note: Once you select a relevant application type, it will appear as a new tab in the far left after Project Location.*
- Respond to the questions in this section.
- Select “Next Section Applicant.”

## Applicant

- Respond to all required questions in this section.
  - *Note: When you fill out the applicant information, make sure to select the Phone Type for the entered phone number. Phone type is a required field, and MELS will not allow you to submit your application until you have done so.*
- If the applicant is an organization or municipality, enter the Responsible Official (i.e., person who is most knowledgeable about or responsible for environmental compliance.)
- Select “Next Section Agent.”

## Agent

- Respond to all required questions in this section.
- Select “Next Section Project Summary”

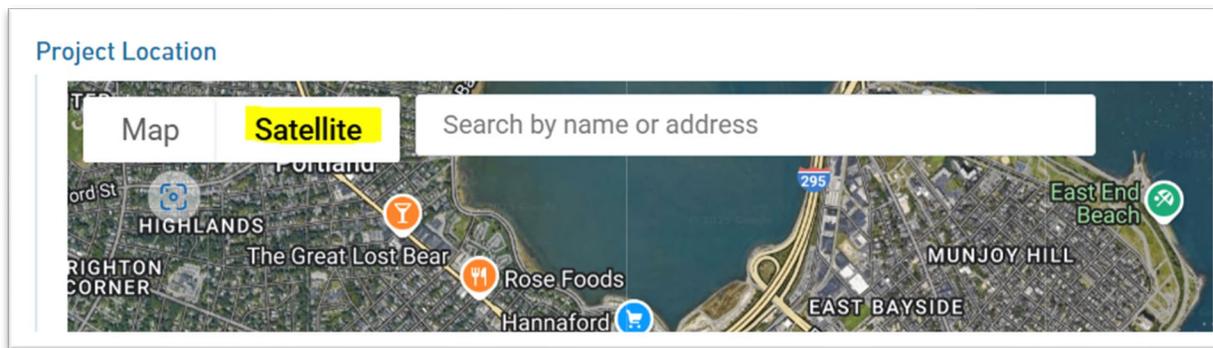
## Project Summary

- Provide a project name. If your project has a name, please enter that name, if not, please write one in.  
*Please note: this name will be publicly available.*
- In the text box, summarize your project including anticipated impacts and affected natural resources.
- Attach a complete and detailed project description.
- Select “Next Section Project Location”

## Project Location

- Tax map number, tax lot number, and size of lot or parcel
  - *Note: You can find your tax map number and tax lot number on your town’s tax parcel maps (many of which are available on your town’s web page) and size of lot or parcel on your deed.*
- Project Location: Please zoom in to the map and place the pin as close to the work site as possible.
  - *Note: You can select “Satellite” for an aerial view, as highlighted in Figure 7 below.*

Figure 7: Satellite View



- Location Coordinates
  - *Note: Location coordinates will auto-generate when you add a pin on the project location map above.*
- Respond to all required questions in this section.
- Select Next, this section will vary depending on your application type.

## NRPA Permit by Rule (PBR)

If you selected “NRPA Permit by Rule” under Application Type in Project Scope, continue to review suggestions related to NRPA PBRs.

- List of NRPA PBR Sections: Please select each NRPA PBR section that applies to your project.

*Note: For more information on each NRPA PBR section with definitions, applicability, and more, please visit the DEP website here: [More information on NRPA PBRs](#)*

*Note: View mapped resources here at the following link: [Habitat Maps](#). Please be aware that not all habitat boundaries are mapped. A DEP site visit and/or project review may uncover additional protected habitats.*

- If you select any NRPA PBR section, you must accept **each** applicable standard. (Applicable standards will have a check box in front of them, as demonstrated in Figure 8 below.)

*Note: The system might lag as you select a standard; this is expected.*

- Reminder: Please carefully review all information including linked references, requirements boxes, and information bubbles.

Figure 8: Section Standards

Sec. (10) Standards		
ACCEPT	#	STANDARD
<input checked="" type="checkbox"/>	1	The following measures must be taken to prevent erosion of soil or fill material from disturbed areas into the resource: a. Staked hay bales or silt fence must be properly installed between the area of soil disturbance and the resource before the activity begins; b. Hay bales or silt fence barriers must be maintained until the disturbed area is permanently stabilized; c. Within 7 calendar days following the completion of any soil disturbance, and prior to any storm event, mulch must be spread on any exposed soils; d. All disturbed soils must be permanently stabilized; and e. Within 30 days of final stabilization of the site, any silt fence must be removed
<input checked="" type="checkbox"/>	2	If a perennial watercourse to be crossed is used for navigation, the crossing must consist of a bridge span or pipe arch with at least 4 feet of clearance during normal high water for boat traffic.

