OREGON

WATER RESOURCES DEPARTMENT

2022 CWRE Workshop

2022 Fall CWRE Workshop

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2022 Workshop Locations and Dates

LaGrande	Tuesday, October 4	Blue Mountain Conference Center
Bend	Wednesday, October 5	McMenamins Old St. Francis School
Roseburg	Friday, October 7	Roseburg Armory
Salem #1	Tuesday, October 11	Chemeketa Center for Business & Industry
Salem #2	Wednesday, October 12	Chemeketa Center for Business & Industry

INTRODUCTION

OREGON WATER RESOURCES DEPARTMENT

2022 CWRE Workshop

- Welcome
- Introduction of presenters and participants
- Brief overview of the agenda
- Other important announcements

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OREGON WATER RESOURCES DEPARTMENT

2022 CWRE Workshop

- Workshop Workbook
  - Resource Material
    - Staff Contacts
    - Meter Information
    - Water Use Reporting
    - WRD Map Atlas and Use Codes
    - WRIS Code Key
    - Well ID Program
    - WRD Quick Reference Guide to ORSs and OARs
    - CWRE Contact Information Updating Procedures

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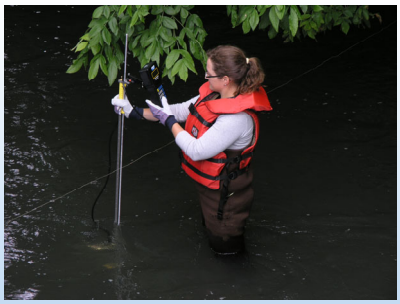
WATERMASTERS

OREGON WATER RESOURCES DEPARTMENT

2022 CWRE Workshop

Watermaster Presentation



UPDATES

OREGON WATER RESOURCES DEPARTMENT

2022 CWRE Workshops - Updates

- Recent Legislative Session Overview
- Rulemaking Calendar

- Processing Updates:
  - Claims of Beneficial Use _____
  - Applications for Permits _____
  - Groundwater Reviews
  - Transfers _____

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	2019-21 Legislatively Approved 1/21	2021-23 Governor's Recommended	2021-23** Legislatively Adopted
General Fund (GF)	$35,217,838	$40,104,341	$58,566,215
Other Funds (OF) including Fees	$14,413,830	$12,365,697	***$35,741,255
Other Funds - Grants/Loans	$85,849,252	*$80,997,925	****$86,142,041
Lottery Funds - Debt Service	$7,563,194	$14,289,736	$9,499,510
Federal Funds	$1,148,011	$716,840	$725,000
Total Funds	$144,192,125	$148,474,539	$190,674,021
Positions / Full-Time Equivalent (FTE)	178/172.67	170/165.44	209/196.81

*Other Funds - Grants and Loans includes Lottery Revenue Bond proceeds in the amount of $60.1 million in carry forward from the 2019-21 biennium and $20.5 million in new bonding (plus the cost of issuance).
**Numbers subject to change with further reconciliation.
***Includes $22.6m American Rescue Plan Act of 2021 (ARPA) funds.
****Other Funds – Grants and Loans includes Lottery Revenue Bond proceeds in the amount of $17.1 million in carry forward from the 2019-21 biennium and $68 million in new bonding (plus the cost of issuance).

For additional information please contact:
Bryn.Hudson@oregon.gov; 503-302-7584/ Lisa.J.Snyder@oregon.gov; 503-983-5801

Legislation with Budgetary Impacts, Budget Packages, and Investments

HB 2142 / Senate Bill 5545 – **Water Right and Dam Safety Fees** – Increases fees charged by the Water Resources Department that support water right processing and dam safety programs by approximately 17.39 percent. Effective July 1, 2021. Adds a fee per well, for transfer applications that propose to make changes for more than one well. *[See Fee Based Services in SB 5006 below for temporary bridge funding].*

Package 104 – Maintain Water Rights & Dam Safety Services – $565k OF Revenue, $527k OF, Adds back 2.50 FTE – Increases fees by approximately 17.39 percent for the 2021-2025 biennias, per the Department of Administrative Services estimates of cost inflation for state agencies. Retains 2.50 of the 8.83 FTE reduced in POP 070. *Integrated Water Resources Strategy (IWRS) Actions: 13.B.*

Reduction Package 070 – Water Right Revenue Shortfalls – $1.7m OF Reduction (8.83 FTE) – Reduces 8.83 FTE of 17.93 fee funded FTE in the Water Right Services Division due to revenue shortfalls. See POP 104 which adds back 2.5 FTE.

HB 2143 / Senate Bill 5545 – **Maintain Hydroelectric Services at Agencies – See POP 105 –** Simplifies and increases annual fees paid by hydroelectric projects in order to maintain current service levels at OWRD, ODFW, and DEQ. This bill equalizes and increases the annual fee rates for large projects (greater than 123.5 THP) with all projects paying the same fee by 2024. Starting in 2022, large, relicensed projects will pay a base rate of $0.687/THP in 2021 dollars and will be adjusted by an inflation factor. Large, un-relicensed projects will be phased in, paying $0.48/THP in 2022 and 2023. Requires Fee Review Panel convene at least once every eight years to reduce or increase the annual fee for large projects based on programmatic needs. Standardizes fees for small projects less than 15 THP at $15/year and for projects between 15 THP and 123.5 THP at $50/year. Effective 91st day sine die.

Package 105 – Maintain Hydroelectric Services at Agencies – $759k OF Revenue – This package and associated legislation will change the hydroelectric project fees that support hydroelectric programs at Department of Environmental Quality, Department of Fish & Wildlife, and the Water Resources Department. *IWRS Action: 13.B.*

Senate Bill 5545

Package 087 – State Data Center - $215k GF – Provides $215k of ongoing information technology costs associated with the Department's migration to Data Center Services.

Package 090 – Equitable Water Access and Indigenous Energy Resiliency – $1.5m GF– Provides funding for equitable water access and Indigenous energy resiliency as recommended by the Racial Justice Council. Investments focus on conducting community led assessments of water needs of Black, Indigenous, Latino, Latina, Latinx, Asian, Pacific Islander, Native American, and Tribal communities; convening a Justice, Equity, Diversity, and Inclusion Advisory Group as part of the IWRS and assessing and facilitating implementation of best practices to advance diversity, equity and inclusion within the Department's programs and processes. *IWRS Actions: 8.C, 13.A.*

Package 101 – Protecting Public Safety and Water Supplies – $1.9m GF; 3.52 FTE / 4 positions – Provides 2 engineers to assess dams for seismic, flood and other safety risks; $400k for an Oregon flood methodology for dams, and $600k for engineering analyses on dams. Includes 1 position for coordination, planning and outreach on earthquakes, drought, floods, climate change, and dam failures, and work on Natural Hazards Mitigation, Climate Adaptation, the Governor's Climate Executive Order, the Continuity of Operations Plan, and planning for and responding to potential dam failures. Includes a position for a safety and training program to support statewide initiatives and to comply with ORS 654.010, the Governor's EO on Employee Wellness, and Oregon OSHA regulations. *IWRS Actions: 5.A, 5.B, 5.5A, 5.5B, 5.5C, 7C, 8C, 13.B.*

Package 102 – Strategic Modernization of IT Systems and Tools – $819k GF; 2.64 FTE / 3 positions – Invests in information technology systems and data including 1 systems analyst, 1 database administrator, and one records coordinator position to modernize data and records systems. Provides $225,000 for state data system center charges. *IWRS Actions 1.B, 1.C, 2.B, 13.B.*

Package 103 – Fund Legal Expenses to Prevent Service Impacts – $800k GF – Provides funding to address sustained increased costs for DOJ services and to prevent impacts on Department services due to budget shortfalls, as experienced in prior biennia. *IWRS Actions 13.B.*

Package 109 – Timely Water Management and Distribution – $1.37m GF, $3,118 OF, 5.28 FTE / 6 positions – Adds five new assistant watermasters to support water regulation and distribution, complaint response, and surface water and groundwater data collection. Re-classifies eight watermasters from NRS-3 to NRS-4 to align with job responsibility and basin complexity. Adds Deputy Division Administrator to help provide critical services to the public. *IWRS Actions 1.B, 2.B, 10.F, 11.B.*

Package 110 – Foundational Data for Groundwater Studies – $2.00m GF, 6.16 FTE / 7 positions – Provides seven positions to expand the agency's capacity for groundwater basin studies, produce a groundwater budget for each basin in Oregon, and expand baseline water level and water use data collection. Includes $600,000 for professional contracts. *IWRS Actions 1.A, 1.B, 1.C, 2.A, 2.B, 5.A, 11.E.*

Package 111 – Complex Water Issues: Deschutes and Other Basins – $422k GF – 0.88 FTE / 1 position – Contract funding and one position to support to work on complex water basin issues and help implement agency priorities in priority water basins, including the Deschutes and Willamette River basins. *IWRS Actions 9.B, 9.C, 13.C.*

Package 112 – Harney Conservation Reserve Enhancement Programs – $706k GF – 0.88 FTE / 1 position – $500,000 in funding for cost share for the enrollment of lands and one position to support implementation of Conservation Reserve Enhancement Program to incentivize voluntary non-use of groundwater. *IWRS Actions 2.B, 10.D, 11.E, 13.B, 13.C.*

Package 113 – Willamette Basin Reallocation Pre-implementation – $321k GF – 0.88 FTE / 1 position – Establishes Willamette Basin Coordinator position and funding support to work on complex water basin issues and help implement agency priorities in priority water basins in conjunction with package 111. *IWRS Actions 9.B, 9.C, 10.B, 11.B, 13.B, 13.C.*

Reduction Package 099 – MS 365 Technical Reduction – $125,000 GF Reduction – Reduces funds related to the licensing of Microsoft 365, which is now included in the agency's budget as a component of the state government service charges assessed by the Department of Administrative Services.

Reduction Package 801 – LFO Analyst Technical Adjustments – $43.0 million OF expenditure limitation reduction – Removes expenditure limitation associated with bonds not issued in the 2019-21 biennium.

House Bill 5006 / SB 5534

Water Projects Grants & Loans - $30 million into the Water Supply Development Account in Lottery Revenue Bond Proceeds to provide Water Projects Grants and Loans to evaluate, plan, and develop in-stream and out-of-stream water projects. *IWRS Actions: 10.E, 13.E.*

Deschutes Basin Board of Control Piping Project: $10 million in Lottery Revenue Bond Proceeds in the Water Supply Development Account for the Deschutes Basin Board of Control Piping Project to pipe currently open canals. *IWRS Actions: 10.A, 13.E.*

City of Newport for Big Creek Dams Remediation: $14 million in Lottery Revenue Bond Proceeds in the Water Supply Fund for a grant to the City of Newport for remediation of the Big Creek Dams, including design, environmental permitting, and construction of a seismically sound replacement dam. *IWRS Actions: 5.5A, 5.5B, 5.5C, 7C, 13.E.*

Wallowa Lake Irrigation District for Wallowa Lake Dam Rehabilitation: $14 million in Lottery Revenue Bond Proceeds in the Water Supply Fund for a grant to the Wallowa Lake Irrigation District for the rehabilitation of the Wallowa Lake Dam. *IWRS Actions: 5.5A, 5.5B, 7C, 13.E.*

Debt Service and Cost of Issuance: Increase of $3,514,230 Lottery Funds expenditure limitation for the Department to pay debt service on Lottery Bonds anticipated to be issued during the 2021-23 biennium. $1,042,341 Other Fund for bond issuance costs.

