

10 Ideas

To Improve Your Applications and
Submittals to the
Oregon Water Resources Department

Dorothy Pedersen, OWRD
2009 Oregon Water Law Conference



1 Use the most current forms from www.wrd.state.or.us



The screenshot shows the Oregon Water Resources Department website. The browser address bar displays "OR State of Oregon: Water Resources Department". The page header includes the "OREGON.gov" logo, a Google Custom Search bar, and text size options (A+, A, A-). The main navigation menu on the left lists: About Us, Contact Us, News and Events, Adjudications, Commission, Dam Safety, File Pickup, **Forms** (circled in red), Ground Water, and Jobs at WRD. A large red arrow points to the "Forms" link. The main content area features a section titled "New Exempt Use Well Requirements" with a photograph of a rural landscape and text explaining that legislation passed in 2009 requires landowners to provide a map and pay a \$300 fee for new exempt wells. Below this, it states that the Department is developing rules and that the public can submit comments until October 15th at 5pm. A "More" link is provided. At the bottom, there are buttons for "Agency Resources" and "Agency Spotlight". The right sidebar contains a dropdown menu with "Ground W", "Water La", "Water Rig", and "Rulemaki", and a "Feature" section with links for "Pandemic H Information", "American Re Reinvestment", "Fee Schedu", and "Water Rights".

1 Use the most current forms

Water Resources Department

Application Forms

Index

- [Fee Schedule for Application Forms](#)
- [Water Right Application Forms](#)
- [Supplemental Application Forms](#)
- [Transfer of Water Right Forms](#)
- [Instream Leasing Forms](#)
- [Allocation of Conserved Water Form](#)
- [Cancellation and Diminishment of Water Right Forms](#)
- [Water Use and Water Level Reporting Forms](#)
- [Well Identification Forms](#)
- [Well Log Report Forms](#)
- [Special Standards Request Form](#)
- [Well Constructor Bond Forms](#)
- [Well Constructor License Renewal Forms](#)
- [Landowner Water Well Bond Form](#)
- [Ground Water Forms](#)
- [Dam Safety Forms](#)
- [Other Forms](#)
- [Application Criteria and Review](#)

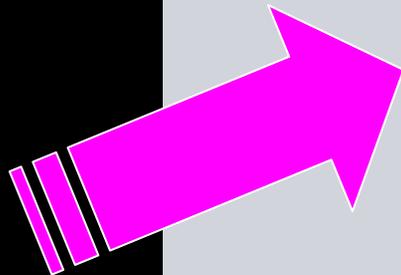
Navigation Menu:

- About Us
- Contact Us
- News and Events
- Adjudications
- Commissi
- File Pickup
- Forms
- Ground Water
- Jobs at WRD
- Links
- Maps



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Use WRD's checklists to ensure completeness



Transfer of Water Right Forms

Water Right Transfer Application <i>(also used for Drought Transfers and Temporary Transfers)</i>	[DOC 191 KB]	Aug 2009
	[PDF 97 KB]	
Checklist for preparing permanent transfer application	[PDF 76 KB]	
Checklist for preparing historic POD transfer application	[PDF 71KB]	
Checklist for preparing temporary transfer application	[PDF 72 KB]	
Permit Amendment / Ground Water Registration Modification Application	[DOC 302 KB]	Oct 2009
Checklist for preparing permit amendment or groundwater registration modification application	[PDF 67 KB]	
Supplemental Form A - Description of Proposed Changes to a Water Right	[DOC 225 KB]	Aug 2009

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Use the fee schedule and online calculator

OREGON.gov www.oregon.gov

Google™ Custom Search

Text Size: A+ A- A Text Only Site Accessil

Water Resources Department

- About Us
- Contact Us
- News and Events
- Adjudications
- Commission
- Dam Safety
- File Pickup
- Forms
- Ground Water
- Jobs at WRD

New Exempt Use Well Requirements



Legislation passed in 2009 requires landowners of property on which a new well is drilled for an exempt use purpose to provide the Water Resources Department with a map showing the location of the well on their property and pay a one-time fee of \$300 to record the exempt use. The map and fee are due within 30 days after construction of the well is completed. The fee will be used to evaluate groundwater supplies, conduct groundwater studies, carry out groundwater monitoring, and process groundwater data. Wells with an existing water right (permit or certificate) are not required to pay this fee.

