

**CLAIM OF  
BENEFICIAL USE  
for Reservoir Permits by  
CWRE's (not self-certified)**



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

**A fee of \$345 must accompany this form for permits  
with priority dates of July 9, 1987, or later.**

**Enter the date the priority date of the permit:**

**February 26, 2016**

Received by OWRD  
DEC 29 2015  
Salem, OR

**A separate form shall be completed for each permit.**

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

This form is subject to revision. **Begin each new claim** by checking for a new version of this form at:

<https://www.oregon.gov/OWRD/Forms/Pages/default.aspx>

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

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

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

If you have questions regarding the completion of this form, please call 503-986-0900.

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

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

**SECTION 1**

**GENERAL INFORMATION**

**1. File Information**

APPLICATION #	PERMIT # (IF APPLICABLE)	PERMIT AMENDMENT # (IF APPLICABLE)
<b>R-88185</b>	<b>R-15260</b>	<b>NA</b>

**2. Property Owner (current owner information)**

APPLICANT/BUSINESS NAME <b>Patterson Nursery Sales Inc.</b>		PHONE NO. <b>(503) 668-6000</b>	ADDITIONAL CONTACT NO. <b>(503) 668-9000</b>
ADDRESS <b>PO Box 68</b>			
CITY <b>Eagle Creek</b>	STATE <b>OR</b>	ZIP <b>97022</b>	E-MAIL <b>bill@pattersonnurserysales.com</b>

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

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

PERMIT HOLDER OF RECORD <b>Patterson Nursery Sales Inc.</b>		
ADDRESS <b>PO Box 99</b>		
CITY <b>Boring</b>	STATE <b>OR</b>	ZIP <b>97009</b>

ADDITIONAL PERMIT HOLDER OF RECORD		
ADDRESS		
CITY	STATE	ZIP

**4. Date of Site Inspection:**

<b>6/17/2025</b>
------------------

Received by OWRD

DEC 29 2025

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

Salem, OR

NAME	DATE	ASSOCIATION WITH THE PROJECT
<b>Alan Ranstead</b>	<b>6/17/25</b>	<b>Nursery Facility Manager</b>

**6. County**

<b>Clackamas</b>
------------------

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

OWNER OF RECORD		
ADDRESS		
CITY	STATE	ZIP

Add additional tables for owners of record as needed

## SECTION 2 SIGNATURES

### CWRE Statement, Seal and Signature

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



Received by OWRD  
DEC 29 2025  
Salem, OR

CWRE NAME <b>Michael Higgins</b>	PHONE NO. <b>858.775.0811</b>	ADDITIONAL CONTACT NO.
ADDRESS <b>1672 SW Country Club Place</b>		
CITY <b>Corvallis</b>	STATE <b>OR</b>	ZIP <b>97333</b>
E-MAIL <b>mhigginsrocks@gmail.com</b>		

### Permit Holder(s) of Record Signature or Acknowledgement

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

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

SIGNATURE	PRINT OR TYPE NAME	TITLE	DATE
	<b>Bill PATTERSON</b>	<b>OWNER PRESIDENT</b>	<b>12/18/2025</b>



**SECTION 3**  
**CLAIM DESCRIPTION**

Received by OWRD  
DEC 29 2025  
Salem, OR

**1. Reservoir source and, if from surface water, the tributary:**

RESERVOIR POD NAME OR NUMBER	SOURCE	TRIBUTARY
POD 1	Nursery Reclaim Water	Eagle Creek

**2. Developed use(s), period of use, and acre foot (af) for each use:**

RESERVOIR NAME OR NUMBER	USES	SEASON OR MONTHS WHEN WATER WAS APPROPRIATED FOR STORAGE	VOLUME STORED (AF)
Patterson Lagoon 2	Storage	Nov. 1 to June 30	33.0
Total Quantity of Water Stored			33.0

**3. Provide a general narrative description of the distribution works. This description must trace the water system from each point of diversion to the reservoir:**

Nursery wastewater is captured underground within channels lined with gravel base and drainage tiles, conveyed into the water reclaim tank. The underground tank (sump) is 7'6" in diameter and 22 ft deep with 16" of freeboard at the overflow. Water is pumped into a dugout pond, bottom is 14 ft deep at overflow and installed with an impermeable liner for available reservoir storage (Patterson Lagoon #2).

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

**4. Variations:**

Was the use developed differently from what was authorized by the permit, YES NO  
permit amendment final order, or extension final order? If yes, describe below.