House Bill 5006

Regional Water Planning and Management: $500,000 GF to engage Oregon Consensus to convene a workgroup to consider and develop a framework for state-supported regional water planning and management. $200,000 for 1 limited duration position to support regional water planning and associated convening work. *IWRS Action: 13.C.*

> ***BUDGET NOTE****: Oregon Water Resources Department is directed to use provided funding to contract with Oregon Consensus to convene a workgroup comprised of a balanced membership including, but not limited to, conservation groups, agricultural water users, municipal water users, environmental justice organizations, tribal interests, and state agencies including Water Resources Department and the Oregon Department of Fish and Wildlife to consider regional water management opportunities that build on the 100 Year Water Vision and further the goals of the Integrated Water Resources Strategy.*

Nesika Beach Fire Protection Infrastructure: $250,000 GF for grant to the Nesika Beach Ophir Water District to extend a water pipeline to a new firehouse near Ophir. *IWRS Action: 13.E.*

Feasibility Study Grants: $500,000 GF for Feasibility Study Grants for the qualifying costs of planning studies performed to evaluate the feasibility of developing water conservation, reuse or storage projects. *IWRS Actions: 10.E, 13.D.*

Columbia River-Umatilla Solutions Task Force Agreements: $500,000 GF for a grant for Umatilla County for the purpose of implementing agreements of the Columbia River - Umatilla Solutions Task Force. *IWRS Action: 13.C.*

2022 Integrated Water Resources Strategy Update: $450,000 GF, including 1 limited duration position, to provide facilitation, document development, and staffing support for the 2022 update of the Integrated Water Resources Strategy. *IWRS Action: 13.A.*

Business Case Assessment for Water: $350,000 GF to contract for a business case assessment to examine the economic value of water and the impact of water investment. *IWRS Action: 8.C.*

Place-based Integrated Water Resources Planning: $200,000 GF to support current participating entities in the Place-Based Planning program. *IWRS Actions: 9.A, 13.C.*

Expenditure Limitation: Increased expenditure limitation for funding provided by HB 3092 and HB 2145, as well as within SB 5006 and SB 5534.

Contested Case Backlog: Includes a one-time increase of $2.2 million GF and one limited-duration position to facilitate the referral and completion of administrative hearings or other procedures to alleviate the backlog of contested cases related to water right decisions. *IWRS Actions: 10.G, 13.B.*

American Rescue Plan Act State Fiscal Recovery Funds:

- **Umatilla County Regional Water Infrastructure Project:** $6 million in ARPA Funds for a grant to Umatilla County for the Ordnance Project. *IWRS Action: 13.E.*
- **Place-based Planning:** $1 million to support place-based planning efforts. *IWRS Actions: 9.A, 13.C*
- **Water Well Abandonment, Repair, and Replacement Fund:** $2 million for deposit into the Water Well Abandonment, Repair, and Replacement fund to help abandon wells and to repair or replace water wells used for household purposes. *[See House Bill 2145]. IWRS Actions: 7.A, 13.E.*
- **Local Fish Passage for Dam Upgrades:** $500,000 to assist local governments with meeting fish passage requirements for dam upgrade projects. *IWRS Action: 11.D.*
- **Fee-based Services Pending Development of Long-Term Funding Mechanisms:** $3 million to support fee-based programs during 2021-23 and to provide facilitation for stakeholder engagement to develop more sustainable, long-term funding mechanisms to support these programs. *[See HB 2142 and package 104 above]. IWRS Actions: 10.G, 13.B.*
- **Dam Safety Flood Methodology and Inundation Assessments:** $4 million to contract for professional engineering services to perform flood methodology, inundation assessments, and engineering analyses for dams. *IWRS Actions: 5.A, 5.B, 5.5A, 5.5B, 5.5C, 7C.*
- **Purchase and Deployment of Surface and Groundwater Data Collection Equipment:** $3 million for surface water and ground water data collection equipment. *IWRS Actions: 1.B, 13.B.*
- **Water Measurement Cost Share Revolving Fund:** $1 million for the Cost-Share Measurement Program to assist water users with the installation of measuring devices. *IWRS Actions: 1.B, 2.B.*

HB 3103 – **Transfers of Stored Water – $485k GF –** Allows the holder of a water right certificate that authorizes water storage to change the type of use identified in the water right. Provides $485,100 to engage a professional facilitator to work with stakeholders on a path forward for transferring the point of diversion and location of storage right. Effective January 1, 2022. *IWRS Action: 10.B.*

HB 2018 – **Groundwater Data – $2.387m GF – 5.75 FTE / 9 positions**– Provides funding to develop and publish ground water budgets for all major hydrologic basins in Oregon, a report on statewide consumptive water use and evaporation from all major reservoirs; to expand the ground water level monitoring network; and to help the public utilize the data. Includes 1 NRS 4 to assist with development of groundwater budgets; 1 NRS 4 to assess open water evaporation and historical irrigation water use; 3 NRS 4s to engage with communities on data collection and use; 3 NRS 3s to expand the groundwater monitoring network; and, one Principal Executive Manager D to oversee studies and contracts. Effective January 1, 2022. *IWRS Actions: 1.A, 1.B, 11.E., 13.B.*

HB 2145 – **Well Construction Modernization – $675k GF, $581k OF Revenue – 2.64 FTE / 3 positions –** Modernizes and increases efficiency within the well construction program to prevent well deficiencies that can lead to contamination or waste of groundwater and to better protect groundwater resources for Oregonians. Reduces deficiencies proactively by ensuring well drillers have the necessary skills to properly construct wells, extending the continuing education program to 2030 and requiring welding training for licensure or if a welding deficiency is found. Maximizes the effectiveness of current staff at the Department to better protect the groundwater resources for current and future uses, while ensuring a level playing field among the well drilling community through: establishing timeframes for submittal of start cards and requiring certain notifications of work being undertaken; updating requirements for information on start cards and well logs and starting in July 1, 2024, requiring electronic submittal; increasing the start card fee by $125 effective January 1, 2022; requiring the Department to conduct a technical review of well logs within 120 days starting in July 1, 2022; requiring well drillers to submit the exempt use fee and map along with the well log to shift staff to technical well log reviews starting January 1, 2022; and allowing the Department to apply for an injunction for violation of well construction laws. The bill also establishes a funding program, including $100,000 GF *[SB 5006 includes additional $2 million for Fund and expenditure limitation]*, to help domestic well owners whose wells have deficiencies, have been impacted by groundwater level declines or natural disasters such as wildfires, or who are lower or moderate income and need assistance in repairing, replacing, or abandoning their wells effective January 1, 2022. Includes 3 positions to meet the provisions of the bill. Most provisions effective July 1, 2023, except where stated in the bill. Requires agency to report to the legislature on well log reviews and inspections by January 31, 2023 and 2025. *IWRS Actions: 7.A., 13.E.*

HB 3092 – **Domestic Well Remediation in Harney Basin – $500k GF –** Directs WRD to establish program for replacing, repairing, or deepening domestic wells affected by overallocation of ground water within the Greater Harney Valley Groundwater Area of Concern (GWAC). Funds issued from the grant may provide up to 75 percent of total cost of replacing, repairing, or deepening well, not to exceed $10,000. Grants awards should prioritize payments for wells owned by or serving persons of lower or moderate income and for wells based on severity of changes and declines in groundwater. Provides a $500,000 GF to deposit in the Domestic Well Remediation Fund to assist domestic well owners *[Expenditure limitation approved in SB 5006.]* Effective 91st day sine die. *IWRS Actions: 7.A, 9.A, 13.E.*

Water Related Legislation – No Budgetary Impact

SB 130 – **Irrigation District Pilot Project –** Extends the sunset date to January 2, 2030 for the Irrigation District Pilot Project for Temporary Transfers, which allows irrigation districts to make annual place of use changes to water rights within their legal boundaries without making application to the Water Resources Department for a temporary transfer.

SB 391 – **Accessory Dwelling Units –** Allows counties to authorize owners of a lot or parcel in a rural residential zone to construct one ADU on the lot or parcel, subject to certain conditions and locally adopted land use regulations. Includes provisions related to water supply, wells, and water rights.

SCR 17 – **Establishes Environmental Justice Framework –** Resolves that agencies: 1) are responsible to respond to health, environmental, economic and climate crises, and are accountable to build a just, equitable and resilient future; 2) develop guidance for the consideration of environmental justice in implementing responsibilities; 3) make reparative investments in frontline communities and direct resources to policies and processes focused on certain systems; 4) address environmental pollution; 5) invest in watershed protection and water infrastructure; and 6) further resolve that a regenerative economy be based on community health protection, respect for traditional ecological knowledge systems and the full and fair participation of Black, Native American, Indigenous and People of Color communities, essential workers, youth, low-income people, and those who are most vulnerable in rural and urban communities.

HB 2244 – **Automatic Stays –** Amends ORS 536.075 and provides that if the Commission or Department denies a stay and a petitioner requests a hearing on the denial of the stay, the court shall hold the hearing within 21 days. In addition, the bill provides that for a petition for judicial review on a final order that has regulated off water use in favor of a determined claim or senior water right, the stay does not go into effect until such time as the petition for review is served to the Commission or Department and proof of service is filed with the court. The bill requires that if the commission or department receives service of a petition for judicial review related to a final order that regulated off a water use for a senior right or determined claim, not more than five business days after receiving the service the commission or department shall send the petition to the person or tribe that made the call for the senior right or determined claim. Effective January 1, 2022.

HB 2298 – **Environmental Restoration Weirs –** Directs ODFW to adopt rules and administer a program regarding voluntary projects for stream restoration and habitat improvement through construction of environmental restoration weirs in closed basins east of the cascades on streams of a specified size. Requires coordination with the Water Resources Department, if the Department determines a weir results in injury to an existing water right, the agencies may require the person to modify an environmental restoration weir. Specifies that bill does not creates any new requirement or exemption with respect to obtaining a permit or certificate to use, store, or appropriate water. Effective May 21, 2021. *IWRS Action: 11.A.*

HB 3104 – **Correction of Erroneous Material –** Makes non-substantive changes, including to ORS 539.010 and 553.270.

HB 3126 – **Water District Wildfire Recovery –** Directs county board to annex to domestic water supply district, upon petition, land surrounded by district where water supply has become inadequate or contaminated due to wildfire, if district or independent water supply source of district has water supply sufficient to provide water to land.

HB 3293 – **Water Project Support for Community Engagement –** Directs agencies who are providers of water project support to make support available to local organizations and local governments for increasing participation by representatives of disproportionately impacted communities. Requires that community engagement plans utilize the approaches and best practices that will increase participation for disproportionately impacted communities for decision making. Requires that water project providers adopt rules identifying best practices and coordinate with each other at least every five years. Effective January 1, 2022. *IWRS Action: 8.C.*

HB 2345 – **Rural Capacity –** Establishes program to help rural jurisdictions to apply for and administer grants and other forms of funding. Efforts include working with state agencies to coordinate on investments in water and sewer systems needed in cities in rural areas.

