

Application for a Permit to Use Surface Water



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

SECTION 1: APPLICANT INFORMATION AND SIGNATURE

Applicant

NAME CITY OF BANKS (JOLYNN BECKER, CITY MANAGER)			PHONE (HM)	
PHONE (WK) (503) 324-5112		CELL		FAX
ADDRESS 13680 NW MAIN STREET				
CITY BANKS	STATE OR	ZIP 97106	E-MAIL * JBECKER@CITYOFBANKS.ORG	

Organization

NAME SAME AS ABOVE		PHONE		FAX
ADDRESS				CELL
CITY	STATE	ZIP	E-MAIL *	

Agent – The agent is authorized to represent the applicant in all matters relating to this application.

AGENT / BUSINESS NAME BOB LONG (CWRE, CwM-H2O, LLC)		PHONE (503) 954-1326		FAX
ADDRESS 311 B AVENUE, SUITE P				CELL (503) 799-0304
CITY LAKE OSWEGO	STATE OR	ZIP 97034	E-MAIL * BOB.LONG@CWMH2O.COM	

Note: Attach multiple copies as needed

* By providing an e-mail address, consent is given to receive all correspondence from the Department electronically. (Paper copies of the proposed and final order documents will also be mailed.)

By my signature below I confirm that I understand:

- I am asking to use water specifically as described in this application.
- Evaluation of this application will be based on information provided in the application.
- I cannot legally use water until the Water Resources Department issues a permit.
- The Department encourages all applicants to wait for a permit to be issued before beginning construction of any proposed diversion. Acceptance of this application does not guarantee a permit will be issued.
- If I begin construction prior to the issuance of a permit, I assume all risks associated with my actions.
- If I receive a permit, I must not waste water.
- If development of the water use is not according to the terms of the permit, the permit can be cancelled.
- The water use must be compatible with local comprehensive land use plans.
- Even if the Department issues a permit, I may have to stop using water to allow senior water right holders to receive water to which they are entitled.



I (we) affirm that the information contained in this application is true and accurate

John Becker City Manager 1-31-24
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 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)*. **N/A**

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.

TL 0400 (T2N, R3W, SECTION 7) – SEE ATTACHED

SECTION 3: SOURCE OF WATER

A. Proposed Source of Water

Provide the commonly used name of the water body from which water will be diverted, and the name of the stream or lake it flows into (if unnamed, say so), and the locations of the point of diversion (POD):

Source 1: Stream 1 (see Attachment 1 - Map)	Tributary to: Unnamed stream that flows into the West Fork of Dairy Creek
TRSQQ of POD: T2N, R3W, Section 7, NW-SW	
Source 2: Stream 2 (see Attachment 1)	Tributary to: Unnamed stream that flows into the West Fork of Dairy Creek
TRSQQ of POD: T2N, R3W, Section 7, NW-SW	

If any source listed above is stored water that is authorized under a water right permit, certificate, or decree, attach a copy of the document or list the document number (for decrees, list the volume, page and/or decree name). **N/A**

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B. Applications to Use Stored Water **N/A**

Do you, or will you, own the reservoir(s) described in Section 3A above?

☐ Yes. ☐ No. (~~Enclose a copy of your written notification to the operator of the reservoir of your intent to file this application, which should have been mailed or delivered to the operator.~~)

If *all* sources listed in Section 3A are stored water, the Department will review your application using the expedited process provided in ORS 537.147, unless you check the box below. Please see the instruction booklet for more information.

☐ ~~By checking this box, you are requesting that the Department process your application under the standard process outlined in ORS 537.150 and 537.153, rather than the expedited process provided by ORS 537.147. To file an application under the standard process, you must enclose the following:~~

- ~~▪ A copy of a signed non-expired contract or other agreement with the owner of the reservoir (if not you) to impound the volume of water you propose to use in this application.~~
- ~~▪ A copy of your written agreement with the party (if any) delivering the water from the reservoir to you.~~

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.

To answer the following questions, use the map provided in [Attachment 3](#) or the link below to determine whether the proposed point of diversion (POD) 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 T,R,S,QQ or the Lat/Long of a POD 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_trsqg_features/

If you need help to determine in which area the proposed POD is located, please call the customer service desk at (503) 986-0900.

Upper Columbia - OAR 690-033-0115 thru -0130

Is the POD located in an area where the Upper Columbia Rules apply?

☐ Yes ☒ No

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.

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If yes,

- I understand that the proposed use does not involve appropriation of direct streamflow during the time period April 15 to September 30, except as provided in OAR 690-033-0140.
- I understand that I will install, operate and maintain a fish screen and fish passage as listed in ORS 498.301 through 498.346, and 509.580 through 509.910, to the specifications and extent required by Oregon Department of Fish and Wildlife, prior to diversion of water under any permit issued pursuant to this application.
- I understand that the Oregon 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.

Lower Columbia - OAR 690-033-0220 thru -0230

Is the POD located in an area where the Lower Columbia rules apply?

☒ Yes ☐ No

If yes, you are notified that that the Water Resources Department will determine, by reviewing 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, provide the following information (the information must be provided with the application to be considered complete).

☐ 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 description of the measures to be taken to assure reasonably efficient water use: **N/A**

Statewide - OAR 690-033-0330 thru -0340

Is the POD located in an area where the Statewide rules apply?

☒ Yes ☐ No

If yes, the Water Resources Department will determine whether the proposed use will occur in an area where endangered, threatened or sensitive fish species are located. If so, the Water Resources Department, Department of Fish and Wildlife, Department of Environmental Quality, and the Department of Agriculture will recommend conditions required to achieve "no loss of essential habitat of threatened and endangered (T&E) fish species," or "no net loss of essential habitat of sensitive (S) fish species." If conditions cannot be identified that meet the standards of no loss of essential T & E fish habitat or no net loss of essential S fish habitat, the agencies will recommend denial of the application unless they conclude that the proposed use would not harm the species.

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SECTION 5: WATER USE

Provide the amount of water you propose to use from each source, for each use, in cubic feet-per-second (cfs) or gallons-per-minute (gpm). If the proposed use is from storage, provide the amount in acre-feet (af):

(1 cfs equals 448.8 gpm. 1 acre-foot equals 325,851 gallons or 43,560 cubic feet)

SOURCE	USE	PERIOD OF USE	AMOUNT
Stream 1 ¹	Municipal	Dec 1 – Apr 30 ²	0.125 ☒ cfs ☐ gpm ☐ af
Stream 2 ¹			0.125 ☒ cfs ☐ gpm ☐ af

- Streams 1 & 2 are the same two PODs as are listed on the City's east spring water right, Certificate 83138.
- The period of use is based on availability in the West Fork of Dairy Creek. Only excess winter flows at the City's current PODs are targeted for this proposed permit.

Please indicate the number of primary, supplemental and/or nursery acres to be irrigated. **N/A**

Primary: _____ Acres Supplemental: _____ Acres Nursery Use: _____ Acres

If supplemental acres are listed, provide 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: _____

- If the use is **municipal or quasi-municipal**, attach Form M (**Attachment 2**)
- If the use is **domestic**, indicate the number of households: **N/A**
- If the use is **mining**, describe what is being mined and the method(s) of extraction: **N/A**

SECTION 6: WATER MANAGEMENT

A. Diversion and Conveyance

What equipment will you use to pump water from your source?

- ☐ Pump (give horsepower and type):
- ☒ Other means (describe): Gravity flow from capture point to City of Banks Slow Sand Filter Plant

Provide a description of the proposed means of diversion, construction, and operation of the diversion works and conveyance of water.

-The two proposed PODs are the same as the City's current East Springs PODs on Certificate 83138. The PODs consist of two small concrete impoundments on adjacent, steep drainage channels above the City's Slow Sand Filter Plant (SSFP). Pipelines emerging from the two impoundments converge at a main distribution line which gravity flows downhill a distance of approximately 1,500 ft to the SSFP. This line is metered. The elevation drops approximately 110 ft between the PODs and SSFP.

-The diversion under this proposed permit will utilize the same impoundments and pipelines for conveyance to the SSFP. Currently during the winter and spring, the City allows significant bypass flow below the POD impoundments, which reenters the unnamed stream channel adjacent to the SSFP. This proposed permit would capture a portion of the excess winter-spring bypass flow and divert it to the SSFP for treatment.

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B. Application Method

What equipment and method of application will be used? (e.g., drip, wheel line, high-pressure sprinkler)

-The proposed use is municipal, not irrigation. Water will be treated and used for municipal purposes throughout the City service area.

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 public uses of affected surface waters.

-The City is faced with the prospect of considerable growth within the next 5-10 years as development proposals are evaluated for the recent expansion of the Urban Growth Boundary (UGB). The City's current water sources include two basalt wells (Certificate 95849 and Permit G-7593) and two springs (Certificates 5353 and 83138). These water sources are not capable of producing enough water to support proposed growth, and often struggle to support current summer demands.

-The City is working on an Aquifer Storage and Recovery (ASR) program proposal to help address the issues of peak season supply. The ASR program would inject excess treated surface water from the SSFP in the winter and spring for storage and reuse during peak demands.

-Increasing the amount of water from the City's east springs that is available for diversion and treatment, as proposed in this application, would greatly increase the feasibility of the ASR program.

-The City has continuing efforts to identify and reduce leakage and loss within the system. The City recently completed a massive pipeline replacement program along Sellers Road which has reduced losses by approximately 1.3 MG per month. Additional pipeline replacement and related work has saved an additional 0.1-0.2 MG per month. Water conservation will also be a major part of any new development in the City.

SECTION 7: RESOURCE PROTECTION

In granting permission to use water from a stream or lake, the state encourages, and in some instances requires, careful control of activities that may affect the waterway or streamside area. See instruction guide for a list of possible permit requirements from other agencies. Please indicate any of the practices you plan to undertake to protect water resources:

- ☐ Diversion will be screened per ODFW specifications in ORS 498.301 through 498.346 to prevent uptake of fish and other aquatic life.

Describe planned actions: *The proposed PODs are already in use under the City's Certificate 83138. The unnamed streams on which the POD impoundments are located are fed by springs a short distance up the hill from the PODs. The channels near the PODs are disconnected from lower portions of the watershed by large drops in elevation and old culverts that prevent fish from travelling up to the POD locations. A fish screen is not necessary for this proposed permit.*

- ☒ Excavation or clearing of banks will be kept to a minimum to protect riparian or streamside areas.
Note: If disturbed area is more than one acre, applicant should contact the Department of Environmental Quality to determine if a 1200C permit is required.

Describe planned actions and additional permits required for project implementation: *No new construction or equipment is needed to divert the water proposed in this permit application.*

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☒ Operating equipment in a water body will be managed and timed to prevent damage to aquatic life.
Describe planned actions and additional permits required for project implementation: *No new construction or equipment is needed to divert the water proposed in this permit application.*

☒ Water quality will be protected by preventing erosion and run-off of waste or chemical products.
Describe planned actions: *No new construction or equipment is needed to divert the water proposed in this permit application. The proposed use is municipal, not irrigation, and therefore does not pose any risk of waste run-off or chemical run-off.*

☐ List other federal and state permits or contracts to be obtained, if a water right permit is granted. **N/A**

SECTION 8: PROJECT SCHEDULE

- a) Date construction will begin: *No new construction proposed for this use.*
- b) Date construction will be completed: *No new construction proposed for this use.*
- c) Date beneficial water use will begin: *The December following issuance of the permit.*

SECTION 9: WITHIN A DISTRICT

☐ Check here if the point of diversion or place of use are located within or are served by an irrigation or other water district. **N/A**

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).

-The City of Banks City Engineer has determined that small modifications to the SSFP equipment and setup can expand the plant's treatment capacity to be able to accept higher diversion rates from the springs. The addition of a pre-filter to remove excess turbidity from the east spring PODs (same PODs proposed here) will also increase the treatment capacity of the SSFP.

-Certificate 83138 for the two PODs proposed in this application is limited to 0.09 cfs from each POD, or a total of 81 gpm. Measurements and observations from 2021-2023 revealed that the flow through the two POD impoundments regularly exceeds 140 gpm and can reach as high as 280 gpm during the winter-spring seasons. The excess flow is currently bypassed back to the unnamed stream channel.

-This application proposes allowing an additional 0.25 cfs (112 gpm) to be diverted from the existing PODs. The capture, transmission, flow management, and flow measurement infrastructure are already in place and are capable of handling the proposed maximum diversion (0.43 cfs or 193 gpm).

-The additional flow from the springs would be used to support a pilot ASR program and to improve recharge and recovery in the local basalt aquifer by reducing or replacing winter and spring groundwater withdrawals.

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FORM M

FOR MUNICIPAL AND QUASI-MUNICIPAL WATER SUPPLIES

[Information needed to make findings related to ORS 537.153(3)(c)]

- Please supply the required information in the spaces provided below. If any section of this form is not applicable, please write N/A and provide an explanation why it does not apply.
- Do not attach reference documents. If there is a need, the Department will request them.
- Your signature is certification that identified information is contained in the reference document(s).
- If adequate space is not available on this form to describe and justify your request for additional water, attach additional pages as necessary.

Water Supplier Information

Please provide the following information related to the water supplier requesting additional water. It should be noted that the name of a water supplier is often different than the service area (*e.g., City of ABC and XYZ Urban Growth Boundary*).

Cities are not the only municipal corporation; many kinds of special districts are also allowed to purvey water. Applications requesting to use water for Quasi-Municipal use may be submitted by entities including, but not limited to, the following types of governance: a water association; private water company; or (*if under the articles of incorporation*) a broader corporation such as a destination resort. Please attach a copy of the article of incorporation related to your distribution of water.

Name of Water Supplier/Entity	Name of Service Area	Governance	Contact Person
City of Banks	Banks' Service Area (Urban Growth Boundary)	City	Jolynn Becker (City Manager)
List any water suppliers within the same service area and/or any self-supplied industrial user. (Attach an extra sheet, if necessary.)			
N/A			

Request for Additional Water

Briefly explain the reason(s) for your request for additional water (*e.g. loss of current supply, backup, emergency supply, peak demand, growth, or other*). Much of the information needed may be contained in your Water Management and Conservation Plan, Water System Master Plan, or Capital Improvement Plan (*as applicable*).

Reason(s) for the Request for Additional Water	Time Table for Development of the Additional Water	Justification for Water Source & Amount Requested
Expected growth, difficulty meeting peak summer-season demands, winter-spring supply needed for proposed City of Banks ASR program.	2023-2043	Water moratorium, WMCP, ASR Feasibility Study and proposed pilot program, City's draft Water Master Plan Amendment and CIP

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The City of Banks operates a municipal water supply and utility system that serves all residential homes, businesses, and industries within the City limits and surrounding urban growth boundary (UGB). Over the last 10 years, peak demands in the summer months have exceeded the system's capacity and have stressed the City's groundwater sources (currently Wells 1 & 2). The City passed the Water Supply Development Moratorium Corrective Action Plan in 2018 and again in 2019. Since then, the City has developed and executed conservation programs to reduce high water losses due to aging pipes and infrastructure, improved water metering and tracking, and promoted water conservation within the City.

The City is planning to meet the increased demands through the more efficient operations of existing infrastructure at the Slow Sand Filter Plant (SSFP), expansion of treatment capacity at the SSFP to maximize beneficial use of Certificates 5353 and 83138, continued conservation measures via annual water audits and meter testing, and implementation of an Aquifer Storage and Recovery (ASR) pilot program to off-set anticipated increases in peak-season groundwater use. Major improvements have been observed in response to the City's efforts to date and the moratorium was lifted due to improved infrastructure and reduced losses. Substantial growth is now likely to occur in the City in the next 5 to 10 years. Additional water sources and water management strategies are needed to ensure reliable water supply to support this expected growth.

The City's operations staff and City engineer have made adjustments in the last few years to the City's slow sand filter plant (SSFP) to optimize its functionality and reduce overflow/bypass water at the plant. In doing so, the City determined that far more water is available to treat from the small springs (under Certificate 83138) than can be diverted under the City's existing rights. Flows are estimated to regularly exceed 140 gpm and reach up to 280 gpm in the winter, compared to the 81 gpm available under Cert. 83138 (City draft Water Master Plan Amendment). The City could treat and make use of additional diversions from these existing PODs with improved efficiency of the existing SSFP and by completing a small expansion of the filter system. This project is underway. Therefore, the City is submitting this application for diversions from the small spring PODs for the storage season on West Dairy Creek.

The additional surface water available in the winter and spring would be used for two purposes. In the short-term, the water would greatly reduce or eliminate the need to pump groundwater between December and May, leading to improved recharge in the local basalt aquifer. Treated water from the SSFP that is not needed to meet demands would be used for pilot testing the City's proposed Aquifer Storage and Recovery (ASR) system (2018 ASR Feasibility Study). The City's ASR system proposes to store treated surface water in the basalt aquifer to later be extracted to support high summer demands and therefore support growth in the City while maintaining the long-term viability of the local basalt aquifer resource (City draft Water Master Plan Amendment and CIP).

Water Management and Conservation

- Do you have an approved Water Management and Conservation Plan? ☒ Yes ☐ No
- List the "In-Effect" date of your most recently approved Water Management and Conservation Plan: **6/10/2031.**
- Is your system fully metered? ☒ Yes ☐ No • Do you perform annual water audits? ☒ Yes ☐ No
- Annual amount of water produced (MG): **69.20 MG*** • Annual amount of water billed for (MG): **56.72 MG***
(diverted or appropriated) (metered consumption)
- Identify your system's current annual water loss: **18.0%***
(difference between the amount of water produced and the water billed for)
- Describe your rate structure and billing schedule: City customers are billed for water deliveries based on metered water usage at each connection. Water customers are charged a flat rate for the first 400 ft³ per month, and a unit price for any water used above that base amount. Meters are read and bills are rendered on a bi-monthly schedule.

*The data above are average annual values calculated from available data from the 2022 and 2023 water years. The City completed a major pipeline replacement project in December 2021 that reduced leakage and loss along Sellers Road from the Slow Sand Filter Plant (SSFP) to the City's storage reservoirs. The City completed the Park Street pipeline replacement project in November 2020. The 2022 water year was the first water year after these projects were completed. Water production was calculated as Finished Water Production, or the total of Well-1 and Well-2 pumping volumes and the output of the City's Clearwell (chlorination contact reservoir after SSFP outflow),

which was approximately 69.20 MG annually for this period. The average monthly billing over this period was 4.73 MG, or an average annual consumption of 56.72 MG. This difference between finished water production and billed water usage amounts to an average annual loss of 18.0%. The City has an active WMCP and leak reduction and conservation plan in place with the goal of reducing system loss to below 10% (WMCP Progress Report, January 2024).

Population

A supplier's population includes both permanent residential and transient populations. Residential population should be from census data or, if estimated, the method of estimation must be documented. Adopted comprehensive land use plans, water system master plans, or water management and conservation plans are examples of acceptable documentation. Transient populations are routine users of water by employers (such as manufacturing or call center type facilities) that increase the demand within a supplier's service area. Resort areas, regional airports, sea ports, areas with seasonally variable populations, and colleges/universities are also subject to this transient population test. Special events which are rare occasions (such as parades, rodeos, festivals, etc.) are not reasons to apply the transient population test.

Below, please indicate the current population to which you serve water, and cite the source of that information. Please also provide the historic population growth rate over the past 10 years and the projected population you anticipate serving in 20 years.

Present Population being Served:	Source of Information
*Estimated: 2,160 (2020)	*Data from Oregon Population Research Center, March 2020 Proposed Population Forecast for Banks, OR
Historic population growth rate over the past 10 years:	Source of Information
1,740 (2007) to 2,080 (2017) – Growth rate: 1.95%	Calculated from decadal population data.
Projected Population to be Served in 20 Years:	Source of Estimate/Method Used
*Estimated based on historic rate: 3,436 (2043) **Proposed development: ~7,270 (by 2042)	*Data from Oregon Population Research Center, March 2020 Proposed Population Forecast for Banks, OR **Estimated based on development proposals submitted to the City of Banks for review (2022 WMPA)

The City of Banks expects a high degree of development and growth starting in the next 5-10 years, far beyond the historic growth rate of 1.95% per year observed in the last decade. Based on development proposals received by the City, the population of Banks could expand to more than 7,000 people (triple the current population) within the next 20 years. The City has submitted a Capital Improvement Plan that includes many projects aimed at optimizing water production and use and making full use of the City's current water rights. However, additional water will be needed in the near future. The proposed winter-spring permit at the City's existing surface water PODs will aid in supporting growth by relieving strain on the City's current groundwater sources in the near-term and allowing for the testing of an ASR system.

Current Water Supply

In the table below, please describe all of the sources of your current water supply inventory (both active and inactive). Identify those sources and associated water rights that are currently in use. Additionally, please identify any water sources/water rights that are not currently used, or used only on a seasonal or emergency basis, and describe the reason(s) why. If any portion of your water supply is being purchased, identify the supplying entity and, if possible, indicate the water source.

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Water Source (Include any wholesale purchases of water)	Water Right Numbers (Permit and/or Certificate)	Priority Date	Amount of Water Allowed	Actively Used? (Yes or No)
Well-1	Permit G-7593	09/29/1977	0.67 cfs	YES ¹
Well-2	Certificate 95849	12/05/2002	1.00 cfs	YES
West Spring POD (Large Spring)	Certificate 5353	10/03/1923	0.42 cfs	YES
East Spring POD-1 (Small Springs)	Certificate 83138	08/25/1983	0.09 cfs	YES ²
East Spring POD-2 (Small Springs)			0.09 cfs	
West Dairy Creek ³	Permit S-55497 ³	1/22/2021 ³	2.0 cfs ³	NO ³

1. Well-1 is used for City municipal supply. However, due to its proximity to Well-2 and similar construction, the wells are not able to operate at the same time. Well-1's use is limited to a fraction of the overall water right. The City is working on multiple approaches for increasing the beneficial use of Permit G-7593.
2. These two PODs are the same PODs as proposed in this application.
3. The City recently acquired this permit and does not yet have infrastructure in place to divert and treat water under this right.

Is this application for a new water use permit intended to be used as a primary or backup source? Explain how this right will be used to meet current demand and/or how it will be used to increase reliability and resiliency?

The water use permit proposed in this application will be used as a primary source. The "east springs" or "small springs" PODs, as they are known, are already used consistently as a primary source under Certificate 83138. The additional diversions proposed at these PODs will also be used to support current AND future demands in the following ways:

-Additional surface water availability at the SSFP means that the frequency and duration of pumping at the City's two supply wells during the winter and spring seasons will be reduced or possibly eliminated. This will increase the amount of recovery and recharge in the basalt aquifer which, in turn, will decrease the impacts of heavy pumping during the summer months.

