

E-2

Standard Application Completeness Checklist

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

This is the checklist used by WRD staff

Yes No

Application 587936 County Wallowa Priority Date 9/27/13

Township 3 S Range 45 E Section 3

Amount 2 AF Use Supplemental irrigation of 36.5 ac WM Dist. # 06

Applicant Name Dan & Lori Butterfield

Receipt No. 110099, 110153

Caseworker Assigned: Mary Rohling _____

- Contact info: Applicant/Organization Name, Mailing Address, and Telephone Number
- Signature (in ink) of all applicants or the applicant's authorized agent (include title or authority if for an organization or corporation). *Signature must be an original "wet" signature. Copies cannot be accepted.*
- Property ownership: Does the applicant own all the land for the proposed project? Y / N

If No:

- The affected landowner's name and mailing address must be listed (AND)
- A signed 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.

For a SW Application: Source of water must be indicated.

- If the source is stored water, is the stored water component filled out and does the applicant own the reservoir or include a non-expired agreement for stored water? (ORS 537.400) *Notice provided*
NOTE: A surface water application cannot be filed at the same time as a Reservoir or Alt Reservoir if it will be for the use of the stored water under the PROPOSED Reservoir application, Exp. Secondary (E2).
- If for stored water not under contract, is the source authorized under a permit, certificate, or decree? Permit or Certificate issued? Y / N Permit or Certificate # _____

For a GW Application: Well Development Tables completed and/or a well log report included (if existing)

The proposed source IS / **IS NOT** (circle one) restricted or withdrawn from further appropriation.
NOTE: If it is withdrawn under ORS 538, then return application and fees. If it is withdrawn by other means, accept the application and a negative IR will be issued.

- Proposed water use. **Number of uses:** 1 (Primary and Supplemental Irrigation is 2 uses.)
 - Amount of water from each source in GPM, CFS, or AF **How many POA/PODs?** 1
 - Period of use indicated
 - If for supplemental irrigation, primary acreage or underlying permit or certificate number listed

- Supplemental data sheets enclosed (if needed)
 - Form M (Municipal or Quasi-Municipal)
 - Spring Description Sheet (if source is a spring)

- Water Management Section (Estimates if the water system has not been designed).
- Resource Protection Section (N/A for Groundwater)
- Preliminary plans and specifications including dam height, width, crest width and surface area for each reservoir for all standard reservoir applications. **How many reservoirs?** _____
- A map prepared by a CWRE for a standard reservoir application proposing to store ≥ 9.2 acre feet AND having a dam height ≥ 10 feet.
- Project schedule (If system is already completed, indicate "existing.")
- A completed Land-Use Form or receipt signed and dated by the appropriate planning department officials. *Please be certain that the Land-Use form lists all lands involved and all uses proposed. Date of signature must be within the past 12 months. Signature must be an original "wet" signature. Copies cannot be accepted.*
- A Legal Description of all the properties involved where water is diverted, crossed, and used. The Legal description 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 applicant may submit a lot book report prepared by a title company. Copies of tax bills are not acceptable.
- The map must meet all the minimum requirements of OAR 690-310-0050.
 - Township, Range, Section
 - Location of main canals, ditches, pipelines or flumes (if POA/POD is outside of POU)
 - Place of use, 1/4-1/4's and tax lot clearly identified
 - Even map scale not less than 4" = 1 mile (1" = 1320 ft.); examples: 1" = 100 ft., 1" = 200 ft.
 - Location of each diversion point, well or dam by reference to a recognized public land survey corner. Multiple wells shall be uniquely labeled, and identified on well logs if existing.
 - Reference corner on map
 - North Directional Symbol
 - Number of acres per 1/4-1/4 if for irrigation, nursery, or agriculture

Fees: Amount of water requested: 73 AF

see attached

Base Fee	\$ _____	Total Exam Fees	\$ _____
1 st CFS or AF	\$ _____	Permit Recording Fees	\$ _____
Addnl CFS/AF _____	= \$ _____	Mitigation Fee	\$ _____
Addnl Use/POD/POA _____	= \$ _____	Amount Paid	\$ _____
Addnl Reservoir _____	= \$ _____	Total Due	\$ _____
Other _____	= \$ _____	Amount Returned	\$ _____
Exam Fee Total	\$ _____		

