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:       |

|  |  |
| --- | --- |
| **The following items are required for a complete application.****(****[x]  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 site1. Types of Waterbodies or Wetlands

[ ]  Type of Waters [ ]  River mile1. 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 |       |