Oregon Water Resources Department
Current/Anticipated Rulemaking

Line	Rule Division	Topic	Lead Staff	GWAC Input Expected?	Target WRC Date	Status
1	**Division 10 –Critical Groundwater Areas (CGWA)**	Conform Rules with ORS 537.730–742 / Establish Framework for CGWA Designations	Ivan Gall, Justin Iverson	Yes	2023	Preparing for Additional RAC Meetings
2	**Divisions 200 205 & 240 – Well Construction Licensing**	HB 3030 and SB 688 Implementation Relating to Temporary Authorizations for Armed Forces Spouses	Kris Byrd	Yes	2023	Preparing for RAC
3	**Divisions 190 225 & 260**	Updates to Rules / HB 2145 (2021) Implementation Relating to Exempt Map and Recording Fee / Civil Penalties	Kris Byrd, Travis Kelly	No	2023	Preparing for RAC
4	**Division 215**	Replace Erroneously Repealed Section Relating to Dedicated Measuring Tubes (690-215-0200)	Kris Byrd	No	2023	Preparing for RAC
5	**Division 512 – Malheur Lake Basin Program**	Update to Rules Following Publication of Groundwater Study	Ivan Gall, Justin Iverson	Yes	2023	Not Started
6	**Division 380 – Water Right Transfers**	HB 3103 (2021) Implementation Relating to Stored Water Character of Use Transfers	Dwight French, Lisa Jaramillo	No	2023	Preparing Draft Rules

7	**Division 77 – Instream Water Rights**	Updates to Rules / Streamline District Lease Process / Consistency with SB 199 (2013) & SB 206 (2015) / Instream Leases and Transfers of Stored Water	Dwight French, Lisa Jaramillo, Sarah Henderson	No	2023-2024	Preparing to Reconvene RAC
8	**TBD – Klamath Groundwater**	Regulation of Wells in the Klamath Basin	Ivan Gall	Yes	TBD	On Hold
9	**Division 340 (Formerly New Rule Division 87)**	Municipal Reclaimed Water Registrations	Dwight French, Kerri Cope	No	TBD	On Hold

* There are additional rulemakings in backlog that will likely remain on hold for the remainder of the biennium.

CLAIMS OF BENEFICIAL USE

2022 CWRE Workshops

OREGON WATER RESOURCES DEPARTMENT

Claims of Beneficial Use Permits and Transfers

October 2022

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OREGON WATER RESOURCES DEPARTMENT

Presentation Topics

- Permits
  - What is Beneficial Use?
  - The Claim Form
  - The Claim Map
- Transfers
  - What is Beneficial Use?
  - The Claim Form
  - The Claim Map

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Water Resources Lingo & Abbreviations

- Claim, CBU, COBU - Claim of Beneficial Use
- "C" Date – Complete application of water date in a permit or as extended through a permit extension of time
- ODFW – Oregon Department of Fish and Wildlife
- POA – Point of Appropriation (typically a well)
- POD – Point of Diversion
- POU – Place of Use
- WRD – Water Resources Department
- WRIS – Water Right Information System

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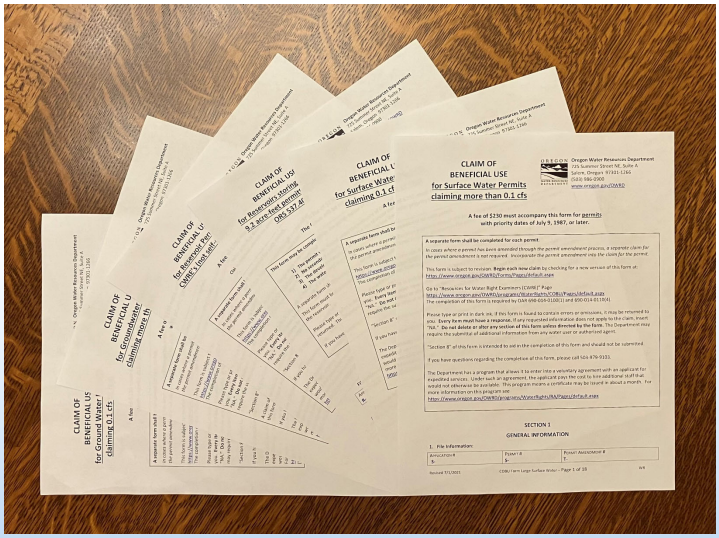
Permit Claims of Beneficial Use



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Claim of Beneficial Use

- What is a Claim of Beneficial Use (Claim, CBU, or COBU) for a Permit?
  - A **report** that describes the extent of water use developed under a permit and timely compliance with conditions; and
  - A **map** that identifies the developed location of the use, point(s) of diversion or appropriation, delivery system, as well as any measuring devices and fish protection devices required by the permit.

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What is Beneficial Use under a Permit?

- Beneficial use under a permit is the timely use of water, for the allowed use(s), while timely complying with the conditions of the permit.
- "Timely", as used here, describes the period between original permit issuance and the authorized "C" Date.
- Use + Compliance = Beneficial Use
- Use – Compliance ≠ Beneficial Use

**Important: Most conditions are time sensitive.

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Permit Claims

- See CWRE Resource Page for Claim forms or access the Forms page from our home page.
- Multiple Claim forms (6) have been developed. The forms are broken out by permit type (surface water, groundwater, and reservoir) and further by the rate being claimed for surface water and groundwater, and CWRE required or permit holder self certification for reservoirs.
- Always download the most current version of the Claim form when beginning a new project.

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Purpose of the Claim for a Permit

To describe the extent of beneficial use developed under the Permit

- Describe the uses developed;
- Describe the rate developed for each use;
- Describe where water was used; and
- Describe how conditions were satisfied.

8

Claim VS Extension of Time

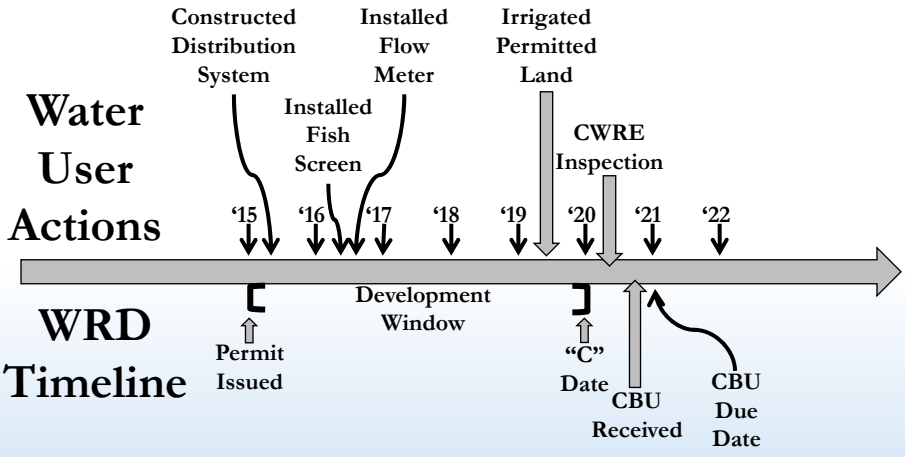
Important question to ask when beginning a project:

Should a Claim be submitted or is an Extension of Time needed?

- Has the water user made beneficial use under a permit?
- How do you decide if beneficial use has been made?
  - Review the permit, permit extension of time order, and records available from the water user and WRIS.

9

Ideal Development Timeline



Outcome: WRD determines that water has been put to beneficial use within the terms and conditions of the permit and issues a certificate.

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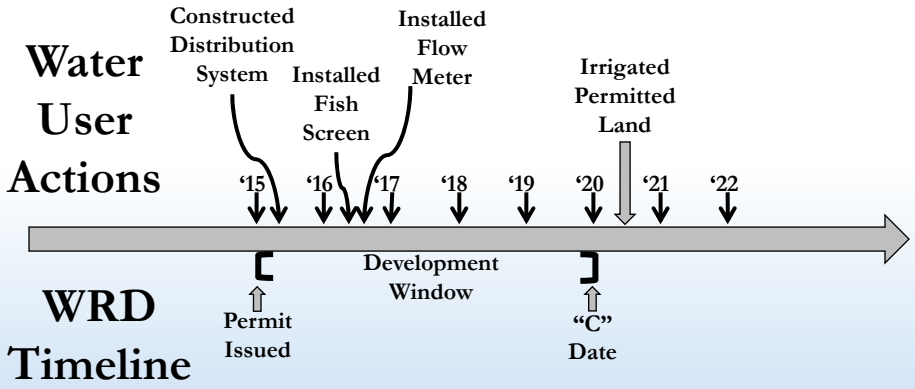
Permit Development Timeline Extension Needed



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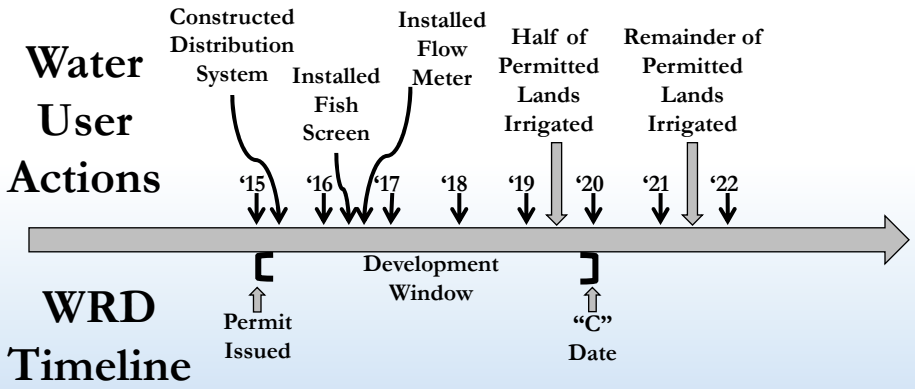
Permit Development Timeline Extension Needed



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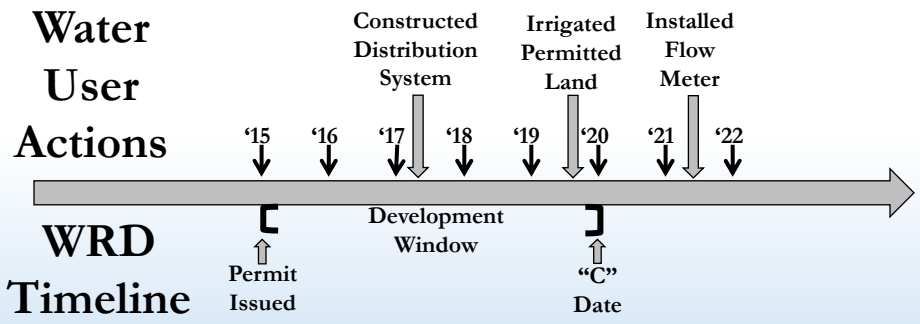
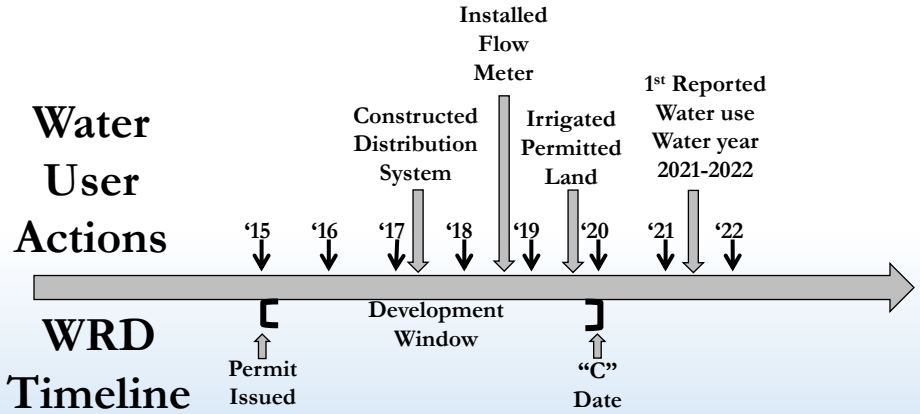
Permit Development Timeline Extension Needed



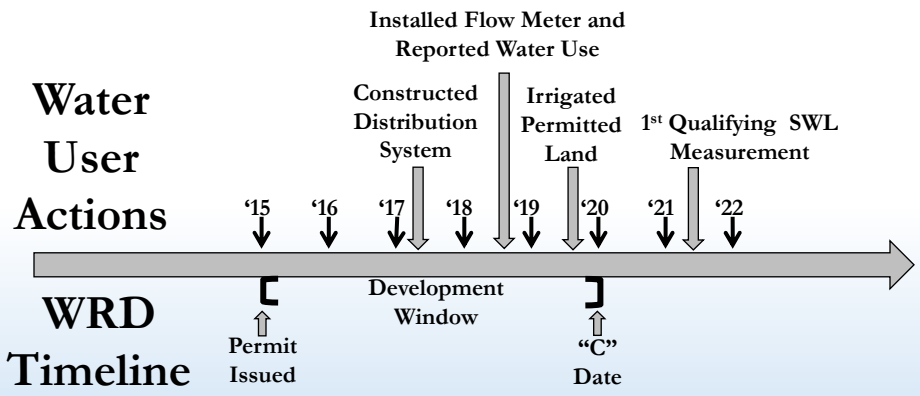
13

Permit Development Timeline Extension Needed



14

Permit Development Timeline Extension Needed



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Claim VS Extension of Time

To Summarize:

- If you find that the water user did not complete their use or comply with conditions within the time period allowed in the permit, an extension of time should be requested.
- If the Department reviews a Claim and finds that the timeline to either make the beneficial use or comply with conditions was not met, the Department will move to cancel the permit.

