

# Application for a Permit to Use 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 <i>Larry A. Lyon</i>		PHONE (HM)	
PHONE (WK)	CELL <i>541 829 2828</i>		FAX
ADDRESS <i>8455 Buena Vista Rd</i>			
CITY <i>Independence</i>	STATE <i>OR</i>	ZIP <i>97351</i>	E-MAIL* <i>lalyon1954@gmail.com</i>

### Organization

NAME		PHONE		FAX
ADDRESS			CELL	
CITY	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
ADDRESS			CELL	
CITY	STATE	ZIP	E-MAIL*	

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.)

### 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.
- 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.

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**I (we) affirm that the information contained in this application is true and accurate.**



*Larry A. Lyon*  
Applicant Signature

*Owner*  
Print Name and Title if applicable

*10/20/2019*  
Date

Applicant Signature

Print Name and Title if applicable

Date

**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.
- NO, I have a recorded easement or written authorization permitting access.
- NO, I do not currently have written authorization or easement permitting access.
- 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).*

**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**

WELL NO.	NAME OF NEAREST SURFACE WATER	IF LESS THAN 1 MILE:	
		DISTANCE TO NEAREST SURFACE WATER	ELEVATION CHANGE BETWEEN NEAREST SURFACE WATER AND WELL HEAD
136027	Willamette River		

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).*

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**SECTION 3: WELL DEVELOPMENT, continued**

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**Total maximum rate requested:** 50 gpm (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.

OWNER'S WELL NAME OR NO.	PROPOSED	EXISTING	WELL ID (WELL TAG) NO.* OR WELL LOG ID**	FLOWING ARTESIAN	CASING DIAMETER	CASING INTERVALS (IN FEET)	PERFORATED OR SCREENED INTERVALS (IN FEET)	SEAL INTERVALS (IN FEET)	MOST RECENT STATIC WATER LEVEL & DATE (IN FEET)	PROPOSED USE			
										SOURCE AQUIFER***	TOTAL WELL DEPTH	WELL-SPECIFIC RATE (GPM)	ANNUAL VOLUME (ACRE-FEET)
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	136027	<input type="checkbox"/>	6"		47-52			gravel; sand	58	50	
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>									
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>									
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>									
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>									
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>									
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>									
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>									

\* 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 aquifer examples: Troutdale Formation, gravel and sand, alluvium, basalt, bedrock, etc.

**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 [Attachment 3](#) 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/](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**

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Is the well or proposed well located in an area where the Upper Columbia Rules apply?

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Yes  No

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**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.

**Lower Columbia - OAR 690-033-0220 thru -0230**

Is the well or proposed well located in an area where the Lower Columbia rules apply?

Yes  No

**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:  
\_\_\_\_\_

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**Statewide - OAR 690-033-0330 thru -0340**

Is the well or proposed well located in an area where the Statewide rules apply?

Yes  No

**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	irrigation season	20

**For irrigation use only:**

Please indicate the number of primary and supplemental acres to be irrigated (*must match map*).

Primary: 8 Acres Supplemental: \_\_\_\_\_ Acres

If you listed supplemental acres, list the Permit or Certificate number of the underlying primary water right(s):  
\_\_\_\_\_

Indicate the maximum total number of acre-feet you expect to use in an irrigation season: \_\_\_\_\_

- 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.)

For Department Use: App. Number: G-10044

- 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**

**A. Diversion and Conveyance**

What equipment will you use to pump water from your well(s)?

- Pump (give horsepower and type): 5 hp submersible
- Other means (describe): \_\_\_\_\_

Provide a description of the proposed means of diversion, construction, and operation of the diversion works and conveyance of water. \_\_\_\_\_ attached estimate

**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*)

\_\_\_\_\_ 3" mainline, 2" lateral & sprinkler

**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*).

\_\_\_\_\_ Have 20 acre farm with 12 tillable of which about 8 acres is prime farmland. Want to raise crops on that portion that require some water. Don't intend on excessive irrigation to cause any runoff.

**SECTION 7: PROJECT SCHEDULE**

- a) Date construction will begin: 10/14/19
- b) Date construction will be completed: 5/30/20
- c) Date beneficial water use will begin: 5/30/20

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**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: \_\_\_\_\_

- 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: \_\_\_\_\_

- 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*).

