

TOP 10

***Tips to Improve
Your Extension of
Time Applications***

**for Municipal and Quasi-Municipal
Water Use Permits**

1

Know that **Preparing an Extension** and **WMCP** are **Complimentary Processes**

- Most likely the extension will trigger submittal of a WMCP due in 3 years
- Two Most Helpful Elements of the WMCP are . . .
 - Municipal Water Supplier Description
 - Municipal Water Supply Element

1

Know that Preparing an Extension and WMCP are Complimentary Processes

Water Supplier Description (OAR 086-0140)

- Delineation of current service area
- Water supply or delivery contracts
 - IGA's
 - Interties
- Population currently served within service area
- Current peak use

1

Know that Preparing an Extension and WMCP are Complimentary Processes

Water Supplier Description (OAR 086-0140)

- Tabular list of all water rights

Water Rights Inventory for (Name of Entity) _____

(List of All Permits, Permit Amendments, Certificates, Transfers, New Applications)

Ground Water

Application No.	Permit No.	Priority Date	Certificate No.	P.A. ¹ or Transfer No.	Source	Use	Allowed Rate (cfs)	Actual Diversion	Authorized Completion Date ²	Notes or Limitations to water use ³
								Maximum Instantaneous Rate Diverted to Date (cfs)		
G-XXXXX	G-YYYYY	3-31-1948	ZZZZZ		Well 1	Group Domestic	0.2 cfs	0.2 cfs	completed	Well needs repair – not in current use
G-XXXXX	G-YYYYY	12-19-1991	II/A	T-XXXXX	Wells 3 & 4	Municipal	2.0 cfs	2.0 cfs	2012	none
G-XXXXX	G-YYYYY	11-7-1994	II/A		Wells 4 & 5	Municipal	2.5 cfs	1.8 cfs	2009	Extension needed

⊕ Surface Water

Application No.	Permit No.	Priority Date	Certificate No.	P.A. or Transfer No.	Source	Use	Allowed Rate (cfs)	Actual Diversion	Authorized Completion Date	Notes or Limitations to water use
								Maximum Instantaneous Rate Diverted to Date (cfs)		
S-XXXXX	S-YYYYY	8-16-2005	II/A		Flow Creek	Municipal	4.45 cfs	3.5 cfs	Extended to 2025	Low Summer Flows

1

Know that Preparing an Extension and WMCP are Complimentary Processes

Water Supply Element (OAR 086-0170)

- Description of future service areas
 - Consistent with state land use laws (extension > 50 years)
- Population projections
- Peak demand projections
- Compare projected needs to existing supplies

1

Know that an Preparing an Extension and WMCP are Complimentary Processes

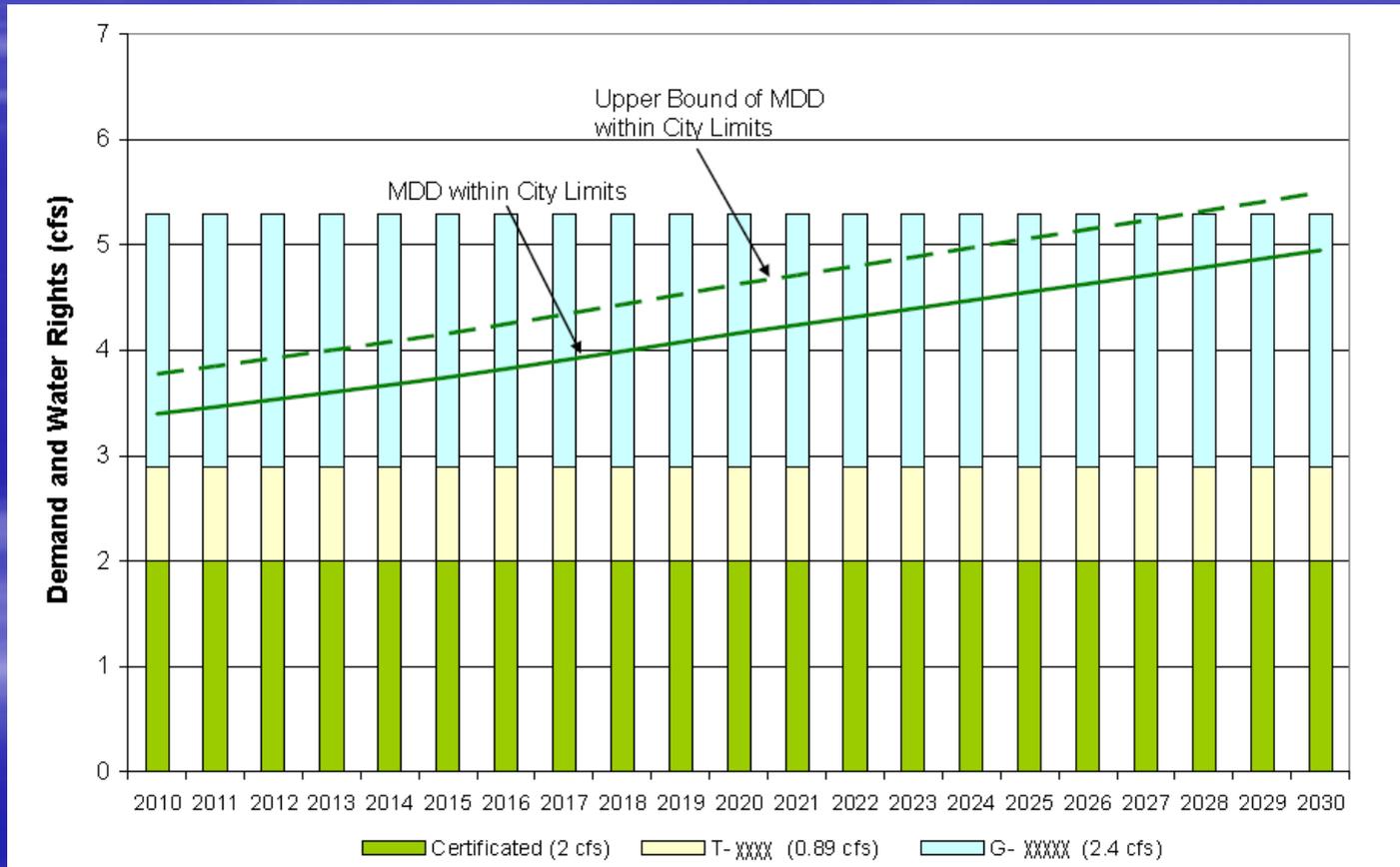
Differences to be aware of:

