CLAIM OF BENEFICIAL USE for Groundwater Permits claiming more than 0.1 cfs



Oregon Water Resources Department 725 Summer Street NE, Suite A Salem, Oregon 97301-1266 (503) 986-0900

www.oregon.gov/OWRD

A fee of \$230 must accompany this form for <u>permits</u> with priority dates of July 9, 1987, or later.

A separate form shall be completed for each permit.

In cases where a permit has been amended through the permit amendment process, a separate claim for the permit amendment is not required. Incorporate the permit amendment into the claim for the permit.

This form is subject to revision. **Begin each new claim** by checking for a new version of this form at: https://www.oregon.gov/OWRD/Forms/Pages/default.aspx

The completion of this form is required by OAR 690-014-0100(1) and 690-014-0110(4).

Please type or print in dark ink. If this form is found to contain errors or omissions, it may be returned to you. **Every item must have a response.** If any requested information does not apply to the claim, insert "NA." **Do not delete or alter any section of this form unless directed by the form.** The Department may require the submittal of additional information from any water user or authorized agent.

"Section 8" of this form is intended to aid in the completion of this form and should not be submitted.

A claim of beneficial use includes both this report and a map. If the map is being mailed separately from this form, please include a note with this form indicating such.

If you have questions regarding the completion of this form, please call 503-979-9103.

The Department has a program that allows it to enter into a voluntary agreement with an applicant for expedited services. Under such an agreement, the applicant pays the cost to hire additional staff that would not otherwise be available. This program means a certificate may be issued in about a month. For more information on this program see

https://www.oregon.gov/OWRD/programs/WaterRights/RA/Pages/default.aspx

SECTION 1 GENERAL INFORMATION

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1. File Information:

APPLICATION #	PERMIT # (IF APPLICABLE)	PERMIT AMENDMENT # (IF APPLICABLE)
G-16930	G-16413	T-

2.	Property	Owner (current owner	information):
----	----------	---------	---------------	-------------	----

APPLICANT/BUSINESS NAME Cala Farms		PHONE NO (541) 936		DDITIONAL CONTACT NO.	
ADDRESS					
29822 Goracke Ln.					
29822 Goracke Ln.	STATE	ZiP	E-MAIL		

If the current property owner is not the permit holder of record, it is recommended that an assignment be filed with the Department. <u>Each</u> permit holder of record must sign this form.

3. Permit holder of record (this may, or may not, be the current property owner):

PERMIT HOLDER OF RECORD Cala Farms			
ADDRESS 31144 Wirth Rd.			
CITY	STATE	ZIP	
Tangent	OR	97389	

ADDITIONAL PERMIT HOLD	er of Record		
ADDRESS			
Сіту	STATE	ZIP	

4. Date of Site Inspection:

6/13/2023

5. Person(s) interviewed and description of their association with the project:

NAME	DATE	Association with the Project
Dave Goracke	6/13/2023	Owner

6. County:

Linn

7. If any property described in the place of use of the permit is excluded from this report, identify the owner of record for that property (ORS 537.230(5)):

OWNER OF RECORD			
ADDRESS			
Сіту	STATE	ZIP	

Add additional tables for owners of record as needed

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SIGNATURES

CWRE Statement, Seal and Signature

The facts contained in this Claim of Beneficial Use are true and correct to the best of my knowledge.



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CWRE NAME William E. McGill		PHONE NO (503) 510	
ADDRESS 15333 Pletzer Rd. SE			
CITY	STATE	ZIP	E-MAIL
Turner	OR	97392	willmcgill.surveying@gmail.com

Permit Holder of Record Signature or Acknowledgement

Each permit holder of record must sign this form in the space provided below.

The facts contained in this Claim of Beneficial Use are true and correct to the best of my knowledge. I request that the Department issue a water right certificate.

SIGNATURE	PRINT OR TYPE NAME	TITLE	DATE
War P. De	David V. Gorach	President	7/7/23

CLAIM DESCRIPTION

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1. Point of appropriation name or number:

POINT OF APPROPRIATION	WELL LOG ID #	WELL TAG#
(POA) NAME OR NUMBER (CORRESPOND TO MAP)	FOR ALL WORK PERFORMED ON THE WELL (IF APPLICABLE)	(IF APPLICABLE)
Well 1	LINN 11802	

Attach each well log available for the well (include the log for the original well and any subsequent alterations, reconstructions, or deepenings)

2. Point of appropriation source, if indicated on permit:

POA	Source	TRIBUTARY
NAME OR NUMBER	BASIN LOCATED WITHIN	
Well 1	Shedd Slough	Walton Slough

3. Developed use(s), period of use, and rate for each use:

POA NAME OR NUMBER	USES	IF IRRIGATION, LIST CROP TYPE	SEASON OR MONTHS WHEN WATER WAS USED	ACTUAL RATE OR VOLUME USED (CFS, GPM, OR AF)
Well 1	Irrigation	Hairy Vetch	May 1 – July 31	0.27 cfs
Total Quantity of Water Used				0.27 cfs

4. Provide a general narrative description of the distribution works. This description must trace the water system from each point of appropriation to the place of use:

Water is pumped from Well 1 by a 10 HP submersible pump and delivered to the place of use through 6" and 4" buried PVC mainline. Water is applied to the place of use by an Echo 125 hard hose traveler with a big gun.

Reminder: The map associated with this claim must identify the location of the point(s) of diversion, Donation Land Claims (DLC), Government Lots (GLot), and Quarter-Quarters (QQ).

5. Variations:

Was the use developed differently from what was authorized by the permit, permit amendment final order, or extension final order? If yes, describe below.

YES NO

(e.g. "The permit allowed three points of appropriation. The water user only developed one of the points." or "The permit allowed 40.0 acres of irrigation. The water user only developed 10.0 acres.")

The permit authorizes 131.57 acres of irrigation and 122.7 acres were developed. The map describes the accurate developed place of use split by QQ, tax lot, and DLC.

6. Claim Summary:

POA NAME OR #	MAXIMUM RATE AUTHORIZED	CALCULATED THEORETICAL RATE	AMOUNT OF WATER	USE	# OF ACRES	# OF ACRES
NAME ON H	AOTHORIZED	BASED ON SYSTEM	MEASURED		ACCOUNTED	DEVELORED
Well 1	0.27 cfs	0.54 cfs	*	Irrigation	131.57	122.7

*The pump, equipped with a VFD, was running at the time of site inspection, but at such a low rate that we could not get a reading on the flow meter.

SYSTEM DESCRIPTION

Are t	here	multip	le P	OAs?
-------	------	--------	------	------

YES

NO

If "YES" you will need to copy and complete a separate Section 4 for each POA.

POA Name or Number this section describes (only needed if there is more than one):

Well 1	
\A/-II 4	
WALL	
AACH T	

A. Place of Use

1. Is the right for municipal use?

YES

NO

If "YES" the table below may be deleted.

TWP	RNG	Mer	SEC	QQ	GLOT	DLC	USE	IF IRRIGATION, # PRIMARY ACRES	IF IRRIGATION, # SUPPLEMENTAL ACRES
135	3W	WM	7	NENE		46	Irrigation	5.3	
135	3W	WM	7	NENE	2		Irrigation	12.1	
135	3W	WM	7	NWNE		46	Irrigation	10.5	
135	3W	WM	7	NWNE	1		Irrigation	29.4	
135	3W	WM	7	SWNE			Irrigation	24.8	
135	3W	WM	7	SENE			Irrigation	27.5	
135	3W	WM	7	NENW			Irrigation	7.7	
135	3W	WM	7	NESE			Irrigation	0.5	
135	3W	WM	7	NWSE			Irrigation	4.9	
Total A	cres Irrig	ated						122.7	

Reminder: The map associated with this claim must identify Donation Land Claims (DLC), Government Lots (GLot), Quarter Quarters (QQ), and if for irrigation, the number of acres irrigated within each projected DLC, GLot, and QQ.

B. Groundwater Source Information (Well)

1. Is the appropriation from a well?

YES

NO

If "NO", items 2 through 4 relating to this section may be deleted.

2. Describe the access port (type and location) or other means to measure the water level in the well:

1/2" galvanized steel vent pipe on the N edge of well cap

3. If well logs are not available, provide as much of the following information as possible:

CASING	CASING	TOTAL	COMPLETION	COMPLETION	WHO THE WELL	WELL DRILLED BY
DIAMETER	DEPTH	DEPTH	DATE OF	DATES OF	WAS DRILLED FOR	
			ORIGINAL WELL	ALTERATIONS		
Soo attached	uell les LINIA	111003	ORIGINAL WELL	ALIERATIONS		

See attached well log LINN 11802

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4. In addition to the information requested in item "3" above, provide any other information which may help the Department locate any well logs associated with this appropriation.

C. Groundwater Source Information (Sump)

1. Is the appropriation from a dug well (sump)?

YES



D. Diversion and Delivery System Information

Provide the following information concerning the diversion and delivery system. Information provided must describe the equipment used to transport <u>and</u> apply the water from the point of appropriation to the place of use.

1. Is a pump used?

YES

NO

If "NO" items 2 through item 6 may be deleted.

2. Pump Information:

MANUFACTURER	MODEL	SERIAL NUMBER	TYPE (CENTRIFUGAL, TURBINE OR SUBMERSIBLE)	INTAKE SIZE	DISCHARGE SIZE
*	*	*	Submersible		4"

3. Motor Information:

Manufacturer	HORSEPOWER
*	10
*Application G-16930 was made on an	existing system that was in place when the applicant moved to
the property in 1998. Application G-169	930 shows the pump to be a 10 HP.

4. Theoretical Pump Capacity:

Horsepower	OPERATING PSI	LIFT FROM SOURCE TO PUMP *IF A WELL, THE WATER LEVEL DURING PUMPING	LIFT FROM PUMP TO PLACE OF USE	TOTAL PUMP OUTPUT (IN CFS)
LO	48	0'	9'	0.54

5. Provide pump calculations:

Q = (10*7.04) / (121.92+6+3) = 0.54 cfs

6. Measured Pump Capacity (using meter if meter was present and system was operating):

INITIAL METER READING	ENDING METER READING	DURATION OF TIME	TOTAL PUMP OUTPUT	
		OBSERVED	(IN CFS)	
The system was running	g during the site inspection	n, but at such a low rate,	we could not get a usable	
output reading.				

Reminder: For pump calculations use the reference information at the end of this document.

7. Is the distribution system piped?

YES

NO

If "NO" items 8 through item 13 may be deleted.

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8. Mainline Information:

MAINLINE SIZE	LENGTH	TYPE OF PIPE	BURIED OR ABOVE GROUND
6"	~1830′	PVC	Buried
4"	~1830′	PVC	Buried

9. Lateral or Handline Information:

LATERAL OR HANDLINE SIZE	LENGTH	TYPE OF PIPE	BURIED OR ABOVE GROUND
N/A			

10. Sprinkler Information:

Size	OPERATING PSI	SPRINKLER OUTPUT (GPM)	TOTAL NUMBER OF SPRINKLERS	MAXIMUM NUMBER USED	TOTAL SPRINKLER OUTPUT (CFS)
Echo 125 w/ Nelson big gun (7/8" nozzle)	48	130 max.	1	1	0.29

Reminder: For sprinkler output determination use the reference information at the end of this document.

11. Drip Emitter Information:

Size	OPERATING PSI	EMITTER OUTPUT (GPM)	TOTAL NUMBER OF EMITTERS	MAXIMUM NUMBER USED	TOTAL EMITTER OUTPUT (CFS)
N/A					

12. Drip Tape Information:

DRIPPER	GPM PER	TOTAL	MAXIMUM	TOTAL TAPE	Additional Information
SPACING IN	100 FEET	LENGTH OF	LENGTH OF TAPE	Оитрит	
INCHES		TAPE	USED	(CFS)	
N/A					

13. Pivot Information:

MANUFACTURER	MAXIMUM WETTED RADIUS	OPERATING PSI	TOTAL PIVOT OUTPUT (GPM)	TOTAL PIVOT OUTPUT (CFS)
N/A				

E. Storage

1. Does the distribution system include in-system storage (e.g. storage tank, bulge in system / reservoir)?

YES NO

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1. Does the system involve a gravity flow pipe?	YES	NO
G. Gravity Flow Canal or Ditch (The Department typically uses Manning's formula for canals and ditches)		
1. Is a gravity flow canal or ditch used to convey the water as part of the distribution system?	YES	NO
H. Additional notes or comments related to the system:		

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CONDITIONS

All conditions contained in the permit, permit amendment, or any extension final order shall be addressed. Reports that do not address all performance related conditions will be returned.

