

**Oregon Department of State Lands**  
**Offsite Wetlands and Waters Determination Request**    **WD#:** \_\_\_\_\_

The Department of State Lands (DSL) conducts *offsite* wetland determinations upon request. There is no fee for the service, but please allow 3-4 weeks for an initial response. An offsite determination consists of reviewing wetlands and soils maps, aerial photos and other information to determine if wetlands or other regulated water bodies (such as creeks) are present, likely to be present, or unlikely to be present. Only an *onsite* check can verify whether there are regulated wetlands on a site. As time allows, DSL staff may be able to conduct a site visit to verify an offsite determination. However, DSL requires signed authorization from the owner or the owner's legal representative to conduct an onsite determination.

If wetlands are present or likely to be present on a parcel or near a project area, a wetland delineation by a qualified wetland consultant may be needed. Wetland delineation reports and the required fee should then be submitted to DSL for review and agency approval.

**Please include the following information:**

1. Site location map (i.e. city map) with the precise parcel location indicated.
2. Project description and site plan. A brief narrative, site photographs, and site plan (showing property boundaries, existing buildings, creeks and other features). An annotated tax assessor's map is fine and can be hand drawn if legible.
3. Site location information.  
Street address (or nearest cross streets): \_\_\_\_\_  
\_\_\_\_\_  
City (or nearest community if outside city limits): \_\_\_\_\_  
County: \_\_\_\_\_
4. Township, Range, Section, Quarter/Quarter Section, and Tax Lot Number(s)  
T: \_\_\_\_\_ R: \_\_\_\_\_ S: \_\_\_\_\_ Q/Q: \_\_\_\_\_ TL(s): \_\_\_\_\_

**Property Owner**     **Legal Representative**     **Other** (specify): \_\_\_\_\_

Name: \_\_\_\_\_

Firm/Agency: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mail completed request form, project description, photos and site plan to:  
Oregon Department of State Lands, 775 Summer Street NE, Suite 100, Salem, OR 97301-1279;  
or E-mail to: [support.services@dsl.oregon.gov](mailto:support.services@dsl.oregon.gov)

Request additional recipients for DSL response (WRD, OPRD, Local Planning Department, etc.):  
Name/Agency: \_\_\_\_\_ E-mail: \_\_\_\_\_

Owners or those with legal authority to allow access from the owner may request a DSL onsite visit. Signing this form authorizes DSL staff to access the property and conduct a onsite determination. (DSL will make contact prior to conducting a site visit.)

Printed Name/Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Additional Comments: