# Groundwater



**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	· · · · · · · · · · · · · · · · · · ·		PHONE (HM)
WILMA EICHLER			
PHONE (WK)	CEL (50	L )3) 435-893	FAX I3
MAILING ADDRESS			
5565 SE AMITY RD.			
СІТҮ	STATE	ZIP	E-MAIL*
ΑΜΙΤΥ	OR	97101	WILMA@WESTSALEMTAX.COM

#### Organization

NAME			PHONE	FAX
MAILING ADDRESS			L	CELL
СІТҮ	STATE	ZIP	E-MAIL*	

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

AGENT / BUSINESS NAME			PHONE	FAX		
WILL MCGILL SURVEYING, LLC			(503) 931-0210			
MAILING ADDRESS				CELL		
15333 PLETZER RD. SE				(503) 510-3026		
CITY	STATE	ZIP	E-MAIL*			
TURNER	OR	97392	WILLMCGILL.SURVEYING@GMAIL.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.)

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#### 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. ۲
- Salem OR I cannot use water legally until the Water Resources Department issues a permit.
- Oregon law requires that a permit be issued before beginning construction of any proposed well, unless the use is exempt. Acceptance of this application does not guarantee a permit will be issued.
- If I get 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 get water to which they are entitled.

Applicant Signature	Print Name and Title if applicable	
Applicant Signature	Print Name and Title if applicable	Date

Date

SEP 1 2 2024

#### 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.	Received	by C	OWRD
TES, the land is encumbered by easements, rights of way, roads of other encumbrances.	SEP 1	2 20	24
NO, I have a recorded easement or written authorization permitting access. NO, I do not currently have written authorization or easement permitting access.	Salem	0	R

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*). KATHLEEN MEDEIROS, 5565 SE AMITY RD., AMITY, OR 97101

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

#### SECTION 3: WELL DEVELOPMENT

		IF LESS	THAN 1 MILE:		
WELL NO. NAME OF NEAREST SURFACE WATER		I NEARE			
WELL 1	Ash Swale				
_					

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

Ash Swale is more than 1 mile away from proposed well location. The well driller and OWRD agree that basalt is younger than marine sediment and would generally be on top of the shale. At this well, the water bearing layer is shale. The well is sealed 15' past the overlaying layer. Without basalt present, the Amity Hills GW limited area rules should not apply.

The well log says casing starts at 0', but the photo attached to the application does show that the casing comes above the ground surface.

#### **SECTION 3: WELL DEVELOPMENT, continued**

Total maximum rate requested: 0.05 CFS (each well will be evaluated at the maximum rate unless you indicate well-specific rates and annual volumes in the table below).

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

							Р	ROPOSED U	JSE				
OWNER'S WELL NAME OR NO.	PROPOSED	EXISTING	WELL ID (WELL TAG) NO.* OR WELL LOG ID**	FLOWING	CASING DIAMETER	CASING INTERVALS (IN FEET)	PERFORATED OR SCREENED INTERVALS (IN FEET)	SEAL INTERVALS (IN FEET)	MOST RECENT STATIC WATER LEVEL & DATE (IN FEET)	SOURCE AQUIFER***	TOTAL WELL DEPTH	WELL- SPECIFIC RATE (GPM)	ANNUAL VOLUME (ACRE-FEET)
WELL 1			YAMH 7079		6"/4"	6" 0-35' 4" 0-290' SEE ABOVE NOTES	250-290'	0-35′	150' 9/26/1979	GRAY SHALE	290'	22.44	36.2
										1			

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

\*\* A well log ID (e.g. MARI 1234) is assigned by the Department to each log in the agency's well log database. A separate well log is required for each subsequent alteration of the well. \*\*\* Source aguifer examples: Troutdale Formation, gravel and sand, alluvium, basalt, bedrock, etc.

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For Department Use: App. Number:

Salem, OR

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

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

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

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

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

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

is the well or proposed well 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.

# If yes, and if the Department determines that proposed groundwater use has the potential for substantial interference with nearby surface waters:

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

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Lower Columbia - OAR 690-033-0220 thru -0230	SEP 1 2 2024
Is the well or proposed well located in an area where the Lower Columbia rules apply?	
🖂 Yes 🗌 No	Salem. OR

If yes, and the proposed groundwater use is determined to have the potential for substantial interference with nearby surface waters you are notified that the Water Resources Department will determine, by reviewing recovery plans, the Columbia River Basin Fish and Wildlife Program, and regional restoration programs applicable to threatened or endangered fish species, in coordination with state and federal agencies, as appropriate, whether the proposed use is detrimental to the protection or recovery of a threatened or endangered fish species and whether the use can be conditioned or mitigated to avoid the detriment.

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

#### If yes, you will be required to provide the following information, if applicable.

Yes No The proposed use is for more than **one** cubic foot per second (448.8 gpm) and is not subject to the requirements of OAR 690, Division 86 (Water Management and Conservation Plans).

If yes, provide a description of the measures to be taken to assure reasonably efficient water use:

Statewide - OAR 690-033-0330 thru -0340	Received by OWRD
Is the well or proposed well located in an area where the Statewide rules apply?	SEP 1 2 2024
🛛 Yes 🔲 No	Salem, OR

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

#### **SECTION 5: WATER USE**

USE	PERIOD OF USE	ANNUAL VOLUME (ACRE-FEET
Irrigation	Apr. 1 – Sep. 30	36.2

For irrigation use only: Please indicate the numb	er of primary, supplemस्भ	tal and/or nu	irsery acres to be irrig	atecl (must match map).
Primary: 58.8 Acres	Supplemental:	Acres	Nursery Use:	Acres
If you listed supplementa	l acres, list the Permit or	Certificate nu	mber of the underlyin	ng primary water right(s):
Indicate the maximum to	tal number of acre-feet y	ou expect to	use in an irrigation sea	ason: <u>36.2 af</u>

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

#### SECTION 6: WATER MANAGEMENT

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Provide a description of the proposed means of diversion, construction, and operation of the diversion works and conveyance of water. <u>Water will be pumped by a submersible pump and delivered through buried PVC mainline.</u>

#### **B.** Application Method

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

Drip

#### C. Conservation

Please describe why the amount of water requested is needed and measures you propose to: prevent waste; measure the amount of water diverted; prevent damage to aquatic life and riparian habitat; prevent the discharge of contaminated water to a surface stream; prevent adverse impact to public uses of affected surface waters (*attach additional sheets if necessary*).

The amount of water requested is much less than standard. Equipment will be kept in good operating condition and monitored closely with water use measuring to prevent waste.

#### SECTION 7: PROJECT SCHEDULE

- a) Date construction will begin: Upon permit issuance
- b) Date construction will be completed: <u>Request 10-year completion time to allow for any future</u> <u>amendments if necessary</u>
- c) Date beneficial water use will begin: Upon permit issuance

#### **SECTION 8: RESOURCE PROTECTION**

In granting permission to use water the state encourages, and in some instances requires, careful control of activities that may affect adjacent 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.

Water quality will be protected by preventing erosion and run-off of waste or chemical products. Describe: Equipment will be kept in good operating condition and monitored closely to prevent waste and run-off.

Excavation or clearing of banks will be kept to a minimum to protect riparian or streamside areas. Note: If disturbed area is greater than one acre, applicant should contact the Oregon Department of Environmental Quality to determine if a 1200C permit is required. Describe planned actions and additional permits required for project implementation: <u>No excavation or</u> clearing necessary for this project.

Other state and federal permits or contracts required and to be obtained, if a water right permit is granted: List:

#### **SECTION 9: WITHIN A DISTRICT**

Check here if the point of appropriation (POA) or place of use (POU) are located within or served by an irrigation or other water district.

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 entire property is proposed for the place of use; however, not all of it will likely be developed. The amount of water requested is much less than standard for this reason.

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Salem. OR

# Land Use Information Form



Attachment 2: Land Use Information Form N Oregon Water Resources Department 725 Summer Street NE, Suite A Salem, Oregon 97301-1266 (503) 986-0900 www.oregon.gov/OWRD Received by OWRI

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## NOTE TO APPLICANTS

Salem, OR

In order for your application to be processed by the Oregon Water Resources Department (OWRD), this Land Use Information Form must be completed by a local government planning official in the jurisdiction(s) where your water right will be diverted, conveyed, used, and developed. The planning official may choose to complete the form while you wait or return the "Receipt Acknowledging Request for Land Use Information" to you. Applications received by OWRD without the Land Use Information Form, or the signed receipt, will be returned to you. **IMPORTANT:** Please note that while OWRD can accept a signed receipt as part of intake for an application for a new permit to use or store water, a completed Land Use Information Form is required for OWRD's acceptance of all other applications. Please be aware that your application cannot be approved without land use approval.

#### This form is NOT required if:

- 1) Water is to be diverted, conveyed, and used on federal lands only; OR
- 2) The application is for a water right transfer, allocation of conserved water, exchange, permit amendment, or ground water registration modification, and <u>all</u> 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 a new water right or modifying an existing water right. The Oregon Water Resources Department (OWRD) requires applicants to obtain land use information to ensure the water right does not result in land uses that are incompatible with your comprehensive plan. Please complete the form and return it to the applicant for inclusion in their application. **NOTE:** For new water right applications only, if you are unable to complete this form while the applicant waits, you may complete the "Receipt Acknowledging Request for Land Use Information" and return it to the applicant.

You will receive notice via OWRD's weekly Public Notice once the applicant formally submits their request to OWRD. The notice will give more information about OWRD's water right process and provide additional comment opportunities. If you previously only completed the receipt for an application for a new permit to use or store water, you will have 30 days from the Public Notice date to complete the Land Use Information Form and return it to OWRD. Your attention to this request for information is greatly appreciated. If you have questions concerning this form, please contact OWRD's Customer Service Group at 503-986-0900 or WRD\_Dt\_customerservice@water.oregon.gov.

