Department of State Lands

Joint Application Completeness Checklist

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| Application No: | New or  Re-submittal | Date Received: |
| Reviewed By: | Complete:  Yes  No | Date Reviewed: |

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| --- | --- | --- |
| **The following items are required  for a complete application.**  **(** **Indicates information is NOT in the application or is deficient)** | **Comments**  **(Please provide additional information and/or address the issues)** | |
| **(Block 2)** **Applicant/property owner information** |  | |
| Name  Address  Phone  Email  Agent  If applicant is a partnership or corporation or condemner:  Certification of Incumbency  Applicant name is consistent with the Corporation Division of the Secretary of State  Filed eminent domain and deposited compensation |  | |
| **(Block 3) Project information** |  | |
| 1. Project Location   Project name  Tax lot  Latitude/Longitude  Street/descriptive location  City  County  T.R.S  ¼,¼ Section  Brief directions to the site   1. Types of Waterbodies or Wetlands   Type of Waters  River mile   1. Project Category |  | |
| **(Block 4) Proposed Project Description** |  | |
| **(A)** Brief Description of Whole Project |  | |
| **(B)** Description of Work in Waters and Wetlands |  | |
| **(C)** Construction Methods  Identification of measures to repair, rehabilitate or restore and further reduce or eliminate impacts during and after construction:  May include but not be limited to:  Specific erosion and sediment control methods or BMPs.  Work area isolation (required for work in a waterway where migratory fish are present) |  | |
| **(D)** Identification of sources of fill and disposal area locations |  | |
| **(E)** Construction Timeline |  | |
| **(F)(G)** Removal dimensions and volumes for individual impacts in wetlands/waters  Area (acres)  Volume (cubic yards)  Duration |  | |
| Stream miles |  | |
| Types of material removed |  | |
| **(H)(I)** Fill dimensions and volumes in wetlands/waters  Area (acres)  Volume (cubic yards)  Duration |  | |
| Stream miles |  | |
| Types of fill material |  | |
| Identify use of ODFW fish passage criteria |  | |
| **In-water Work Period required** |  | |
| **(Block 5)** **Project Purpose and Need** |  | |
| Defined project purpose  Documented need |  | |
| **(Block 6)** **Project site resource description**  **(A)** Description of existing biological and physical characteristics of the wetland/waterway  Wetlands (include as appropriate):  Type (eg. Cowardin and HGM class)  Dominant plant species |  | |
| Waterways (include as appropriate):  Describe channel/bank conditions  Type and condition of riparian vegetation  Channel morphology  Stream substrate |  | |
| Fish and wildlife species and use |  | |
| **(B)** Describe navigation, fishing and recreational use |  | |
| **(Block 7)** **Alternatives Analysis** |  | |
| Project criteria |  | |
| Alternative sites and designs that minimize impacts |  | |
| Evaluation of each against criteria with reasons why alternatives are not practicable |  | |
| Measures to avoid and minimize effects of the changes |  | |
| **(Block 8)** **Additional Information** |  | |
| Known threatened/endangered species |  | |
| Known Federal or State Scenic Waterway |  | |
| Within the 100-year floodplain? |  | |
| Within the Territorial Sea Plan (TSP)? |  | |
| Within a Marine Reserve? |  | |
| Dredged material been physically or chemically tested? |  | |
| Known archeological information |  | |
