

# 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.

- SECTION 1: applicant information and signature
- SECTION 2: property ownership
- SECTION 3: source of water requested
- SECTION 4: water use
- SECTION 5: water management
- SECTION 6: resource protection
- SECTION 7: project schedule
- SECTION 8: within a district
- SECTION 9: remarks

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### Attachments:

- 
- Land Use Information Form with approval and signature (*must be an original*) or signed receipt (NA)
  - 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: \$ 14,150.00 (Purchase Order **F14PX00085**)  
See the Department's Fee Schedule at [www.oregon.gov/owrd](http://www.oregon.gov/owrd) or call (503) 986-0900.

### Provide a map and check that each of the following items is included:

- 
- Permanent quality and drawn in ink
  - Even map scale not less than 4" = 1 mile (example: 1" = 400 ft, 1" = 1320 ft, etc.)
  - North Directional Symbol
  - Township, Range, Section, Quarter/Quarter, Tax Lots
  - Reference corner on map
  - Location of each well, and/or dam if applicable, 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 clearly identified
  - 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)
  - Other:

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 5-87945 County Harney Priority Date \_\_\_\_\_

Township 25, 26, 27, 28 Range 28, 29, 30 Section \_\_\_\_\_

Amount 37.5 cfs Use Rangeland Management WM Dist. # 10

Applicant Name U.S. FWS (Matheur Nat'l Wildlife Refuge)

Receipt No. 013478 Caseworker Assigned:  Mary  Kim  Jeana  
(received 12/24/13)

- Contact info: Applicant/Organization Name and Mailing Address
- Signature (in ink) of all applicants or the applicant's authorized agent (include title or authority if for an organization or corporation).
- 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
  - 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)  
*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)

- Proposed water use
  - Amount of water from each source in GPM, CFS, or AF
  - Period of use indicated
  - If for supplemental irrigation, primary acreage or underlying permit or certificate number listed  
(Primary and Supplemental Irrigation counts as 2 uses)

- Water Management Section (Estimates if the water system has not been designed)
- Resource Protection Section (N/A for Groundwater)

MA  If storage of GW in a reservoir:

- Preliminary plans and specifications including dam height, width, crest width and surface area for each reservoir for all standard reservoir applications.
- A map prepared by a CWRE for a standard reservoir application proposing to store  $\geq 9.2$  acre feet AND having a dam height  $\geq 10$  feet.

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

Supplemental data sheets enclosed (if needed)

Form M (Municipal or Quasi-Municipal)

Spring Description Sheet (if source is a spring) } received 12/12/13

MA  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. all federal land?

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 proposed source **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.

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

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

**Fees:** see attached

Base Fee	\$ _____	Permit Recording Fees	\$ <u>450</u>
1 <sup>st</sup> CFS or AF	\$ _____		
Addnl CFS/AF _____	= \$ _____	Mitigation Fee	\$ _____
Addnl Use/POD/POA _____	= \$ _____		
Addnl Reservoir _____	= \$ _____	Amount Paid	\$ <u>14,150</u>
Other _____	= \$ _____	Total Due	\$ _____
Exam Fee Total	\$ <u>13,700</u>	Amount Returned	\$ _____

Reviewed by: Am

Date: 12/5/13



## Water Resources Department

### Apply for a Permit to Appropriate Surface Water

Today's Date: Monday, December 09, 2013

Base Application Fee for use of Surface and optionally Stored Water.		\$800.00
Number of proposed cubic feet per second (cfs) to be diverted. (1 cfs = 448.83 gallons per minute)	37.5	\$11,400.00
Number of proposed Use's for the appropriated water. (i.e. Irrigation, Supplemental Irrigation, Pond Maintenance, Industrial, Commercial, etc) *	1	
Number of proposed Surface Water points of diversions. **	6	\$1,500.00
Number of Acre Feet to be diverted from Stored Water. (if the application is appropriating water from a pond/reservoir)	0	
Permit Recording Fee. ***		\$450.00
* the 1st Water Use is included in the base cost. ** the 1st Surface Water point of diversion is included in the base cost. *** 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.	<b>Recalculate</b>	
Estimated cost of Permit Application		\$14,150.00

[Return to Fee Calculator Options page](#)

[OWRD Fee Schedule](#)

Fee Calculator Version: B20130709

**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

PAGE NO

2

**IMPORTANT:** Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER  
12/02/2013

CONTRACT NO.

