Application for a Permit to Use

Groundwater

For Department Use: App. Number:





Oregon Water Resources Department

725 Summer Street NE, Suite A Salem, Oregon 97301-1266 503-986-0900 www.oregon.gov/OWRD

OWRD

SECTION 1: APPLICANT INFORMATION	AND S	SIGNATU	RE	
Applicant				
NAME				PHONE (HM)
RICHARD E. & TAMERA J. MORROW				
PHONE (WK)	(54	.L 11) 409-733	9	FAX
ADDRESS	1 (0			
27006 GAP RD.				
CITY	STATE	ZIP	E-MAIL*	
BROWNSVILLE	OR	97327	AUTORICKS@YAHOO.COM	
Organization				
NAME			PHONE	FAX
ADDRESS				CELL
CITY	STATE	ZIP	E-MAIL*	
Agent – The agent is authorized to represent t	the appli	cant in all r	matters relating to this app	lication.
AGENT / BUSINESS NAME WILL McGILL SURVEYING, LLC			PHONE (503) 931-0210	FAX
ADDRESS 15333 PLETZER RD. SE				CELL (503) 510-3026
CITY	STATE	ZIP	E-MAIL*	(300) 310 3020
TURNER	OR	97392	WILLMCGILL.SURVEYING@GM	AIL.COM
Note: Attach multiple copies as needed * By providing an e-mail address, consent is give copies of the proposed and final order docume. By my signature below I confirm that I undoes a lam asking to use water specifically as evaluation of this application will be be I cannot use water legally until the Was Oregon law requires that a permit be exempt. Acceptance of this application of the under use is not the water use is not the water use is not the water use must be compatible with Even if the Department issues a permit water to which they are entitled.	derstan derstan s describ ased on ater Resc issued be n does n er. t accordi	also be maind: ded in this and information ources Department of guarante and to the teamprehens.	pplication. n provided in the application artment issues a permit. Ining construction of any properties a permit will be issued. erms of the permit, the persive land-use plans.	on. roposed well, unless the use is mit can be cancelled.
Applicant Signature		1	ication is true and accur Mokhou Title if applicable MOMM	Date 0/0/2022
Applicant Signature	Print	Name and	Title if applicable	Date

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SECTION 2: PROPERTY OWNERSHIP

Please indicate if you own all the lands associated with the project from which the water is to be diverted, conveyed, and used.
YES, there are no encumbrances. YES, the land is encumbered by easements, rights of way, roads or other encumbrances.
NO, I have a recorded easement or written authorization permitting access. NO, I do not currently have written authorization or easement permitting access. NO, written authorization or an easement is not necessary, because the only affected lands I do not own are state-owned submersible lands, and this application is for irrigation and/or domestic use only (ORS 274.040). NO, because water is to be diverted, conveyed, and/or used only on federal lands.
Affected Landowners: List the names and mailing addresses of all owners of any lands that are not owned by

Affected Landowners: List the names and mailing addresses of all owners of any lands that are not owned by the applicant and that are crossed by the proposed ditch, canal or other work, even if the applicant has obtained written authorization or an easement from the owner. (Attach additional sheets if necessary).

Legal Description: You must provide the legal description of: 1. The property from which the water is to be diverted, 2. Any property crossed by the proposed ditch, canal or other work, and 3. Any property on which the water is to be used as depicted on the map.

SECTION 3: WELL DEVELOPMENT

		IF LESS	THAN 1 MILE:		
WELL NO.	NAME OF NEAREST SURFACE WATER	DISTANCE TO NEAREST SURFACE WATER	ELEVATION CHANGE BETWEEN NEAREST SURFACE WATER AND WELL HEAD		
WELL 1	CALAPOOIA RIVER	3,290′	12'		
-					

Please provide any information for your existing or proposed well(s) that you believe may be helpful in evaluating your application. For existing wells, describe any previous alteration(s) or repair(s) not documented in the attached well log or other materials (attach additional sheets if necessary).

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SECTION 3: WELL DEVELOPMENT, continued

Total maximum rate requested: 0.20 CFS (each well will be evaluated at the maximum rate unless you indicate well-specific rates and annual volumes in the table below).

The table below must be completed for each source to be evaluated or the application will be returned. If this is an existing well, the information may be found on the applicable well log. (If a well log is available, please submit it in addition to completing the table.) If this is a proposed well, or well-modification, consider consulting with a licensed well driller, geologist, or certified water right examiner to obtain the necessary information.