The Department is in the process of developing the rules to implement the new requirements. The public is welcome to submit comments during the open comment period which ends on September 15th at 5pm.

[More](#)

[Agency Resources](#) | [Agency Spotlight](#)

- Ground Water
- Water Law
- Water Rights
- Rulemaking

Featured Links

- Pandemic H1N1 Influenza Information
- American Recovery and Reinvestment Act
- Fee Schedule**
- Water Rights in Oregon

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Use the fee schedule and online calculator

Application Forms

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Fee Schedule for Application Forms

Fee Schedule [\[PDF 46 KB\]](#)
This fee schedule updates the fee schedule from the application guidebooks that accompany the forms OR you can use our [online fee estimator](#) to estimate fees.

Contact Your Watermaster for More Info

[Watermasters in Oregon](#)

Application Criteria and Review

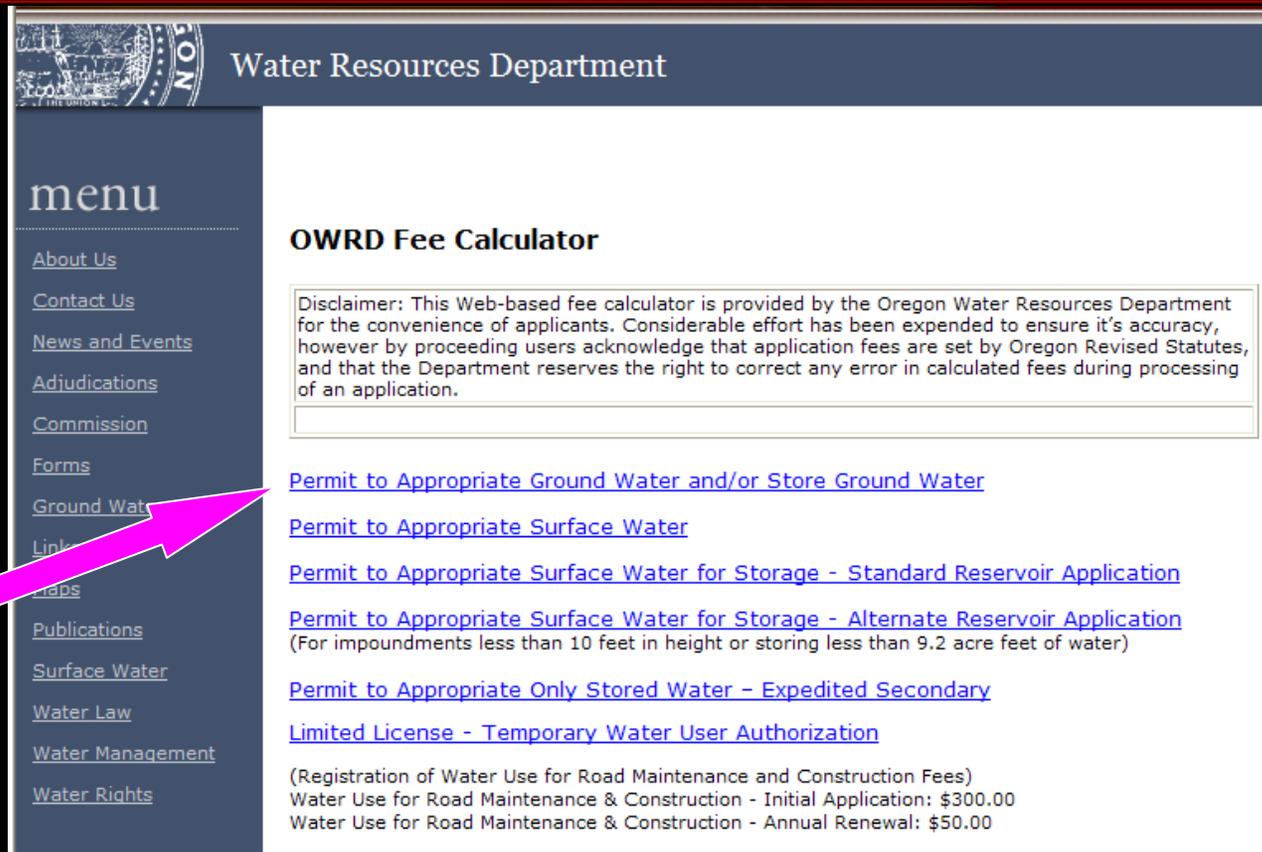
[Summaries](#)

Reimbursement Authority

[Expedited processing of water right transfers, claims of beneficial use, and more](#)

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Use the fee schedule and online calculator



Water Resources Department

menu

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OWRD Fee Calculator

Disclaimer: This Web-based fee calculator is provided by the Oregon Water Resources Department for the convenience of applicants. Considerable effort has been expended to ensure it's accuracy, however by proceeding users acknowledge that application fees are set by Oregon Revised Statutes, and that the Department reserves the right to correct any error in calculated fees during processing of an application.

[Permit to Appropriate Ground Water and/or Store Ground Water](#)

[Permit to Appropriate Surface Water](#)

[Permit to Appropriate Surface Water for Storage - Standard Reservoir Application](#)

[Permit to Appropriate Surface Water for Storage - Alternate Reservoir Application](#)
(For impoundments less than 10 feet in height or storing less than 9.2 acre feet of water)

[Permit to Appropriate Only Stored Water - Expedited Secondary](#)

[Limited License - Temporary Water User Authorization](#)

(Registration of Water Use for Road Maintenance and Construction Fees)
Water Use for Road Maintenance & Construction - Initial Application: \$300.00
Water Use for Road Maintenance & Construction - Annual Renewal: \$50.00

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Use the fee schedule and online calculator

Application for GW permit for

- 2.0 cfs
- 1 use (irrigation)
- from 3 wells

Apply for a Permit to Appropriate Ground Water and/or Store Ground Water

Today's Date: Wednesday, October 28, 2009

		Last Calculated Cost Values
Base Application Fee for use of Ground, Surface and optionally Stored Water.	\$1,000.00	
Number of proposed cubic feet per second (cfs) to be appropriated. (1 cfs = 448.83 gallons per minute)	<input type="text" value="2.0"/>	
Number of proposed Use's for the appropriated water. (i.e. Irrigation, Supplemental Irrigation, Pond Maintenance, Industrial, Commercial, etc) *	<input type="text" value="1"/>	
Number of proposed Ground Water points of appropriation. (i.e. number of wells) (include all injection wells, if applicable) **	<input type="text" value="3"/>	
Number of Acre Feet to be stored in a reservoir/pond from Ground Water.	<input type="text" value="0"/>	
Number of Acre Feet to be appropriated from reservoir/pond (Only Applies to reservoir/pond constructed under Ground Water Application)	<input type="text" value="0"/>	
Number of reservoirs.	<input type="text" value="0"/>	
Permit Recording Fee. ***	<input type="button" value="Calculate"/>	
* the 1st Water Use is included in the base cost. ** the 1st Ground Water 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.	<input type="button" value="Reset"/>	
Estimated cost of Permit Application		

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Use the fee schedule and online calculator

Application for GW permit for

- 2.0 cfs
- 1 use (irrigation)
- from 3 wells

\$2,400.00

Apply for a Permit to appropriate Ground Water and/or Store Ground Water

Today's Date: Wednesday, October 28, 2009

Base Application Fee for use of Ground, Surface and optionally Stored Water.		\$1,000.00
Number of proposed cubic feet per second (cfs) to be appropriated. (1 cfs = 448.83 gallons per minute)	2.0	\$500.00
Number of proposed Use's for the appropriated water. (i.e. Irrigation, Supplemental Irrigation, Pond Maintenance, Industrial, Commercial, etc) *	1	
Number of proposed Ground Water points of appropriation. (i.e. number of wells) (include all injection wells, if applicable) **	3	\$500.00
Number of Acre Feet to be stored in a reservoir/pond from Ground Water.	0	
Number of Acre Feet to be appropriated from reservoir/pond (Only Applies to reservoir/pond constructed under Ground Water Application)	0	
Number of reservoirs.	0	
Permit Recording Fee. ***		\$400.00
* the 1st Water Use is included in the base cost. ** the 1st Ground Water 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.	<input type="button" value="Recalculate"/>	
Estimated cost of Permit Application		\$2,400.00

4 If you have questions.....



Ask us!