1. Time Limits:

Permits and extension final orders contain any or all of the following dates: the date when the actual construction work was to begin, the date when the construction was to be completed, and the date when the complete application of water to the proposed use was to be completed. These dates may be referred to as ABC dates. Describe how the water user has complied with each of the development timelines established in the permit or permit extension order:

	DATE FROM PERMIT	DATE ACCOMPLISHED*	DESCRIPTION OF ACTIONS TAKEN BY WATER USER TO COMPLY WITH THE TIME LIMITS
ISSUANCE DATE	12/29/2008		
BEGIN CONSTRUCTION (A)	N/A	N/A	N/A
COMPLETE CONSTRUCTION (B)	10/1/2018	Application made on	existing system.
COMPLETE APPLICATION OF WATER (C)	10/1/2018	August 2012	Completed irrigation on claimed acreage.

^{*} MUST BE WITHIN PERIOD BETWEEN PERMIT, OR ANY EXTENSION FINAL ORDER ISSUANCE AND THE DATE TO COMPLETELY APPLY WATER

2.	Is	there	an	extension	final	order	S	1
----	----	-------	----	-----------	-------	-------	---	---

YES NO

If "NO", items a and b relating to this section may be deleted.

a. Did the Extension Final Order require the submittal of Progress Reports?

YES NO

3. Initial Water Level Measurements:

a. Was the water user required to submit an initial static water level measurement?

YES

NO

If "NO", items b through d relating to this section may be deleted.

b. What month was the initial measurement to be taken in?

March

c. Was the measurement submitted to the Department?

YES

NO

d. If the initial measurement was not submitted, provide that measurement now, if available:

DATE OF MEASUREMENT	MEASUREMENT MADE BY	METHOD	MEASUREMENT

4. Annual Static Water Level Measurements:

a. Was the water user required to submit annual static water level measurements?

YES

NO

If "NO", items b through e relating to this section may be deleted.

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b.	Provide the month, or month	s, the static water level measurement(s) were to be made:
	March	

c. Were the static water level measurements taken in the month(s) required?

YES*

NO

*There have been 7 consecutive measurements. All were in March except 2017 was on 2/23 and 2019 was on 4/10.

d. If "YES", were those measurements submitted to the Department?

YES

NO

e. If the annual measurements were not submitted, provide the measurements now:

DATE OF MEASUREMENT	MEASUREMENT MADE BY	METHOD	MEASUREMENT

5. Pump Test:

a. Did the permit require the submittal of a pump test?

YES

NO

Ground water permits with priority dates on or after **December 20, 1988**, require the submittal of a pump test prior to issuance of a certificate. In some cases, the permit holder may qualify for a multiple well exemption or an unreasonable burden exemption.

For additional information regarding pump tests see:

https://www.oregon.gov/OWRD/programs/GWWL/GW/Pages/PumpTestProgram.aspx

If "NO", items b through e relating to this section may be deleted.

b. Has the pump test been previously submitted to the Department?

YES

NO

c. Is the pump test attached to this claim?

YES

NO

d. Has the pump test been approved by the Department?

YES

NO

e. Has a pump test exemption been approved by the Department?

YES

NO

6. Measurement Conditions:

a. Does the permit, permit amendment, or any extension final order require the installation of a meter or approved measuring device?

If "NO", items b through f relating to this section may be deleted.

Reminder: If a meter or approved measuring device was required, the COBU map must indicate the location of the device in relation to the point of diversion or appropriation.

b. Has a meter been installed?

YES

NO

c. Meter Information

POD/POA NAME OR #	MANUFACTURER	SERIAL#	CONDITION (WORKING OR NOT)	CURRENT METER READING	DATE INSTALLED
Well 1	McCrometer	16-07587-06	Working	061150	May 2017

7. Recording and reporting conditions:

a. Is the water user required to report the water use to the Department?

YES

NO

If "NO", item b relating to this section may be deleted.