-Secondly, the City is proposing an ASR limited license and pilot study using a new injection well in the basalt aquifer. The ASR program aims to support future peak demands with greater groundwater withdrawals by storing treated surface water in the aquifers in the low-demand winter and spring months. Having the proposed additional flow available for diversion and treatment at the SSFP will allow the City to test the pilot ASR system at a range of injection rates and storage volumes.

-The additional flows at the east spring PODs will also increase redundancy in the near-term. This will reduce the risk of water curtailment events in the case of temporary closure of the west spring (which has a history of land slides and high-turbidity events) or maintenance at the City wells.

Current Water Use

Describe the nature of your current demands for water, as well as the water sources used to meet those needs.

Current Demands for Water (Oct 2021 – Sep 2023)

Water Source (Including wholesale water purchases)	Water Right Numbers (Permit and/or Certificate)	Peak or Maximum Demand		Average Demand	
		Maximum Instantaneous Rate (in cfs or gpm)	Maximum Daily Demand (MG)	Average Daily Demand (MG)	Average Annual Demand (MG)
Well-1	G-7593	~0.67 cfs	0.01 ¹	~0.00 ¹	0.03 ¹
Well-2	95849	~0.78 cfs	0.14	0.03	10.71
Large Spring (West)	5353	~0.42 cfs	0.24	0.17	62.61 ²
Small Springs (East)	83138	~0.18 cfs	0.09	0.07	25.48 ²
Springs Combined (Clearwell Outflow)	5353 + 83138	~0.60 cfs ³	0.33 ³	0.16 ³	58.46 ³

1. Note that Well-1 has been out of service for repairs since March 2023.
2. Note that these values represent the volume diverted at the spring source, much of which ends up as bypass flow back to the stream at the SSFP. Average annual finished water production during this period was 69.20 MG.

3. Finished water is measured as the outflow from the Clearwell at the SSFP, which is a combination of water diverted and treated from both spring sources. These values do not account for the bypass flow at the SSFP.

- Per-capita daily demand (in gallons): ~88 gpd per capita ADD (2022-2023 data)
- Peak season (by month/day): **July to September** (August is peak month)
- Peak Season number of hours diverted/pumped (if available): N/A
- Peak season per-capita daily (in gallons): **121 gpcpd demand** (2022-2023 data)
- Peaking Factor (ratio between max day demand and average day demand): ~1.98 (2021 WMCP)

Projected Water Use

Describe your anticipated water demands for the next 20 years, and identify the sources of water (*existing and/or new*) that will be used to meet those demands. Please also describe the methodology and/or information source used to make the projected water demand estimates.

Projected Demands for Water in 20 Years: 2042 (2022-2023 Water Data)

- Current average per capita demand (in gallons): **88 gpcpd**
- Projected population served in year (2042): **7,270 people** (*City of Banks Water Master Plan Amendment, 2023*)
- Projected average annual demand (MG): **233.5 MG**
- Projected average daily demand (MG): **0.64 MGD**
- Current peaking value: ~1.98 (Using 2021 WMCP value for conservative estimate)
- Projected maximum daily demand (MG): **1.27 MG**

Water Source (Including wholesale water purchases)	Water Right Numbers (Permit and/or Certificate) If a new, indicate so.	Projected Peak Daily Demand		Projected Average Daily Demand	
		Maximum Instantaneous Rate (in cfs or gpm)	Maximum Daily Demand (MG)	Average Daily Demand (MG)	Average Annual Demand (MG)
Well-1	G-7593	~0.67 cfs	~0.43 MG ¹	~0.14 MG ⁵	51.1 MG
Well-2	95849	~1.0 cfs	~0.64 MG ¹	~0.21 MG ⁵	76.7 MG
Large Spring (West)	5353	~0.42 cfs	~0.27 MG ²	~0.27 MG ²	98.6 MG
Small Springs (East)	83138	~0.18 cfs	~0.12 MG ²	~0.12 MG ²	43.8 MG
Dairy Creek (Winter)	S-55497 (<i>New</i>)	2.0 cfs ³	-	Unk. ⁶	Unk. ⁶
Springs (Winter)	<i>This proposed use</i>	~0.25 cfs ⁴	-	~0.16 MG ⁴	19.4 MG

Source or Methodology Used for Demand Projections:

1. Assuming full permit rate for 24-hr period. This is unrealistic for both groundwater rights given the limitations of well operation, drawdown, and interference between wells. Proposed City well developments may make this rate closer to being attainable through the additional of POAs to these rights.
2. This is assuming diversion at the full permitted rate for 24-hr period. Flow from the springs is more likely to be limited by environmental conditions during periods of high demand. This full rate is unlikely to be available during the peak demand season, though it is typically more reliable during other times of year.
3. Permit S-55497 was just issued in October 2023. The permitted rate is for 2.0 cfs, though this is only available from December to April. This source will therefore not be available during peak demand times. The City's proposed ASR system, which would support peak demands, would depend in part on this source for winter injection/recharge.
4. The use proposed in this application would not be available to support peak demands. Instead, this water would improve groundwater recharge during the winter through the ASR program and by reducing the need for winter-spring use of the wells.