- WMCP projections needed at 10 and 20 years
- Projections used in the extension need to be consistent with length the extension
 - If extension request is to 2045, then population and demand projections must be to 2045
- Projections should be consistent with those given in the WMCP, but may be for different intervals of time

2 Compare **Projected Needs** to Existing **Water Supply**

- Tell us YOUR “story”
- How do the peak demand projections compare to full use of ALL existing water rights?
- How does use of the right being extended fit in with use of ALL water rights?
- Does growth in population account for the entire projected demand? If not, explain (commercial, industrial uses)

2 Compare Projected Needs to Existing Water Supply



2

Compare Projected Needs to Existing Water Supply

Example

- Extension request to 2045 -- all water rights total 25 cfs -- peak demand is 20 cfs in 2045
 - Existing supply *seems* to exceed demand
 - ?? Extension is too short
 - ?? Summer flows are inadequate during peak use
 - ?? An inchoate or junior right for 5 cfs has an extension to 2055
 - ?? 5 cfs of ground water rights are reserved for emergency use
- Tell us YOUR “story”

2 Compare Projected Needs to Existing Water Supply

Example

- Extension request to 2045 -- all water rights total 25 cfs
-- peak demand is 30 cfs in 2045
 - Demand *seems* to exceed existing supply
 - ?? Extension is too long
 - ?? 5 cfs supplied through an IGA with a neighboring community
- Tell us YOUR “story”

3

Know **How Much Time** is Needed for the Extension

Must Be Both Reasonable and Necessary

- Is the time requested adequate?
 - Compare projected needs to existing water supply.
 - Can the project be completed within the time requested?
 - Time needed to process a Permit Amendment?
 - Time needed to satisfy all permit conditions?
- **Make this the LAST extension request!!**

4

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 state seal and "OREGON.gov". The main navigation menu on the left lists various categories, with "Forms" circled in red and a large red arrow pointing to it. The main content area features a section titled "Oregon's Integrated Water Resources Strategy" with a photo of a forest stream and a "Project Page" link. Below this are two columns: "Agency Resources" and "Agency Spotlight". The "Agency Resources" column lists links for "Resources For:" including Well Constructors, Exempt Use Water Well Recording, and Conservation. The "Agency Spotlight" column contains sections for "Office Closure" (due to budget cuts) and "Agency Success" (from 2009).

OR State of Oregon: Water Resources Department

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OREGON.gov

Water Resources Department

About Us
Contact Us
News and Events
Adjudications
Commission
Dam Safety
File Pickup
Forms
Groundwater
Jobs at WRD
Links
Maps
Publications
Surface Water
Transfers

Oregon's Integrated Water Resources Strategy

 The Water Resources Department, together with the Department of Environmental Quality, Department of Fish and Wildlife, Department of Agriculture, and stakeholders and partners from around Oregon, are developing the state's first Integrated Water Resources Strategy. We want to hear from you! Our project page contains project materials, a survey, and opportunities to participate on-line and face-to-face.