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OREGON WATER RESOURCES DEPARTMENT

Tips and Reminders

Tips, Reminders, and Examples:

- Permit Amendments
- Fees
- Signatures
- System Descriptions
- Calculations
- Variations
- Conditions and Extensions
- Mapping

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OREGON WATER RESOURCES DEPARTMENT

Permit Amendments

A note about Permit Amendments:

- A permit amendment is a process used to amend either the location of a point of diversion or appropriation and/or the place of use of a permit.
- This type of change is <u>not</u> a transfer.
- In completing a Claim for a permit that has been amended, you will select the Claim form from the list of Claims for permits, not transfers.

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OREGON WATER RESOURCES DEPARTMENT

Fees

- Not all Claims require a fee.
- To determine whether a fee is required for a permit, you must look at the priority date of the permit.

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OREGON WATER RESOURCES DEPARTMENT

Claim of Beneficial Use
No Fee Required

Claims for Permits with priority dates prior to July 9, 1987

No Fee

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OREGON WATER RESOURCES DEPARTMENT

Claim of Beneficial Use Fee Required

Claims for Permits with priority dates of July 9, 1987, or later (more recent).

$230.00 Fee

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OREGON WATER RESOURCES DEPARTMENT

Signatures

A Claim must be signed by all permit holders of record.

- When a Claim is submitted that has not been stamped and signed by the CWRE the Claim is returned.
- When a Claim is submitted that has not been signed by all permit holders of record, the Claim is returned.

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OREGON WATER RESOURCES DEPARTMENT

Signatures

A Claim must be stamped and signed by the CWRE and signed by all permit holders of record.

Signature page:

- CWRE Stamp, signature and contact information.
- Permit holder(s) of record signatures.
- Missing or incorrect signatures are the number one reason for the Department returning a Claim.

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OREGON WATER RESOURCES DEPARTMENT

Signatures

Be sure this section of the Claim is complete.

- Stamped and signed by you, the CWRE
- Signed by ***all*** permit holders of record
  - Claim will be returned if not properly signed.
  - Include title of person signing the Claim.

Things to look for:

- "and"
- "or"
- Northwest Farm Credit Services

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OREGON WATER RESOURCES DEPARTMENT

Signatures

Check WRIS to confirm the current permit holder(s).

- Newer Assignments and the Assignment confirmation letters are included in WRIS under 'Scanned Documents"

It may be necessary to submit an Assignment either prior to, or concurrent with the Claim.

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OREGON WATER RESOURCES DEPARTMENT

Signatures – Partial Claim

Partial Claim

- When multiple permit holders are involved, it is possible to submit a Claim for an individual permit holder.
- Claim must clearly identify what portion of the permit is included in the Claim.
- Claim must identify excluded property owners.
- Claim needs to be signed only by the owners of the portion being described in the Claim.
- The Department cannot process a partial Claim unless:
  - It is at least one year and three months past the "C" Date; or
  - The permit has been split.

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OREGON WATER RESOURCES DEPARTMENT

Claims – System Descriptions

General Narrative Description of the System:

- Provides an outline for the system specific information provided later in the Claim.
- Provides a general description of the system from the point of diversion to the place of use.

System Specific Description:

- Provides specific information about the components of the system including theoretical calculations.

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OREGON WATER RESOURCES DEPARTMENT

Claims – System Descriptions 1

- Provide a complete description of the system in the Claim
  - General narrative in Section 3

4. Provide a general narrative description of the distribution works. This description must trace the water system from **each** point of appropriation to the place of use:

Well #1 – Water is pumped from the well which is equipped with a totalizing flow meter. The water is conveyed through a buried mainline to a pivot.

Well #2 – Water is pumped from the well which is equipped with a totalizing flow meter. The water is conveyed through an above ground mainline to a wheel line.

Well #3 – Water is pumped from the well which is equipped with a totalizing flow meter. The water is conveyed through an above ground mainline to a big gun.

Reminder: The map associated with this claim must identify the location of the point(s) of diversion, Donation Land Claims (DLC), Government Lots (GLot), and Quarter-Quarters (QQ).

- This system would require that each of the three wells, the pivot, wheel line, and big gun be described to include a computed theoretical capacity for each well, wheel line sprinklers, and big gun. For the pivot, the theoretical capacity can be provided using manufacturer's design data.

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OREGON WATER RESOURCES DEPARTMENT

Claims – System Descriptions 2

- Provide a complete description of the system in the Claim
  - General narrative in Section 3

4. Provide a general narrative description of the distribution works. This description must trace the water system from **each** point of diversion to the place of use:

The system includes 3 separate springs. There is a collection pipe at each spring which convey water to a 2" pvc mainline. The mainline delivers the water to a single 1000 gallon storage tank. A pipeline leads from the tank to the house served under the permit. The entire system is gravity flow.

Reminder: The map associated with this claim must identify the location of the point(s) of diversion, Donation Land Claims (DLC), Government Lots (GLot), and Quarter-Quarters (QQ).

- For this system, the Claim would need to describe the three spring collection pipes, the tank, and the pipe to the place of use. As part of the description, the Claim would include the computed theoretical capacity for each spring and the pipe to the place of use.

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OREGON WATER RESOURCES DEPARTMENT

Claims – System Descriptions 3

- Provide a complete description of the system in the Claim
  - General narrative in Section 3

4. Provide a general narrative description of the distribution works. This description must trace the water system from **each** point of appropriation to the place of use:

The system includes 3 wells. Each well is equipped with a totalizing flow meter. The wells contribute to a common buried mainline that serves all the irrigation developed under the permit. The water is applied for irrigation using a combination of pivots and wheel lines.

Reminder: The map associated with this claim must identify the location of the point(s) of diversion, Donation Land Claims (DLC), Government Lots (GLot), and Quarter-Quarters (QQ).

- This system would require that each of the three wells, the pivots, and wheel lines be described to include a computed theoretical capacity for the well and wheel line sprinklers. For the pivot, the theoretical capacity can be provided using manufacturer's design data.

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OREGON WATER RESOURCES DEPARTMENT

Claims – System Descriptions

- Provide a complete description of the system in the Claim
  - Specific details for each component Section 4 – Pump

1. Is a pump used? YES NO

If "NO" items 2 through item 6 may be deleted.

2. Pump Information:

Manufacturer	Model	Serial Number	Type (centrifugal, turbine or submersible)	Intake size	Discharge size

3. Motor Information:

Manufacturer	Horsepower

4. Theoretical Pump Capacity:

Horsepower	Operating PSI	Lift from Source to Pump *If a well, the water level during pumping	Lift from Pump to Place of Use	Total Pump Output (in cfs)

5. Provide pump calculations:

Calculations are required even if a measurement was taken

6. Measured Pump Capacity (using meter if meter was present and system was operating):

Initial Meter Reading	Ending Meter Reading	Duration of Time Observed	Total Pump Output (in cfs)

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OREGON WATER RESOURCES DEPARTMENT

Claims – System Descriptions

- Provide a complete description of the system in the Claim
  - Specific details for each component Section 4 – Gravity Flow Pipe

D. Gravity Flow Pipe

(The Department typically uses the Hazen-William's formula for a gravity flow pipe system)

1. Does the system involve a gravity flow pipe? YES NO

If "NO", items 2 through 4 relating to this section may be deleted.

2. Complete the table:

Pipe Size	Pipe Type	"C" factor	Amount of Fall	Length of Pipe	Slope	Computed Rate of Water Flow (in cfs)

3. Provide calculations:

Calculations are required even if a measurement was taken

4. If an actual measurement was taken, provide the following:

Date of Measurement	Who Made the Measurement	Measurement Method	Measured Quantity of Water (in cfs)

Attach measurement notes.

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OREGON WATER RESOURCES DEPARTMENT

Claims – System Descriptions

- Provide a complete description of the system in the Claim
  - Specific details for each component Section 4 – Gravity Flow Canal or Ditch

E. Gravity Flow Canal or Ditch
(THE DEPARTMENT TYPICALLY USES MANNING'S FORMULA FOR CANALS AND DITCHES)

1. Is a gravity flow canal or ditch used to convey the water as part of the distribution system? **YES NO**

If "NO", items 2 through 4 relating to this section may be deleted.

2. Complete the table:

CANAL OR DITCH TYPE (MATERIAL)	TOP WIDTH OF CANAL OR DITCH	BOTTOM WIDTH OF CANAL OR DITCH	DEPTH	"N" FACTOR	AMOUNT OF FALL	LENGTH OF CANAL / DITCH	SLOPE	COMPUTED RATE (IN CFS)

3. Provide calculations:

Calculations are required even if a measurement was taken

4. If an actual measurement was taken, provide the following:

DATE OF MEASUREMENT	WHO MADE THE MEASUREMENT	MEASUREMENT METHOD	MEASURED QUANTITY OF WATER (IN CFS)

Attach measurement notes.

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OREGON WATER RESOURCES DEPARTMENT

Claims – System Descriptions

- Provide a complete description of the system in the Claim
  - Specific details for each component - Section 4 (Mainline)

7. Is the distribution system piped? **YES NO**

If "NO" items 8 through item 11 may be deleted.

8. Mainline Information

MAINLINE SIZE	LENGTH	TYPE OF PIPE	BURIED OR ABOVE GROUND

9. Lateral or Handline Information

LATERAL OR HANDLINE SIZE	LENGTH	TYPE OF PIPE	BURIED OR ABOVE GROUND

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OREGON WATER RESOURCES DEPARTMENT

Claims – System Descriptions

- Provide a complete description of the system in the Claim
  - Specific details for each component Section 4 – Sprinklers, Pivots, and Notes

10. Sprinkler Information:

Size	Operating PSI	Sprinkler Output (gpm)	Total Number of Sprinklers	Maximum Number Used	Total Sprinkler Output (cfs)

Reminder: For sprinkler output determination use the reference information at the end of this document.

