

E-2

Standard Application Completeness Checklist

Yes No

Groundwater and Surface Water Applications Only
 Minimum Application Requirements (OAR 690-310-0040 & -0050)
 For use by WRD staff only

3 POA

Application #:	G-19000	Receipt #:	132849
Applicant Name:	City Scappoose	Amount Requested:	2 cfs
Priority Date:	6/22/2020	Proposed Use:	MU
County:	Columbia	POD/POA TRS & TL:	3N, 1W, 7 TL: 100, 104, 1200
WM #:	18	Caseworker:	KF LG

1. ☐ ☒ Applicant/Organization Name and Mailing Address
2. ☐ ☒ Signature of all applicants (include title or authority of representative if applicant is an organization or corporation). **Note:** Applicant's agent may NOT sign the application on behalf of the applicant.

3. ☐ ☒ Property Ownership: Does the applicant own all the land for the proposed project? ☐ Yes ☒ No

If No:

- ☒ The affected landowner's name(s) and mailing address(s) 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.

4. ☐ ☒ 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)

☒ If for stored water, is the source authorized under a permit, certificate, or decree?

Permit or Certificate issued: ☐ Y ☐ N Permit or Certificate #: _____

NOTE: An expedited secondary (E2) application and a reservoir application cannot be filed at the same time. The reservoir must be legally authorized first, under an existing water right, in order to accept and process an E2 application.

5. ☐ ☒ For a GW Application: Well development table completed and a well log report included (if existing)
6. ☐ ☒ Division 33 (Sensitive, Threatened, Endangered, Fish Species)
7. ☐ ☒ 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

(Note: Primary and Supplemental Irrigation counts as 2 uses)

8. ☐ ☒ Water Management Section

9. ☐ ☒ Resource Protection Section

10. ☐ ☒ Project schedule

(Note: If system is already completed, indicates "existing", (Note: Estimates are okay if the water system has not been designed))

11. ☐ ☒ Supplemental data sheets enclosed (if needed)

☒ Form M (Municipal or Quasi-Municipal)

12. ☐ ☒ A completed **Land-Use Form** or receipt signed and dated by the appropriate planning department. 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.

13. ☐ ☒ A **Legal Description** of all the properties involved where water is diverted, conveyed, 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.

14. ☐ ☐ The proposed source IS / IS NOT (circle one) restricted or withdrawn from further appropriation. **NOTE:** If it is withdrawn under ORS 538, reject/return application and fees.

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

- a) ☐ ☒ Township, Range, Section
- b) ☐ ☒ Location of main canals, ditches, pipelines or flumes (if POA/POD is outside of POU)
- c) ☐ ☒ Place of use, ¼-¼'s and tax lot clearly identified
- d) ☐ ☐ Even map scale not less than 4" = 1 mile (1" = 1320 ft.); examples: 1" = 100 ft., 1" = 200 ft.
- e) ☐ ☒ Location of each diversion point or well by reference to a recognized public land survey corner.
- f) ☐ ☒ Multiple wells shall be uniquely labeled, and identified on well logs, if existing.
- g) ☐ ☒ Reference corner on map
- h) ☐ ☒ North directional symbol
- i) ☐ ☒ Number of acres per ¼ if for irrigation, nursery, or agriculture

16. Fees: Print the Online Fee Calculator

Exam Fee Due:	\$ 2740. ⁰⁰
Exam Fee Submitted:	\$ 2740. ⁰⁰
Difference:	\$ 0
Recording Fee Paid?	☒ Yes ☐ No \$ 520. ⁰⁰

TOTAL: \$3260.⁰⁰

Reviewer Initials:	cm	Date:	6/25/2020
Peer Reviewer Initials:		Date:	
Final Review Initials:		Date:	



Oregon Water Resources Department Groundwater Application

[Main](#)
[Help](#)
[Return](#)
[Contact Us](#)

Today's Date: Thursday, June 25, 2020

Base Application Fee.		\$1,340.00
Number of proposed cubic feet per second (cfs) to be appropriated. (1 cfs = 448.83 gallons per minute)	2	\$700.00
Number of proposed Use's for the appropriated water. (i.e. Irrigation, Supplemental Irrigation, Pond Maintenance, Industrial, Commercial, etc) *	1	
Number of proposed groundwater points of appropriation. (i.e. number of wells) (include all injection wells, if applicable) **	3	\$700.00
Subtotal:		\$2,740.00
Permit Recording Fee. ***		\$520.00
* the 1st Water Use is included in the base cost. ** the 1st groundwater point of appropriation 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.	Recalculate	
Estimated cost of Permit Application		\$3,260.00