- Name of Waterbody
  - *Note: For help in finding the name of the waterbody, please review Google/Apple Maps or the State of Maine's Atlas or Gazetteer map. If the waterbody does not have a name, please enter "Unnamed Stream or Wetland".*
- Type of Waterbody

Note: For definitions of waterbody types access the Maine Legislature site at [Title 38, §480-B: Definitions.](#)

- Photographs
  - Please upload all relevant photographs (i.e., photos of the area that will be affected by the proposed activity); you can submit multiple files in this section.
- Section standards for plans, drawings, and more
  - Submission requirements vary depending on the selected Section. Please review [Maine.gov/dep: More information on PBRs](#) for details on what is required for each specific Section.

*Note: For an example of a Section 8 Site Plan with Cross Section, visit [Maine.gov/dep](http://Maine.gov/dep): [Section 8 Standards](#).*

- Public Notice Filing and Certification
  - The DEP's updated Chapter 2 rules require that public notice is provided for NRPA PBR applications. Applicants must submit a signed Public Notice Filing and Certification Form found here: [Download a Public Notice Filing and Certification Form](#), and a copy of the list of persons to whom notice was provided.

## NRPA Permit

If you selected “NRPA Permit” under Application Type in Project Scope, continue to review suggestions related to NRPA permits.

- Only Appendix A will appear as a tab when you first select “NRPA Permit” as the application type. All relevant appendices will appear as you fill out the NRPA Permit section. For example, if you add a proposed impact to the coastal wetland, MELS will add Appendix B to your required application, as demonstrated in Figure 9 below.

Figure 9: NRPA Permit Appendices

The screenshot displays a web interface for an NRPA Permit application. On the left, a vertical navigation pane contains four tabs: 'Deed', 'NRPA Permit' (which is selected and highlighted in grey), 'APPENDIX A: MDEP Visual Evaluation Field Survey Checklist' (marked with a red 'x' icon), and 'APPENDIX B: MDEP Coastal Wetland Characterization'. The main content area is divided into two sections. The top section, titled 'Proposed Impacts', features a 'RESOURCE TYPE' dropdown menu with 'Coastal Wetland' selected, an 'ADD ROW' button, and a 'Proposed Start Date' field with a calendar icon and a red asterisk. Below these fields is the heading 'Coastal Wetland Project Activity'.

## MCGP Notice of Intent (NOI)

If you selected “MCGP NOI” under Application Type in Project Scope, continue to review suggestions related to MCGP NOIs.

- Reminder: Hover over the blue information bubbles for further information on each question.
- For more information on MCGPs visit DEP.gov: [More information on MCGPs](#)
- Construction Start and End Date
  - If you do not know the exact start or end dates, please provide estimated dates.
- Erosion and Sedimentation Control (ESC) Plan
  - An ESC plan is a site plan that contains the exact type of erosion controls.
- Activity Type
  - Note: The activity type is automatically calculated based on your responses to the questions above which informs the fee total.
- Select “Fee Total”

## Fee Total

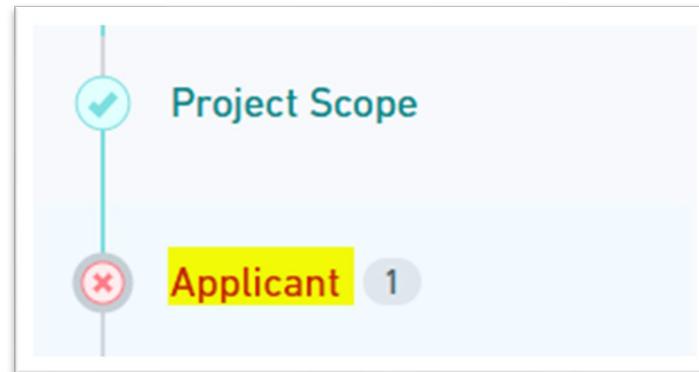
- Pay the calculated fees using the [DEP Payment Portal](#) also linked on the MELS.
  - Note: There is a \$2 charge to use the DEP portal.
- Enter the Receipt ID from your payment in the DEP Payment Portal.
- Attach the payment confirmation
- Enter the amount paid.
  - Note: The amount paid must match the total fees (which includes the \$2 service charge to use the Payment Portal) before MELS will allow you to submit your application.
- Select “Next Section Review”

## Review

- Review all information provided.

*Note: If any required information is missing, a red alert will appear next to the missing section. Navigate to the relevant section and fill in the required information. You can also see if required information is missing if the section has a red X, as highlighted in Figure 10 below.*

Figure 10: Required Information Missing Example



- Select “Next Section Certify and Submit”

### Certify and Submit

- If any required information is not complete, MELS will not allow you to submit your application. Return to the section(s) marked with errors and correct any missing or invalid fields.
- If you do not wish to submit the form at this time, you can exit the form, and all progress will be saved for you to return to at a later date.
- Once all required information is complete, select “Finalize Submission Submit Form”