CLAIM OF BENEFICIAL USE <u>for Groundwater Permits</u> <u>claiming more than 0.1 cfs</u>



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

RECEIVED

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

OCT 1 6 2023

Owen

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

1. File Information:

APPLICATION #	PERMIT # (IF APPLICABLE)	PERMIT AMENDMENT # (IF APPLICABLE)
G-18763	G-18275	Т-

2. Property Owner (current owner information):

APPLICANT/BUSINESS NAME		PHONE NO.		ADDITIONAL CONTACT NO.	
Brian D. Arnzen, Kerri Arnzen	(503) 551-0795				
Address					
8466 75 th Ave. NE					
Сіту	STATE	ZIP	E-MAIL		
Salem	OR	97305	arnzenelect	tric@hotmail.com	

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		
Brian D. Arnzen, Kerri Arnzen		
Address		
8466 75 th Ave. NE		
Сіту	STATE	ZIP
Salem	OR	97305

Additional Permit Holder of Record						
Address						
Сіту	STATE	Zip				

4. Date of Site Inspection:

9/11/2023

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

NAME	DATE	Association with the Project	
Brian Arnzen	9/11/2023	Owner	

6. County:

Marion

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

RECEIVED OCT **1 6** 2023

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.



CWRE NAME William E. McGill		Рноме No (503) 510	
ADDRESS 15333 Pletzer Rd. SE			
Сіту	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
Bin Ca	Brian Grazen	owner	10-10-23
Keni Arna	Kerri Amzen	owner	10-10-23
			RECEIVED
			OWRD

CLAIM DESCRIPTION

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	MARI 65642	L-111610

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	Little Pudding River	Pudding River

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	Pasture and Landscaping	Mar. 1 - Oct. 31	0.20 cfs
Total Quantity of Water Used				0.20 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 the POA by a 15 HP submersible pump and delivered to the POU through 4" buried PVC pipe. The water is applied to the POU by handline, wheel line, and 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, YES NO

permit amendment final order, or extension final order? If yes, describe below.

(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.")

6. Claim Summary:

POA	MAXIMUM RATE	CALCULATED	AMOUNT OF	USE	# OF ACRES	# OF ACRES
NAME OR #	AUTHORIZED	THEORETICAL RATE BASED ON SYSTEM	WATER MEASURED		ALLOWED	DEVELOPED
Well 1	0.20 cfs	0.49 cfs	*	Irrigation	16.26	16.26

*System not running at time of site inspection.

SYSTEM DESCRIPTION

CASING	CASING	TOTAL	COMPLETION	COMPLETION	WHO THE WELL	WELL DRILLED BY
DIAMETER	DEPTH	DEPTH	DATE OF	DATES OF	WAS DRILLED FOR	
			ORIGINAL WELL	ALTERATIONS		

See attached well log.

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.

COBU Form Large Groundwater – Page 5 of 11

Revised 7/1/2021

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. Place of Use

Are there multiple POAs?

1. Is the right for municipal use?

If "YES" the table below may be deleted.

Twp	RNG	MER	SEC	QQ	GLOT	DLC	USE	IF IRRIGATION, # PRIMARY ACRES	IF IRRIGATION, # SUPPLEMENTAL ACRES
6S	2W	WM	22	NENE			Irrigation	16.26	
Total A	cres Irrig	ated						16.26	

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?

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 ½" threaded port on SE 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 Original Well	DATES OF ALTERATIONS	WAS DRILLED FOR	
o attached u	velller		Succession of the state of the second s	1999 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 -	and an other address of the sector many and address of the sector of the	

C. Groundwater Source Information (Sump)

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

D. Diversion and Delivery System Information



OWRD

NO YES

NO YES



YES

NO

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
Grundfos	300-S4		Submersible		3"

3. Motor Information:

MANUFACTURER	HORSEPOWER
Hitachi	15

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)
15	80	0'	10.5'	0.49

5. Provide pump calculations:

Q = (15*7.04) / (203.2+10.5) = 0.49 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)
Custom not sumpling at t	ime of site inspection	an a	

System not running at time of site inspection.