										P	ROPOSED	JSE	
OWNER'S WELL NAME OR NO.	PROPOSED	EXISTING	WELL ID (WELL TAG) NO.* OR WELL LOG ID**	FLOWING	CASING DIAMETER	CASING INTERVALS (IN FEET)	PERFORATED OR SCREENED INTERVALS (IN FEET)	SEAL INTERVALS (IN FEET)	MOST RECENT STATIC WATER LEVEL & DATE (IN FEET)	SOURCE AQUIFER***	TOTAL WELL DEPTH	WELL- SPECIFIC RATE (GPM)	ANNUAL VOLUME (ACRE-FEET)
WELL 1	\boxtimes				8"			MIN. 18'		SAND & GRAVEL	60′ +/-	90	43.75

Licensed drillers are required to attach a Department-supplied Well Tag, with a unique Well ID or Well Tag Number to all new or newly altered wells. Landowners can request a Well ID for existing wells that do not have one. The Well ID is intended to serve as a unique identification number for each well.

^{***} Source aquifer examples: Troutdale Formation, gravel and sand, alluvium, basalt, bedrock, etc.



^{**} A well log ID (e.g. MARI 1234) is assigned by the Department to each log in the agency's well log database. A separate well log is required for each subsequent alteration of the well.

SECTION 4: SENSITIVE, THREATENED OR ENDANGERED FISH SPECIES PUBLIC INTEREST INFORMATION

This information must be provided for your application to be accepted as complete. The Water Resources Department will determine whether the proposed use will impair or be detrimental to the public interest with regard to sensitive, threatened or endangered fish species if your proposed groundwater use is determined to have the potential for substantial interference with nearby surface waters.

To answer the following questions, use the map provided in Attachment 3 or the link below to determine whether the proposed point of appropriation (POA) is located in an area where the Upper Columbia, the Lower Columbia, and/or the Statewide public interest rules apply.

For more detailed information, click on the following link and enter the TRSQQ or the Lat/Long of a POA and click on "Submit" to retrieve a report that will show which section, if any, of the rules apply: https://apps.wrd.state.or.us/apps/misc/lkp_trsqq_features/

If you need help to determine in which area the proposed POA is located, please call the customer service desk at (503) 986-0801.

U	pper	Col	umbia	- OAF	₹ 690	-033-	0115 1	hru	-0130

If yes, and if the Department determines that proposed groundwater use has the potential for substantial
If yes, you are notified that the Water Resources Department will consult with numerous federal, state, local and tribal governmental entities so it may determine whether the proposed use is consistent with the "Columbia River Basin Fish and Wildlife Program" adopted by the Northwest Power Planning Council in 1994 for the protection and recovery of listed fish species. The application may be denied, heavily conditioned, or if appropriate, mitigation for impacts may be needed to obtain approval for the proposed use.
☐ Yes ☑ No
Is the well or proposed well located in an area where the Upper Columbia Rules apply?

- I understand that the permit, if issued, will not allow use during the time period April 15 to September 30, except as provided in OAR 690-033-0140.
- I understand that the Department of Environmental Quality will review my application to determine if the proposed use complies with existing state and federal water quality standards.
- I understand that I will install and maintain water use measurement and recording devices as required by the Water Resources Department, and comply with recording and reporting permit condition requirements.

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Lower Colum	bia - OAR	690-033- 022 0	thru -0230

interference with nearby surface waters:

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Is the well or proposed well located in an area where the Lower Columbia rules	apply?
∑ Yes ☐ No	

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If yes, and the proposed groundwater use is determined to have the potential for substantial interference with nearby surface waters you are notified that the Water Resources Department will determine, by reviewing

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recovery plans, the Columbia River Basin Fish and Wildlife Program, and regional restoration programs applicable to threatened or endangered fish species, in coordination with state and federal agencies, as appropriate, whether the proposed use is detrimental to the protection or recovery of a threatened or endangered fish species and whether the use can be conditioned or mitigated to avoid the detriment.

If a permit is issued, it will likely contain conditions to ensure the water use complies with existing state and federal water quality standards; and water use measurement, recording and reporting required by the Water Resources Department. The application may be denied, or if appropriate, mitigation for impacts may be needed to obtain approval of the proposed use.