11. Drip Emitter Information:

Size	Operating PSI	Emitter Output (gpm)	Total Number of Emitters	Maximum Number Used	Total Emitter Output (cfs)

12. Drip Tape Information:

Dripper Spacing in inches	GPM per 100 Feet	Total Length of Tape	Maximum length of Tape Used	Total Tape Output (cfs)	Additional Information

13. Pivot Information:

Manufacturer	Maximum Wetted Radius	Operating PSI	Total Pivot Output (gpm)	Total Pivot Output (cfs)

Any additional information that you feel would help to describe the system

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OREGON WATER RESOURCES DEPARTMENT

Claims – System Descriptions

System Description Summary

- The Claim must contain enough information about the pump, ditch, pipe, sprinklers, and drip emitters or drip tape in order to run theoretical calculations
- The Claim must contain enough information in order to determine the maximum amount of use
  - Certificates are limited to the lesser of the authorized amount, the capacity of the delivery system, or the amount of actual beneficial use
- Calculations are required even if the system was operating, and a measurement was taken
  - Common calculators are available on the CWRE Resource Page

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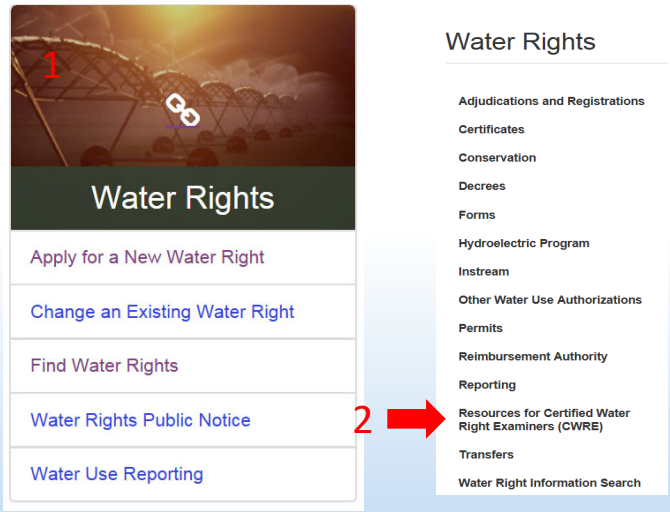
OREGON WATER RESOURCES DEPARTMENT

CWRE Resource Page



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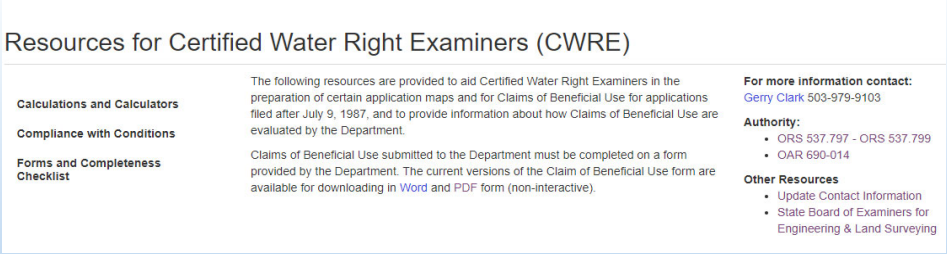
OREGON WATER RESOURCES DEPARTMENT

CWRE Resource Page

- CWRE Resource Page:
- Calculations and Calculators
- Compliance with Conditions
- Forms Link
- Update Contact Information



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OREGON WATER RESOURCES DEPARTMENT

Claims – Variations

- Describe any variations from the permit to developed use
  - Section 3 of the Claim

5. Variations:

Was the use developed differently from what was authorized by the permit, permit amendment final order, or extension final order? If yes, describe below. **YES**

(e.g. *"The permit allowed three points of appropriation. The water user only developed one of the points."* or *"The permit allowed 40.0 acres of irrigation. The water user only developed 10.0 acres."*)

The permit authorized the development of 6 wells. The permit holder developed 3 wells.

The permit authorized the development of 100 acres of irrigation. The permit holder developed 88.2 acres of irrigation.

This section can also be used to identify scrivener's errors in the permit, and changes in POD or Well names or numbers.

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OREGON WATER RESOURCES DEPARTMENT

Claims - Conditions

- The Claim must fully address compliance with conditions:
  - Time Limits
  - Measuring Devices
  - Water Use Reporting – Check WRIS
  - Static Water Levels – Check WRIS
  - Fish Protection Devices – ODFW Approval or Waiver
  - Well ID Tags
  - Measuring Tubes in Groundwater Permits
  - Pump Tests – *Prior to certificate issuance*
  - Other Conditions

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OREGON WATER RESOURCES DEPARTMENT

Claims – Conditions - Time Limits

Who can spot the problem?

	Date from Permit or Transfer	Date Accomplished	Description of Actions Taken by Water User to Comply with the Time limits
Issuance Date	May 5, 2010		
Begin construction (A)	NA	September 1983	
Complete construction (B)	NA	September 1983	
Complete application of water (C)	May 5, 2015	September 1983	Existing system

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OREGON WATER RESOURCES DEPARTMENT

Claims – Conditions - Time Limits

Problem Identified

	Date from Permit or Transfer	Date Accomplished	Description of Actions Taken by Water User to Comply with the Time limits
Issuance Date	May 5, 2010		
Begin construction (A)	NA	September 1983	
Complete construction (B)	NA	September 1983	
Complete application of water (C)	May 5, 2015	September 1983	Existing system **There is no mention of use between May 5, 2010 and May 5, 2015

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OREGON WATER RESOURCES DEPARTMENT

Claims – Conditions - Time Limits

Solution

	Date from Permit or Transfer	Date Accomplished*	Description of Actions Taken by Water User to Comply with the Time limits
Issuance Date	May 5, 2010		
Begin construction (A)	NA		**This system has been in place since 1983.
Complete construction (B)	NA		
Complete application of water (C)	May 5, 2015	May 31, 2010	Following issuance of the permit, the water user installed the fish screen and meter and used water for the irrigation of permitted acres.

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OREGON WATER RESOURCES DEPARTMENT

Claims – Conditions - Time Limits

Who can spot the problem?

	Date from Permit or Transfer	Date Accomplished*	Description of Actions Taken by Water User to Comply with the Time limits
Issuance Date	May 5, 2010		
Begin construction (A)	NA		
Complete construction (B)	NA		
Complete application of water (C)	May 5, 2015	August 5, 2018	Site Inspection. System was operating as intended.

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OREGON WATER RESOURCES DEPARTMENT

Claims – Conditions - Time Limits

Problem Identified

	Date from Permit or Transfer	Date Accomplished*	Description of Actions Taken by Water User to Comply with the Time limits
Issuance Date	May 5, 2010		
Begin construction (A)	NA		
Complete construction (B)	NA		
Complete application of water (C)	May 5, 2015	August 5, 2018	Site Inspection. System was operating as intended. **There is no mention of use between May 5, 2010 and May 5, 2015

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OREGON WATER RESOURCES DEPARTMENT

Claims – Conditions - Time Limits

Solution

	Date from Permit or Transfer	Date Accomplished*	Description of Actions Taken by Water User to Comply with the Time limits
Issuance Date	May 5, 2010		
Begin construction (A)	NA		
Complete construction (B)	NA		
Complete application of water (C)	May 5, 2015	June 10, 2012	System was operating as intended and irrigating the lands with fish screen and totalizing flow meter in place.

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OREGON WATER RESOURCES DEPARTMENT

Claims – Conditions - Time Limits

Who can spot the problem?

	Date from Permit or Transfer	Date Accomplished*	Description of Actions Taken by Water User to Comply with the Time limits
Issuance Date	May 5, 2010		
Begin construction (A)	NA		
Complete construction (B)	NA		
Complete application of water (C)	May 5, 2015	August 5, 2018	Use made with meter in place.

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OREGON WATER RESOURCES DEPARTMENT

Claims – Conditions - Time Limits

Problem Identified

	Date from Permit or Transfer	Date Accomplished*	Description of Actions Taken by Water User to Comply with the Time limits
Issuance Date	May 5, 2010		
Begin construction (A)	NA		
Complete construction (B)	NA		
Complete application of water (C)	May 5, 2015	August 5, 2018	Use made with meter in place. **There is no mention of use between May 5, 2010 and May 5, 2015

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OREGON WATER RESOURCES DEPARTMENT

Claims – Conditions - Time Limits

Solution

	Date from Permit or Transfer	Date Accomplished*	Description of Actions Taken by Water User to Comply with the Time Limits
Issuance Date	May 5, 2010		
Begin construction (A)	NA		
Complete construction (B)	NA		
Complete application of water (C)	May 5, 2015	June 2010	Use made with meter in place. Original meter was replaced in August 2018.

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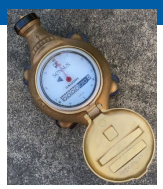
OREGON WATER RESOURCES DEPARTMENT

Claims – Measuring Devices



What measurement device is required?

- Meter vs Totalizing Flow Meter
  - Totalizing flow meter is specific
    - Must be a totalizing flow meter
  - Meter is generic
    - Could be:
    - Dedicated electrical meter
    - Instantaneous flow meter
    - Totalizing flow meter
    - Hour meter on a generator

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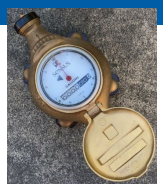
OREGON WATER RESOURCES DEPARTMENT

Claims – Measuring Devices



What measurement device is required?

- Other suitable measuring devices
  - Require approval by Watermaster
    - Example – A reservoir permit that requires a meter or other suitable measuring device. Watermaster would need to approve a Staff Gage.
- Flow Restrictors
- Key questions to ask:
  - When was the original measuring device installed? Is this a replacement device?

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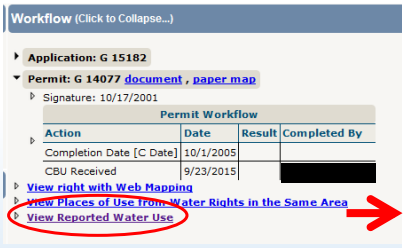
OREGON WATER RESOURCES DEPARTMENT

Claims – Water Use Reporting

- Water Use Reporting Data – See WRIS



Workflow (Click to Collapse...)

Application: G 15182

Permit: G 14077 document , paper map

Signature: 10/17/2001

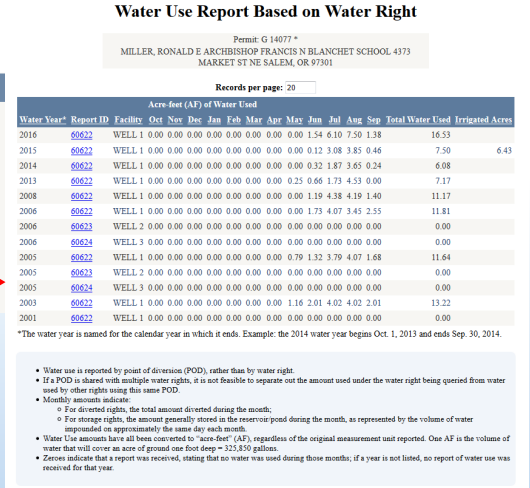
Permit Workflow

Action	Date	Result	Completed By
Completion Date [C Date]	10/1/2005		
CBU Received	9/23/2015		[redacted]

View right with Web Mapping

View Places of Use from Water Rights in the Same Area

View Reported Water Use



Water Use Report Based on Water Right

Permit: G 14077 *
MILLER, RONALD E ARCHBISHOP FRANCIS N BLANCHET SCHOOL 4373
MARKET ST NE SALEM, OR 97301

Records per page: 20

Acre-feet (AF) of Water Used

Water Year*	Report ID	Facility	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total Water Used	Irrigated Acres
2016	60622	WELL 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.54	6.10	7.50	1.38		16.53	
2015	60622	WELL 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.12	3.08	3.85	0.46		7.50	6.43
2014	60622	WELL 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.32	1.87	3.65	0.24		6.08	
2013	60622	WELL 1	0.00	0.00	0.00	0.00	0.00	0.00	0.25	0.66	1.73	4.53	0.00		7.17	
2008	60622	WELL 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.19	4.38	4.19	1.40		11.17	
2006	60622	WELL 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.73	4.07	3.45	2.55		11.81	
2006	60623	WELL 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
2006	60624	WELL 3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
2005	60622	WELL 1	0.00	0.00	0.00	0.00	0.00	0.00	0.79	1.32	3.79	4.07	1.68		11.64	
2005	60623	WELL 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
2005	60624	WELL 3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
2003	60622	WELL 1	0.00	0.00	0.00	0.00	0.00	0.00	1.16	2.01	4.02	4.02	2.01		13.22	
2001	60622	WELL 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	

*The water year is named for the calendar year in which it ends. Example: the 2014 water year begins Oct. 1, 2013 and ends Sep. 30, 2014.