[Project Page](#)

Agency Resources

Resources For:
[Well Constructors](#)
[Exempt Use Water Well Recording](#)
[Conservation](#)
[Water Conservation](#)
[Water Supply Resources and Programs](#)
[Desalination and Mitigation Program](#)
[Environmental Justice](#)

Lookup Information:

Agency Spotlight

Office Closure
Due to state budget cuts, the Department of Water Resources will be closed on Friday, March 18, 2011. The office will reopen on Monday, March 21, 2011. Thank you for your patience.
[View the full list of closed agencies](#)

Agency Success
In 2009, Water Resources Department enjoyed significant successes in the areas of Instream Flows and Process Improvement Accomplishment. For more information please click on a link below:
[2009 Instream Accomplishments](#)

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Use the most current forms

Water Resources Department

Agency Forms

Index

- [Fee Schedule for Application Forms](#)
- [Water Right Application Forms](#)
- [Supplemental Application Forms](#)
- [Transfer of Water Right and Permit Amendment Forms](#)
- [Instream Leasing Forms](#)
- [Allocation of Conserved Water Form](#)
- [Cancellation and Diminishment of Water Right Forms](#)
- [Water Use and Water Level Reporting Forms](#)
- [Pump Test 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](#)
- [Helpful Hints](#)

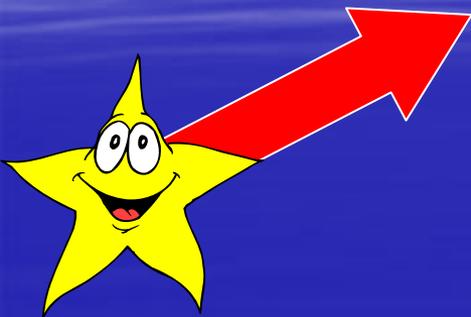
Links

- [About Us](#)
- [Contact Us](#)
- [News and Events](#)
- [Adjudications](#)
- [Commission](#)
- [Dam Safety](#)
- [File Pickup](#)
- [Forms](#)
- [Groundwater](#)
- [Jobs at WRD](#)
- [Links](#)
- [Adjudications](#)
- [Surface Water](#)



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Other Forms		
Application for Water Right Extension of Time	[DOC 391 KB]	Jul 2009
Application for Water Right Extension of Time for Quasi-Municipal & Municipal Water Use Permit	[DOC 432 KB]	Jul 2009
Industrial/CAFO Re-Use Form Instructions	[PDF 39 KB] [PDF 8 KB]	Jan 2007
Reclaimed Water Use Registration Form Instructions	[PDF 102 KB] [PDF 75 KB]	Oct 1996
Application for Reservation of Water for Economic Development	[PDF 28 KB]	Oct 2005
Supplemental Application Form to Use Reserved Water	[PDF 24 KB]	May 2007
Claim of Beneficial Use <i>(for qualifying alternate review reservoirs only)</i>	[DOC 89 KB] [PDF 27 KB]	Apr 2010
Small Pump Screen Self Certification	[PDF 39 KB]	Apr 2007
ODFW Fish Screening Criteria	[HTML]	Apr 2007
ODFW & OWRD Fish Screen Inspection Form	[PDF 39 KB]	Apr 2007
Request for Assignment	[PDF 34 KB]	Aug 2009
Request for Assignment in Absence of Permit Holder	[PDF 36 KB]	Aug 2009
Annual Statement of Water Power Claimant	[PDF 592 KB]	Nov 2008
Water Right Ownership Update Form	[PDF 750 KB]	Sept 2008
Application by Public Agency to Register Water Use for Road and		

4

Use the most current forms

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Use the most current forms



Oregon Water Resources Department
725 Summer Street NE, Suite A
Salem Oregon 97301-1266
(503) 986-0900
www.wrd.state.or.us

Application for **Extension of Time** for Municipal and Quasi-Municipal Water Use Permits

Make use of this form, *Application for Extension of Time for Municipal and Quasi-Municipal Water Use Permits*, only if the permit uses the word "Municipal" or "Quasi-municipal" in the description of the purpose or use to which water is to be applied.

TO THE DIRECTOR OF THE OREGON WATER RESOURCES DEPARTMENT

A separate extension application must be submitted for each permit as per OAR 690-315-0070(2). This page, with an original signature by the permit holder of record, must accompany the extension of time application.