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Salem OF

# Land Use Information Form



Attachment 2: Land Use Information Form N Oregon Water Resources Department 725 Summer Street NE, Suite A Salem, Oregon 97301-1266 (503) 986-0900 Www.oregon.gov/OWRD

NAME			P	PHONE	
WILMA EICHLER			(	503) 435-8933	
MAILING ADDRESS					
5565 SE AMITY RD.				Received by	OWDO
CITY	STATE	ZIP	EMAIL	by by	OWHD
AMITY	OR	97101	WILMA@WESTSALEMTAX.COM	SEP 1 2 1	024

#### A. Land and Location

Salem, OR

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	¥ ¥	Tax Lot #	Plan Designation (e.g., Rural Residential/RR-5)		Water to be:		Proposed Land Use:
55	4W	21	NESE	1200	EFU	Diverted	Conveyed	🖾 Used	Farming
55	4W	21	NWSE SWSE SESE	1200	EFU	Diverted	Conveyed	🛛 Used	Farming
55	4W	28	NENE NWNE	1200	EFU	Diverted	Conveyed	🛛 Used	Farming
						Diverted	Conveyed	Used	

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

Yamhill

NOTE: A separate Land Use Information Form must be completed and submitted for each county and city, as applicable.

#### **B.** Description of Proposed Use

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

Permit to Use o			ater Right Transfer change of Water		dment or Ground Water Re Conserved Water	egistration Modification
Source of water:	Rese	rvoir/Pond	Ground Water	Surface Wat	er (name)	
Estimated quantity	of wate	r needed: <u>0.0</u> !	5 🛛 🖾 cubic fe	et per second	gallons per minute	acre-feet
Intended use of wa	iter:	Irrigation	Commercial	Industrial	=	
Briefly describe:						
It is proposed to	irrigate	e crops in TL :	1200 with existing w	ell YAMH 707	9.	

**Note to applicant:** For new water right applications only, if the Land Use Information Form cannot be completed while you wait, please have a local government representative sign the receipt on the bottom of page 4 and include it with the application filed with the Oregon Water Resources Department.

### For Local Government Use Only

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

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#### Please check the appropriate box below and provide the requested information

Land uses to be served by the proposed water use(s), 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
		Obtained Denied	Being Pursued
		Obtained  Denied	Being Pursued
		Obtained  Denied	Being Pursued

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

Name: Ken Fridand	Title: $P, D$ Date: $9/12/24$ Phone: $503 - 434 - 7516$
Governmental Entity: Yamun Cau Receipt Acknowle	dging Request for Land Use Information
this form while the applicant waits, you may comp have 30 days from the date of OWRD's Public Not Oregon Water Resources Department. Please not	plicant. For new water right applications <u>only</u> , if you are unable to complete plete this receipt and return it to the applicant. If you sign the receipt, you will ice of the application to submit the completed Land Use Information Form to e while OWRD can accept a signed receipt as part of intake for an application ed Land Use Information Form is required for all other applications.
Applicant Name:	
Staff Name:	Title:
Staff Signature:	Date:
Governmental Entity:	Phone:

(1) OWNER:       (1) OWNER:         Name A LLBS & J.30. Mr. Munumillo Cla       (1) CAATION OF WELL         (2) TKIPE OF WORK (check):       (1) General and the sector as a subdivision of the sector a	NOTICE TO WATER WELL CONTRACTOR         The original and first copy of this report         are to be filed with the         WATER RESOURCES DEPARTMENT,         SALEM, OREGON 97310         within 30 days from the date         of well completion.    (Do not write ab)	OREGON 7077 State Well No. or print) State Permit N	55/4w-22
(2) TYPE OF WORK (check): We will get Depending Constitution of the Reconditioning Abandon of t	Name Philips Giller	County yom hill Driller's well m	
rew weil p       Despende p       Recordingend p       Abandon p         If the bandonment, devertier metrifier in Demit.       (4) TRPE OF WELL:       (4) PROPOSED USE (check):         If the p       Demette d'Affantrial    Municipal       Demette d'Affantrial    Municipal       Demette d'Affantrial    Municipal         If the p       Demette d'Affantrial    Municipal       Demette d'Affantrial    Municipal       Detmette d'Affantrial    Municipal         If the p       Demette d'Affantrial    Municipal       Demette d'Affantrial    Municipal       Detmette d'Affantrial    Municipal         If the p       Demette d'Affantrial    Municipal       Demette d'Affantrial    Municipal       Demette d'Affantrial    Municipal         If the p       Demette d'Affantrial    Municipal       Demette d'Affantrial    Municipal       Demette d'Affantrial    Municipal         If the operatoritions       C to d'Affantrial    Municipal       Demette d'Affantrial    Municipal       Demette d'Affantrial    Municipal         If the operatoritions       C to d'Affantrial    Municipal       Demette d'Affantrial    Municipal       Demette d'Affantrial    Municipal         If the operatoritions       C to d'Affantrial    Municipal       Demette d'Affantrial    Municipal       Demette d'Affantrial    Municipal         If the operatoritions       C to d'Affantrial    Municipal       Demette d'Affantrial    Municipal       Demetete d'Affantrial    Municipal <td>(2) TYPE OF WORK (check):</td> <td>Bearing and distance from section or subdivisi</td> <td>ion corner</td>	(2) TYPE OF WORK (check):	Bearing and distance from section or subdivisi	ion corner
If abandomment, describe material and proceedings in Hem 12   (3) TYPE OF WELL   (4) PROPOSED USE   (5) CASING INSTALLED:   (7) Densetic of "refuturial Of Monitolia Of Treatment Of Treat Well Of Other Of Treatment Of Trea			······································
(a) TYPE OF WELL       (b) PROPOSED USE (check):         """"""""""""""""""""""""""""""""""""		(11) WATER LEVEL Completed	zoll
Type       Denomination       Denomination       Data finderication       Municipal         Battle level       150       ft. before land nucleon. Data Supe 24.         (3)       CASING INSTALLED:       Threaded []       Worked []       Data field []         (3)       CASING INSTALLED:       Threaded []       Worked []       Data field []       Artestan pressure       Bas per square inch. Date         (4)       Depth origination       ft. to       3.5       Gas - 50 interior       Bas field []       Depth origination of the Data field []       Depth origination originatiori data field data field data field data field	(3) TYPE OF WELL: (4) PROPOSED USE (check):		
		1	
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Ger Dum from	Compted	Arteman pressure hos. per squar	Te mon. Date
H_* Diam. from       C. to       240. ft. Gage / 400. ft.         "Diam. from       ft. to       st. Gage         (6) PERFORATIONS:       Performation ibles C = 0 No.         Type of perforation memory       State of perforations       General and structure of matching and structure of m		(12) WELL LOG: Diameter of well	below casing6
Data. from       ft 0	6 " Diam. from 0 ft. to 33 ft. Gage 23	Depth drilled 290 ft. Depth of comp	leted well 290 ft.
(6) PERFORATIONS:       Performated (D.Ses ) No.         Type of perforations       G n. by K n.         Bite of perforations       G n. by K n.         Bite of perforations from	"Diam from the to the Gage		
Constraint       Prominant	the state of the s		
Size of perforations       G       in. by       Main         Bile of perforations from       G       R. to       R. to         perforations from       R. to       R. to       R. to         memory       S. down       B. down       S. down       B. down       S. down	(6) PERFORATIONS: Perforated? Dives D No.	position of Static Water Level and indicate prin	acipal water-bearing strata.
40       perforsitions from       250       ft. to       74         perforsitions from       ft. to       ft.       ft.         (7) SCREENS:       Well screen installed?       Yes       Jaw         Manufacturer's Name       Model No.       ft.       ft.       ft.         Type       Stot size       Set from       ft.       ft.       ft.         Bism.       Stot size       Set from       ft.       ft.       ft.         (8) WELL TESTS:       Drawdown is smooth water law is       ft.       ft.       ft.       ft.         (9) CONSTRUCTION:       gal/min. with ft. drawdown after hrm.       ft.       ft.       ft.       ft.         (9) CONSTRUCTION:       gal/min. with ft. drawdown after hrm.       ft.       ft.       ft.       ft.         Well seald foru industrices to J5       ft.       ft.       ft.       ft.       ft.       ft.         Well sealed foru industrices to J5       ft.       ft. <td< td=""><td>Type of perforator used</td><td>MATERIAL</td><td>From To SWL</td></td<>	Type of perforator used	MATERIAL	From To SWL
		dop soil	and the second sec
perforations from       ft. to       ft.         (7) SCREENS:       Well screen installed!       Yes         (8) WELL TESTS:       Drawdown is amount water level is iowree's balow statil level       Received by OWRI         (8) WELL TESTS:       Drawdown is amount water level is iowree's balow statil level       IIII 1979         (9) CONSTRUCTION:       Water Resources OEPT       Schem, OR         (9) CONSTRUCTION:       Well seal-Material used       Generating growth       The         Well seal-of our lace is of the wall seal       In       Diameter of well hore below seal       In         Diameter of well hore below seal       In       Diameter of well hore below seal       In         Diameter of well hore below seal       In       Signed!       Materials used and information resported above are true to my best knowledge and belief.         Wes a drive shoe used!       Yes (2+00 Plugs		Brown Clay	