(e.g. "The permit allowed the development of three reservoirs. The permit holder only developed one of the reservoirs."  
or "The permit allowed for the storage of 9 acre feet of water. The reservoir was developed to hold 5.2 acre feet.")

The permit allowed for the storage of 33.0 acre feet (AF) of water. The reservoir was developed to hold 33-AF with approximately 10.9-AF of 'dead-pool' at the bottom. The reservoir was constructed with a berm perimeter with an approximate average height of 2 feet. An overflow intake pipe is set at 10-feet above the dead pool level, to discharge excess or overflow water back into eh reclaim tank discharge outflow.

**5. Claim Summary:**

RESERVOIR NAME OR #	MAXIMUM STORAGE AUTHORIZED BY PERMIT (AF)	MAXIMUM STORAGE DEVELOPED (AF)
Patterson Lagoon #2	33.0	33.0

DEC 29 2025

## SECTION 4

## SYSTEM DESCRIPTION

Salem, OR

Are there multiple reservoirs?

YES NO

If "YES" you will need to copy and complete Sections A through E for each reservoir.

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

**POD 1****A. Reservoir Location**

1. Is the reservoir on-channel?

YES NO

2. Provide dam outlet location and/or point of diversion(s).

TWP	RNG	MER	SEC	QQ	GLOT	DLC	MEASURED DISTANCES
02S	04E	WM	31	NW SW	NA	37	2,210-ft south, 330-ft west of DLC 39 SE cor
02S	04E	WM	31	NW SW	NA	37	

Reminder: The map associated with this claim must identify Donation Land Claims (DLC), Government Lots (GLOT), and Quarter-Quarters (QQ).

**B. Diversion and Delivery System Information**

Provide the following information concerning the diversion and delivery system. Information provided must describe the equipment used to transport the water from the point(s) of diversion to the reservoir.

1. Is a pump used?

YES NO

If "NO" items 2 through item 5 may be deleted.

2. Pump Information

MANUFACTURER	MODEL	SERIAL NUMBER	TYPE (CENTRIFUGAL, TURBINE OR SUBMERSIBLE)
Flygt	2660.181.0015	NA	Submersible

3. Theoretical Pump Capacity

HORSEPOWER	OPERATING PSI	LIFT FROM SOURCE TO PUMP *If A WELL, THE WATER LEVEL DURING PUMPING	LIFT FROM PUMP TO PLACE OF USE	TOTAL PUMP OUTPUT (IN CFS)
15 HP	10 PSI	NA	20'	2.33



#### 4. Provide pump calculations:

Received by OWRD  
DEC 29 2025  
Salem, OR

$(hp)(\text{efficiency}) / (\text{lift} + \text{psi head}) = \text{capacity in cfs}$

Efficiency: Turbine = 7.04; Operating PSI: (10)

$[(1-\text{psi}/.433)(1.1) = \text{head (feet/psi)} = 2.54 \text{ feet head/psi}]$

Head PSI (in ft/psi):  $((\text{PSI}/0.433)*(1.1)) \rightarrow ((10 \text{ psi} / 0.433) \times (1.1)) = \underline{25.4\text{-ft}}$

Elevation Discharge Lift = 20-ft

Total Dynamic Head: Discharge lift (ft) plus Head (ft/psi)  $\Rightarrow (\underline{25.4\text{-ft}} + \underline{20\text{-ft}}) = \underline{45.4\text{-ft}}$

**Pump Capacity:**  $[(\text{HP} \times \text{Efficiency}) / \text{Total Dynamic Head}]$

$\Rightarrow [(15 \text{ HP})(7.04 \text{ ft}^4/\text{sec}/\text{HP})] = 105.6\text{-ft}^4/\text{sec} \rightarrow (105.6\text{-ft}^4/\text{sec} / 45.4\text{-ft}) = \underline{2.325 \text{ ft}^3/\text{sec}}$

**Total Theoretical Capacity:** 2.33 CFS

#### 5. Measured Pump Capacity (using meter if meter was present and system was operating)

INITIAL METER READING	ENDING METER READING	DURATION OF TIME OBSERVED	TOTAL PUMP OUTPUT (IN CFS)

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

#### 6. Additional notes or comments related to the system:

The water collected is within the underground reclaim tank that is diverted with a pump to the reservoir (Lagoon 2). The reservoir is excavated below ground surface (grade), installed with an impermeable liner, and constructed with a berm perimeter with an average height approximately 2 feet above grade with no connection to local surface hydrology. There is no spillway but has an outlet pipe overflow. The stored water can be pumped for out-of-storage use, via a main pump house facility which conveys and distributes water to mainlines and laterals for nursery operations.