\_\_\_\_\_

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STATE OF OREGON  
WATER SUPPLY WELL REPORT  
(as required by ORS 537.765 & OAR 690-205-0210)

POLK 54325  
10/14/2019

WELL I.D. LABEL# L 136027  
START CARD # 1045083  
ORIGINAL LOG #

(1) LAND OWNER  
Owner Well I.D. \_\_\_\_\_  
First Name LARRY A Last Name LYON  
Company \_\_\_\_\_  
Address 8455 BUENA VISTA ROAD  
City INDEPENDENCE State OR Zip 97351

(2) TYPE OF WORK  New Well  Deepening  Conversion  
 Alteration (complete 2a & 10)  Abandonment (complete 5a)

(2a) PRE-ALTERATION  
Dia + From To Gauge Stl Plstc Wld Thrd  
Casing:          
Material From To Amt sacks/lbs  
Seal: \_\_\_\_\_

(3) DRILL METHOD  
 Rotary Air  Rotary Mud  Cable  Auger  Cable Mud  
 Reverse Rotary  Other \_\_\_\_\_

(4) PROPOSED USE  Domestic  Irrigation  Community  
 Industrial/ Commercial  Livestock  Dewatering  
 Thermal  Injection  Other \_\_\_\_\_

(5) BORE HOLE CONSTRUCTION Special Standard  (Attach copy)  
Depth of Completed Well 58.00 ft.  
BORE HOLE SEAL  
Dia From To Material From To Amt sacks/lbs  
10 0 20 Bentonite 0 0.5 0.5 S  
6 20 58 Calculated 0.23  
Cement with 5% Bento 0.5 20 11 S  
Calculated 3.74

How was seal placed: Method  A  B  C  D  E  
 Other BENTONITE DRY  
Backfill placed from \_\_\_\_\_ ft. to \_\_\_\_\_ ft. Material \_\_\_\_\_  
Filter pack from \_\_\_\_\_ ft. to \_\_\_\_\_ ft. Material \_\_\_\_\_ Size \_\_\_\_\_  
Explosives used:  Yes Type \_\_\_\_\_ Amount \_\_\_\_\_

(5a) ABANDONMENT USING UNHYDRATED BENTONITE  
Proposed Amount \_\_\_\_\_ Actual Amount \_\_\_\_\_

(6) CASING/LINER  
Casing Liner Dia + From To Gauge Stl Plstc Wld Thrd  
  6  2 58 .250      
Shoe  Inside  Outside  Other Location of shoe(s) 58  
Temp casing  Yes Dia 10 From +  0 To 20

(7) PERFORATIONS/SCREENS  
Perforations Method Holte Air Perforator  
Screens Type \_\_\_\_\_ Material \_\_\_\_\_  
Perf/ Casing/Screen Dia From To Scrn/slot Slot # of Tele/  
Screen Liner Dia From To width length slots pipe size  
Perf Casing 6 47 52 .2 1 138

(8) WELL TESTS: Minimum testing time is 1 hour  
 Pump  Bailer  Air  Flowing Artesian  
Yield gal/min Drawdown Drill stem/Pump depth Duration (hr)  
50 \_\_\_\_\_ 42 1

Temperature 53 °F Lab analysis  Yes By \_\_\_\_\_  
Water quality concerns?  Yes (describe below) TDS amount 176 ppm  
From To Description Amount Units

(9) LOCATION OF WELL (legal description)  
County POLK Twp 9.00 S N/S Range 4.00 W E/W WM  
Sec 3 SW 1/4 of the SE 1/4 Tax Lot 200  
Tax Map Number \_\_\_\_\_ Lot \_\_\_\_\_  
Lat \_\_\_\_\_ " or 44.81150000 DMS or DD  
Long \_\_\_\_\_ " or -123.15958000 DMS or DD  
 Street address of well  Nearest address  
8455 BUENA VISTA ROAD, INDEPENDENCE, OR 97351

(10) STATIC WATER LEVEL  
Date SWL(psi) + SWL(ft)  
Existing Well / Pre-Alteration \_\_\_\_\_  
Completed Well 10/8/2019 \_\_\_\_\_ 21  
Flowing Artesian?  Dry Hole?   
WATER BEARING ZONES Depth water was first found 26.00  
SWL Date From To Est Flow SWL(psi) + SWL(ft)  
10/8/2019 26 54 50 \_\_\_\_\_ 21