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

7. Is the distribution system piped?

h/FC	110
YES	NO

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

8. Mainline Information:

MAINLINE SIZE	LENGTH	TYPE OF PIPE	BURIED OR ABOVE GROUND
4"	~1,050'	PVC	Buried

9. Lateral or Handline Information:

LATERAL OR HANDLINE SIZE	LENGTH	TYPE OF PIPE	BURIED OR ABOVE GROUND
3″x40′	1480'	Aluminum	Above Ground
4"x40'	880'	Aluminum	Above Ground

OWRD

10. Sprinkler Information:

Size	OPERATING PSI	SPRINKLER OUTPUT (GPM)	TOTAL NUMBER OF SPRINKLERS	MAXIMUM NUMBER USED	TOTAL SPRINKLER OUTPUT (CFS)
Handline: 5/32"	40	4.4	37	22	0.22
Handline: 3/16"	40	6.4	22	22	0.31
Big Gun: 0.79″	40	100	1	1	0.22

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 SPACING IN INCHES	GPM PER 100 FEET	TOTAL LENGTH OF TAPE	MAXIMUM LENGTH OF TAPE USED	TOTAL TAPE OUTPUT (CFS)	ADDITIONAL INFORMATION
N/A					

13. Pivot Information:

MANUFACTURER	MAXIMUM WETTED	OPERATING	TOTAL PIVOT	TOTAL PIVOT
	RADIUS	PSI	OUTPUT (GPM)	OUTPUT (CFS)
N/A		(* respect of all the stars		

E. Storage

 Does the distribution system include in-system storage (e.g. storage tank, bulge in system / reservoir)? 	YES	NO
 F. Gravity Flow Pipe (THE DEPARTMENT TYPICALLY USES THE HAZEN-WILLIAM'S FORMULA FOR A GRAVITY FLOW PIPE SYSTEM) 1. Does the system involve a gravity flow pipe? 	YES	NO
Coes the system involve a gravity flow pipe? G. Gravity Flow Canal or Ditch (The Department typically uses Manning's Formula for Canals and Ditches)	YES	NO
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:		

RECEIVED

OCT 1 6 2013

WR

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*	1	N OF ACTIONS T TO COMPLY WIT LIMITS	
ISSUANCE DATE	10/1/2019				
BEGIN CONSTRUCTION (A)	10/1/2024	1/6/2015	Application m	ade on exist	ing well.
COMPLETE CONSTRUCTION (B)	N/A	N/A	N/A		
COMPLETE APPLICATION OF NATER (C)	10/1/2024	5/6/2020	Completed irr	igating all cla	aimed POU
 * MUST BE WITHIN PERIOD BE WATER 2. Is there an extension 3. Initial Water Level N a. Was the water user in If "NO", items b through b. What month was the March c. Was the measurement 	n final order(s)? Measurements: required to submin of relating to this e initial measurem	t an initial static water l <i>section may be deleted.</i> nent to be taken in?	evel measureme	YES	NO
d. If the initial measure	ement was not su	omitted, provide that m	easurement now	, if available	
DATE OF MEASUREMENT	MEASUREMENT MA	Careful and a second second and a second	and the second sec	MEASUREM	and more serviced for each literation
 4. Annual Static Water a. Was the water user of <i>"NO", items b through</i> b. Provide the month, of March 	required to submined to submine or <i>relating to this</i> for months, the sta	t annual static water lev section may be deleted. atic water level measure	ment(s) were to	be made:	NO
c. Were the static wate	er level measurem	ents taken in the month	n(s) required?	YES	NO
d. If "YES", were those	measurements su	ubmitted to the Departn	nent?	RECEI	NO

OWRD

OCT 1 6 2023

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

DATE OF MEASUREMENT	MEASUREMENT MADE BY	Метнор	MEASUREMENT
			/s

5. Pump Test:

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

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

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

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?
- c. Meter Information

POD/POA	MANUFACTURER	SERIAL #	CONDITION	CURRENT METER	DATE INSTALLED
NAME OR #			(WORKING OR NOT)	READING	
Well 1	McCrometer	01-02734-3	Working	393279	May 2020

7. Recording and reporting conditions:

a. Is the water user required to report the water use to the Department? YES NO

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?	RECEIN	/ED
		OCT 16	2023

COBU Form Large Groundwater - Page 9 of 11

OWRD

YES

NO

YES

NO

DATE ATTACHED TO WELL
2/26/2015

e. Other conditions?