### C. Gravity Flow Pipe

(THE DEPARTMENT TYPICALLY USES THE HAZEN-WILLIAM'S FORMULA FOR A GRAVITY FLOW PIPE SYSTEM)

1. Does the system involve a gravity flow pipe?

YES NO

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

### D. Gravity Flow Canal or Ditch

(THE DEPARTMENT TYPICALLY USES MANNING'S FORMULA FOR CANALS AND DITCHES)

1. Is a gravity flow canal or ditch used to convey the water as part of the distribution system?

YES NO

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

### E. Reservoir

1. Does the reservoir require the submittal of as-built plans and specifications?

YES NO

If "YES", answer item 2; items 3 through 8 relating to this section may be deleted.

If "NO", skip items 2; answer items 3 through 8.



3. If the reservoir stores less than 9.2 acre-feet of water or if the dam is less than 10 feet in height, and as-built plans and specifications are not required, complete the table and items 4 through 8.

MAXIMUM DEPTH	AVERAGE DEPTH	SURFACE AREA (IN ACRES)	VOLUME (IN ACRE FEET)
14 FT	10 FT	3.3	33.0

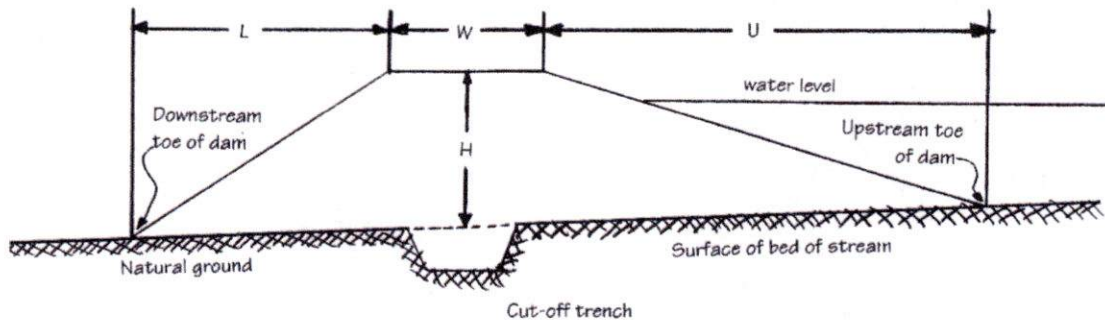
4. Provide reservoir volume calculations:

See as-built plan, area measurements and volume calculations provided separately (attached).

5. Provide the following information concerning the physical characteristics of the dam:

CREST WIDTH (W)	DAM HEIGHT AT CENTERLINE (H)	DISTANCE FROM DOWNSTREAM TOP OF DAM TO DOWNSTREAM TOE (L)	DISTANCE FROM UPSTREAM TOP OF DAM TO UPSTREAM TOE (U)	WATER LEVEL AT INSPECTION	DOWN-STREAM SLOPE	UP-STREAM SLOPE
12 ft	1 to 4-ft	~10-ft max	28 ft	12.5	~1.5:1	2:1

Example Dam Profile *This box may be deleted from the form*



6. Provide a drawing showing the cross section of the dam at the maximum section indicating details and dimensions. The drawing should be drawn at a standard even scale.

See attached as-built plan design drawing (attached).

Received by OWRD

DEC 29 2025

Salem, OR

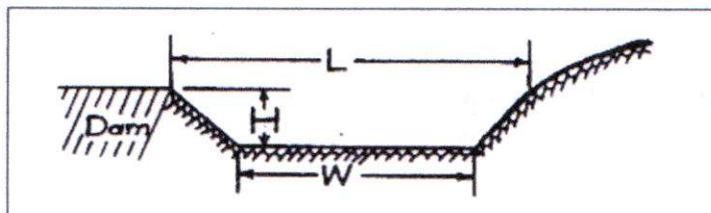
7. Describe the outlet works (size and type of the outlet conduit and location):

15" dual wall plastic culvert pipe located in the SW corner.

