

Aquatic Resource Management



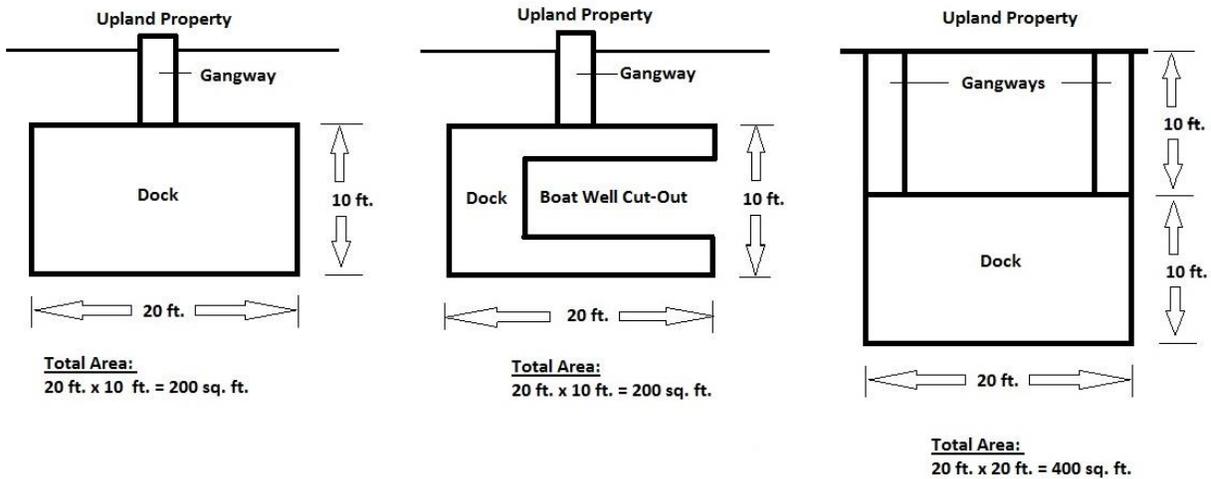
Registering Waterway Structures with the Department of State Lands (DSL)

Structures that qualify for a Registration

- Non-commercial dock, boat house or dock with boat house of 2,500 sq. ft. or less
- Floating recreational cabin of 1,500 sq. ft. or less
- Boat ramp, mooring buoy, piling(s)
- Revetment, attenuator, retaining wall, rip rap, tide gate, etc.
- Structures maintained by a Drainage District (ORS 547)
- Rights-of-way established for city or county roads prior to Nov. 1, 1981
- Voluntary habitat restoration projects
- Wharf

How to calculate the area of use

Examples:



- Multiply the length of the structure in feet by the width of the structure in feet to equal the total amount of square feet.
- The area of the gangway, pilings and debris booms are not included in the area of use calculations.
- The area of the boat well cut-out is included in the area of use calculations.
- If structures are placed in such a way that the public is excluded from the waterway, that area of water must be included in the use calculations.

How to complete the Registration process (new registration or modified registration)

- For new (first-time) registrations and modified structures, complete sections 1, 2 and 3 of the [Waterway Structure Registration Application](#). Attach a drawing of all structures including measurements (boat well included). Include photos of the area of use, including all structures. Submit the packet of information to the local planning department to receive a signature in section 4 of the Waterway Structure Registration Application. Submit the completed application materials to the Department of State Lands.

Registration renewal process (previously registered with no changes)

- The Department is moving toward an online renewal process. If an email address exists on file with the registrant the Department will send the renewal notice by email. If no email address is on file a renewal notice will be sent by mail. Directions for renewing the registration are included with the renewal notice.
- If a valid Land Use Compatibility Statement exists and no changes have been made to the structure (type, size and location) complete sections 1 and 2, and the signature line of the Waterway Structure Registration Application.

Compliance

- Registrations must be renewed every five years. Changes to the structure type, size, or location may require approval from the local planning department as well as the Department.
- By law, DSL may **not** issue an authorization for a structure to occupy state-owned submerged and submersible land if it is not in compliance with local comprehensive planning requirements.
- DSL will seek voluntary compliance with the registration requirements. Structures that are unauthorized are in trespass and DSL has the authority to impose civil penalties and remove structures upon continued trespass.

FAQs

What does my registration do?

- A registration gives you the legal right to occupy the state-owned submerged and submersible land underlying your waterway structure for the term of your registration.

Where does the money for registrations go?

- Revenue collected from registrations is deposited into the Common School Fund. Monies from the fund are sent to K-12 public schools throughout Oregon, and also used for DSL's aquatic resource management programs.

How do I transfer a registration into my name after I buy a property?

- If the registration is current (paid in full through a specific date) you may submit a completed [Waterway Structure Registration Change of Ownership Application](#). There is no fee required for a change of ownership. If you are unable to obtain the prior owner's signature please submit proof of the property sale (such as a property record available from the County Assessor).
- If the registration is not current the upland property owner is responsible for the registration fees from the date the upland is purchased.

How do I know if my registration is current?

- Contact the Department of State Lands and include a registration number (if available), property information (address and/or legal description of the property), and name of the current owner (if available).

What are the fees to register a structure?

- See the current [Registration Fee Schedule](#) to identify current registration fees for a five year term. Please note, fees may change under future rules but no additional increases are planned at this time in current rule.
- Registration fees are non-refundable. If the property is sold, the registration and any fees paid remain with the property.
- If only pilings exist, DSL will require one fee for the pilings (fees are not paid per piling).

How do I receive approvals to change my waterway structure?

1. Contact your local planning department (City or County) to receive approvals.
2. Contact an [Aquatic Resource Coordinator](#) at DSL to receive approvals for piling placement if necessary. This may require a General Authorization for Pilings or a Joint Removal-Fill Permit.
3. Review [ODFW Dock Guidelines](#).
4. Submit a completed Waterway Structure Registration Application (complete all sections to modify; submit an updated drawing with dimensions of the structure with approval from the local planning department). An additional fee will only be required if your registration is out of date, if the structure size increases, or if the structure type changes.

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