5 Good maps are important!

- Communicate clearly
- Include required elements (from applicable administrative rules)
- SHOW what the application SAYS
- May need to be prepared by a CWRE,
if it's a
 - Claim of Beneficial Use
 - Permanent transfer application

5 Good maps are important!

- If mapping is not your forte~ contact a CWRE!

Forms
Ground Water
Jobs at WRD
Links
Maps
Publications
Surface Water
Water Law
Water Management
Water Rights

Learning About and Applying for Water Rights

Under Oregon law, all water is publicly owned. With some exceptions, cities, farmers, factory owners and other users must obtain a permit or water right from the Water Resources Department to use water from any source— whether it is underground, or from lakes or streams. Landowners with water flowing past, through, or under their property do not automatically have the right to use that water without a permit from the Department.



Water rights are obtained in a three-step process. The applicant first must apply to the Department for a permit to use water. Once a permit is granted, the applicant must construct a water system and begin using water. When water is applied, the permit holder must hire a certified water rights examiner to complete a survey of water use and submit to the Department a map and report detailing how and where water is being applied. If water has been used according to the provisions of the permit, a water right certificate is issued based upon the report findings.

For a brief overview of water rights and water law in Oregon, click [Agua Book](#).

For forms to apply for a water right, click [water right application forms](#).

When applying to the Department, you may need help from a Certified Water Rights Examiner. This individual is certified to collect and report data and conduct surveys. To find one in your area, click [Certified Water Rights Examiner Listing](#) (PDF 38 KB).

6 Don't hesitate to include supplemental information

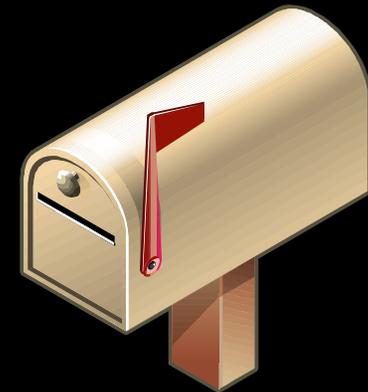
Examples:

- Cover letter
- Narrative explanation of what you propose and why
- Excel spreadsheet to organize complex information
- “Area map” to show relationships within the hydrologic system

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Signature issues

- ORIGINAL signatures on applications, affidavits and CWRE maps
- Applicant address should be a MAILING address



8 Proof-read & check details

- ALL applicants have signed
- Application acres = map acres
- Check distances & directions from survey corner to well or point of diversion
- Well logs included if required
- Evidence of water USE is convincing

8 Proof-read & check details

For transfers, make sure evidence of water USE is convincing

- Red outline – appears not to have water use
- Yellow outline – possible water use at some time
- Green outline – definite water use



9 Make sure water use is still valid *(for transfers & permit amendments)*

- For a transfer:
 - The right has a certificate that is “non-cancelled (NC)”
- For a permit amendment:
 - The permit has not been cancelled
 - The permit completion date (“C-date”) has not passed

10 Include well documentation

■ Existing well:

- Well log
- Well ID tag number

Or

■ Construction Info:

- Diameter
- Total depth & depth to water
- Seal type & depth
- Casing type/size/depth
- Perforated depths

■ Proposed new well:

- Proposed construction info, based on:

- Research of nearby well logs
- Talking to a driller

Or

- Supply the log for a well to be used as a pattern for proposed construction (*labeled as such*)

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This presentation may be accessed at:

<http://www.wrd.state.or.us/OWRD/PUBS/forms.shtml>