- Water use is reported by point of diversion (POD), rather than by water right.
- If a POD is shared with multiple water rights, it is not feasible to separate out the amount used under the water right being queried from water used by other rights using this same POD.
- Monthly amounts indicate:
  - For diverted rights, the total amount diverted during the month;
  - For storage rights, the amount generally stored in the reservoir/pond during the month, as represented by the volume of water impounded on approximately the same day each month.
- Water Use amounts have all been converted to "acre-feet" (AF), regardless of the original measurement unit reported. One AF is the volume of water that will cover an acre of ground one foot deep = 325,850 gallons.
- Zeroes indicate that a report was received, stating that no water was used during those months; if a year is not listed, no report of water use was received for that year.

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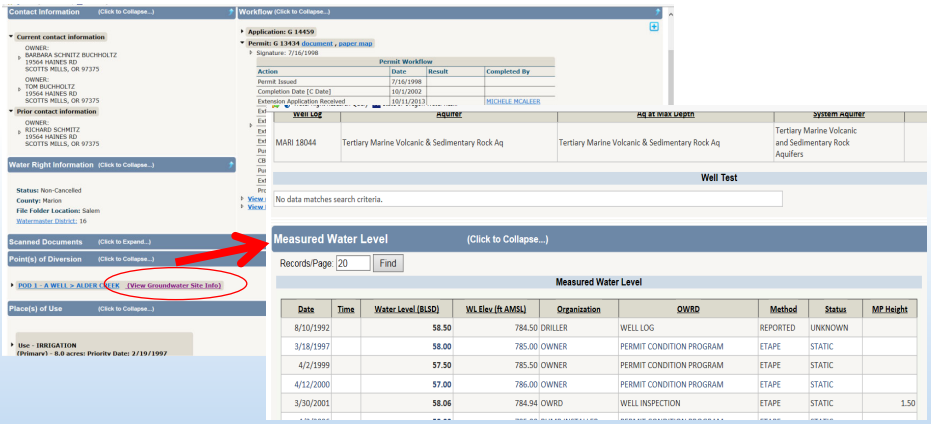
OREGON WATER RESOURCES DEPARTMENT

Claims - Static Water Level Data

- Static Water Level Data – See WRIS



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OREGON WATER RESOURCES DEPARTMENT

Static Water Level Measurements Tip

- If multiple wells are involved in a permit, there may be an opportunity to provide an alternative plan to measure and report SWLs:

The period of restricted use shall continue until the water level rises above the decline level which triggered the action or the Department determines, based on the permittee's and/or the Department's data and analysis, that no action is necessary because the aquifer in question can sustain the observed declines without adversely impacting the resource or causing substantial interference with senior water rights. The water user shall not allow excessive decline, as defined in Commission rules, to occur within the aquifer as a result of use under this ~~permit~~. If more than one well is involved, the water user may submit an alternative measurement and reporting plan for review and approval by the Department.

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OREGON WATER RESOURCES DEPARTMENT

Claims - Fish Protection Conditions

If a permit required some type of fish protection device, fish screen, by-pass device, or fish passage:

- Most likely will require Oregon Department of Fish and Wildlife approval or waiver in writing.
- For some older permits and transfers the water user may be able to self-certify the fish screen:
  - Must be for a pumped diversion;
  - Developed pumping capacity must be less than 225 gpm;
  - Only applies to permits and transfers issued prior to February 1, 2011.

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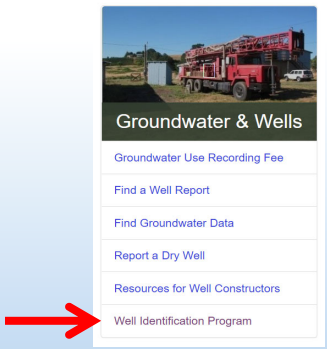
OREGON WATER RESOURCES DEPARTMENT

Claims - Well ID Tags

- Newer groundwater permits contain a condition that requires the water user to have a Well ID Tag assigned and permanently attached to the well prior to use of any water from the well.

★ This is a time sensitive condition. The condition should be addressed in the "Other Conditions" section of the Claim.



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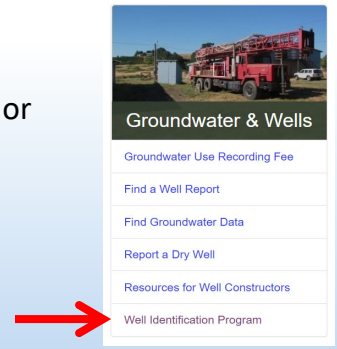
OREGON WATER RESOURCES DEPARTMENT

Tip - Well ID Tags

- Whenever you encounter a well without a Well ID Tag, work the well owner to obtain a Tag. This could be at the time of:
- SWL Measurement;
- Field Inspection for the CBU;
- Other work that involves the property or well.



57

OREGON WATER RESOURCES DEPARTMENT

Claims - Pump Tests

- What is a Pump Test?
  - It is a minimum four-hour test of the aquifer.
- Pump Test Specifications – Three Phases:
  1. Pre-Pumping Phase
  2. Pumping Phase
  3. Post Pumping or Recovery Phase

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OREGON WATER RESOURCES DEPARTMENT

Claims - Pump Tests

- Three ways that the Pump Test Requirement can be satisfied:

- Perform the Pump Test
- Request an Unreasonable Burden Exemption
- Request a Multiple Well Exemption

- Wells not requiring a Pump Test

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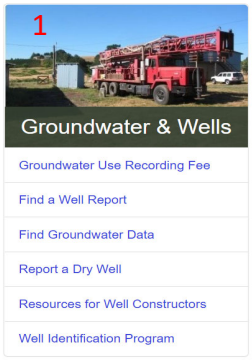
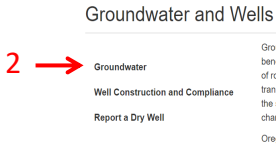
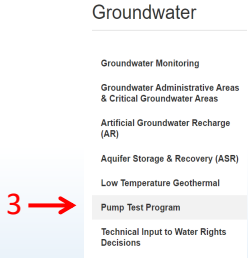
OREGON WATER RESOURCES DEPARTMENT

Claims - Pump Tests

- Pump Tests – Final Thoughts







A groundwater permit for which a Claim has been submitted without the Pump Test requirement being met is not ripe for Department review.

60

Claim of Beneficial Use Mapping Reminders/Examples

61

OREGON WATER RESOURCES DEPARTMENT

Common Map Issues

- Here is a list of the most common mapping issues:
  - Maps not submitted on polyester film;
  - Scrivener's errors in application, permit, certificate or transfer numbers referenced on the map;
  - Scrivener's errors in the township, range and section on the map;
  - Scrivener's errors in the coordinates for points of diversion or appropriation;

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Common Map Issues Cont.

- Common mapping issues continued:

- Measurement devices not identified on map;
- Fish protection devices not identified on map;
- Donation Land Claims and Government Lots not identified, and acreages not designated within projected quarter quarters; and
- Maps not at authorized scale without an approved waiver request.

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Claim Map Coordinates

- Two acceptable location measurement descriptions for the point of diversion/appropriation:

1. Bearing and distance by reference to a recognized public land survey corner; or

2. Coordinates - distance north or south and distance east or west by reference to a recognized public land survey corner.

- See OAR 690-014-170 and OAR 690-310-050

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OREGON WATER RESOURCES DEPARTMENT

GPS Coordinates

GPS coordinates are not authorized as the sole identifier for the location of a point of diversion, well, or dam in the Rules pertaining to CBU Maps (Division 14 and Division 310).

OAR 690-310-050(4) allows for any locational coordinate information that the applicant may wish to provide, including latitude and longitude as established by a global positioning system in addition to bearing and distance or coordinates (distance north or south and distance east or west from the reference corner).

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OREGON WATER RESOURCES DEPARTMENT

Claim Map Coordinates

- Point of Diversion or Point of Appropriation descriptions by coordinates on Claim map.
  - Should the location of a POD or POA be describes using cardinal directions or as distances along section, donation land claim, quarter quarter, or government lot lines?
  - Cardinal directions should be used to identify the location of the POD or POA.

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OREGON WATER RESOURCES DEPARTMENT

Government Lots and DLCs

- The map must include Government Lots and Donation Land Claims, if applicable.
- Attach copies of the maps you used to lay out the section(s) where the use or point of diversion/appropriation is located.
- Copies of the Government Land Office records (GLOs) can be found through the Bureau of Land Management's web site at:
- www.blm.gov/or/landrecords/survey/ySrvy1.php

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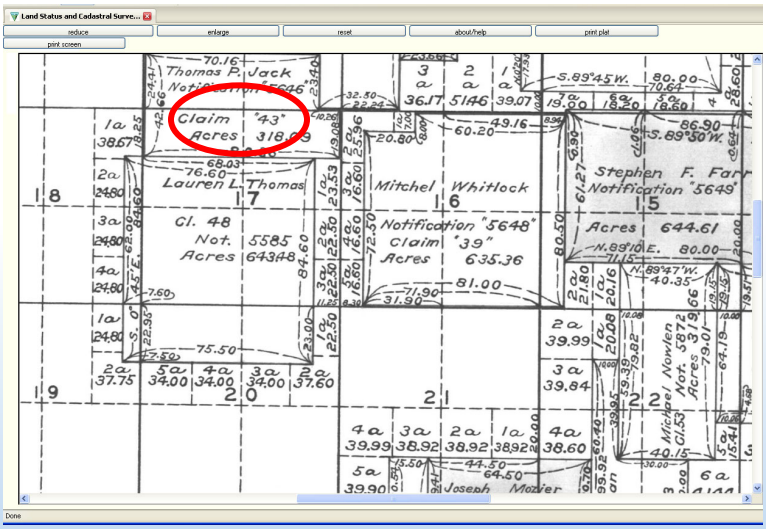
OREGON WATER RESOURCES DEPARTMENT

DLCs



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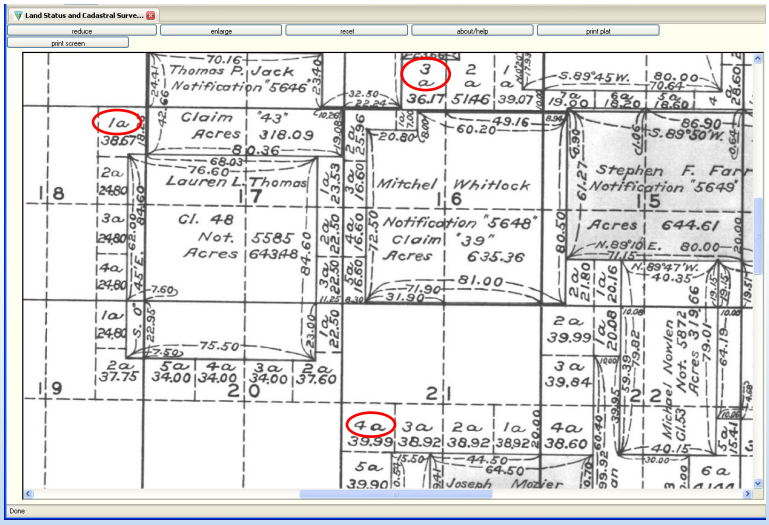
OREGON WATER RESOURCES DEPARTMENT

Government Lots



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OREGON WATER RESOURCES DEPARTMENT

Mapping Multiple Rights

- In some cases, multiple permits may be included on a single Claim map. If this is the case, be sure to differentiate between the various rights.
  - Important because:
    - Different priority dates;
    - Different rights; and
    - Different sources

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Fish Screens and Measurement Devices

- The location of any required fish screens, fish by-pass devices, or fish passage devices are required to be identified on the Claim map in relationship to the point of diversion.
- The location of any required measurement devices are required to be identified on the Claim map in relationship to the point of diversion or appropriation.