| Previous DSL or Corps of Engineers issues/permits  Wetland delineation  Delineation concurrence |  | |
| **(Block 9)** **Impacts, Restoration/Rehabilitation, and Compensatory Mitigation** |  | |
| **(A)** Description of Impacts |  | |
| A**nalysis of hydrologic changes and measures taken to avoid or minimize any adverse effects** **085-0550(5)(h)** |  | |
| **(B)** Work site rehabilitation plan for temporary impact |  | |
| **Compensatory Mitigation** |  | |
| **(C)(D)** Proposed Mitigation Approach and Rationale  Mitigation meets eligibility criteria  Mitigation meets mitigation size/ratio requirement  Correct functional assessment used for project impacts and proposed mitigation  SFAM (wadable non-tidal streams/rivers)  Stream BPJ (non-wadable, tidal)  Vernal Pool Assessment (agate desert only)  ORWAP (Wetland impacts ≥0.2 ac)  BPJ (option for wetland impacts <0.2 ac, other  waters not covered by assessments above)  see ORWAP/SFAM verification at the bottom of checklist if applicable |  | |
| Permittee-responsible mitigation  Compensatory mitigation plan   (see Mitigation Plan Checklist)  Defined performance standards  Site monitoring and reporting consistent with  DSL guidance  Administrative protection of mitigation site  Department approved financial security |  | |
| Bank credit purchase, FIL or PIL  Description of how credit purchase meets principal objectives  Payment Calculator for FIL or PIL |  | |
| **(Block 10)** **Adjacent Property Owners for Project and Mitigation Sites** |  | |
| Adjoining property owners’ names and addresses for the RF site or, for new linear facilities, landowners whose land is within or adjacent along the entire alignment  Mailing labels (required if more than five) |  | |
| Adjoining property owners name and address to the wetland mitigation site, if applicable  Mailing labels (required if more than five) |  | |
| **(Block 11)** **City/County Planning Department Land Use Affidavit** |  | |
| City &/or county planner review and signature   (All appropriate jurisdictions) |  | |
| **(Block 12) Coastal Zone Certification** |  | |
| Applicant signature |  |
| **(Block 13) Signatures and Fees** |  |
| Application Fees |  |
| Signature of applicant |  |
| Signature of agent |  |
| For IPs: signature of property owner where RF proposed; For GPs or projects for new linear facilities: no signature required |  |
| Signature of Mitigation Site Owner |  |
| Land Management Signature- required for all RF impacts or mitigation proposed on state-owned s/s tidal land and waters, navigable waterways, range lands and other property. RC must have signature prior to completeness. |  |
| **(Block 14)** **Attachments - Drawings and Figures** |  |
| Location map (with project site, roads, disposal site and mitigation site indicated, as applicable to project) |  |
| Tax Lot map(s) for Project and mitigation, as applicable) with tax lots highlighted |  |
| Plan view drawing:  Entire project and r/f activities identified  Existing and proposed contours  OHW or HMT and/or wetland boundaries  Proposed temporary impacts identified  Proposed permanent impacts identified  Staging areas  Construction access  Location of cross section(s)  Mitigation area, if applicable |  |
| Cross-section drawings:  Existing and proposed elevations to scale  OHW or HMT and/or wetland boundaries  Impacts: temporary, permanent, direct, indirect  scale bar (horizontal and vertical scale) |  |
| Recent aerial photo |  |
| Mitigation Documents:  Mitigation plan  Functional assessment(s)  Score sheet(s)  Cover page  Maps  Excel file emailed to ARC  Eligibility and accounting documentation  Matching quick guide(s)  CM Eligibility and Accounting sheet |  |
| DELETE what is not applicable, content review is always required. A full review includes the spot review. Refer to staff verification guide for instructions.  **SFAM Content Review**  Workbook (Excel file)  Cover Page Tab  Values Tab  Functions Tab  Scores Tab  Subscores Tab  Site Layout Form Tab  PAA Field Form Tab  EAA Field Form Tab  SFAM report (lat/long) and StreamStats report  Aerial Photo with correct PA, PAA, EAA boundaries  Topo maps with PA, PAA, EAA  Site Photos and Videos (Optional)  Site Photos and Videos (Optional) |  | |
| **ORWAP Content Review**  Workbook (Excel file)  Cover Pg Tab  OF Tab  F Tab (non-tidal)  T Tab (tidal)  S Tab  Scores Tab  ORWAP report (with correct lat/long)  Aerial Photo with correct AA boundaries  Topo maps with correct RCA and SCA  Site Photos and Videos (Optional)  Site Photos and Videos (Optional) |  | |
| **SFAM Spot Review**  Bankfull Width  (F1) Natural Cover  (F3) Native Woody Vegetation  (F6) Fish Passage Barriers  (F11) Wetland Vegetation  (F12) Side Channels  (F17) Channel Bed Variability  Wetted Width  Thalweg Depth  (V1) Rare Species  (V3) Protected Areas  (V5) Riparian Area  (V6) Extent of Downstream Floodplain Infrastructure  (V7) Zoning  (V10) Fish Passage Barriers  (V11) Water Source  **SFAM Full Review**  (F4) Large Trees  (F5) Vegetated Riparian Corridor Width  (F7) Floodplain Exclusion  (F8) Bank Armoring  (F13) Lateral Migration  (F14) Wood |  | |
| **ORWAP Spot Non-Tidal Review**  (OF1) Distance to Extensive Perennial Cover  (OF3) Distance to Ponded Water  (OF8) Wetland Type Local Uniqueness  (OF16) Conservation Designations  (OF17) Non-anadromous Fish Species  (OF18) Amphibian or Reptile  (OF19) Feeding Waterbird Species  (OF20) Nesting Waterbird Species  (OF21) Songbird, Raptor, Mammal Species  (OF22) Invertebrate Species  (OF23) Plant Species  (OF28) Input Water Recognized Quality Issues  (OF29) Duration of Connection  (OF32) Drinking Water Source  (OF41) Upland Edge Shape Complexity  (OF42) Zoning  (OF43) Growing Degree Days  (F3) Water Regime  (F31) Outflow Duration  (F36) Internal Gradient  (F37) Groundwater Strength of Evidence  (F52) Upland Perennial Cover % of Perimeter  (S1) Aberrant Timing of Water Inputs  **ORWAP Full Non-Tidal Review**  (OF4) Distance to Lake  (OF5) Distance to Herbaceous Open Land  (OF6) Distance to Nearest Busy Road  (OF7) Size of Largest Nearby Patch of Perennial  (OF9) Perennial Cover Percentage  (OF10) Forest Percentage  (OF11) Herbaceous Open Land Percentage  (OF12) Landscape Wetland Connectivity  (OF13) Local Wetland Connectivity  (OF14) Wetland Number and Diversity Uniqueness  (OF15) Landscape Functional Deficit  (OF24) River Proximity  (OF25) Floodable Property  (OF26) Type of Flood Damage  (OF27) Hydrologic Landscape  (OF30) Downslope Water Quality Issues  (OF31) Duration of Connection Between AA  (OF34) Relative Elevation in Watershed  (OF35) Runoff Contributing Area  (OF37) Transport From Upslope  (OF38) Upslope Soil Erodibility Risk  (OF39) Streamflow Contributing Area  (OF40) Unvegetated % in the SCA  (F4) Flooded Persistently % of AA  (F9) Cattail or Tall Bulrush Cover  (F16) All Ponded Water as a Percentage  (F17) Ponded Open Water Area  (F21) Width of Vegetated Zone  (F24) Ice-Free  (F27) Salinity Alkalinity Conductance  (F28) Fish and Waterborne Pests  (F29) Non-native Aquatic Animals  (F30) Shorebird Feeding Habitats  (F32) Outflow Confinement  (F33) Tributary or Overbank