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^{**} Claims will not be reviewed until a pump test or exemption has been approved by the Department

b. H	ave	the	reports	been	submitted	
------	-----	-----	---------	------	-----------	--

NO

If the reports have not been submitted, attach a copy of the reports if available.

8. Other conditions required by permit, permit amendment final order, or extension final order:

a. Were there special well construction standards?

YES

NO

b. Was submittal of a ground water monitoring plan required?

YES

NO

c. Was submittal of a water management and conservation plan required?

YES

NO

d. Was a Well Identification Number (Well ID tag) assigned and attached

YES NO

to the well?

WELLID#	DATE ATTACHED TO WELL

e. Other conditions?

NO

If "YES" to any of the above, identify the condition and describe the water user's actions to comply with the condition(s):

e. Restore disturbed riparian areas: No areas were disturbed.

SECTION 6

ATTACHMENTS

Provide a list of any additional documents you are attaching to this report:

ATTACHMENT NAME	DESCRIPTION	
Well Log	LINN 11822 (1 pg.)	
Pictures	Taken at 6/13/2023 site inspection (8 pgs.)	

SECTION 7

CLAIM OF BENEFICIAL USE MAP

The Claim of Beneficial Use Map must be submitted with this claim. Claims submitted without the Claim of Beneficial Use map will be returned. The map shall be submitted on poly film at a scale of 1'' = 1320 feet, 1'' = 400 feet, or the original full-size scale of the county assessor map for the location.

Provide a general description of the survey method used to prepare the map. Examples of possible methods include, but are not limited to, a traverse survey, GPS, or the use of aerial photos. If the basis of the survey is an aerial photo, provide the source, date, series and the aerial photo identification number.

Survey method used was aerial photo provided by Maxar Technologies.

Source Date: 4/23/2022

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Map Checklist

Please be sure that the map you submit includes ALL the items listed below. (Reminder: Incomplete maps and/or claims may be returned.)

\boxtimes	Map on polyester film
	Appropriate scale (1" = 400 feet, 1" = 1320 feet, or the original full-size scale of the county assessor map)
\boxtimes	Township, Range, Section, Donation Land Claims, and Government Lots
\boxtimes	If irrigation, number of acres irrigated within each projected Donation Land Claims, Government Lots, Quarter-Quarters
	Locations of fish screens and/or fish by-pass devices in relationship to point of diversion
\boxtimes	Locations of meters and/or measuring devices in relationship to point of diversion or appropriation
\boxtimes	Conveyance structures illustrated (pumps, reservoirs, pipelines, ditches, etc.)
\boxtimes	Point(s) of diversion or appropriation (illustrated and coordinates)
\boxtimes	Tax lot boundaries and numbers
	Source illustrated if surface water
\boxtimes	Disclaimer ("This map is not intended to provide legal dimensions or locations of property ownership lines")
\boxtimes	Application and permit number or transfer number
\boxtimes	North arrow
\boxtimes	Legend
\boxtimes	CWRE stamp and signature

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STATE OF OREGON WATER WELL REPORT (as required by ORS 537.765)

