Maine Enterprise Licensing System (MELS) Supporting User Guides

Submitting a Pre-Application Request

Pre-Application Request

Pre-Application meetings are required prior to the submittal of:

- All new Site Location of Development Act applications,
- The following Natural Resources Protection Act (NRPA) applications:
  - o Tier 3 wetland alteration,
  - o A project requiring compensation pursuant to 38 M.R.S. § 480-Z,
  - o Construction of a new building on a frontal dune, as defined by 06-096 C,M.R. 355(3)(U),
  - o A project that results in more than 50,000 cubic yards of dredge spoils,
  - o A dam removal, including a dam removal pursuant to 38 M.R.S. § 634(4),
  - o A small-scale wind certification,
  - o A new crossing of an outstanding river segment, as defined by 38 M.R.S. § 480-P
- A project or activity requiring a new or amended license from more than two bureaus, not including minor revisions.

Pre-Application meetings are recommended prior to the submittal of:

- Stormwater Management Law projects requiring full permits under Chapter 500

Pre-Application meetings for other types of projects will be held at the Department's discretion.

Log in to the Maine Enterprise Licensing System (MELS) here: Log in to MELS..

- For more information on logging in to MELS, see the user guide "Creating an Account and Forgot Password" 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
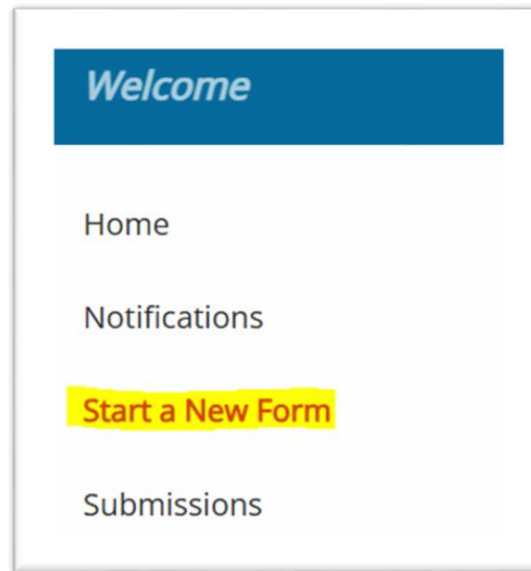
Select "I want to start a new application", as highlighted in Figure 2 below.

Figure 2: Start a New Application

Select "Begin" on the Land License Pre-Application, as highlighted in Figure 3 below.

Figure 3: Begin Land Licensing Consolidated Application

You will be prompted to create a new site for the application or select an existing site.

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 naming convention: Last Name, First 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 are not connected your account in MELS):
   - Please follow the instructions on the "Linking Your Account to a Site" user guide (available on the MELS Hub here: Maine DEP: 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," as demonstrated in Figure 4 below.
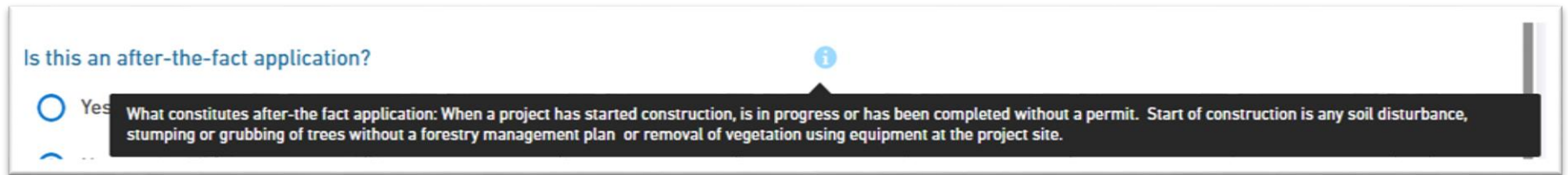
Figure 4: Begin Consolidated Form
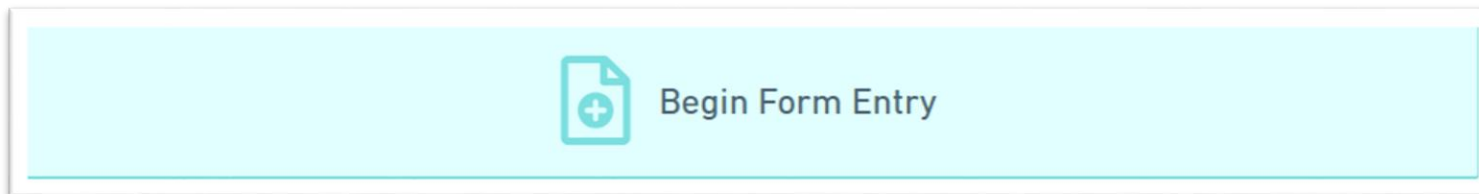
Please note, this step can take up to 1 minutes as the form loads.

For more information on filling out the Pre-Application request, see the sections below.

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

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- o *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

Is this an after-the-fact application? ⓘ

○ Yes

What constitutes after-the-fact application: When a project has started construction, is in progress or has been completed without a permit. Start of construction is any soil disturbance, stumping or grubbing of trees without a forestry management plan or removal of vegetation using equipment at the project site.

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

Project Site

- Type of Project
  - o For more information on different types of projects, review the DEP website here: Land Permits, Licenses, Certifications, Maine DEP.
- Project Location: Please zoom in to the map and place the pin as close to the work site as possible.
  - o *Note: You can select "Satellite" for an aerial view, as highlighted in Figure 6 below.*

Figure 6: Satellite View
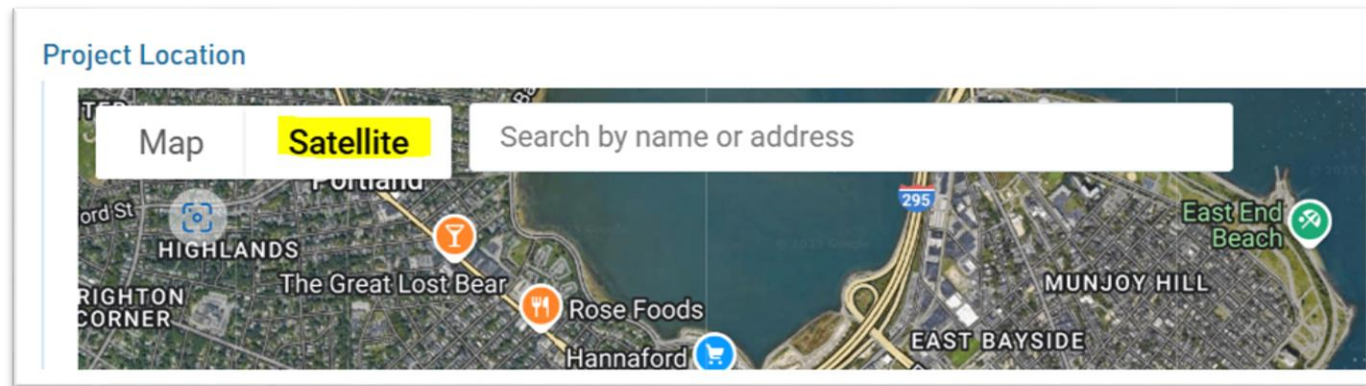
- Location Coordinates
    - *Note: The location coordinates will auto-generate when you add a pin on the project location map above.*
- Respond to all required questions in this section.
- Select "Applican.t"

Applicant

- Respond to all required questions in this section.
- Select "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 required information. You can also see if required information is missing if the section has a red X as highlighted in Figure 7 below.*

Figure 7: Required Information Missing Example
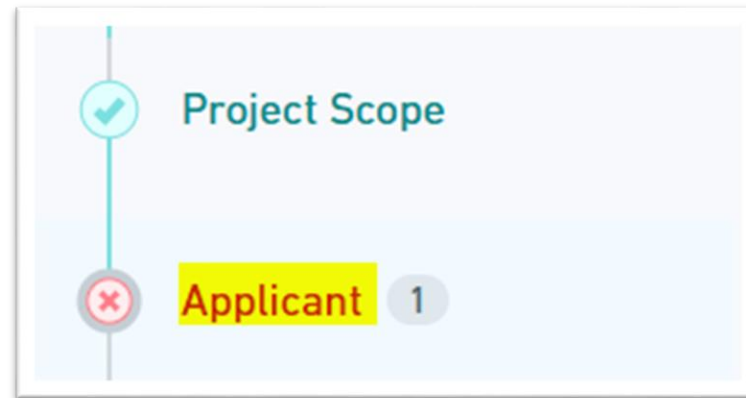
Certify and Submit

- 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."