

Indicate in this column whether or not the item is satisfied.

Allocation of Conserved Water Application

OAR 690-018

Completeness Checklist

Applicant's Name: _____ *Date:* _____

Section A – Status of Right

Is this a Water Right that can be processed under the Allocation of Conserved Water Rules?

OAR 690-018-0020(10) and ACW Application Section 4

NOTE: The Department can **accept** an Allocation of Conserved Water application for any right that is:

- ____ 1) an adjudicated right with a court decree; **or**
- ____ 2) a certificate that is not cancelled; **or**
- ____ 3) a water use permit for which a certificate has been requested; **or**
- ____ 4) a transfer that's been approved **and** a proper COBU has been received by the Department

*If the subject right **does not** fall into any of the above categories, **RETURN** the application & fee to the applicant.*

Section B - Fees

Have the appropriate fees been paid?

Total Required Fees: _____

Fee Schedule – ORS 536.050(1)(t) www.wrd.state.or.us/OWRD/PUBS/forms.shtml#fees

\$850 - Base (1st Water Right)
 + \$300 - Each additional water right or permit
 = \$ _____ Total Fee*

Total Fees Paid: _____
 Fees Due (if any): _____
 Refund Due (if any): _____

*If the applicant has **NOT** submitted the total fees required, **RETURN** the application & deficient fee to the applicant.*

**NOTE:* The fee may be reduced up to 50%, based on the percent of conserved water allocated to the State.

To see if the application qualifies for a fee waiver, check to see if they have provided evidence that the allocation:

- (a) Will be converted to an instream right pursuant to ORS 537.348; or
- (b) Is necessary to complete a project funded under ORS 541.375; or
- (c) Is approved by the Oregon Department of Fish and Wildlife as a project that will result in a net benefit to fish and wildlife habitat. *See* OAR 690-018-0040(25).

If the project meets one of the above standards, use the following formula to calculate the fees:

Quantity of Water Instream = _____ (see section 6 of application)
 Total Water Conserved = _____ (see section 6 of application)
 Quantity Instream/Total Quantity Conserved *100 = _____ % Waived (up to 50% max)
 Total Fee * % above = Fee Waiver
 Total Fee – Fee Waiver = Amount Due

****Total fee waiver cannot exceed 50% of the original fee.**

Section C – Completeness

<p>Indicate in this column whether an item is incomplete, and if so, identify the deficiency.</p>	<p>Is the Allocation of Conserved Water (ACW) Application complete?</p> <p>All required elements necessary for a complete transfer application are listed below. Indicate whether or not the applicant has answered and/or supplied attachments to adequately address each of the following items. If any one of the items is deficient, then the application is incomplete.</p> <p><i>NOTE: For reference, the application section number from which each item is requested is identified. If the application is NOT complete, RETURN the application & fee to the applicant.</i></p>
	<ul style="list-style-type: none"> ● Applicant’s name, mailing address and contact information. <i>(Section 1)</i>
	<ul style="list-style-type: none"> ● Applicant’s Agent, if any, mailing address and contact information. <i>(Section 2)</i>
	<ul style="list-style-type: none"> ● Is the project within the boundaries of an irrigation district? <i>(Section 3)</i> <i>If yes, is Exhibit E provided?</i>
	<ul style="list-style-type: none"> ● Are all water rights to be part of the ACW project listed? <i>(Section 4)</i> If there are multiple water rights listed the applicant must supply a separate page providing the information in section 4, for each water right that is part of the conservation project.
	<ul style="list-style-type: none"> ● Is there a description of the conservation project? <i>(Section 5)</i>
	<ul style="list-style-type: none"> ● Is there a description of how much water will be needed after the conservation project? <i>(Section 6)</i>
	<ul style="list-style-type: none"> ● Did the applicants designate more than 25% of the conserved water for out of stream uses? <i>(Section 9)</i> <i>If yes, is Exhibit C provided? (i.e., applicant gets 25% minimum regardless of funding so exhibit C is only needed if they are requesting more than 25%).</i>
	<ul style="list-style-type: none"> ● Does the application indicate when the project will be completed? <i>(Section 10)</i> <i>If the project is already complete or partially completed, Exhibit K must be provided and must show that the project was implemented less than 5 years prior to filing of the application.</i>
<h3>Section 12, Exhibits –</h3>	
	<ul style="list-style-type: none"> ● A—Evidence of Use Affidavits: Provide <i>if</i> project is an on farm efficiency measure.
	<ul style="list-style-type: none"> ● B—Map: Not required if the entire right is part of the conservation project.
	<ul style="list-style-type: none"> ● C—Project Funding Description: Only required if more than 25% of the conserved water goes to the applicant.
	<ul style="list-style-type: none"> ● D---Identification and Resolution of Water Right Conflicts: Provide <i>if</i> project is more than 25% complete. <i>See</i> 690-018-0014(2).
	<ul style="list-style-type: none"> ● E—Letter of Approval from the District: Not required for projects outside of the boundaries of a district.
	<ul style="list-style-type: none"> ● F—District Conserved Water Policy: Only required <i>if</i> project is located within the boundaries of a district and the District is not the Applicant.
	<ul style="list-style-type: none"> ● G—Land Use Form: Signed form required or notification if 100% of conserved water is going instream. <i>See</i> OAR 690-018-0040(22).

	<ul style="list-style-type: none"> ● I—Support Letters from ODFW, DEQ and OPRD: Applicant must provide at least one letter of support indicating that at least one Agency attests that water is needed to support an instream use. If not included with application, WRD staff will follow up with applicant.
	<ul style="list-style-type: none"> ● J—Water Right Clarification & Notification of Affected Persons: Provide if lands are under multiple ownership and not all owners are Applicants; or Where the final proof survey does not adequately describe the POU. Does not apply to distribution projects by Irrigation Districts.
	<ul style="list-style-type: none"> ● K—Evidence that the Project was Implemented within 5 Years: Provide if project was completed prior to submission of application.
WRD Completeness Reviewer's Name: _____ Date: _____	