AUG 29 1988

Name CEARY WELTURE	EGSUBOEAFFOR OF WELL by legal description: M. OREGOLIAN Latitude Longitude				
Address Deh RURN LANE	Township 135 Nors, Range 3 Longitude Eor W, WM.				
City CHEOD State OREGONZIP					
(2) TYPE OF WORK:					
New Well Deepen Recondition Abandon	Street Address of Well (or nearest address) Ash Burn Lare				
	SheDD ORLADU				
(3) DRILL METHOD					
Rotary Air Rotary Mud Cable	(10) STATIC WATER LEVEL:				
(4) PROPOSED USE:	ft. below land surface. Date 8/17/00				
	Artesian pressure lb. per square inch. Date				
Domestic Community Industrial Irrigation Injection Other	(11) WATER BEARING ZONES:				
	Depth at which water was first found				
Special Construction approval Yes No. Depth of Completed Well 195 ft.	From To Estimated Flow Rate SWL				
Special Construction approval Yes No: Depth of Completed Well Res. Ro.	29' 40' 30gpm				
Explosives used _ Type Amount	105' 118' 40 gam				
HOLE SEAL Amount	195' 50 gran				
neter From To Remarked From To Sach or pounds					
8" 18 195 B 18 KGNTOPHE D 18 17	(12) WELL LOG:				
2 13 10	Ground elevation				
	Material From To SWL				
How was seal placed; Method. A B G C D D E	BROWN SOIL 0 4				
Nother BENTOM TECRUMBLES (DRY)	BROWN Clay 4 29				
Backfill placed fromft. toft. Material	B'ROWN MAY' + GRAURI 29 40				
Gravel placed fromft. toft. Size of gravel	BROWN SAND SILT GROVEL 40 52				
(6) CASING/LINER:	Blue CIAY & GAAJES 52 78				
Diameter From To Gauge Steel Plastic Welded Threaded	RPOWN MAY 91 94				
A 11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1				
Casing 8" 1 180 , 3.50	LAYERED Blue SAND GRAVEL 105 118				
	& Blue Clay				
	Blue CIAY 18 131				
Liner: Norte	Black SAPD (HEAVING) 131 136				
	BROWN CLAY 136 118				
mal location of shoe(s)	Blue CIAY 180 195				
(7) PERFORATIONS/SCREENS:	MARSE Blue SAND 195				
Perforations Method Mills Wrife	Blue (1AY 195 203				
Screens Type Material	BROWN CIAY 203 206				
Slot Tele/pipe	DECENTED				
From To size Number Diameter size Casing Liner	MEGEIVED				
105 118 1640 60	111 07 700				
77777	JUL 07 2023				
	- Olympia				
	0/1/20 OVRD 0/2/20				
	Date started 8/1/88 Completed 8/17/88				
(8) WELL TESTS: Minimum testing time is 1 hour	(unbonded) Water Well Constructor Certification:				
Planing	I certify that the work I performed on the construction, alteration, or abandonment of this well is in compliance with Oregon well construction				
Pump Bailer Air' Artesian	standards. Materials used and information reported above are true to my best				
Yield gal/min Drawdown Drill stem at Time	knowledge and belief.				
75 0 (1hr.)	WWC Number				
	Signed Date				
	(bonded) Water Well Constructor Certification:				
Temperature of water 510 Depth Artesian Flow Found	I accept responsibility for the construction, alteration, or abandonment				
Was a water analysis done? Yes By whom work performed on this well during the construction dates reported above. all work performed during this time is in compliance with Oregon well					
Did any strata contain water not suitable for intended use? Too little construction standards. This report is true to the best of my knowledge.					
Salty Muddy Odor Colored Other	belief. WWC Number 0 18				
Depth of strata:	Signed Jak Maddow Date 8/18/88				
WHITE COPIES - WATER RESOURCES DEPARTMENT YELLOW COPY - CONSTRUCTOR PINK COPY - CUSTOMER 9809C 10/88					



Cala Farms Cobu anote 6/13/23 Well

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6/13/23

flow meter reading

YASKAWA DIGITAL OPERATOR JVOP-183 ALM Cala Farms CoBU **O**TUA **(** onsite **O**OFF 6/13/23 VFD w/ opening Psi RECEIVED JUL 07 2023

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Cala farms

CoBU ansite

6/13/23

Flow meter tay of MFD date

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Cala Farms

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Echo 125 hose recl



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Cala Farms

CoBM

onsite

6/13/23

Nelson big gun 7/8" nozzle



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Date Received (Date Stamp Here)

OWRD Over-the-Counter Submission Receipt

Applicant Name(s) & Address: (ala Fains	29822 Goradee Un
Shed OR 97377	
Transaction Type: COBU	
Fees Received: \$ 73099	
☐ Cash ☐ Check; Check No. 7	6 7
Name(s) on Check	. Will Mobill Surveying
Thank you for your submission. Oregon Water Resource review your submittal as soon as possible. If your submission is determined to be complete, you wan acknowledgement letter stating your submittal is complete.	vill receive a receipt for the fees paid and
If determined to be incomplete, your submission and to an explanation of deficiencies that must be addressed	
If you have any questions, please feel free to contact t at 503-986-0801 or 503-986-0810.	he Department's Customer Service staff
Sincerely, OWRD Customer Service Staff	
Submission received by: Name of OWRD stay	<u>e</u>

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 fon drawer of filing cabinat