(7) SCREENS:       Well screen installed?       Yes       Yes         Manufacture's Name       Type       Model No.       Type         Jam.       Slot size       Set from       ft to         (8) WELL TESTS:       Drawdown is anouth water level is       Down May water level is         Jameder Of Yes       No M Yes, by whom?       Pddiller         Yield:       Of al. /min. with /00 ft. drawdown after       hr.         "       -       -       -         "       -       -       -         "       -       -       -         "       -       -       -         "       -       -       -         "       -       -       -         "       -       -       -         "       -       -       -         "       -       -       -         "       -       -       -         "       -       -       -         (9) CONSTRUCTION: <td></td> <td>Sitter a hale</td> <td></td>		Sitter a hale	
(1) SCREENS:       Weil acreen installed?       Yes       Yes         Manufacturer's Name	perforations from ft. to ft.	and 8 halo	
Type       Model No.         Diam.       Slot size       Set from       ft. to       ft.         Slot size       Set from       ft. to       ft.       ft.         Slot size       Set from       ft. to       ft.       ft.       ft.         (8) WELL TESTS:       Drawdown is emount water iswel is a party for the ft.       ft.       WATER RESOURCES DEFT       St. p. 12 2024         "	(7) SCREENS: Well screen installed? I Yes	1	101/0/0
Diam       Site size       Set from       ft       ft         Diam       Bit size       Set from       ft       ft         Diam       Bit size       Set from       ft       ft         Observed       Set from       ft       ft       ft         Site size       Set from       ft       ft       ft         Site size       Set from       ft       ft       ft       ft         Site size       Set from       ft       ft       ft       ft         Site size       gal/min. with ft       ft drawdown after       hrs.       ft       ft         "       "       "       "       ft       ft       ft       ft         Ber test       gal/min. with ft       ft drawdown after       hrs.       ft       ft       ft         "       "       "       "       ft			
Diam       Set from       ft       main       ft         (8) WELL TESTS:       Diswerde below static iswel       is         is a gasape west made?       [2] Vac       [] No If yes, by whom?       [] OUCTIII979       RECEIVED         Yield:       // 0       gal.min. with /0 O ft. drawdown after / hrs.       III 1979       Received by OWRI         """"""""""""""""""""""""""""""""""""			
(8) WELL TESTS:       Drawdown is amount water level is lowered balow static level       RECEIVED       Received by OWARD         is a party feet made? Diver balow static level       Image: Contractor's Contractor's Contractor's Contractor's Contractor's Contractor's License No. 417 Date Oct 7, 1979       OUT I 11979       Received by OWARD         '''       ''''''''''''''''''''''''''''''''''''			
Invested balow static level       Invested balow static level       Invested balow static level         Yield:       <		RECEIVEN	
Yield: /0       gal/min. with /00 ft. drawdown after / hrs.       WATER RESOURCES DEPT       SHP 1 2 2024         """"""""""""""""""""""""""""""""""""	lowered below static level		Received by OWRD
Image: And the stand of the diversion of the standard the standard of the standard of the stand	s a pump test made? [ Yas ] No If yes, by whom? Pdilly	UCT 1 1979	
"       SALEM, OREGON         iller test       gal/min. with       ft. drawdown after       hrs.         Artesian flow       g.p.m.       Salem, PR         Temperature of water       Depth artesian flow encountered       ft.         (9) CONSTRUCTION:       Work started & yp 2 4/19 79 Completed & yp 2 (6 19 29         Well seal-Material used       Comment       glout         Well seal-Material used       3.5       ft.         Diameter of well bore to bottom of seal       3.5       ft.         Diameter of well bore below seal       in.       Diameter of well bore below seal       ft.         Number of sacks of cement used in well seal       g.scks       sacks       ft.         Was a drive shoe used?       Yes (2.400 Plugs       Size: location       ft.         Was a drive shoe used?       Yes (2.400 Plugs       Size: location       ft.         Was a drive shoe used?       Yes (2.400 Plugs       Size: location       ft.         Was a drive shoe used?       Yes (2.400 Plugs       Size: location       ft.         Water well contractor's Certification:       This well was drilled under my jurisdiction and this report is true to the best of my knowledge and belief.       Name         Water Well Contractor's Certification:       Coperaval.ft.       Coperaval.ft.       Co	Yield: / 0 gal./min. with / 0 ft. drawdown after / hrs.	WATER RESOURCES DEPT	SHP 1 2 2024
iller test       gal./min. with       ft. drawdown after       hrs.         Artesian flow       g.p.m.	<u> </u>		
Artesian flow       g.p.m.         Temperature of water       Depth artesian flow encountered       ft.         (9) CONSTRUCTION:	<u> </u>		Salem, DR
Temperature of water       Depth artesian flow encountered       ft.         (9) CONSTRUCTION:	iler test gal./min. with ft. drawdown after hrs.		
(9) CONSTRUCTION:         Well seal-Material used       Content glocut         Well seal-Material used       Content glocut         Well seal-Material used       35         Diameter of well bore to bottom of seal       35         Diameter of well bore below seal       35         Number of sacks of cement used in well seal       6         Number of sacks of cement used in well seal       6         Was a drive shoe used?       Puss glocut         Was a drive shoe used?       Yes glocut         Type of water?       depth of strata         Method of sealing strata off       Size of gravel:         Was well gravel packed?       Yes glocut         Yes dotter       Size of gravel:         Gravel placed from       ft. to         Yes dotter       Size of gravel:         Gravel placed from       ft. to         Yes dotter       Size of gravel:         Gravel placed from       ft. to         Yes dotter       Size of gravel:         Gravel placed from       ft. to         Yes dotter       Size of gravel:         Gravel placed from       ft. to         Yes dotter       Size of gravel:         Gravel placed from       ft. to         Yes dotter <td>Artesian flow g.p.m.</td> <td>the second se</td> <td></td>	Artesian flow g.p.m.	the second se	