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

SECTION 6

ATTACHMENTS

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

65642
n during 9/11/2023 site inspection

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: 10/14/2022 YES

NO

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
\boxtimes	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
N/#	A 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
<u>N/</u>	A 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



amended 4/12/2019

RECEIVED BY OWRD

MAR 2 6 2015

MARI 65642

STATE OF OREGON

WATER SUPPLY WELL REPORT

(as required by ORS 537.765 & OAR 690-205-0210)

WELL LABEL # L 111610

START CARD # 208984

(1) LAND OWNER Owner Well LD. SALEM_OF	(9) LOCATION OF WELL (legal descrip	tion)	
First Name Brian Last Name Amzen		man 2 W E/W WM	
Company		Tax Lot 400	
Address 8466 75th Ave. NE		Lot	
City Salem Sinte OR Zip 97305	Lat ⁹ ¹ ^R Or	DMS or DD	
	Long * * * or	DMS or DD	
(2) TYPE OF WORK X New Well Deepening Conversion Alteration (repair/recondition) Abandonment	(Street address of well (Nearest ad	the second second second	
(3) DRILL METHOD	8466 75th Ave. NE Salem, OR 97305		
Rotary Air Rotary Mud Cable Auger Cable Mud Reverse Rotary Other Other Cable Mud (10) STATIC WATER LEVEL		L(psi) + SWL(ft)	
(4) PROPOSED USE Domestic Irrigation Community	Existing Well / Predeepening		
Industrial/ Commercial Livestock Dewatering	Completed Well 02-26-2015 19 Flowing Artesian? Dry Hole?		
Thermal Injection Other	WATER BEARING ZONES Depth water was first found 49		
(5) BORE HOLE CONSTRUCTION Special Standard Attach copy)	SWL Date From To Est Flow	SWL(psi) + SWL(ft)	
Depth of Completed Well 132 ft.	01-08-2015 49 54 30	19	
BORE HOLE SEAL sacks/	01-16-2015 62 130 250	19	
Dia From To Material From To Amt Ibs			
12 0 36 Beatonite 0 36 28 S			
<u> </u>			
	(11) WELL LOG Ground Elevation		
How was seal placed: Method A B C D E	Material	From To	
X Other OAR 690-210-0340	Topsoil	0 1	
Backfill placed from fl. to fl. Material	Clay brown	1 9	
Filter pack from ft. to ft. Material Size	Clay, blue silty	9 12	
Explosives used: Yes Type Amount	Clay, brown soft	12 49	
Explosives user. I to Type Amount	Sand brown, black & gravel to 3" (70-80% gravel)	49 54	
(6) CASING/LINER	Clay gray silty, sandy	54 58	
Casing Liner Dia + From To Gauge Sti Plate Wid Thrd	Sand & silt gray	58 62	
	Sand black & gravel to 3" (70-80% gravel)	62 68	
	Sand brown & gravel to 5" (70-80%gravel) Sand & gravel 1"minus (70% gravel)	68 89 89 94	
	Sand & gravel to 5" (70-80% gravel)	94 105	
	Sand black & gravel 1"minus (60% gravel)	105 116	
	Sand black & gravel 3"minus (60% gravel)	116 118	
Shoe Inside Outside Other Location of shoe(s) 132	Sand black.loose 5% gravel	118 120	
Temp casing Yes Dia From To	Sand & gravel to 3" (50-60% gravel)	120 125	
(7) PERFORATIONS/SCREENS	Sand & gravel to 5"	125 130	
Perforations Method	Cemented sand & gravel RECEIVE	130 132	
Screens Type Material	neceiver		
Perf/S Casing/Screen Scrn/slot Slot # of Tele/ creen Liner Dia From To width length slots pipe size	Date Started 01-06-2015 OCT 2000 2023	02-26-2015	
	(unbonded) Water Well Constructor Certification I certify that the work I performed on the communician, deepening, alteration, or		
	abandonment of this well is in compliance with Oregon water supply well		
	construction standards. Materials used and information reported above are true to		
	the best of my knowledge and belief.		
(8) WELL TESTS: Minimum testing time is 1 hour			
Pump O Bailer O Air O Flowing Artesian	Password : (if filing electronically) Signed		
Yield gal/min Drawdown Drill stem/Pump depth Duration (lar)			
115 4 2	(bonded) Water Well Constructor Certification		
	I accept responsibility for the construction, deepening, alteration, or abandonment		
Version of the second data is the second data in the second data is the second data in the second data is th			
Water quality concerns? Yes (describe below) From To Description ACD Amount Units License Number 783			
From To Description WRD Amount Units	WRD Amount Units License Number 783 Date 3/23/15 Password (if filing electronically)		
	Signed I rand mosen		
JUN 0 1 2015 Contact Info (optional) Grossen Well Drilling (503)982-2060			