This application and a summary of review criteria and procedures that are generally applicable to this application are available at <http://www.wrd.state.or.us/OWRD/PUBS/forms.shtml>

I,
NAME OF PERMIT HOLDER [OAR 690-315-0070(1) and (3)(a)] NAME OF CONTACT

ADDRESS CITY STATE ZIP

PHONE E-MAIL ADDRESS

the permit holder of: Application Number

Permit Number
[OAR 690-315-0070(3)(b)]

do hereby request that the time in which to:

- complete construction (of diversion/appropriation works and/or purchase and installation of the equipment necessary to the use of water), which time now expires on October 1, , be

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Other Forms		
Application for Water Right Extension of Time	[DOC 391 KB]	Jul 2009
Application for Water Right Extension of Time for Quasi-Municipal & Municipal Water Use Permit	[DOC 460 KB]	Mar 2011
Industrial/CAFO Re-Use Form Instructions	[PDF 15 KB] [PDF 8 KB]	Jan 2007
Reclaimed Water Use Registration Form Instructions	[PDF 102 KB] [PDF 75 KB]	Oct 1996
Application for Reservation of Water for Economic Development	[PDF 28 KB]	Oct 2005
Supplemental Application Form to Use Reserved Water	[PDF 24 KB]	May 2007
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- complete construction (of diversion/appropriation works and/or purchase and installation of the equipment necessary to the use of water), which time now expires on October 1, [REDACTED], be extended to October 1, [REDACTED],

and/or the time in which to:

- apply water to full beneficial use under the terms and conditions of the permit, which time now expires on October 1, [REDACTED], be extended to October 1, [REDACTED].

I am the permittee, or have written authorization from the permittee, to apply for an extension of time under this permit. I certify that the information I have provided in this application is true and correct to the best of my knowledge.

Footer -Section 1-

WRAD

Application for Extension of Time
For Municipal and Quasi-Municipal Water Use Permits
Page 1 of 15

Last Revised: 3/25/2011

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Be a **Permit Holder of Record**

- The applicant must be the Permit Holder of Record
- The Permit Holder of record must sign the application (think tax returns)
- If not, application will be returned

5 Be a Permit Holder of Record

- To become a permit holder of record you must complete an “Assignment”
- Forms available online
- ??’s Contact Jerry Sauter @ 503-986-0817

6

Know **What Dates** Need to be Extended

- **complete construction**, which time now expires on October 1, _____, be extended to October 1, _____.

and/or the time in which to:

- **apply water to full beneficial use**, which time now expires on October 1, _____, be extended to October 1, _____.
- Clues are in the permit

6

Know What Dates Need to be Extended

The priority date of this permit is July 7, 1976.....

B-Date

Actual construction work shall begin on or before December 14, 1977..... and shall

thereafter be prosecuted with reasonable diligence and be completed on or before October 1, 1978.....

Complete application of the water to the proposed use shall be made on or before October 1, 1979.....

WITNESS my hand this 14th day of December, 19 76

C-DATE


.....
WATER RESOURCES DIRECTOR 

6

Know What Dates Need to be Extended

- Both B-Date and C-date need to be extended; Check both boxes



complete construction, which time now expires on October 1, **2009**, be extended to October 1, **2045**.

and/or the time in which to:



apply water to full beneficial use, which time now expires on October 1, **2009**, be extended to October 1, **2045**.

6

Know What Dates Need to be Extended

The priority date of this permit is July 7, 1976.....

B-Date

Actual construction work shall begin on or before December 14, 1977..... and shall

thereafter be prosecuted with reasonable diligence and be completed on or before October 1, 1978.....

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.....
WATER RESOURCES DIRECTOR

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Know What Dates Need to be Extended

- Both B-Date and C-date need to be extended; Check both boxes



complete construction, which time now expires on October 1, **2009**, be extended to October 1, **2045**.

and/or the time in which to:



apply water to full beneficial use, which time now expires on October 1, **2009**, be extended to October 1, **2045**.

6

Know What Dates Need to be Extended

C- Date

Actual construction work shall begin by September 1, 2000. Complete application of the water to the use shall be made on or before October 1, 2004. Within one year after complete application of water to the proposed use, the permittee shall submit a claim of beneficial use, which includes a map and report, prepared by a Certified Water Rights Examiner (CWRE).

Issued January 27, 2000


Martha C. Pagel, Director
Water Resources Department

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Know What Dates Need to be Extended

- Only the C-date needs to be extended; Check second box.

N/A

complete construction, which time now expires on October 1, _____, be extended to October 1, _____.

and/or the time in which to:



apply water to full beneficial use, which time now expires on October 1, **2004**, be extended to October 1, **2045**.

