



# Oregon

Theodore R. Kulongoski, Governor

## Water Resources Department

North Mall Office Building  
725 Summer Street NE, Suite A  
Salem, OR 97301-1271  
503-986-0900  
FAX 503-986-0904

November 29, 2006

Mark D. Lemmon  
P.O. Box 816  
Heppner, Oregon 97836

Dear Mark D. Lemmon:

The Water Resources Department has received your application to use water. At this time however, we are unable to accept your application, because the minimum filing requirements are not met according to the Oregon Administrative Rules (OAR 690-310-0040 and 0050).

We are hereby returning the incomplete application and the fees submitted. Please return the application, the required information, and this checklist, so the Department may begin processing your application in a timely manner.

Should you have any questions, please do not hesitate to contact Herb Mosgar at the address above or by telephone at 503-986-0804.

Sincerely,

Jerry Sauter  
Water Rights Program Analyst

Cc: Gina Beaman – OWRD Fiscal

# Standard Application Completeness Checklist

Minimum Requirements (OAR 690-310-0040) (ORS 537.400)

Application _____	Township _____
Priority Date _____	Range _____
Use(s) _____	Section _____
Rate _____	POD Loc. _____
County _____	POU Loc. _____

- Applicant/Organization Name, Mailing Address and Telephone Number, application signed in ink.
- Source of water. If stored water, is the stored water component filed out, including a non-expired agreement for stored water must be included. (ORS 537.400)
- Property ownership indicated.
  - If applicant does not own all the land, the affected landowner's name and mailing address must be listed.
  - If applicant does not own all the land, a statement declaring the existence of either written authorization or an easement permitting access to land crossed by the proposed ditch canal or other work must be submitted.
- OK  Groundwater development section (Page 2, Section 3 and/or Page 3, Section 2) or a well log report. COPY OF WELL LOG
- Proposed use of water. If supplemental, list primary water right acreage if applicable.
- OK  Enclosed Supplemental Form for each proposed use.
  - Form I (Irrigation)       Form M (Municipal or Quasi-Municipal)
  - Form R (Mining)       Form Q (Commercial or Industrial)
  - Spring Description Sheet
- OK  Amount of water from each source in gallons per minute (GPM), cubic feet per second (CFS), or acre feet (AF) 60 gpm
- Period of use

Water management section (Please estimate if the water system has not been designed).

Resource Protection Section (Page 6, Section 5).

Project schedule (If system is already completed, indicate "existing").

For reservoir applications storing more than 9.2 acre feet, and a dam height of more than 10 feet, preliminary plans and specifications for dam and impoundment are required.

~~If the above is statement is checked, the map must be prepared by a CWRE.~~

All applicants (or the authorized agent with title or authority if for an organization or corporation), must sign the application in ink.

You must include a Legal description of the property involved that includes a metes and bounds, or other government survey description. A copy of the deed, land sales contract or title insurance policy can provide this information, or you may submit a lot book report prepared by a title company. The Department will not accept a copy of the tax bill.

A completed Land-Use Form or receipt signed and dated by the appropriate planning department officials. *Date of signature must be within the past 6 months.*

MISSING

NO SIGNED TEAR-OFF  
NO PAGE 2.

The map must meet all the minimum requirements of OAR 690-310-0050.

FAILED

Township, Range, Section

Location of main canals, ditches, pipelines or flumes

Place of use, 1/4, 1/4's and tax lot clearly identified

Even map scale not less than 4" = 1 mile (example: 1" = 100 ft, 1" = 200 ft, etc.)

Location of each diversion point well or dam by reference to a recognized public land survey corner

North Directional Symbol

Number of acres per 1/4, 1/4, if irrigation, nursery, or agriculture

Other DO NOT USE HIGHLIGHTER

Reference corner on map

Each point of diversion coordinate

Fees: Amount of water requested 50 gpm

Base Fee \$ \_\_\_\_\_

Total Exam Fee \$ 500

1st CFS/AF \_\_\_\_\_

Total Paid \$ 750

\_\_\_\_\_ Addn'l @ \_\_\_\_\_ = \_\_\_\_\_

Amount Due \$ RETURNED

Reviewed by HERB MOSGAR

Date \_\_\_\_\_

503-986-0804

## Application Checklist

- You must include a Legal description of the property involved that includes a metes and bounds, or other government survey description. A copy of the deed, land sales contract or title insurance policy can provide this information, or you may submit a lot book report prepared by a title company. The Department will not accept a copy of the tax bill.
  
- A completed Land-Use Form or receipt signed and dated by the appropriate planning department officials. Or the signed stub from the second page. *Date of signature must be within the past 6 months.*
  
- The map must meet all the minimum requirements of OAR 690-310-0050.
  - Township, Range, Section
  - Place of use, 1/4, 1/4's and tax lot clearly identified
  - Location of each diversion point well or dam by reference to a recognized public land survey corner
  - Number of acres per 1/4, 1/4, if irrigation, nursery, or agriculture
  - Reference corner on map
  - Each point of diversion coordinate
  - Location of main canals, ditches, pipelines or flumes
  - Even map scale not less than 4" = 1 mile (example: 1" = 100 ft, 1" = 200 ft, etc.)
  - North Directional Symbol
  - Other \_\_\_\_\_  
\_\_\_\_\_