(11) WELL LOG  
Ground Elevation \_\_\_\_\_  
Material From To  
Top soil 0 3  
Silty brown clay 3 9  
Sandy brown clay 9 20  
Coarse brown sand 20 26  
Brown sand and very small gravel 26 28  
Brown sand and large gravel 28 31  
Blue gray sand and gravel semi-cemented 31 44  
Gray sand and gravel 44 52  
Blue clay and gravel 52 54  
Blue clay 54 58

Date Started 10/4/2019 Completed 10/8/2019  
(unbonded) Water Well Constructor Certification  
I certify that the work I performed on the construction, deepening, alteration, or abandonment of this well is in compliance with Oregon water supply well construction standards. Materials used and information reported above are true to the best of my knowledge and belief.  
License Number 1903 Date 10/9/2019  
Signed RYAN PILLSBURY (E-filed)

(bonded) Water Well Constructor Certification  
I accept responsibility for the construction, deepening, alteration, or abandonment work performed on this well during the construction dates reported above. All work performed during this time is in compliance with Oregon water supply well construction standards. This report is true to the best of my knowledge and belief.  
License Number 1273 Date 10/14/2019  
Signed FLOYD SIPPPEL (E-filed)  
Contact Info (optional) \_\_\_\_\_

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ORIGINAL - WATER RESOURCES DEPARTMENT

THIS REPORT MUST BE SUBMITTED TO THE WATER RESOURCES DEPARTMENT WITHIN 30 DAYS OF COMPLETION OF WORK Form Version:

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6-10044 OWRD



**EXHIBIT A**

**LEGAL DESCRIPTION:** Real property in the County of Polk, State of Oregon, described as follows:

PARCEL 1: BEGINNING AT THE SOUTHEAST CORNER OF THE DONATION LAND CLAIM OF FIELDEN M. THORP, ETC., AND RUNNING THENCE WEST ALONG THE SOUTH BOUNDARY LINE OF SAID CLAIM 150 FEET; THENCE NORTH 45° EAST 212 FEET, MORE OR LESS, TO THE EAST BOUNDARY LINE OF SAID CLAIM; AND THENCE SOUTH 150 FEET TO THE PLACE OF BEGINNING.

PARCEL 2: BEGINNING AT A POINT ON THE EAST BOUNDARY LINE OF THE FIELDEN M. THORP DONATION LAND CLAIM, ETC., 416 FEET NORTH FROM THE SOUTHEAST CORNER OF SAID CLAIM, AND RUNNING THENCE NORTH ON THE EAST BOUNDARY LINE OF SAID CLAIM 1234 FEET; THENCE WEST 2640 FEET; THENCE SOUTH 1650 FEET TO THE SOUTH BOUNDARY LINE OF SAID CLAIM; THENCE EAST ALONG SAID SOUTH BOUNDARY LINE 2104 FEET TO THE SOUTHWEST CORNER OF THE LAND CONVEYED BY CLARENCE B. STRATTON TO J. T. ELMORE BY DEED RECORDED AT PAGE 389 OF DEED RECORD 89; THENCE NORTH 17°45' EAST 665 FEET TO A STAKE IN THE SOUTH FENCE LINE OF THE RAILROAD RIGHT OF WAY; THENCE SOUTH 56°45' EAST ALONG THE SOUTH FENCE LINE OF SAID RAILROAD RIGHT OF WAY 390 FEET TO THE PLACE OF BEGINNING.

SAVE AND EXCEPT THAT PORTION CONVEYED TO CITY OF MONMOUTH BY INSTRUMENT RECORDED JULY 08, 1993 IN VOLUME 270 PAGE 1413 BOOK OF RECORDS FOR POLK COUNTY, OREGON.

SAVE AND EXCEPT ANY PORTION OF THE ROADWAY DEDICATED TO THE PUBLIC.

SAVE AND EXCEPT THAT PORTION LYING SOUTH OF THAT PORTION CONVEYED TO CITY OF MONMOUTH BY INSTRUMENT RECORDED JULY 08, 1993 IN VOLUME 270 PAGE 1413 BOOK OF RECORDS FOR POLK COUNTY, OREGON.

NOTE: This Legal Description was created prior to January 01, 2008.