7 Include **Cost** Estimates

1. Work and Actions Accomplished to Date
2. Work and Actions Needed for Completion of the Project

7 Include **Cost** Estimates

- Work and Actions **Accomplished to Date**

CHART-I

INSERT DATES	ALL WORK AND ACTIONS ACCOMPLISHED BEFORE PERMIT WAS ISSUED <i>List workactions done before the permitted was issued – e.g. Well drilled.</i>	COST
1-13-2003	Construction of Well #1	
INSERT DATES	ALL WORK AND ACTIONS ACCOMPLISHED DURING PERMITTED TIME PERIOD (after permit was issued and prior to permit "C-date") <i>List workactions done during the permitted time period.</i>	COST
3-9-2006	Date the permit was signed - find date above signature on last page of permit.	
Aug 2007	Water Main piping purchase – expansion of system	
2006-2009	72 new service connections	
2009	WMCP	
10-1-2010	Date the permit specified complete application of water to the use shall be made ("C-Date") - all permits contain this date.	
Total Cost to Date		



7 Include Cost Estimates

- Work and Actions Accomplished to Date

CHART-I

INSERT DATES	ALL WORK AND ACTIONS ACCOMPLISHED BEFORE PERMIT WAS ISSUED <i>List work/actions done before the permitted was issued – e.g. Well drilled.</i>	COST
1-13-2003	Construction of Well #1	100,000
INSERT DATES	ALL WORK AND ACTIONS ACCOMPLISHED DURING PERMITTED TIME PERIOD (after permit was issued and prior to permit “C-date”) <i>List work/actions done during the permitted time period.</i>	COST
3-9-2006	Date the permit was signed - find date above signature on last page of permit.	
Aug 2007	Water Main piping purchase – expansion of system	90,000
2006-2009	72 new service connections	72,000
2009	WMCP	15,000
10-1-2010	Date the permit specified complete application of water to the use shall be made (“C-Date”) - all permits contain this date.	
Total Cost to Date		277,000

7 Include Cost Estimates

- Work and Actions Accomplished to Date

CHART-I

INSERT DATES	ALL WORK AND ACTIONS ACCOMPLISHED BEFORE PERMIT WAS ISSUED <i>List work/actions done before the permitted was issued – e.g. Well drilled.</i>	COST
1-13-2003	Construction of Well #1	100,000
INSERT DATES	ALL WORK AND ACTIONS ACCOMPLISHED DURING PERMITTED TIME PERIOD (after permit was issued and prior to permit "C-date") <i>List work/actions done during the permitted time period.</i>	COST
3-9-2006	Date the permit was signed - find date above signature on last page of permit.	
Aug 2007	Water Main piping purchase – expansion of system	90,000
2006-2009	72 new service connections	72,000
2009	WMCP	15,000
10-1-2010	Date the permit specified complete application of water to the use shall be made ("C-Date") - all permits contain this date.	
Total Cost to Date		300,000



7 Include Cost Estimates

- Work and Actions **Needed to Complete Project**

CHART-V

APPROXIMATE DATE RANGE	WORK AND ACTIONS TO BE ACCOMPLISHED	ESTIMATED COST
2011-2020	Complete expansion of the main conveyance system	4,800,000
2014-2025	Construct pump stations on the new mainline	300,000
2014-2025	Hookup of 300 new service connections at \$1000 each	300,000
Year: 2025	Date intend to apply water to full beneficial use under the terms and conditions of this permit.	
Estimated Total Cost to Complete Development		5,400,000

7 Include Cost Estimates

- Work and Actions Needed to Complete Project

CHART-V

APPROXIMATE DATE RANGE	WORK AND ACTIONS TO BE ACCOMPLISHED	ESTIMATED COST
2011-2020	Complete expansion of the main conveyance system	4,800,000
2014-2025	Construct pump stations on the new mainline	300,000
2014-2025	Hookup of 300 new service connections at \$1000 each	300,000
Year: 2025	Date intend to apply water to full beneficial use under the terms and conditions of this permit.	
Estimated Total Cost to Complete Development		5,400,000

8

Address **compliance** with prior conditions

- **Date Triggered** . . . shall within ____ years of permit issuance
 - March Static Water Level Measurements
 - WMCP Submittal

- **Water Use Triggered** . . . shall . . . before any beneficial use of water begins
 - Installation of water meter
 - Water use reporting
 - Fish screens in place

- Cannot get an extension in order to comply with installation of fish screens after water use has begun

9 Request a **pre-submittal review** of the application



10 **Ask Questions**



Ann.L.Reece@state.or.us

503-986-0827