Inflow  (F38) Unshaded Herbaceous Vegetation  (F42) Mowing Grazing Fire  (F44) Moss Wetland  (F45) Woody Extent  (F47) Snags  (F53) Upland Perennial Cover Width  (F54) Upland Trees as % of All Perennial Cover  (F59) Cliffs or Banks  (F61) Ownership  (F62) Special Protected Area Designation  (F63) Conservation Investment  (F64) Compensation Wetland  (F65) Sustained Scientific Use  (F66) Visibility  (F67) Non-consumptive Uses Actual or Potential  (F69) Core Area 2  (F71) Domestic Wells  (F72) Wetland Type of Conservation Concern  (S2) Accelerated Inputs of Nutrients  (S3) Accelerated Inputs of Contaminants and/or Salts  (S4) Excessive Sediment Loading from RCA  (S5) Soil or Sediment Alteration Within the AA |  | |
| **ORWAP Spot Tidal Review**  (OF1) Distance to Extensive Perennial Cover  (OF6) Distance to Nearest Busy Road  (OF16) Conservation Designations  (OF17) Non-anadromous Fish Species  (OF18) Amphibian or Reptile  (OF19) Feeding Waterbird Species  (OF21) Songbird, Raptor, Mammal Species  (OF36) Unvegetated % in the RCA  (OF39) Streamflow Contributing Area  (OF42) Zoning  (T1) Estuarine Position  (T2) Salinity  (T4) Width of Vegetated Zone at Daily High Tide  (T5) Width of Vegetated Zone at Daily Low Tide  (T9) Blind Channels – Total Length and Branching  (T18) Vegetation Form-Predominant  (T21) Emergent Plants -- Area  (T31) Mowing or Grazing  (T42) Ownership  (T47) Wetland Type of Conservation Concern  (S1) Aberrant Timing of Water Inputs  (S2) Accelerated Inputs of Nutrients  **ORWAP Full Tidal Review**  (OF1) Distance to Extensive Perennial Cover  (OF3) Distance to Ponded Water  (OF6) Distance to Nearest Busy Road  (OF7) Size of Largest Nearby Patch of Perennial  (OF8) Wetland Type Local Uniqueness  (OF9) Perennial Cover Percentage  (OF10) Forest Percentage  (OF12) Landscape Wetland Connectivity  (OF13) Local Wetland Connectivity  (OF15) Landscape Functional Deficit  (OF16) Conservation Designations of AA/Local Area  (OF17) Non-anadromous Fish Species  (OF18) Amphibian or Reptile  (OF19) Feeding Waterbird Species  (OF21) Songbird, Raptor, Mammal Species  (OF23) Plant Species  (OF27) Hydrologic Landscape  (OF28) Input Water Recognized Quality Issues  (OF29) Duration of Connection  (OF36) Unvegetated % in the RCA  (OF37) Transport From Upslope  (OF38) Upslope Soil Erodibility Risk  (OF40) Unvegetated % in the SCA  (OF42) Zoning  (T1) Estuarine Position  (T2) Salinity  (T4) Width of Vegetated Zone at Daily High Tide  (T5) Width of Vegetated Zone at Daily Low Tide  (T6) Internal Gradient  (T7) Outflow Duration  (T8) Outflow Confinement  (T9) Blind Channels – Total Length and Branching    (T10) Tidal-Nontidal Hydro-connectivity  (T14) Waterborne Pests  (T17) Vegetation Forms Significantly Present  (T18) Vegetation Form-Predominant  (T19) Vegetation Form Diversity  (T21) Emergent Plants - Area  (T27) Upland Perennial Cover - % of AA's Edge  (T28) Upland Perennial Cover - Width (Buffer)  (T29) Type of Non-Perennial Cover in Buffer  (T30) Slope from Disturbed Lands  (T31) Mowing or Grazing  (T35) Restored Wetland  (T36) Cliffs or Banks  (T38) Non-consumptive Uses - Actual or Potential  (T40) Core Area 2  (T43) Special Protected Area Designation  (T44) Conservation Investment  (T45) Compensation Wetland  (T46) Sustained Scientific Use  (T47) Wetland Type of Conservation Concern  (S1) Aberrant Timing of Water Inputs  (S2) Accelerated Inputs of Nutrients  (S3) Accelerated Inputs of Contaminants and/or Salts  (S4) Excessive Sediment Loading from RCA  (S5) Soil or Sediment Alteration Within the AA |  | |