See as-built plan (attached)

8. Describe the emergency spillway (dimensions and location):

BOTTOM WIDTH (W)	TOP WIDTH (L)	SPILLWAY DEPTH (H)
NA	NA	NA



Received by OWRD  
DEC 29 2025  
Salem, OR



DEC 29 2025

Salem, OR

## SECTION 5 CONDITIONS

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

### 1. Time Limits:

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

	DATE FROM PERMIT	DATE ACCOMPLISHED*	DESCRIPTION OF ACTIONS TAKEN BY WATER USER TO COMPLY WITH THE TIME LIMITS
ISSUANCE DATE	10/31/2017		
BEGIN CONSTRUCTION (A)	10/31/2022	June 2017	Existing excavation, Installed Liner
COMPLETE CONSTRUCTION (B)	10/31/2022	April 2020	Perimeter berm construction completed.
COMPLETE APPLICATION OF WATER (C)	10/31/2022	May 2020	Storage of 33-AF complete with staff gauge measuring device installed.

\* must be within period between permit or any extension final order issuance and the date to completely apply water

### 2. Is there an extension final order(s)?

YES NO

### 3. Measurement Conditions:

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

YES NO

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

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

b. Has a meter been installed?

YES NO

~~c. Meter Information~~

POD/POA NAME OR #	MANUFACTURER	SERIAL #	CONDITION (WORKING OR NOT)	CURRENT METER READING	DATE INSTALLED

*If a meter has been installed, items d through f relating to this section may be deleted.*

d. If a meter has not been installed, has a suitable measuring device been installed and approved by the Department?

YES NO

e. If "YES", provide a copy of the letter approving the device, if available. If the letter is not available provide the name and title of the Water Resources Department employee approving the measuring device, and the approximate date of the approval:

NAME	TITLE	APPROXIMATE DATE
Amy Landoigt	District 20 Watermaster	12/3/2025

f. Measurement Device Description

DEVICE DESCRIPTION	CONDITION (WORKING OR NOT)	DATE INSTALLED
Staff Plate / Stage Gauge	[replaced]; <u>New install</u>	[2017]; <u>2025</u>

#### 4. Recording and reporting conditions

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

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

b. Have the reports been submitted? YES NO

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

#### 5. Outlet Pipe

a. Is the water user required to install a minimum 8" outlet pipe/conduit? YES NO

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

b. Has the outlet pipe been installed? YES NO

*If "YES", items c relating to this section may be deleted.*

Received by OWRD  
DEC 29 2025

Salem, OR

#### 6. Fish Screening

a. Are any points of diversion required to be screened to prevent fish from entering the point of diversion? YES NO

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

#### 7. By-pass Devices

a. Are any points of diversion required to have a by-pass device to prevent fish from entering the point of diversion? YES NO

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

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

a. Was the water user required to restore the riparian area if it was disturbed? YES NO

b. Was a fishway required? YES NO

c. Was submittal of a letter from an engineer required prior to storage of water? YES NO

d. Was submittal of a water management and conservation plan required? YES NO

e. Other conditions? YES NO



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

**Surface water permit standard conditions apply and in compliance. The development of the reservoir and POD was completed with no disturbance or impacts within riparian areas. There are no disturbance or impacts to in-channel sources with the construction and maintenance of the reservoir.**

## SECTION 6

### ATTACHMENTS

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

ATTACHMENT NAME	DESCRIPTION
<b>Lagoon 2: Reservoir As-Built Plan</b>	<b>Design specs and measurements.</b>
<b>Lagoon 2: Volume Calculations</b>	<b>Design specs and measurements used for volume calculations</b>

*Received by OWRD  
DEC 29 2025  
Salem, OR*

## SECTION 7

### CLAIM OF BENEFICIAL USE MAP

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

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

**The final proof survey was conducted with traverse survey, acquired GPS coordinates (WGS 84, +/- 10-ft) as needed for the POD, main line, totalizing flow meter and water tank. The mapping of the traverse survey is projected to map scale using GIS software (QGIS v. 3.8), aided with use of aerial satellite imagery (OSIP, 2024 & Google Earth Pro, 2025). Additionally, a scaled topographic map was prepared for assisting with the final proof of survey and calculations as needed for the pump capacity and conveyed water system. The limits of the POU for Nursery were verified during the final proof survey.**

#### Map Checklist

Please be sure that the map you submit includes ALL the items listed below.