If yes, you will be required to provide the following information, if applicable.									
Yes No The proposed use is for more than one cubic foot per second (448.8 gpm) and is not subject to the requirements of OAR 690, Division 86 (Water Management and Conservation Plans).									
If yes, provide a description of the measures to be taken to assure reasonably efficient water use:									
Statewide - OAR 690-033-	0330 thru -0340								
	Il located in an area where the Statewide r	rules apply?							
⊠ Yes ☐ No									
with nearby surface water proposed use will occur in Water Resources Departm Department of Agriculture threatened and endangere If conditions cannot be ide	an area where endangered, threatened or ent, Department of Fish and Wildlife, Depa will recommend conditions required to act (T&E) fish species," or "no net loss of est ntified that meet the standards of no loss of agencies will recommend denial of the ap	es Department will determine whether the sensitive fish species are located. If so, the artment of Environmental Quality, and the thieve "no loss of essential habitat of sential habitat of sential habitat of sensitive (S) fish species." of essential T E fish habitat or no net loss of							
USE	PERIOD OF USE	ANNUAL VOLUME (ACRE-FEET)							
Irrigation	May 1 – Sep. 30	43.75							
For irrigation use only: Please indicate the number of primary, supplemental and/or nursery acres to be irrigated (must match map).									
Primary: <u>17.5</u> Acres Supplemental: Acres Nursery Use: Acres									
If you listed supplemental a	acres, list the Permit or Certificate number	of the underlying primary water right(s):							
Indicate the maximum total number of acre-feet you expect to use in an irrigation season: 43.75									

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- If the use is municipal or quasi-municipal, attach Form M
- If the use is **domestic**, indicate the number of households: (Exempt Uses: Please note that 15,000 gallons per day for single or group **domestic** purposes and 5,000 gallons per day for a single **industrial or commercial** purpose are exempt from permitting requirements.)
- If the use is **mining**, describe what is being mined and the method(s) of extraction (attach additional sheets if necessary):

	necessary):
SEC	CTION 6: WATER MANAGEMENT
A.	Diversion and Conveyance What equipment will you use to pump water from your well(s)?
	Pump (give horsepower and type): <u>5 HP Submersible</u> Other means (describe):
	Provide a description of the proposed means of diversion, construction, and operation of the diversion works and conveyance of water. <u>Submersible pump will deliver water to place of use via buried PVC mainline.</u>
B.	Application Method What equipment and method of application will be used? (e.g., drip, wheel line, high-pressure sprinkler) (attach additional sheets if necessary) Drip
C.	Conservation Please describe why the amount of water requested is needed and measures you propose to: prevent waste; measure the amount of water diverted; prevent damage to aquatic life and riparian habitat; prevent the discharge of contaminated water to a surface stream; prevent adverse impact to public uses of affected surface waters (attach additional sheets if necessary). The requested amount of water is less than standard for irrigation and would be applied accurately and efficiently with drip. Equipment will be maintained to prevent waste.
SEC	CTION 7: PROJECT SCHEDULE
	 a) Date construction will begin: <u>Upon permit issuance.</u> b) Date construction will be completed: <u>Request standard 5-year completion time</u> c) Date beneficial water use will begin: <u>Upon permit issuance.</u>
SEC	CTION 8: RESOURCE PROTECTION
acti	granting permission to use water the state encourages, and in some instances requires, careful control of ivities that may affect adjacent waterway or streamside area. See instruction guide for a list of possible mit requirements from other agencies. Please indicate any of the practices you plan to undertake to protect

water resources.

Water quality will be protected by preventing erosion and run-off of waste or chemical products.

Describe: Care will be taken to keep irrigation equipment in good operating condition to prevent run-off or

Excavation or clearing of banks will be kept to a minimum to protect riparian or streamside areas.

Note: If disturbed area is greater than one acre, applicant should contact the Oregon Department of Environmental Quality to determine if a 1200C permit is required.

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waste.

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Describe planned actions and additional permits req excavation necessary.	uired for project implement	ation: <u>No clearing or</u>					
Other state and federal permits or contracts require List:	d and to be obtained, if a wa	iter right permit is granted:					
SECTION 9: WITHIN A DISTRICT							
Check here if the point of appropriation (POA) or place irrigation or other water district.	ce of use (POU) are located v	within or served by an					
Irrigation District Name Address							
City	State	Zip					

SECTION 10: REMARKS

Use this space to clarify any information you have provided in the application (attach additional sheets if necessary).