(9) CONSTRUCTION:         Well seal-Material used       Content glocut         Well seal-Material used       Content glocut         Well seal-Material used       35         Diameter of well bore to bottom of seal       35         Diameter of well bore below seal       35         Number of sacks of cement used in well seal       6         Number of sacks of cement used in well seal       6         Was a drive shoe used?       Puss glocut         Was a drive shoe used?       Yes glocut         Type of water?       depth of strata         Method of sealing strata off       Size of gravel:         Was well gravel packed?       Yes glocut         Yes dotter       Size of gravel:         Gravel placed from       ft. to         Yes dotter       Size of gravel:         Gravel placed from       ft. to         Yes dotter       Size of gravel:         Gravel placed from       ft. to         Yes dotter       Size of gravel:         Gravel placed from       ft. to         Yes dotter       Size of gravel:         Gravel placed from       ft. to         Yes dotter       Size of gravel:         Gravel placed from       ft. to         Yes dotter <td>Temperature of water Depth artesian flow encountered</td> <td>Work started &amp; go 2 4 19 79 Complet</td> <td>ed Sep 26 1979</td>	Temperature of water Depth artesian flow encountered	Work started & go 2 4 19 79 Complet	ed Sep 26 1979
Well seal-Material used       Content glout         Well sealed from land surface to       35         Diameter of well bore to bottom of seal       35         Diameter of well bore below seal       in.         Diameter of well bore below seal       in.         Number of sacks of cement used in well seal       6         How was cement grout placed?       pumped         Was a drive shoe used?       Yes (2-Mb Plugs         Size: location       ft.         Did any strate contain unusable water?       Yes (2-Mb Plugs         Method of sealing strate off       Size of gravel:         Was well gravel placed from       ft.         Was well gravel placed from       ft.         Was Diameter?       Yes (2-Mb Plugs         Size of gravel:       (Water Well Contractor's Certification:         Type of water?       depth of strata         Method of sealing strate off       Size of gravel:         (Was well gravel placed from       ft.         Was well gravel placed from       ft.         Cuse Additional streamers if made strates       ft.         Size of gravel:       ft.         Cuse Additional streamers if made st	(9) CONSTRUCTION	Date well drilling machine moved off of well	8.00 26 19 79
Well sealed from land surface to       35       ft.         Diameter of well bore to bottom of seal       3.5       ft.         Diameter of well bore to bottom of seal       3.5       ft.         Diameter of well bore below seal       6       sacks         Number of sacks of cement used in well seal       6       sacks         How was cement grout placed?       9       19,29         Was a drive shoe used?       Yes (2.476)       Piugs         Size: location       ft.         Did any strata contain unusable water?       Yes (2.476)         Type of water?       depth of strata         Method of sealing strata off       (7)         Was well gravel placed?       Yes (2.476)         Size of gravel:       (7)         Gravel placed from       ft. to         (USE ADDITIONAL SHEETS IF NECESSARY)       SP-405	for the start	Drilling Machine Operator's Certification:	
Diameter of well bore to bottom of seal <u>9</u> <u>1</u> in. Diameter of well bore below seal <u>6</u> in. Number of sacks of cement used in well seal <u>6</u> sacks How was cement grout placed? <u>Purphed</u> sacks How was cement grout placed? <u>Purphed</u> sacks Was a drive shoe used? <u>1</u> Yes <u>10</u> Yes	25 0	This well was constructed under my	direct supervision.
Number of sacks of cement used in well seal       G       sacks         How was cement grout placed?       Pumped       Sacks         How was cement grout placed?       Pumped       Sacks         Was a drive shoe used?       Yes Q-NO Plugs       Size: location       ft.         Was a drive shoe used?       Yes Q-NO Plugs       Size: location       ft.         Did any strata contain unusable water?       Yes Q-NO       Size: location       ft.         Method of sealing strata off       Gravel placed from       ft.       Contractor's License No.       12.73         Was well gravel packed?       Yes Q-NO       Size of gravel:       Tt.       Tt.       Tt.         Was well placed from       ft. to       ft.       Contractor's License No.       117. Date Oct.       19.79         Was addpirional sheets if places Ref       Size of gravel:       S	84	best knowledge and belief.	above are true to my
Number of sacks of cement used in well seal       G       sacks         How was cement grout placed?       Pumped       Sacks         How was cement grout placed?       Pumped       Drilling Machine Operator's License No	Diameter of well bore below seal	[Signed] Mille Braucho	Date /0 - 8 , 1979
Was contents grout placed in placed	<b>a b b b b b b b b b b</b>	(Brilling Machine Operator)	1273
Was a drive shoe used?       Yes (2-170 Plugs	How was cement grout placed?	Service and the ofference of the service of the	
Was a drive shoe used? [] Yes [] No Plugs	and a second	Water Well Contractor's Certification:	
Was a drive shoe used?       Yes (2470 Plugs	and the second	This well was drilled under my jurisd	iction and this report is
Did any strate contain unusable water?       Yes       Yes<	Was a drive shoe used? [] Yes []-No Plugs	DINE MATTO 1	TRILLING 60
Method of sealing strata off       [Signed]       R abut 3 hilburne         Was well gravel packed?       Yes (Dro" Size of gravel:	Did any strata contain unusable water? [] Yes		(Type or print)
Was well gravel packed? [] Yes [] NO' Size of gravel:       [Signed] (Water Well Contractor)         Gravel placed fromft. toft.       Contractor's License No. 417 Date Oct 7, 19.79         (USE ADDITIONAL SHEETS IF NECESSARY)	Type of water? depth of strata	Address (AI 69 07-10 D	ayton One
Was well gravel packed? I Yes INT Size of gravel:       (Water Well Contractor)         Gravel placed from       ft.       Contractor's License No. 417 Date 267 7 19.79         (USE ADDITIONAL SHEETS IF NECESSARY)       SP*6666-119	Method of sealing strata off	[Signed] Of about & h	elburne
(USE ADDITIONAL SHEETS IF NECESSARY) EP-45606-115	Was well gravel packed? [] Yes DNC Size of gravel:		ractor)
	Gravel placed from	Contractor's License No. 411 Date	ct 7 1979
		BETS IF NECESSARY)	EP*49696-119