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

Received by OWRD

DEC 29 2025

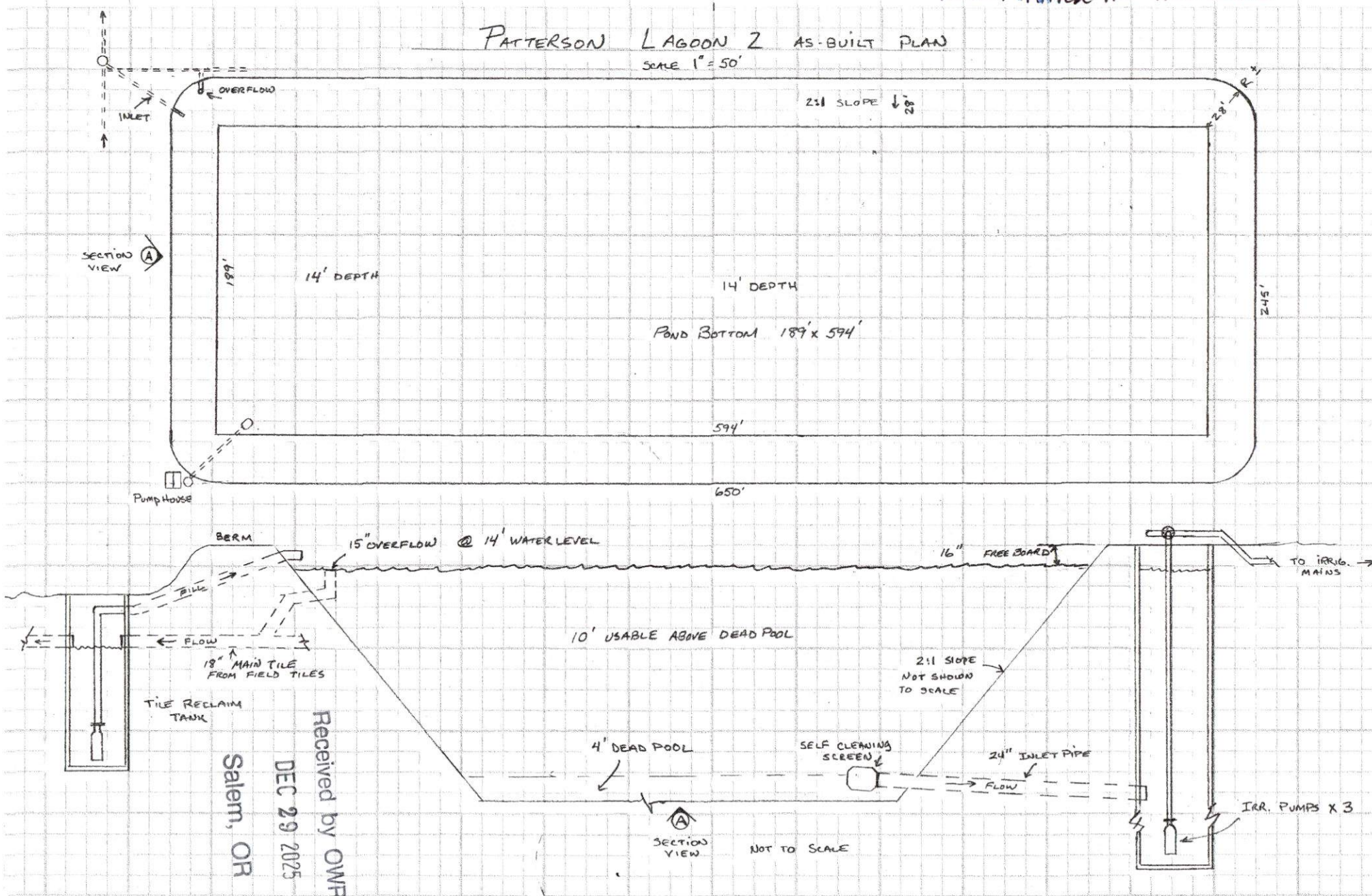
Salem, OR



Note: Printed not true scale

# PATTERSON LAGOON 2 AS-BUILT PLAN

SCALE 1" = 50'



Received by OWRD  
DEC 29 2025  
Salem, OR

# Volume Calcs

Full Volume @ Overflow 14,138,351 GALS - 43.38 AFT

DEADPOOL Volume @ 4' 3,548,421 = 10.88 AFT

USABLE ABOVE DP - 32.5 AFT

Full 650 x 245 x 14'