Reviewed by: Andra M Date: 9/27/13, 10/4/13

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Water Resources Department

Permit to Appropriate Only Stored Water – Expedited Secondary

Today's Date: Wednesday, October 02, 2013

Base Application Fee.		\$450.00
Acre feet of Stored Water to be diverted.	73	\$653.00
Permit Recording Fee. ***		\$450.00
*** the Permit Recording Fee is not required when the application is submitted but, must be paid before a permit will be issued. It is fully refundable if a permit is not issued. If the recording fee is not paid prior to issuance of the Final Order, permit issuance will be delayed.	Recalculate	
Estimated cost of Permit Application		\$1,553.00

[Return to Fee Calculator Options page](#)

[OWRD Fee Schedule](#)

Fee Calculator Version: B20130709



Oregon

John A. Kitzhaber, MD, 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

Dear Applicant:

The Oregon Water Resources Department received your application for a permit to use or store water. Your application has been assigned file number 587936. Please refer to this number when contacting the Department. A description of the steps that must be followed when processing an application has been included on the reverse side of this letter.

The Department's goal is to process applications within statutory deadlines. As you can see, the first step in the process is for you to receive an Initial Review. Recently, surface water and reservoir applications have been receiving their Initial Reviews in approximately two to three months, whereas ground water applications have been averaging approximately five to six months.

Your application is subject to review and comment from other state agencies and interested parties.

NOTE: The filing of an application for a permit to use or store water does not allow you to use water. Water may be used only after a permit is issued.

I will be coordinating the processing of your application. If you have any questions, please call me at 503-986-0859.

Sincerely,

Mary Rohling
Water Right Application Caseworker

Water-Use Permit Application Processing

1. Initial Review

The Department reviews the application to determine whether water is available during the period requested, whether the proposed use is restricted or limited by rule or statute, and whether other issues may preclude approval of or restrict the proposed use. An Initial Review containing preliminary determinations is mailed to the applicant. The applicant has 14 days from the mailing date to withdraw the application from further processing and receive a refund of all fees paid minus \$200. The applicant may put the application on hold for up to 180 days and may request additional time if necessary.

2. Public Notice

Within 7 days of the mailing of the initial review, the Department gives public notice of the application in the weekly notice published by the Department at www.oregon.gov/owrd. The public comment period is 30 days from publication in the weekly notice.

3. Proposed Final Order Issued

The Department reviews any comments received, including comments from other state agencies related to the protection of sensitive, threatened or endangered fish species. Within 60 days of completion of the initial review report, the Department issues a Proposed Final Order explaining the proposed decision to deny or approve the application. A proposed final order proposing approval of an application will include a draft permit and may request additional information or outstanding fees required prior to permit issuance.

4. Public Notice

Within 7 days of issuing the proposed final order, the Department gives public notice in the weekly notice. Notice includes information about the application and the proposed final order. Protest must be received by the Department within 45 days after publication of the PFO in the weekly notice. Anyone may file a protest. The protest filing fee is \$350.00 for the applicant and \$700.00 for non-applicants. Protests are filed on approximately 10% of Proposed Final Orders. If a protest is filed the Department will attempt to settle the protest but will schedule a contested case hearing if necessary.

5. Final Order Issued

If no protests are filed, the Department can issue a Final Order within 60 days of the close of the period for receiving protest. If the application is approved, a permit is issued. The permit specifies the details of the authorized use and any terms, limitations or conditions that the Department deems appropriate.

If no protest is filed and if the applicant does not request any administrative holds, the approximate total processing time is 9 months for surface water and reservoir applications and 14 months for ground water applications.

Processing of Applications for Alternate Reservoirs and the Use of Stored Water Exclusively

After a completed application has been received by the Department, the Department must make public notice of the application within 60 days. The Department does not notify individual, neighboring landowners of an application unless they are identified in the application as affected landowners. The public notice is to ensure that any person may submit detailed information requesting the Department deny an application based on injury to existing water rights or based on significant detrimental impact to an existing fishery resource. All comments must be submitted within 60 days of the public notice.

The Department issues a Final Order within 180 days of the priority date (i.e. date of submission of the application). The Department recommends applicants not schedule excavation work or otherwise expend financial resources until on ODFW fish passage plan and the alternate reservoir application have been approved.