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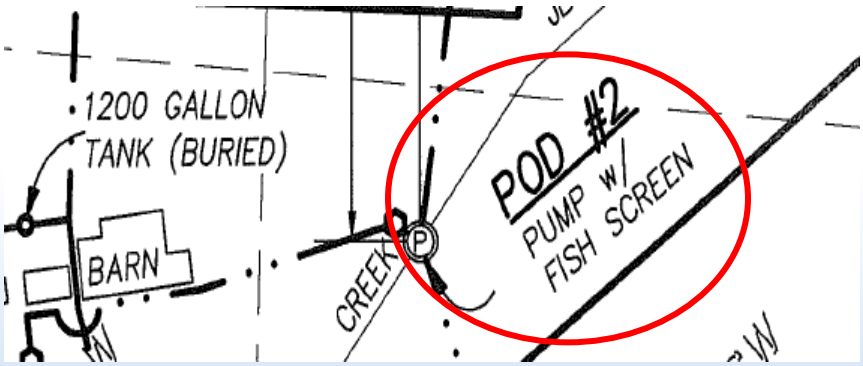
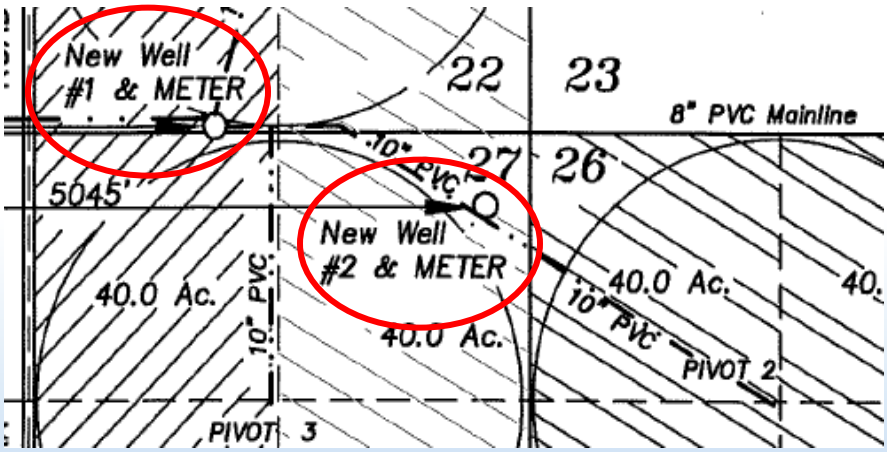
Fish Screens



72

Meters and Measuring Devices



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Summary – Permit Claim Form

- Beneficial use under a permit is the timely use of water, for the allowed use(s), while timely complying with each condition of the permit.
- Claims for a permit need to describe the use(s) developed, the extent of the developed use (including acres, rate and volume), and compliance with conditions;
- The Claim must address each condition of the permit;

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OREGON WATER RESOURCES DEPARTMENT

Summary – Permit Claim Form

- Claim forms can be found on our Forms Page;
- If ownership of the lands involved has changed, an Assignment may be necessary in order to file the Claim; and
- Always download the most current version of the Claim form when beginning a new project.

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OREGON WATER RESOURCES DEPARTMENT

Summary – Permit Claim Map

- The map must be prepared on polyester film map;
- The map must include Government Lots, Donation Land Claims, or Home Entry Surveys;
- The map must identify the tax lots, by both the unique tax lot number(s) and location;
- If you need a different map scale, request a waiver. Acceptable scales are 1” = 400’, 1” = 1320’, or the full scale of the Assessor’s map;

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OREGON WATER RESOURCES DEPARTMENT

Summary – Permit Claim Map

- The map must include the location of any required fish protection devices;
- The map must include the location of any required measurement devices; and
- The map must differentiate between the various permits if more than one is included on the Claim map.

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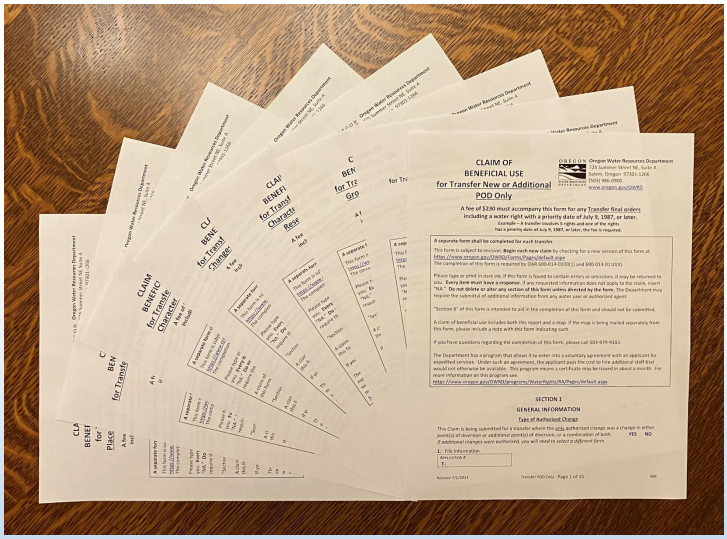
OREGON WATER RESOURCES DEPARTMENT

Transfer Claims of Beneficial Use



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OREGON WATER RESOURCES DEPARTMENT

Transfer Claim of Beneficial Use

- What is a Claim of Beneficial Use (Claim, CBU, or COBU) for a Transfer?
  - A **report** that describes the extent of a change or changes completed under a transfer final order and timely compliance with conditions; and
  - A **map** that identifies the developed location of the new place of use, new or additional point(s) of diversion or appropriation, and the location of any measuring devices and fish protection devices required by the transfer final order.

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OREGON WATER RESOURCES DEPARTMENT

What is Beneficial Use under a Transfer?

- Beneficial Use under a transfer is:

The completion of the authorized change(s) while timely complying with the conditions of the transfer final order.

"Timely", as used here, describes the period between transfer final order issuance and the authorized "C" Date.

- Completion of the change + Compliance = Beneficial Use
- Completion of the change – Compliance ≠ Beneficial Use

**Important: Most conditions are time sensitive.

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OREGON WATER RESOURCES DEPARTMENT

Transfer Claims

- Claims only need to describe the change that was authorized under the transfer final order.
- See CWRE Resource Page for Claim forms or access the Forms page from our home page. There are currently a total of 10 Claim forms available to accommodate the various types of changes completed as well as sources of water involved.
- Always download the most current version of the Claim form when beginning a new project.

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OREGON WATER RESOURCES DEPARTMENT

New POD/POA Only

Type of Change (Single)	Claim Report	Map - POD/POA	Map - POU	Possible Results of the CBU review
New POD/POA	Only describe new POD/POA Compliance with conditions	Identify new POD/POA location by survey	Identify POU using record data at time of transfer final order (no new survey required)	Reduction in instantaneous rate if new POD/POA cannot produce the full rate authorized

POD – Point of Diversion
POA – Point of Appropriation
POU – Place of Use
CBU – Claim of Beneficial Use

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OREGON WATER RESOURCES DEPARTMENT

Additional POD/POA Only

Type of Change (Single)	Claim Report	Map - POD/POA	Map - POU	Possible Results of the CBU review
Additional POD/POA	Only describe additional POD/POA Compliance with conditions	Identify additional POD/POA location by survey Identify original POD/POA location using record data at time of transfer final order (no new survey required)	Identify POU using record data at time of transfer final order (no new survey required)	Reduction in instantaneous rate of the additional POD/POA only if it cannot produce the full rate authorized Original POD/POA will remain at the rate authorized by the transfer final order

POD – Point of Diversion
POA – Point of Appropriation
POU – Place of Use
CBU – Claim of Beneficial Use

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OREGON WATER RESOURCES DEPARTMENT

Change in POU Only

Type of Change (Single)	Claim Report	Map - POD/POA	Map - POU	Possible Results of the CBU review
Change in POU only	Only describe the extent of the new POU Compliance with conditions	Identify original POD/POA location using record data at time of transfer final order (no new survey required)	Identify new POU based on a new survey of location	Reduction in the POU if fewer acres or limited POU developed following issuance of the transfer final order Possible reduction in instantaneous rate based on the authorized rate limit from original right (1/40, 1/80, etc)

POD – Point of Diversion
POA – Point of Appropriation
POU – Place of Use
CBU – Claim of Beneficial Use

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OREGON WATER RESOURCES DEPARTMENT

Character of Use Change Only

Type of Change (Single)	Claim Report	Map - POD/POA	Map - POU	Possible Results of the CBU review
Character of use change only	Only describe the date that the new use made Compliance with conditions	Identify original POD/POA location using record data at time of transfer final order (no new survey required)	Identify POU using record data at time of transfer final order (no new survey required)	Most likely no changes from transfer order

POD – Point of Diversion
POA – Point of Appropriation
POU – Place of Use
CBU – Claim of Beneficial Use

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OREGON WATER RESOURCES DEPARTMENT

Reservoir Character of Use Change

Type of Change (Single)	Claim Report	Map - POD/POA	Map - POU	Possible Results of the CBU review
Reservoir character of use change only	Only describe the date that storage was made for the new use Compliance with conditions	Identify original POD/POA location using record data at time of transfer final order (no new survey required)	Identify POU using record data at time of transfer final order (no new survey required)	Most likely no changes from transfer order

POD – Point of Diversion
POA – Point of Appropriation
POU – Place of Use
CBU – Claim of Beneficial Use

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OREGON WATER RESOURCES DEPARTMENT

Multiple Change Transfers

New POD/POA and New POU

Types of Changes (Multiple)	Claim Report	Map - POD/POA	Map - POU	Possible Results of the CBU review
New POD/POA	Describe new POD/POA Compliance with conditions	Identify new POD/POA location by survey	See below for change in POU	Reduction in instantaneous rate if new POD/POA cannot produce the full rate authorized
PLUS				
Change in POU	Describe the extent of the new POU Compliance with conditions	See above for new POD/POA	Identify new POU based on a new survey of location	Reduction in the POU if fewer acres or limited POU developed following issuance of the transfer final order Possible reduction in instantaneous rate based on authorized rate limit from original right (1/40, 1/80, etc)

POD – Point of Diversion
POA – Point of Appropriation
POU – Place of Use
CBU – Claim of Beneficial Use

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OREGON WATER RESOURCES DEPARTMENT

Multiple Change Transfers

Additional POD/POA and New POU

Types of Changes (Multiple)	Claim Report	Map - POD/POA	Map - POU	Possible Results of the CBU review
Additional POD/POA	Describe additional POD/POA Compliance with conditions	Identify additional POD/POA location by survey Identify original POD/POA location using record data at time of transfer final order (no new survey required)	See below for change in POU	Reduction in instantaneous rate of the additional POD/POA only if it cannot produce the full rate authorized Original POD/POA will remain at the record rate at the time of transfer final order
PLUS				
Change in POU	Describe the extent of the new POU Compliance with conditions	See above for additional POD/POA	Identify new POU based on a new survey of location	Reduction in the POU if fewer acres or limited POU developed following issuance of the transfer final order Possible reduction in instantaneous rate based on the authorized rate limit from original right (1/40, 1/80, etc)

POD – Point of Diversion
POA – Point of Appropriation
POU – Place of Use
CBU – Claim of Beneficial Use

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OREGON WATER RESOURCES DEPARTMENT

Multiple Change Transfers

New POD/POA, New POU, and Character of Use Change

Type of Changes (Multiple)	Claim Report	Map - POD/POA	Map - POU	Possible Results of the CBU review
New POD/POA	Describe new POD/POA Compliance with conditions	Identify new POD/POA location by survey	See below for change in POU	Reduction in instantaneous rate if new POD/POA cannot produce the full rate authorized
PLUS				
Change in POU	Describe the extent of the new POU Compliance with conditions	See above for new POD/POA	Identify new POU based on a new survey of location	Reduction in the POU if fewer acres or limited POU developed following issuance of the transfer final order Possible reduction in instantaneous rate based on the authorized rate limit from original right (1/40, 1/80, etc)
PLUS				
Character of use change	Describe the date that the new use made Compliance with conditions	See above for new POD/POA	See above for change in POU	Most likely no changes from transfer order

POD – Point of Diversion
POA – Point of Appropriation
POU – Place of Use
CBU – Claim of Beneficial Use

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OREGON WATER RESOURCES DEPARTMENT

Purpose of a Transfer Claim

Purpose of a Transfer:

To describe the extent that the changes authorized in the Transfer Final Order were accomplished.