YAMH 7079 - 9/10/2024

Received by OWRD SEP 1 2 2024 Salem, OR

#### AFTER RECORDING RETURN TO:

SENI

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OFFICIAL YAMHILL COUNTY RECORDS BRIAN VAN BERGEN, COUNTY CLERK 201318901
SRARVAN BERGEN, COUNTY CLERK
00429613201300189010010014 \$36.00
12/19/2013 03:50:43 PM
DMR-DDMR Cnt=1 Stn=4 HOLLANDK \$5,00 \$5,00 \$11,00 \$15,00

#### BARGAIN AND SALE DEED

WILMA L. EICHLER, formerly known as WILMA L. SIGL, Successor Trustee of the Philip S. Eichler Revocable Living Trust Agreement dated May 7, 1992, Grantor, conveys to KATHLEEN EICHLER AND WILMA L. EICHLER, AS TENANTS IN COMMON, Grantee, the real property in Yamhill County, Oregon, which is more particularly as follows:

Approximately 58.84 acres, more particularly described as Parcel 2, in Assignment recorded November 14, 1975, in Film 109, Page 132, Yamhill County, Oregon, Records..

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009 AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

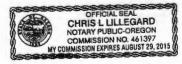
DATED this 17th day of December, 2013.

) 55:

WILMA L. EICHLER, Successor Trustee of the Philip S. Eichler Revocable Living Trust Agreement dated May 7, 1992

STATE OF OREGON County of Polk

On this 17th day of December, 2013, personally appeared before me the above-named WILMA L. EICHLER, Successor Trustee of the Philip S. Eichler Revocable Living Trust Agreement dated May 7, 1992, and acknowledged the foregoing instrument to be her voluntary act and deed.



NOTARY PUBLIC FOR OREGON My Commission Expires: 8 - 29 - 15 Received by OWR SEP 1 2 2024 Salem, OR

## ASSIGNMENT OF CONTRACT HUM109 MEE 132

KNOW ALL MEN BY THESE PRESENTS, That the undersigned, for the consideration hereinafter stated, has sold and assigned and hereby does grant, bargain, sell, assign and set over unto PHILIP S. EICHLER, his heirs, successors and assigns, all of the vendee's right, title and interest in and to that certain contract for the sale of real estate dated March 21, 1973, between Loyd Tresham as seller and Philip S. Eichler and Lavonne L. Eichler as buyers, said real property being described as follows:

FOR

PARCEL 1: A tract of land in Section 27 and 28, Township 5 South, Range 4 West of the Willamette Meridian in Yamhill County, Oregon, more particularly described as follows:

Beginning at the Northwest corner of the William G. Buffum Donation Land Claim No. 48 in said Township and Range; thence East 1350.36 feet; thence South 1574.99 feet to the center of a creek, said point also being the Northeast corner of that certain tract of land conveyed to Marvin DeReave, et ux., by deed recorded December 1, 1971 in Film Volume 87, page 797, Deed and Mortgage Records; thence along the Northerly line of said DeReave tract the following courses and distances; thence West, downstream and in the center of said creek, 16.50 feet; thence South 39° 28' West, continuing in the center of said creek, 32.00 feet; thence South 1º 43' East 110.00 feet; thence South 33° 21' West 292.00 feet; thence South 22° 05' West 301.00 feet; thence South 38° 26' West 82.00 feet; thence South 65° 06' West 228.64 feet to a point in the center of said stream which is North 87° 13' East 26.80 feet from a 5/8 inch iron rod on the North bank of said stream; thence South 87° 13' West, leaving said stream, 26.80 feet to said 5/8 inch iron rod; thence continuing South 87° 13' West 765.44 feet to a 5/8 inch iron rod; on the West line of said Buffum Donation Land Claim; thence North along said West line 2422.09 feet to the point of beginning. EXCEPTING THEREFROM the roadway conveyed to Kate Weston by the deed recorded May 29, 1909 in Book 55, Page 587, Deed Records.

PARCEL 2: A tract of land in Sections 21 and 28, West of the Willamette Meridian in Yamhill County, Oregon, more particularly described as follows:

Beginning at a point on the South line of the Benjamin S. Burch Donation Land Claim No. 71 at a point 1527.90 feet East of the Southwest corner of said Claim; thence East 1597.38 feet to the Southwest corner of that certain tract of land conveyed to Eldred R. Rathkey, et ux. by deed recorded October 2, 1962 in Film Volume 25, Page 876, Deed and Mortgage Records; thence North along the West line of said Rathkey tract 1648.6 feet to the North line of that

1 - ASSIGNMENT OF CONTRACT

Salem, OR

TOR FILM 109 PASE 133 certain tract of land conveyed to Loyd I. Tresham, at ux., by deed recorded in Book 104, page 206, Deed Records; thence North 89° West 1446.10 feet, more or less to the Northwest corner of that certain tract of land conveyed to Loyd I. Tresham, et ux., by deed recorded October 5, 1939 in Book 116, Page 14, Deed Records, Yamhill County, Oregon; thence South 1716 feet to the place of beginning. EXCEPTING THEREFROM that certain tract of land conveyed to William L. Wiant, et ux., by deed recorded May 23, 1961 in Film Volume 16, page 773, Deed and Mortgage Records, Yamhill County, Oregon. Subject to taxes resulting from disgualification for farm use classification, rights of the public in streets, roads and highways, and easement recorded in Book 117, Page 79, Deed Records. together with all of the right, title and interest of the undersigned in and to the real estate described therein; further, upon compliance by said assignee with the terms of said contract, the undersigned directs that conveyance of said realestate be made and delivered to the order of said assignee. The true and actual consideration paid for this transfer, stated in terms of dollars, is none. However, the actual consideration consists of or includes other property or value given or promised which is the whole consideration . IN WITNESS WHEREOF, the undersigned assignor has hereunto set her hand this 16 day of Canualy , 1975. Lavonne L. Eichler STATE OF OREGON ) SS: County of Yamhill ) Personally appeared the above named Lavonne L. Eichler and acknowledged the foregoing instrument to be her voluntary act and deed. Before me this day of 1975 C HAU 0 Notary Public for Oregon 194 My Commission Expires: PUBL STATE OF DREGON E. HOLORS 39239 Ĝ. inty of YAMHILL BOARD ON J. Wanda Catt, County Clerk in and for said Cou ty and State, do hereby carlify that the willing tashument of Writing was received and has been by the duly opcomption of 1/2.9 of the Records of 1/2.9 of 1/23 said County, on 202 In testimony whereof, I have hereto subscrib my name and altread my Utilicial Seat. STATE OF OREGON Wamila Call, County Clerk LADAAAAAAAAAA 6.00 Ry Deputy - ASSIGNMENT OF CONTRACT Received by OWRD SEP 1 2 2024 Salem, OR

### **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.

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

#### Include the following additional items:

- X 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.
- Fees Amount enclosed: \$ 2,590.00

```
Receivea by OWRD
See the Department's Fee Schedule at <u>www.oregon.gov/owrd</u>or call (503) 986-0900.
```

Map that includes the following items:

SEP 1 2 2024

- Permanent quality and drawn in ink
- Salem. OR 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
- 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.
- $\bowtie$  Number of acres per Quarter/Quarter and hatching to indicate area of use if for primary irrigation, supplemental irrigation, or nursery
- Location of main canals, ditches, pipelines or flumes (if well is outside of the area of use)

OREGON Addition and building and WATER RESOURCES DEPARTMENT

	Received by OWRD	•
	SEP 1 2 2024	
•	Salem, OR	

Date Received (Date Stamp Here)

## **OWRD Over-the-Counter Submission Receipt**

Applicant Name(s) & Address: Transaction Type: ( Fees Received: S Cash Check No. Check: 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 stamp check.)
- · Give this original Submission Receipt to the applicant.
- Record Submission Receipt information on the "RECEIVED OVER THE COUNTER" log sheet.
- Fold and put one copy of the Submission Receipt with check/cash into the Safe slot. Place the other copy of
  the Submission Receipt with submission (application/other document) in the top drawer of filing cabinet.