ORDER NO.  
F14PX00085

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
00010	<p><b>Admin Office:</b> FWS, DIVISION OF CONTRACTING AND GE EASTSIDE FEDERAL COMPLEX 911 NE 11TH AVENUE PORTLAND OR 97232-4181</p> <p><b>Account Assignment: K G/L Account:</b> 6100.252R0 Business Area: F000 Commitment Item: 252R00 Cost Center: FF01G08900 <b>Functional Area: FRS126100.000000 Fund:</b> 145F1611MD Fund Center: FF01G08900 <b>Project/WBS: EX.RS126101WR160 PR Acct</b> <b>Assign Line: 01</b> <b>Period of Performance: 11/01/2013 to</b> <b>01/01/2014</b></p> <p><b>Application Fee for Permit</b> IT Approval Num: N</p> <p><b>Period of Performance: 11/12/2013 to</b> <b>01/01/2014</b></p> <p><b>List of Attachments:</b> 1. Draft Application, 9 pages</p> <p><b>The total amount of award: \$14,150.00. The</b> <b>obligation for this award is shown in box</b> <b>17(i).</b></p>				14,150.00	

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WATER RESOURCES DEPT  
SALMON DIVISION

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$14,150.00

**ORDER FOR SUPPLIES OR SERVICES**

PAGE OF PAGES  
1 2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 12/02/2013	2. CONTRACT NO. (if any)	6. SHIP TO: a. NAME OF CONSIGNEE FWS DIVISION OF ENGINEERING
3. ORDER NO. F14PX00085	4. REQUISITION/REFERENCE NO. 0040121175	

5. ISSUING OFFICE (Address correspondence to) FWS, DIVISION OF CONTRACTING AND GE EASTSIDE FEDERAL COMPLEX 911 NE 11TH AVENUE PORTLAND OR 97232-4181	b. STREET ADDRESS EASTSIDE FEDERAL COMPLEX
	c. CITY PORTLAND
	d. STATE OR
	e. ZIP CODE 97232-4181

7. TO: a. NAME OF CONTRACTOR WATER RESOURCES, OREGON DEPARTMENT OF	f. SHIP VIA
b. COMPANY NAME	8. TYPE OF ORDER

c. STREET ADDRESS 725 SUMMER ST NE, STE A	<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR:  Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any. Including delivery as indicated.	<input type="checkbox"/> b. DELIVERY  Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.
d. CITY SALEM	e. STATE OR	f. ZIP CODE 97301-1266

9. ACCOUNTING AND APPROPRIATION DATA 01	10. REQUISITIONING OFFICE FWS DIVISION OF ENGINEERING
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11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB	12. F.O.B. POINT Destination
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13. PLACE OF a. INSPECTION Destination	b. ACCEPTANCE Destination	14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 01/01/2014	16. DISCOUNT TERMS PP30
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**17. SCHEDULE (See reverse for Rejections)**

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Refuge POC, Gary Ball, (503) 231-4788 Contracting POC, Shannon Blackburn (503) 872-2825 Suggested COR: CCAGE  Continued ...					

18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	17(f) TOTAL (Cont. pages) ▲
21. MAIL INVOICE TO:			
a. NAME Invoice Processing Platform System		\$14,150.00	
b. STREET ADDRESS (or P.O. Box) US Department of Treasury http://www.ipp.gov			
c. CITY	d. STATE	e. ZIP CODE	17(i) GRAND TOTAL ▲
			\$14,150.00

22. UNITED STATES OF AMERICA BY (Signature) 	23. NAME (Typed) SHANNON BLACKBURN TITLE: CONTRACTING/ORDINANCE OFFICER
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OPTIONAL FORM 347 (Rev. 2/2/12)  
Prescribed by GSA/FAR 48 CFR 53.213(f)

DEC 09 2013

WATER RESOURCES DEPT  
SALEM, OREGON

S-87945