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Minimum Requirements Checklist

Minimum Requirements (OAR 690-310-0040, OAR 690-310-0050 & ORS 537.140)

Include this checklist with the application

Check that each of the following items is included. The application <u>will</u> be returned if all required items are not included. If you have questions, please call the Water Rights Customer Service Group at (503) 986-0900.

Please submit the original application and signatures to the Water Resources Department. Applicants are encouraged to keep a copy of the completed application.

Applicant Information and Signature

Property Ownership Well Development

SECTION 1:

SECTION 2:

\boxtimes	SECTION							
\boxtimes	SECTION							
\boxtimes	SECTION	6: Water Management						
\boxtimes	SECTION	7: Project Schedule						
X	SECTION	8: Resource Protection						
\boxtimes	SECTION	9: Within a District						
\boxtimes	SECTION	10: Remarks						
. 1								
nc		llowing additional items:						
\boxtimes	Land Use I or signed	information Form with approval and signature of local planning department (must be an original) receipt.						
X	Provide th	e legal description of: (1) the property from which the water is to be diverted, (2) any property						
		the proposed ditch, canal or other work, and (3) any property on which the water is to be used as						
		on the map.						
∇								
\triangle	Fees - Amount enclosed: \$ <u>2,590.00</u> See the Department's Fee Schedule at <u>www.oregon.gov/owrd</u> or call (503) 986-0900.							
\triangle	Map that includes the following items:							
	\boxtimes	Permanent quality and drawn in ink						
	\boxtimes	Even map scale not less than $4'' = 1$ mile (example: $1'' = 400$ ft, $1'' = 1320$ ft, etc.)						
	\boxtimes	North Directional Symbol						
	\boxtimes .	Township, Range, Section, Quarter/Quarter, Tax Lots						
	\boxtimes	Reference corner on map						
		Location of each diversion, by reference to a recognized public land survey corner (distances north/south and east/west)						
	\boxtimes 1	ndicate the area of use by Quarter/Quarter and tax lot identified clearly.						
		Number of acres per Quarter/Quarter and hatching to indicate area of use if for primary irrigation, supplemental irrigation, or nursery						
		Location of main canals, ditches, pipelines or flumes (if well is outside of the area of use)						

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Land Use Information Form



Oregon Water Resources Department 725 Summer Street NE, Suite A Salem, Oregon 97301-1266 503-986-0900 www.oregon.gov/OWRD

NOTE TO APPLICANTS

In order for your application to be processed by the Water Resources Department (WRD), this Land Use Information Form must be completed by a local government planning official in the jurisdiction(s) where your water right will be used and developed. The planning official may choose to complete the form while you wait, or return the receipt stub to you. Applications received by WRD without the Land Use Form or the receipt stub will be returned to you. Please be aware that your application will not be approved without land use approval.

This form is NOT required if:

- 1) Water is to be diverted, conveyed, and/or used only on federal lands; OR
- 2) The application is for a water right transfer, allocation of conserved water, exchange, permit amendment, or groundwater registration modification, <u>and all</u> of the following apply:
 - The existing and proposed water use is located entirely within lands zoned for exclusive farm-use or within an irrigation district;
 - b) The application involves a change in place of use only;
 - c) The change does not involve the placement or modification of structures, including but not limited to water diversion, impoundment, distribution facilities, water wells and well houses; and
 - d) The application involves irrigation water uses only.

NOTE TO LOCAL GOVERNMENTS

The person presenting the attached Land Use Information Form is applying for or modifying a water right. The Water Resources Department (WRD) requires its applicants to obtain land use information to be sure the water rights do not result in land uses that are incompatible with your comprehensive plan. Please complete the form or detach the receipt stub and return it to the applicant for inclusion in their water right application. You will receive notice once the applicant formally submits his or her request to the WRD. The notice will give more information about WRD's water rights process and provide additional comment opportunities. You will have 30 days from the date of the notice to complete the land use form and return it to the WRD. If no land use information is received from you within that 30-day period, the WRD may presume the land use associated with the proposed water right is compatible with your comprehensive plan. Your attention to this request for information is greatly appreciated by the Water Resources Department. If you have any questions concerning this form, please contact the WRD's Customer Service Group at 503-986-0900.