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**Receipt for Request for Land Use Information**

Applicant name: Jamy Gyon  
City or County: Polk Staff contact: Miranda Muller  
Signature: [Handwritten Signature] Phone: 503-623-9237 Date: 10/21/19

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Land Use Information Form  
Page 1 of 3

# Sippel Well Drilling, Inc.

PO Box 21355  
Keizer, OR 97307  
503-390-2841  
www.sippelwelldrilling.com

# SIPPEL WELL DRILLING, INC.



**RECIPIENT:**

**Larry Lyon**  
8455 Buena Vista Road  
Independence, Oregon 97351

**Estimate #20329**

Sent on	10/16/2019
Job Description	5 HP Constant Pressure Pump System
<b>Total</b>	<b>\$8,725.00</b>

SERVICE / PRODUCT	DESCRIPTION	QTY.
PUMP EQUIP	5 HP Submersible Pump with Three Phase Motor (Well and Pump Discount 15%)	1
PUMP EQUIP	5 HP Constant Pressure Pump Controller (Variable Speed Drive) (Well and Pump Discount 20%)	1
FXWR240	81 Gallon Pressure Tank with Tank Tee Assembly	1
PD12-020TB-C	2" SCH120 TBE DROP PIPE (PER FT)	40
FL4034SS2	2" BRASS VFD CHECK VALVE	1
PC8-341FR	# 8/3 PVC Flat Jacketed with Ground Submersible Pump Wire (Per Ft.)	44
SIM3537	Well Seal Assembly	1
MISC PLUMBING	MISC PLUMBING FITTINGS AND ACCESSORIES	1
MISC ELECTRICAL	MISC ELECTRICAL FITTINGS	1
PUMP LABOR - TWO MAN (PER HOUR)	PUMP LABOR - TWO MAN (PER HOUR)	5

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**Total** **\$8,725.00**

\* Non-taxable

Does not include any trenching or offset utilities between well and pump house

This quote is valid for the next 30 days, after which values may be subject to change. Full payment is due upon completion of work. In the event full payment is not made within ten days of billing, the account will be considered overdue and collectable. Customer agrees that a late payment charge of 1.5% per month (18% per annum) will be charged on all past due accounts. Major credit cards accepted. A 2.5% fee will be added to all payments made by credit card.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

6-10044

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WATER RESOURCES  
DEPARTMENT

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Date Received (Date Stamp Here)

## OWRD Over-the-Counter Submission Receipt

Applicant Name(s) & Address: Larry A Lyon  
8455 Buena Vista Rd.

Transaction Type: Groundwater Application

Fees Received: \$ 1,690.00

Cash

Check:

Check No. 560

Name(s) on Check: Larry & Karen Lyon

Address on Check: 11349 Church St  
Independence OR 97351

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: Judy Ferrell  
(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.
- Place the Submission Receipt with check/cash in the small top drawer (*i.e.*, "Fiscal Pick Up Drawer"). Place the Submission Receipt with submission (application/other document) in the large bottom drawer.



# Oregon

Kate Brown, Governor

## Water Resources Department

725 Summer St NE, Suite A

Salem, OR 97301

(503) 986-0900

Fax (503) 986-0904

October 28, 2019

Dear Applicant:

The Oregon Water Resources Department has received your groundwater application for a water use permit. Your application has been assigned file number **G-18844**. Please refer to this number when contacting the Department. Should you have any questions about your application, please contact the following Water Rights Specialist assigned to your application:

Lisa Graham, Water Rights Specialist	Phone: 503-986-0808
	Email: <a href="mailto:elisabeth.a.graham@oregon.gov">elisabeth.a.graham@oregon.gov</a>

A description of the steps that are used for processing a water right application are shown on the reverse side of this letter.

The first step in the water rights process is the completion of a groundwater review by the Department. This review can take approximately 6-9 months to complete, sometimes longer. Once the groundwater review is completed, you will receive a copy of an Initial Review that summarizes the Department's preliminary determinations. Copies of the Proposed Final Order and Final Order will also be mailed to you.

Please note that your application is subject to review and comment from other state agencies and interested parties.

Sincerely,

Judy Ferrell  
Customer Service Representative  
Oregon Water Resources Department

**COPY**

cc: File

## **Water-Use Permit Application Processing Steps**

### **Oregon Water Resources Department**

#### **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 (IR) 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 \$260. 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](http://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, the Department issues a Proposed Final Order (PFO) explaining the proposed decision to deny or approve the application. A PFO 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 PFO, the Department gives public notice in the weekly notice. Notice includes information about the application and the PFO. 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 \$410.00 for the applicant and \$810.00 for non-applicants. Protests are filed on approximately 10 percent 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 will specify the details of the authorized use and any terms, limitations or conditions that the Department deems appropriate.