SIDES @ 2:1 Slope =  $28 \times 2 = 56'$

CORNER RADIUS FIGURED @ 28' Avg

FLAT BOTTOM AREA  $594 \times 189 \times 14'$

Bottom =  $594 \times 189 \times 14' = 1,571,724 \text{ ft}^3 \times 7.48 = 11,756,495 \text{ gals}$

SLOPES =  $594 + 189 = 783 \text{ LF} \times 14' = 2,295,881 \text{ gals}$

CORNERS =  $\frac{\pi \cdot 28^2 \times 14'}{3} = 11494 \text{ ft}^3 \times 7.48 = 85,975 \text{ gals}$

14,138,351

$\div 325.851$

43.38 AFT

DEAD POOL = 4'

Bottom =  $594 \times 189 \times 4' = 449,064 \text{ ft}^3 \times 7.48 = 3,358,998 \text{ gals}$

SLOPES =  $783 \times 8 \times 4' = 25,056 \text{ ft}^3 \times 7.48 = 187,418 \text{ gals}$

CORNERS =  $\frac{\pi \cdot 8^2 \times 4'}{3} = 268 \text{ ft}^3 \times 7.48 = 2009 \text{ gals}$

3,548,421

$\div 325.851$

43.38 AFT

LESS DEADPOOL 10.88 AFT

Received by OWRD

DEC 29-2025

Salem, OR

10' USABLE = 32.5 AFT



**Patterson Nursery (Burnett): Reservoir Measurements and Volume Calculations - Lagoon 2**

**Volume:  $W \times L \times H$ ;  $1.0\text{-ft}^3 = 7.48052$  or  $(7.48)$  gallons;  $AF = 325,851$  gallons**

**BD Bottom (Dead Pool):**

$$189\text{-ft} \times 594\text{-ft} \times 4\text{-ft} = 449,064\text{-ft}^3 \rightarrow 3,359,232.2 \text{ gal} \rightarrow = 10.31 \text{ AF}$$

**BA Storage Reservoir (Bottom Limits):**

$$189\text{-ft} \times 594\text{-ft} \times 14\text{-ft} = 1,571,724\text{-ft}^3 \rightarrow 11,757,312.8 \text{ gal} \rightarrow = 36.08 \text{ AF}$$

**OL Storage Reservoir (Outer Limits):**

$$245\text{-ft} \times 650\text{-ft} \times 14\text{-ft} = 2,229,500\text{-ft}^3 \rightarrow 16,677,819.3 \text{ gal} \rightarrow = 51.18 \text{ AF}$$

**S Storage Reservoir (Slopes):**

Rise = 14-ft; Run = 28-ft; Find slope width (W) by the length of slope using Pythagorean Theorem  $\rightarrow \text{Length} = \sqrt{(\text{Rise}^2 + \text{Run}^2)}$

$$\text{Slope (W)} = \text{SQRT}((14\text{-ft})^2 + (28\text{-ft})^2) = 31.3\text{-ft}$$

$$\text{Slope Linear Length (L): } 594\text{-ft} + 189\text{-ft} = 785\text{-ft}$$

$$\text{Slope Volume} \rightarrow 31.3\text{-ft} \times 785\text{-ft} \times 14\text{-ft} = 344,041\text{-ft}^3 \rightarrow 2,573,608.7\text{-gal} \rightarrow 7.90 \text{ AF}$$

**S' Storage Reservoir Slopes (wet): (Outer - Bottom - slopes)**

$$OL - BA - S = S' \rightarrow 51.18\text{-AF} - 36.08\text{-AF} - 7.90\text{-AF} = 7.20 \text{ AF}$$

**ASV Storage Reservoir: (Total vol - dead pool)**

$$(BA + S') - BD = \text{Available Storage Volume} \rightarrow 36.08 + 7.20 \text{ AF} = 32.98 \text{ AF}$$

**Completed By: Michael Higgins, CWRE**

**December 17, 2025**



Received by OWRD  
DEC 29 2025  
Salem, OR

OREGON



Received by OWRD

DEC 29 2025

Salem, OR

Date Received (Date Stamp Here)

## OWRD Over-the-Counter Submission Receipt

Applicant Name(s) & Address: Patterson Nursery Sales Inc.

PO Box 168 Eagle Creek, OR 97022

Transaction Type: CORBU x2

Fees Received: \$ 690.00

☐ Cash

☒ Check:

Check No. 88479

Name(s) on Check: Patterson Nursery Sales

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:

Sarah Benham

(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.