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Land Use Information Form



Oregon Water Resources Department 725 Summer Street NE, Suite A Salem, Oregon 97301-1266 503-986-0900 www.oregon.gov/OWRD

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~	ν	μ	ш		а			

pplicant										
NAME PHONE (HM)										
RICHARD E. & TAMERA J. MORROW										
PHONE (W	<)				CELL (541) 409-7339			FAX	FAX	
ADDRESS 27006 GAP RD.										
CITY	TID.			STATE	ZIP	E-MAIL*	1			
BROWNSVILLE OR 97327 AUTORICKS@YAHOO.COM										
A. Land a	and Locat	tion								
Please include the following information for all tax lots where water will be diverted (taken from its source), conveyed (transported), and/or used or developed. Applicants for municipal use, or irrigation uses within irrigation districts may substitute existing and proposed service-area boundaries for the tax-lot information requested below.										
Township	Range	Section	1/4 1/4	Tax Lot #	Plan Designat	tion (e.g.,		Water to be:		Proposed Land Use:
145	2W	6	NWSW	2100	EFU	, , , , ,	Diverted	Conveyed	⊠ Used	farming
145	3W	1	NESE	2100	EFU		Diverted	Conveyed	⊠ Used	farming
							Diverted	Conveyed	Used	
							Diverted	Conveyed	Used	
List all counties and cities where water is proposed to be diverted, conveyed, and/or used or developed: RECEIVED										
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B. Description of Proposed Use OWRD										
Type of application to be filed with the Water Resources Department: Permit to Use or Store Water Water Right Transfer Permit Amendment or Groundwater Registration Modification Limited Water Use License Allocation of Conserved Water Exchange of Water										
Source of water: Reservoir/Pond Groundwater Surface Water (name)										
Estimated quantity of water needed: 0.20										
Intended use of water:										
Briefly describe:										
It is proposed to drill Well 1 for irrigation of crops on tax lot 2100.										
									- Sumi	Po
									- Zum	

Note to applicant: If the Land Use Information Form cannot be completed while you wait, please have a local government representative sign the receipt at the bottom of the next page and include it with the application filed with the Water Resources Department.

For Local Government Use Only

The following section must be completed by a planning official from each county and city listed unless the project will be located entirely within the city limits. In that case, only the city planning agency must complete this form. This deals only with the local land use plan. Do not include approval for activities such as building or grading permits.

Please check the appropriate box below and	provide the requested informati	<u>on</u>		
and uses to be served by the proposed water regulated by your comprehensive plan. Cite ap	uses (including proposed construction pplicable ordinance section(s):	n) are allowe $\mathcal{B}_{i}\mathcal{B}_{i}\mathcal{B}_{i}$	d outright or are not $SO(B)(1)$.	
Land uses to be served by the proposed water approvals as listed in the table below. (Please already been obtained. Record of Action/land have been obtained but all appeal periods have	attach documentation of applicable la use decision and accompanying findir	and use approngs are suffic	ovals which have	
Type of Land Use Approval Needed (e.g., plan amendments, rezones, conditional-use permits, etc.)	Cite Most Significant, Applicable Plan Policies & Ordinance Section References	Land Use Approval:		
		☐ Obtained ☐ Denied	☐ Being Pursued ☐ Not Being Pursued	
		☐ Obtained ☐ Denied	☐ Being Pursued ☐ Not Being Pursued	
		☐ Obtained ☐ Denied	☐ Being Pursued ☐ Not Being Pursued	
		☐ Obtained ☐ Denied	☐ Being Pursued ☐ Not Being Pursued	
		Obtained Denied	☐ Being Pursued ☐ Not Being Pursued	
Local governments are invited to express special I Department regarding this proposed use of water		dations to th	ne Water Resources	
SIGNATURE SOLVES GOVERNMENT ENTITY OFFI	SH1-967-3816	THTLE: DATE: S	ning Mgr.	
Note to local government representative: Please If you sign the receipt, you will have 30 days from Land Use Information Form or WRD may presume local comprehensive plans.	the Water Resources Department's n	otice date to	return the completed	
Receipt for R	equest for Land Use Information	on .	- Annual Control of the Control of t	
Applicant name:				
City or County:	Staff contact:			
Signature:RECE	VED Phone:	Date:	-	

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After Recording, Return to: Oregon Title Insurance Company 450 Country Club Rd. #150 Eugene, OR 97401

Until a change is requested, tax statements shall be sent to the following address: Richard E & Tamara J. Morrow 27006 Gap Rd. Brownsville, OR 97327

> STATUTORY WARRANTY DEED (Individual)

(Above Space Reserved for Recorder's Use)

ROBERT A. MCDOWELL and LYSA A. MCDOWELL

conveys and warrants to RICHARD E. MORROW and TAMARA J. MORROW, husband and wife

the following described real property in the State of Oregon and County of Linn free of encumbrances, except as specifically set forth herein: free of encumbrances, except as specifically and thereof as exhibit 'A'.

AFTER RECORDING RETURN TO OREGON TITLE INSURANCE CO OREGON TITLE INSURANCE CO. 309907

This property is free of encumbrances, EXCEPT: COVENANTS, CONDITIONS, RESTRICTIONS, RESERVATIONS, EASEMENTS AND RIGHTS OF WAY OF RECORD, IF ANY.

58

The true consideration for this conveyance is \$170,000.00

THIS INSTRUMENT WILL NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLA-TION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRU-MENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES AND TO DETERMINE ANY LIMITS ON LAW-SUITS ACAINST FARMING OR FOREST PRACTICES AS DEFINED IN ORS 30.930.

DATED this 20th day or OCTOBER, 1998.

bet A. Mc Joule ROBERT A. MCDOWELL

OR McDowell

STATE OF OREGON, COUNTY OF Jackson)ss. The foregoing instrument was acknowledged before me this 28day of OCTOBER, 1998, by ROBERT A. MCDOWELL and LYSA A. MCDOWELL.

nu Notary Public for Oregon My Commission Expires:

JULIE ANNE AUSTAD NOTARY PUBLIC - L'REGON COMMITTEM TO HOATTOS

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Order No.: 300036sx

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EXHIBIT "A"

The following described real property situated in the County of Linn and State of Oregon, to-wit:

Beginning on the Donation Land Claim of Alexander Kirk and wife, Notification No. 2136, Claim No. 37, in Township 14 South, Range 3 West of the Willamette Meridian, at a point thereon 27.50 chains North and 20.00 chains East of the Southwest corner of said Claim; and running from thence North 8.999 chains, more or less, to an iron pin set a the Southwest corner of a tract of land owned by Frank E. Moody and wife; thence East 20.00 chains to an iron pin on the East line of said Claim; thence South 8.999 chains along the East boundary of said claim to a point due East of the place of beginning; thence West 20.00 chains, more or less, to the point of beginning in Linn County, Oregon.

STATE OF OREGON
County of Linn

I hereby certify that the attached was received and duly recorded by me in the stay recorded by recorded by me in the stay recorded by recorde

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Date Received (Date Stamp Here)

OWRD Over-the-Counter Submission Receipt

Applicant Name(s) & Address: Richard & Tamera Movrow
27 DUE Gap Rd. Brownsville or 97327
Transaction Type: GW
Fees Received: \$ 2596.00
□ Cash A Check: Check No. 2062 Name(s) on Check: Will McGill Suveying, UC
Thank you for your submission. Oregon Water Resources Department (Department) staff will review your submittal as soon as possible.
If your submission is determined to be complete, you will receive a receipt for the fees paid and an acknowledgement letter stating your submittal is complete.
If determined to be incomplete, your submission and the accompanying fees will be returned with an explanation of deficiencies that must be addressed in order for the submittal to be accepted.
If you have any questions, please feel free to contact the Department's Customer Service staff at 503-986-0801 or 503-986-0810.
Sincerely, OWRD Customer Service Staff
Submission received by: (Name of OWRD staff)
Instructions for OWRD staff:

- Complete this Submission Receipt and make two (2) copies. Place one copy with the check/cash; and place the other copy with the submission (i.e., the application or other document).
- Date-stamp all pages. (NOTE: Do not stamp check.)
- Give this original Submission Receipt to the applicant.
- Record Submission Receipt information on the "RECEIVED OVER THE COUNTER" log sheet.
- Fold and put one copy of the Submission Receipt with check/cash into the Safe slot. Place the other copy of the Submission Receipt with submission (application/other document) in the top drawer of filing cabinet.