ORIGINAL - WATER RESOURCES DEPARTMENT

THIS REPORT MUST BE SUBMITTED TO THE WATER RESOURCES DEPARTMENT WITHIN 30 DAYS OF COMPLETION OF WORK



9/11/23 Arazen Cobu



9/11/23 Arner COBU - WEUL Tag



9/11/23 Flow meter Arnzen COBU -



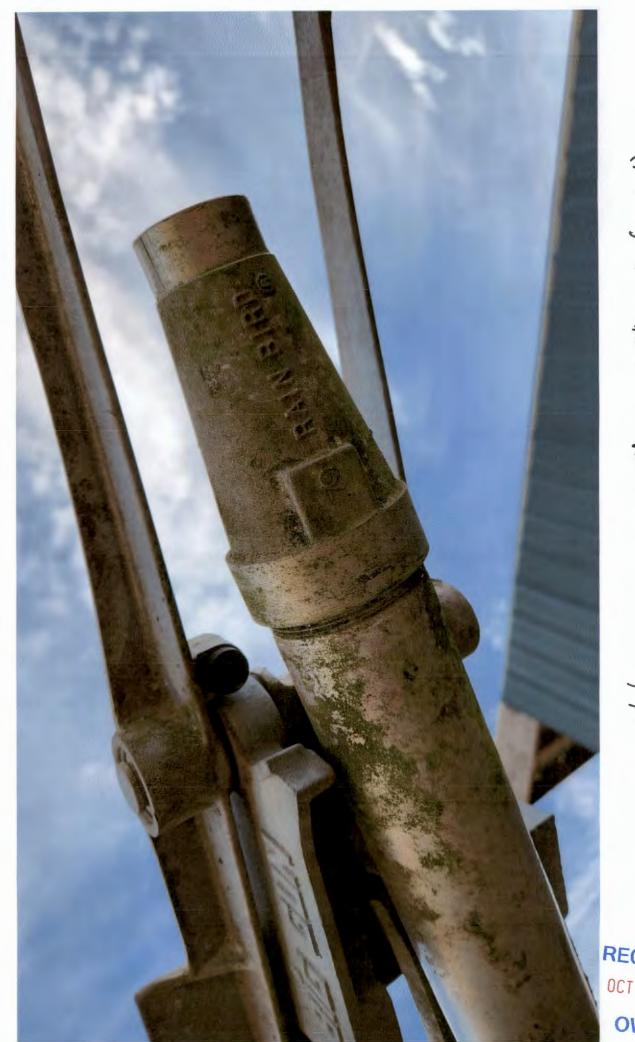
flaw weter cap 5/n 01-02734-3 9/11/23 Arnen COBU

9/11/23 Arner COBU - 5/32" nozzus on hondhres





9/11/23 Arnen Cobu - handlines



0.79" norste (Ranbrd) 1 Arnen COBN 2/11/23

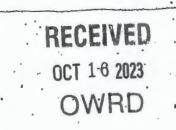




9/11/23 Arnzen (OBU Wheel Line



OREGON WATER RESOURCE DEPARTMENT



Date Received (Date Stamp Here)

OWRD Over-the-Counter Submission Receipt Applicant Name(s) & Address: Krian Arnzen Transaction Type: Fees Received: \$ 2190 X Check: Check No. Cash Name(s) on Check: 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 stomp 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 form Davis fother design of the