**STATE OF OREGON
WATER RESOURCES DEPARTMENT**

RECEIPT # **110153**

725 Summer St. N.E. Ste. A
SALEM, OR 97301-4172
(503) 986-0900 / (503) 986-0904 (fax)

INVOICE # _____

RECEIVED FROM: Dan or Lori Butterfield
BY: _____

APPLICATION	587936
PERMIT	
TRANSFER	

CASH: CHECK:# 9042 OTHER: (IDENTIFY)

TOTAL REC'D \$ **570.00**

1083 TREASURY 4170 WRD MISC CASH ACCT

0407	COPIES	\$
_____	OTHER: (IDENTIFY)	\$
0243 I/S Lease	0244 Muni Water Mgmt. Plan	0245 Cons. Water

4270 WRD OPERATING ACCT

MISCELLANEOUS			
0407	COPY & TAPE FEES	46111	\$
0410	RESEARCH FEES		\$
0408	MISC REVENUE: (IDENTIFY)		\$
TC162	DEPOSIT LIAB. (IDENTIFY)		\$
0240	EXTENSION OF TIME		\$
WATER RIGHTS:		EXAM FEE	RECORD FEE
0201	SURFACE WATER	\$ 120.00	0202 \$ 450.00
0203	GROUND WATER	\$	0204 \$
0205	TRANSFER	\$	
WELL CONSTRUCTION		EXAM FEE	LICENSE FEE
0218	WELL DRILL CONSTRUCTOR	\$	0219 \$
	LANDOWNER'S PERMIT		0220 \$
_____	OTHER (IDENTIFY)		

0536 TREASURY 0437 WELL CONST. START FEE

0211	WELL CONST START FEE	\$	CARD #
0210	MONITORING WELLS	\$	CARD #
_____	OTHER (IDENTIFY)		

0607 TREASURY 0467 HYDRO ACTIVITY LIC NUMBER

0233	POWER LICENSE FEE (FWWRD)	\$
0231	HYDRO LICENSE FEE (FWWRD)	\$
_____	HYDRO APPLICATION	\$

**RECEIVED
OVER THE COUNTER**

TREASURY OTHER / RDX

FUND _____	TITLE _____	
OBJ. CODE _____	VENDOR # _____	
DESCRIPTION _____		\$

RECEIPT: **110153**

DATED: 10-4-13 BY: B. Williamson

Distribution - White Copy - Customer, Yellow Copy - Fiscal, Blue Copy - File, Buff Copy - Fiscal

**STATE OF OREGON
WATER RESOURCES DEPARTMENT**

725 Summer St. N.E. Ste. A
SALEM, OR 97301-4172
(503) 986-0900 / (503) 986-0904 (fax)

RECEIPT # **110099**

INVOICE # _____

RECEIVED FROM: <u>Dan or Lori Butterfield</u>	APPLICATION <u>S-87936</u>
BY: _____	PERMIT _____
	TRANSFER _____
CASH: <input type="checkbox"/> CHECK:# <input checked="" type="checkbox"/> <u>9039</u> OTHER: (IDENTIFY) <input type="checkbox"/> _____	TOTAL REC'D \$ <u>983.00</u>

1083 TREASURY 4170 WRD MISC CASH ACCT

0407 COPIES	\$
OTHER: (IDENTIFY) _____	\$
0243 I/S Lease _____ 0244 Muni Water Mgmt. Plan _____ 0245 Cons. Water _____	

4270 WRD OPERATING ACCT

MISCELLANEOUS			
0407 COPY & TAPE FEES	<u>46111</u>	\$	
0410 RESEARCH FEES		\$	
0408 MISC REVENUE: (IDENTIFY) _____		\$	
TC162 DEPOSIT LIAB. (IDENTIFY) _____		\$	
0240 EXTENSION OF TIME		\$	
WATER RIGHTS:			
0201 SURFACE WATER	EXAM FEE \$ <u>983.00</u>	0202	RECORD FEE \$
0203 GROUND WATER	\$	0204	\$
0205 TRANSFER	\$		
WELL CONSTRUCTION			
0218 WELL DRILL CONSTRUCTOR	EXAM FEE \$	0219	LICENSE FEE \$
LANDOWNER'S PERMIT		0220	\$
OTHER (IDENTIFY) _____			

0536 TREASURY 0437 WELL CONST. START FEE

0211 WELL CONST START FEE	\$	CARD #	
0210 MONITORING WELLS	\$	CARD #	
OTHER (IDENTIFY) _____			

0607 TREASURY 0467 HYDRO ACTIVITY LIC NUMBER

0233 POWER LICENSE FEE (FW/WRD)	\$
0231 HYDRO LICENSE FEE (FW/WRD)	\$
HYDRO APPLICATION	\$

**RECEIVED
OVER THE COUNTER**

TREASURY OTHER / RDX

FUND _____ TITLE _____	
OBJ. CODE _____ VENDOR # _____	
DESCRIPTION _____	\$

RECEIPT: **110099** DATED: 9-27-13 BY: B. Williamson

Distribution - White Copy - Customer, Yellow Copy - Fiscal, Blue Copy - File, Buff Copy - Fiscal