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5. *It is assumed that wells will be operated no more than ~8-hr per day rotation during periods of average demand. This pumping schedule is used to rest the wells and allow for sufficient recharge before and after peak season.*
6. *It is unknown to what degree the proposed winter and spring water from Dairy Creek (S-55497) will support the City's ASR program versus supporting direct supply. This will depend largely on the design capacity of the treatment plant associated with this POD, the timeline of the proposed residential and mixed-use development agreements, and the schedule of development construction.*

Describe any issues, deficiencies or limitations associated with your current water supply inventory contributing to the need to acquire additional water in order to satisfy your current and/or projected 20-year demands:

- **Well-1 (Permit G-7593):** *Currently, Well-1 is the only POA on its water right (Permit G-7593). Due to its close proximity and hydraulic connection to Well-2, the City is unable to use Well-1 to more than a fraction of its overall water right. The City has plans to construct additional POAs under this permit to spread out production among multiple wells. The usage values projected in the table above assume that these additional wells are constructed.*
- **Well-2 (Cert. 95849):** *Long-term pumping from Well-2 is limited by overall drawdown within the aquifer. The additional winter surface water proposed in this application, and the water under Permit S-55497, will allow the City to rest Well-2 to a greater extent outside of the peak demand season, which may moderate this limitation. The City is proposing a transfer to add several additional POAs to Well-2's certificate to spread out production over a larger area of the aquifer.*
- **Springs (Certs. 5353 and 83138):** *Both the large and small springs, tributaries of West Dairy Creek, are occasionally impacted by high turbidity events. During these events, diversions to the filter plant must be reduced to avoid clogging. The City has proposed the installation of a pre-treatment system to remove sediment before the filter plant, which would minimize the impact of these events on overall diversions from the springs. The springs are also susceptible to effects from drought and climate factors, meaning flow from the springs in the summer might be less reliable than in the winter and spring.*
- **Dairy Creek (Permit S-55497):** *This water will only be available during the winter and spring and therefore cannot directly support peak demands. The City's proposed use would support peak demands through expansion of above-ground surface storage capacity and an ASR system, with this water as a potential recharge source.*
- **System Losses:** *The City's aging pipelines have led to very high loss values in the past. The City has invested significant funds in pipeline replacement programs, including the 2020-2021 replacement of the Sellers Road pipeline from the springs to the City service area. Other efforts, such as meter replacement and pipeline looping, have reduced the overall losses in the City from approximately 36% to about 18%. The conservation savings from this work, which amounts to approximately 15-16 MG per year, is not enough to support the anticipated growth in the City, which will increase annual demand from approximately 69 MG to 234 MG, a 239% increase (based on current demands from the 2024 WMCP Progress Report and population estimates from the 2023 Water Master Plan Amendment).*

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Annual Water Use by Type

In the table below, list the quantity of water diverted for each type of water use and the percentage of the total diversion associated with that use type:

Type	Current Use		Use In 20 Years	
	Quantity Diverted:	Percentage of Total Diversion:	Projected Quantity to be Diverted:	Percentage of Total Diversion:
Residential:	~37.5 MG	~54.3%	~170.6 MG	~73.1%
Commercial:	~19.1 MG	~27.7%	~39.2 MG	~16.8%
Institutional:	-	-	-	-
Agricultural:	-	-	-	-
Industrial:	-	-	-	-
Other: Bulk	~0.1 MG	~0.01%	~0.3 MG	~0.01%
System Water Loss:	~12.5 MG	~18.0%	~23.4 MG	~10%
Total Diverted:	69.2 MG	100%	233.5 MG	100%

**The City's billing data is limited to four customer classes (residential and commercial inside and outside of the UGB) and to bulk water uses (firefighting use, line flushing, etc.).*

**This estimate assumes that approximately 90% of the increase in demand is attributed to residential developments. It also assumes that the City of Banks will eventually achieve an average loss rate of 10% or less.*

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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, and all of the following apply:
 - a) 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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Oregon Water Resources Department
725 Summer Street NE, Suite A
Salem, Oregon 97301-1266
503-986-0900
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Applicant

NAME CITY OF BANKS (JOLYNN BECKER, CITY MANAGER)			PHONE (HM)	
PHONE (WK) (503) 324-5112		CELL		FAX
ADDRESS 13680 NW MAIN STREET				
CITY BANKS	STATE OR	ZIP 97106	E-MAIL * JBECKER@CITYOFBANKS.ORG	

A. Land and Location

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	¼ ¼	Tax Lot #	Plan Designation (e.g., Rural Residential/RR-5)	Water to be:			Proposed Land Use:
2N	3W	7	NWSW	0400	EFC	☒ Diverted	☒ Conveyed	☐ Used	EFC
		7	SWSW		Various*	☐ Diverted	☒ Conveyed	☐ Used	No Change
		18	W 1/4			☐ Diverted	☒ Conveyed	☐ Used	
		13	SESE			☐ Diverted	☒ Conveyed	☐ Used	
		24	E 1/4			☐ Diverted	☒ Conveyed	☐ Used	
		25	E 1/4			☐ Diverted	☒ Conveyed	☐ Used	
2N	3W	25, 30, 31, and 36	City of Banks Municipal Service Area			☐ Diverted	☒ Conveyed	☒ Used	Various

*The water is to be conveyed through the City's existing Sellers Road transmission line.

List all counties and cities where water is proposed to be diverted, conveyed, and/or used or developed:

-City of Banks (water use is limited to within the City of Banks UGB)

-Washington County (water is to be diverted and conveyed across County jurisdiction through existing infrastructure)

B. Description of Proposed Use

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) Unnamed tributary of West Fork Dairy Creek

Estimated quantity of water needed: 0.25 ☒ cubic feet per second ☐ gallons per minute ☐ acre-feet

Intended use of water: ☐ Irrigation ☐ Commercial ☐ Industrial ☐ Domestic for ____ household(s)
☒ Municipal ☐ Quasi-Municipal ☐ Instream ☐ Other ____

Briefly describe:

-The City of Banks is proposing diversion of excess winter and spring flows at the existing City's east spring PODs. No new construction is required for this additional diversion. Monitoring since 2021 has demonstrated that additional flow is available at the spring PODs from December through April.

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For Local Government Use Only

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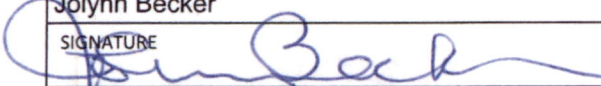
Please check the appropriate box below and provide the requested information

☒ Land uses to be served by the proposed water uses (including proposed construction) are allowed outright or are not regulated by your comprehensive plan. Cite applicable ordinance section(s): _____.

