

## Standard Reservoir Application Completeness Checklist

Minimum Requirements (OAR 690-310-0040) (ORS 537.400) For use by WRD staff only

Application #:	R-89252	Receipt #:	138645
Applicant Name:	Erica Shetzline	Amount Requested:	4.8 acre-feet
Priority Date:	7-13-2022	Proposed Use:	Multipurpose
County:	Lane	POD's TRS &TL:	15S 1W 28
WM #:	2	Caseworker:	<input checked="" type="checkbox"/> KF <input type="checkbox"/> LG
Reviewed by:	Dante Luongo	Reviewed Date:	7-14-2022

- Applicant/Organization Name, Mailing Address. [Sec. 1]
- Signature of all applicants (include title or authority of representative if applicant is an organization or corporation). \*Applicant's agent may NOT sign application. [Sec. 1]
- Property Ownership [Sec. 2]: Does the applicant own all the land for the proposed project?     Y     N
  - If No:
    - The affected landowner's name(s) 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.
- Division 33, Public Interest Information (Sensitive, Threatened, Endangered Fish Species). [Sec. 4]
- Proposed use of stored water. [Sec. 5]
- Amount of water to be stored in acre-feet (AF). [Sec. 5]
- Dam height, width, crest width and surface area, and description of primary outlet works and emergency spillway for each reservoir. [Sec. 6,7,8]
- Project Schedule (If system is already completed, indicate "existing"). [Sec. 10]
- A completed **Land-Use Form** or receipt signed and dated by the appropriate planning department officials. Note: 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.
- A **Legal description** of all the properties involved where water is diverted, crossed, and used **MUST** be included. 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 you may submit a lot book report prepared by a title company. The Department will not accept a copy of the tax bill.

The proposed source  is or  is not withdrawn from further appropriation. If it is withdrawn under ORS 538, then return application and fees.

Multiple reservoirs MUST be on a single, contiguous property.

A **Map** prepared by a CWRE for a standard reservoir application proposing to store more than 9.2 acre feet **and** having a dam height of more than 10 feet (statutory). If not statutory, map does not need to be prepared by a CWRE. 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, 1/4s 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 (if applicable) or dam by reference to a recognized public land survey corner. (If no dam exists, e.g., if the reservoirs are excavated, coordinates to center of reservoir are required).

Reference corner on map

North Directional Symbol

**Fees:** AF of water requested: 4.8 acre-feet Name on check: Erica F. Shetzline

Exam Fee Due:	\$685
Exam Fee Submitted:	\$1295
Difference:	\$610
Recording Fee Paid?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No \$ 610
Total:	\$1295

**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 # **138645**

INVOICE # \_\_\_\_\_

RECEIVED FROM: Erica F Shetzline  
BY: \_\_\_\_\_

APPLICATION	
PERMIT	
TRANSFER	

CASH:  CHECK:#  328 OTHER: (IDENTIFY)  \_\_\_\_\_

TOTAL REC'D \$ 1,295.00

**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	<u>46111</u>	\$
0410	RESEARCH FEES		\$
0408	MISC REVENUE: (IDENTIFY)	_____	\$
TC162	DEPOSIT LIAB. (IDENTIFY)	_____	\$
0240	EXTENSION OF TIME		\$
WATER RIGHTS:		EXAM FEE	RECORD FEE
0201	SURFACE WATER	\$ <u>685.00</u>	0202 \$ <u>610.00</u>
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 (FW/WRD)		\$
0231	HYDRO LICENSE FEE (FW/WRD)		\$
_____	HYDRO APPLICATION		\$

**TREASURY OTHER / RDX**

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

RECEIPT: **138645**

DATED: 07/13/22 BY: [Signature]

Oregon Water Resources Department  
 Alternate Reservoir Application

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For impoundments less than 10 feet in height or storing less than 9.2 acre feet of water.

Today's Date: Friday, July 8, 2022

Base Application Fee.		\$480.00
Proposed Dam Height in feet.	0	
Proposed Reservoir volume in Acre Feet.	4.8	\$205.00
Subtotal:		\$685.00
Permit Recording Fee. ***		\$610.00
*** 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.	<input type="button" value="Recalculate"/>	
Estimated cost of Permit Application		\$1,295.00

RECEIVED

JUL 13 2022

OWRD



**Oregon**  
Kate Brown, Governor

**Water Resources Department**  
725 Summer St NE, Suite A  
Salem, OR 97301  
(503) 986-0900  
Fax (503) 986-0904

July 14, 2022

Erica Shetzline  
39454 Mohawk Loop Rd.  
Marcola, OR 97454

Dear Applicant:

The Oregon Water Resources Department has received your application to store water in a reservoir under the Standard Review process. Your application has been assigned file number **R-89252**. 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:

Kim French, Water Rights Specialist	Phone: 503-979-3168
	Email: <a href="mailto:kim.r.french@oregon.gov">kim.r.french@oregon.gov</a>

A description of the steps that are used for processing an application to stored water in a reservoir are shown on the reverse side of this letter. Also included with this letter is a form to be completed by the Department of State Lands to determine if wetlands or other regulated water bodies (such as creeks) are in the project area.

The Department's goal is to process applications within statutory deadlines. The first step in the standard process is generate an Initial Review, which summarizes the Department's preliminary determinations. Reservoir applications typically receive an Initial Review in approximately two to three months. Copies of the Initial Review, Proposed Final Order, and Final Order will be mailed to you.

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

Sincerely,

Dante Luongo  
Customer Service Representative  
Oregon Water Resources Department

cc:  
File

Encl. - DSL Wetland Offsite Form

**Water-Use Permit Application Processing Steps**

## Oregon Water Resources Department

### **Standard Review Process for a Reservoir Application:**

#### **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 \$310.00. 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 & Protest Opportunity**

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. A 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 \$480.00 for the applicant and \$950.00 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.