☐ Land uses to be served by the proposed water uses (including proposed construction) involve discretionary land use approvals as listed in the table below. (Please attach documentation of applicable land use approvals which have already been obtained. Record of Action/land use decision and accompanying findings are sufficient.) **If approvals have been obtained but all appeal periods have not ended, check "Being pursued."**

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
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		☐ Obtained ☐ Denied	☐ Being Pursued ☐ Not Being Pursued

Local governments are invited to express special land use concerns or make recommendations to the Water Resources Department regarding this proposed use of water below, or on a separate sheet.

NAME Jolynn Becker		TITLE: City Manager	
SIGNATURE 		PHONE: 503-324-5112	DATE: 02/20/2024
GOVERNMENT ENTITY City of Banks			

Note to local government representative: Please complete this form or sign the receipt below and return it to the applicant. If you sign the receipt, you will have 30 days from the Water Resources Department's notice date to return the completed Land Use Information Form or WRD may presume the land use associated with the proposed use of water is compatible with local comprehensive plans.

Receipt for Request for Land Use Information

Applicant name: _____

City or County: _____ Staff contact: _____

Signature: _____ Phone: _____ Date: _____

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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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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

Applicant

NAME CITY OF BANKS (JOLYNN BECKER, CITY MANAGER)			PHONE (HM)	
PHONE (WK) (503) 324-5112		CELL		FAX
ADDRESS 13680 NW MAIN STREET				
CITY BANKS	STATE OR	ZIP 97106	E-MAIL * JBECKER@CITYOFBANKS.ORG	

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*The water is to be conveyed through the City's existing Sellers Road transmission line.

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Type of application to be filed with the Water Resources Department:

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 ☐ 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) Unnamed tributary of West Fork Dairy Creek

Estimated quantity of water needed: 0.25 ☒ cubic feet per second ☐ gallons per minute ☐ acre-feet

Intended use of water: ☐ Irrigation ☐ Commercial ☐ Industrial ☐ Domestic for ____ household(s)
☒ Municipal ☐ Quasi-Municipal ☐ Instream ☐ Other ____

Briefly describe:

-The City of Banks is proposing diversion of excess winter and spring flows at the existing City's east spring PODs. No new construction is required for this additional diversion. Monitoring since 2021 has demonstrated that additional flow is available at the spring PODs from December through April.

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For Local Government Use Only

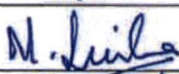
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		☐ Obtained ☐ Denied	☐ Being Pursued ☐ Not Being Pursued
		☐ Obtained ☐ Denied	☐ Being Pursued ☐ Not Being Pursued

Local governments are invited to express special land use concerns or make recommendations to the Water Resources Department regarding this proposed use of water below, or on a separate sheet.

NAME MAITREYEE SINHA		TITLE: SENIOR PLANNER	
SIGNATURE 	PHONE: 503-846-3835	DATE: 3.6.24	
GOVERNMENT ENTITY WASHINGTON COUNTY			

Note to local government representative: Please complete this form or sign the receipt below and return it to the applicant. If you sign the receipt, you will have 30 days from the Water Resources Department's notice date to return the completed Land Use Information Form or WRD may presume the land use associated with the proposed use of water is compatible with local comprehensive plans.

Receipt for Request for Land Use Information

Applicant name: _____

City or County: _____ Staff contact: _____

Signature: _____ Phone: **Received** Date: _____

MAR 07 2024

Legal Description of Taxlot 0400 (location of Small Springs)

FORM No. 2 - WARRANTY DEED

6225

KNOW ALL MEN BY THESE PRESENTS, That Murphy Parry and Elouise Parry,
husband and wife

in consideration of Three Hundred and no/100 (\$300.00) Dollars,
and other valuable considerations
to them paid by City of Banks in the County of Washington, State of Oregon

do hereby grant, bargain, sell and convey unto said City of Banks

all and singular rights and claims in and to the above described real property, with the covenants, accreditments and appurtenances thereto in anywise by law limited and extended as follows to-wit:

The northwest one quarter (NW 1/4) of the southwest one quarter (SW 1/4) of Section seven (7) Township Two (2) North Range Three (3) West of the Willamette Meridian. Also the north one half (N 1/2) of the southeast one quarter (SE 1/4) of the southwest one quarter (SW 1/4) of the Township 2 North Range 3 West of the Willamette Meridian.

The grantee
after adjoining
property to

all of the above described real property as it is now or hereafter may be divided and partitioned

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MAR 07 2024

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KNOW ALL MEN BY THESE PRESENTS, That James H. Hurd and wife

in consideration of Three Hundred and no/100 (\$300.00) Dollars
and other valuable considerations
to them paid by City of Banks in the County of Washington, State of Oregon

do hereby grant, bargain, sell and convey unto said City of Banks

its heirs and assigns, all the following real property, with the tenements, hereditaments and appurtenances situated in the
County of Washington and State of Oregon, bounded and described as follows, to-wit:

The northwest one quarter (NW 1/4) of the southwest one quarter (SW 1/4) of Section seven (7) Township Two (2) north, Range Three (3) west of the Willamette Meridian. Also the north one half (N 1/2) of the northeast one quarter (NE 1/4) of the southwest one quarter (SW 1/4) of Section 7, Township 2 North Range 3 West of the Willamette Meridian.

The grantee herein is hereby given the use of the logging road as it is now laid out on adjoining land. As part of the consideration for the above mentioned property the grantee agrees to keep the said logging road in a reasonable state of repair up to the point where it joins the county road.

To Have and to Hold, the above described and granted premises unto the said
City of Banks in the County of Washington, State of Oregon

its heirs and assigns forever

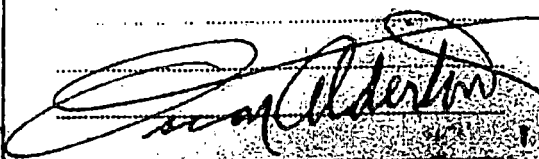
And Humphrey Parry and Florensis Parry, husband and wife

above named do covenant to and with the above named grantee its heirs and assigns
that they are lawfully seized in fee simple of the above granted premises that the above
granted premises are free from all encumbrances.

and that they will and their heirs, executors and administrators, shall warrant and forever
defend the above granted premises, and every part and parcel thereof, against the lawful claims and
demands of all persons whomsoever, except as above mentioned.

Witness our hands and seals this 15th day of July, 1924.

Executed in the Presence of

 Humphrey Parry (SEAL)
Florensis Parry (SEAL)
Florensis Parry (SEAL)

Received

MAR 07 2024

OWRD

148

STATE OF OREGON.

County of Multnomah

BE IT REMEMBERED, That on this 15th day of July A. D. 1944 before me, the undersigned, a Notary Public in and for said County and State, personally appeared the within named Humphrey Parry and Flossie Parry, husband and wife who are known to me to be the identical individual described in and who executed the within instrument and acknowledged to me that they executed the same freely and voluntarily.



IN TESTIMONY WHEREOF, I have hereunto set my hand and official seal the day and year last above written.

My Commission expires Jan 7 1945

Received

MAR 07 2024

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INDEXED

6223

WARRANTY DEED

FORM NO. 1

Humphrey Parry and

Flossie Parry

TO

City of Banks

STATE OF OREGON.

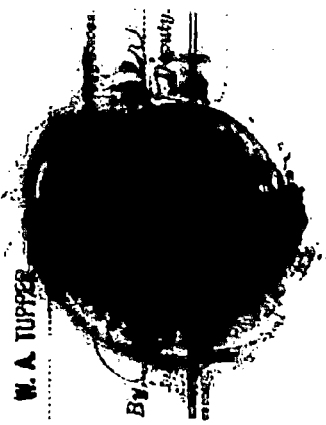
County of Multnomah

I certify that the within instrument was received for record on the day of Dec 2

A. D. 1944 at 12 o'clock P. M., and recorded in book 287 on page

Deeds of said County. WITNESS my hand and seal County of said.

W. A. TUPPER





March 7, 2024

Oregon Water Resources Department
Attn: *Water Rights Services Division*
725 Summer St. NE Ste A
Salem, Oregon 97301

RE: APPLICATION FOR A PERMIT TO USE SURFACE WATER – CITY OF BANKS EAST SPRINGS

Dear OWRD Staff,

Please find accompanying this letter an Application for a Permit to Use Surface Water from the City of Banks (City). The proposed permit is for up to 0.25 cfs from December through April from the City's east springs, also known as the small springs. The City has a year-round water right for the small springs points of diversion (PODs), Certificate 83138 for 0.18 cfs, and does not propose any new diversion or conveyance infrastructure. Flow data collected by the City over the last three years indicates that there is significant additional flow available from the springs beyond the permitted 0.18 cfs.

The additional flow appears to be available consistently year-round. However, the City proposes a permit to capture and treat the additional flow, up to 0.25 cfs, over the winter and spring. The additional water under the proposed permit would be used for the City's proposed ASR pilot program as an injection source and/or to replace groundwater production and increase groundwater recharge over the low-demand season. The City's Slow Sand Filter Plant (SSFP) can expand its capacity to treat the additional flows with minimal adjustments or improvements.

There are several attachments included in this new water right application package, including:

- Two maps of the proposed east spring PODs, SSFP, conveyance system, and place of use,
- Municipal Form M,
- A legal description of the City-owned property on which the PODs are located,
- Land Use Compatibility Statements from the City of Banks and Washington County,
- A check from the City for the application fee of \$2,520 (check #26727).

Please let us know if there are any issues with processing this application or questions regarding the information included therein. Thank you for your assistance.

Sincerely,

CwM H2O, L.L.C.

A handwritten signature in blue ink, appearing to read "RL2", written over a faint circular stamp.

Robert Long, CWRE

Received

MAR 07 2024

OWRD

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 will 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.

- ☒ SECTION 1: Applicant Information and Signature
- ☒ SECTION 2: Property Ownership
- ☒ SECTION 3: Source of Water
- ☒ SECTION 4: Sensitive, Threatened or Endangered Fish Species Public Interest Information
- ☒ SECTION 5: Water Use
- ☒ SECTION 6: Water Management
- ☒ SECTION 7: Resource Protection
- ☒ SECTION 8: Project Schedule
- ☒ SECTION 9: Within a District
- ☒ SECTION 10: Remarks

Include the following additional items:

- ☒ Land Use Information Form with approval and signature of local planning department (*must be an original*) or signed receipt.
- ☒ 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. **Legal description of the POD property is attached.**
- ☒ Fees - Amount enclosed: **\$2,520**
- ☒ Map that includes the following items:
 - ☒ Permanent quality and drawn in ink
 - ☒ Even map scale not less than 4" = 1 mile (example: **1" = 400 ft, 1" = 1320 ft, etc.**)
 - ☒ North Directional Symbol
 - ☒ Township, Range, Section, Quarter/Quarter, Tax Lots
 - ☒ Reference corner on map (**W1/4 Corner of Section 7**)
 - ☒ Location of each diversion, by reference to a recognized public land survey corner (distances north/south and east/west)
 - ☐ Indicate the area of use by Quarter/Quarter and tax lot identified clearly. **N/A**
 - ☐ Number of acres per Quarter/Quarter and hatching to indicate area of use if for primary irrigation, supplemental irrigation, or nursery **N/A**
 - ☒ Location of main canals, ditches, pipelines or flumes (**transmission line to SSFP**)

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For Department Use: App. Number: _____