- Change in PODs or POAs;
- Addition of a PODs or POAs;
- Changes in place of use developed;
- Changes in character of use developed; and
- Describe how conditions were satisfied.

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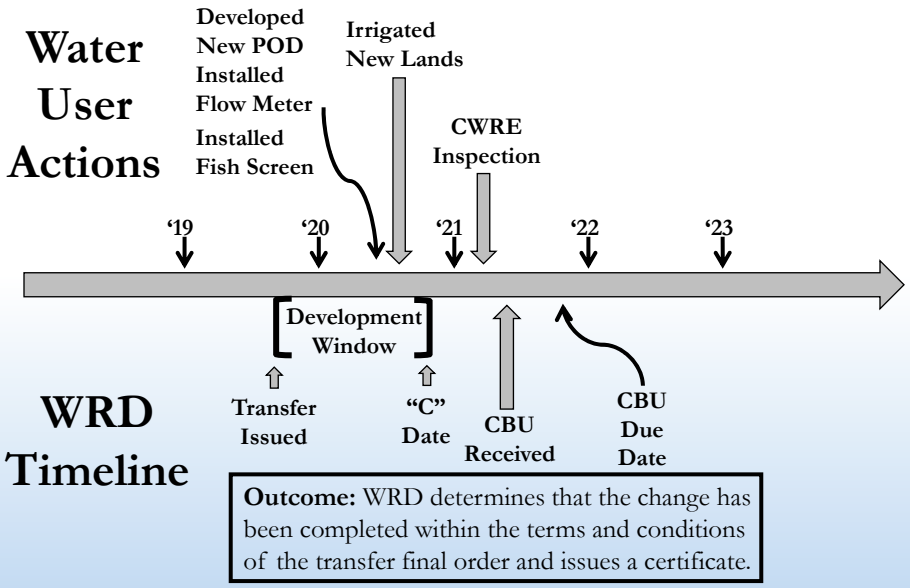
Claim VS Extension of Time

Should a Claim be submitted or is an Extension of Time needed?

- Has the water user completed the authorized change(s) within the authorized time limits?
- How do you decide if authorized the change(s) within the authorized time limits?
  - Review the transfer and records available from the water user.

91

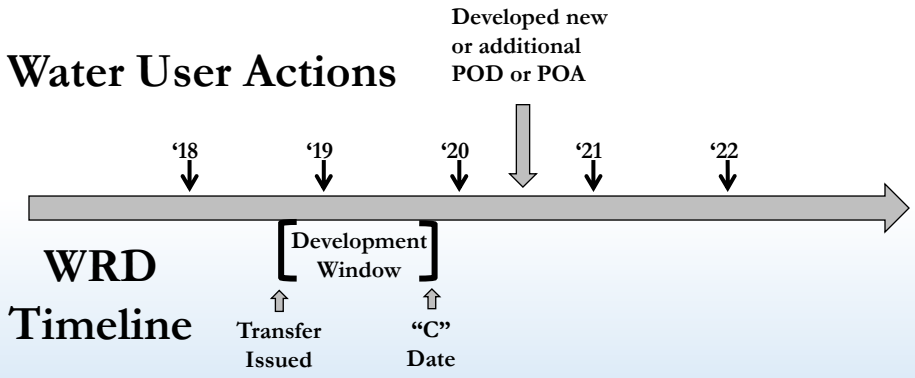
Ideal Transfer Development Timeline



Outcome: WRD determines that the change has been completed within the terms and conditions of the transfer final order and issues a certificate.

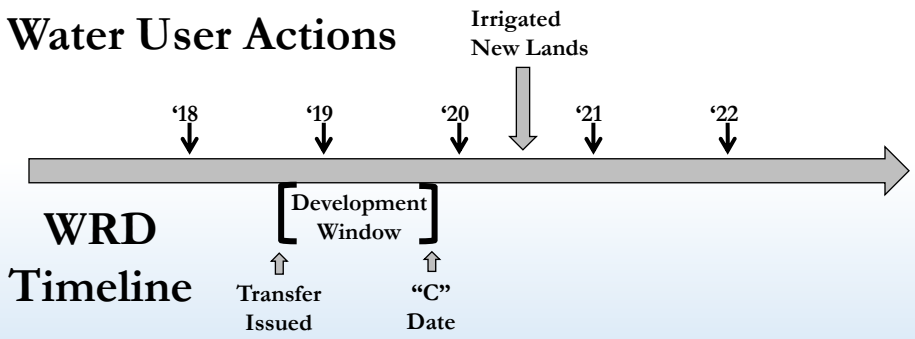
92

Transfer Development Timeline Extension Needed



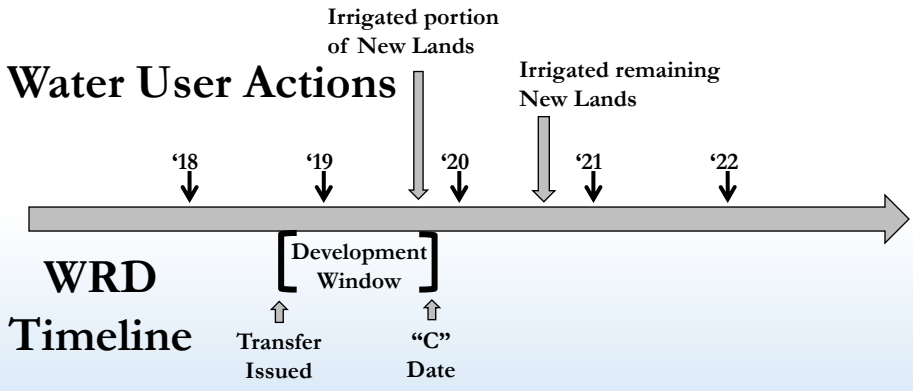
93

Transfer Development Timeline Extension Needed



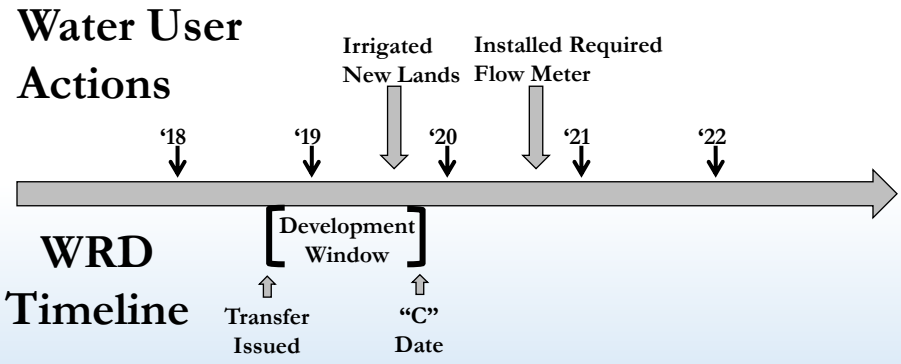
94

Transfer Development Timeline Extension Needed



95

Transfer Development Timeline Extension Needed



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Claim VS Extension of Time

- If you find that the water user did not complete the change or comply with conditions within the time period allowed in the transfer final order, an extension of time should be requested.
- If the Department reviews a Claim and finds that the change was not completed or conditions were not met within the authorized time period, the Department will move to cancel the transfer.

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Tips and Reminders

Tips, Reminders, and Examples:

- Permit Amendments
- Fees
- Signatures
- Variations
- Calculations
- Conditions and Extensions
- Mapping

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Permit Amendments

A note about Permit Amendments:

- A permit amendment is a process used to amend either the location of a point of diversion or appropriation and/or the place of use of a permit.
- This type of change is not a transfer.
- In completing a Claim for a permit that has been amended, you will select the Claim form from the list of Claims for permits, not transfers.

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Fees

- Not all Claims require a fee.
- To determine whether a fee is required for a transfer, you must look at the priority date(s) of the rights modified by the transfer.

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OREGON WATER RESOURCES DEPARTMENT

Claim of Beneficial Use - No Fee Required

Claims for Transfers where all the rights being modified have priority dates prior to July 9, 1987

No Fee

Example - If the transfer involves 5 rights and all rights have priority dates prior to July 9, 1987, no fee is required.

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OREGON WATER RESOURCES DEPARTMENT

Claim of Beneficial Use - Fee Required

Claims for Transfers that involve a right(s) with priority dates of July 9, 1987, or later (more recent). This includes District Transfers.

$230.00 Fee

Example - If the transfer involves 5 rights and one of the rights has a priority date of July 9, 1987, or more recent, the fee is required.

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OREGON WATER RESOURCES DEPARTMENT

Signatures

- A Claim must be signed by all transfer holders of record.
- When a Claim is submitted that has not been signed by all transfer holders of record, the Claim is returned so that the required signatures can be obtained.

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OREGON WATER RESOURCES DEPARTMENT

Signatures

A Claim must be stamped and signed by the CWRE and signed by all transfer holders of record.

Signature page:

- CWRE Stamp, signature and contact information.
- transfer holder(s) of record signatures.
- Missing or incorrect signatures are the number one reason for the Department returning a Claim.

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OREGON WATER RESOURCES DEPARTMENT

Signatures

Be sure this section of the Claim is complete.

- Stamped and signed by you, the CWRE
- Signed by ***all*** transfer holders of record
  - Claim will be returned if not properly signed.
  - Include title of person signing the Claim.

Things to look for:

- "and"
- "or"
- Northwest Farm Credit Services

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OREGON WATER RESOURCES DEPARTMENT

Signatures

Check WRIS to confirm the current transfer holder(s).

- Newer Assignments and the Assignment confirmation letters are included in WRIS under "Scanned Documents"

It may be necessary to submit an Assignment either prior to, or concurrent with the Claim.

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OREGON WATER RESOURCES DEPARTMENT

Signatures – Partial Claim

Partial Claim

- When multiple permit holders are involved, it is possible to submit a Claim for an individual transfer holder.
- Claim must clearly identify what portion of the transfer is included in the Claim.
- Claim must identify excluded property owners.
- Claim needs to be signed only by the owners of the portion being described in the Claim.
- The Department does not process a partial Claim unless:
  - It is a at least one year past the "C" Date.

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OREGON WATER RESOURCES DEPARTMENT

Claims – Variations

Describe any variations from the transfer to the completed change. Examples:

- "The order allowed three new points of diversion. The water user only developed one of the points."
- "The order authorized a change in place of use for 40 acres. The water user only developed 38 acres."
- "The order authorized changes in character of use to industrial, commercial, and livestock. The water user did not develop the commercial use."

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OREGON WATER RESOURCES DEPARTMENT

Claims – Variations Cont.

Additionally, the Variations Section can be used to describe the following:

- Scrivener's errors in the Transfer Final Order.
- Changes in the names of the PODs or POAs

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OREGON WATER RESOURCES DEPARTMENT

Claims – Calculations

- For POD or POA transfers, provide a complete description and provide theoretical calculation of each new or additional POD or POA:

3. Motor Information

MANUFACTURER	HORSEPOWER

4. Theoretical Pump Capacity

HORSEPOWER	OPERATING PSI	LIFT FROM SOURCE TO PUMP *IF A WELL, THE WATER LEVEL DURING PUMPING	LIFT FROM PUMP TO PLACE OF USE	TOTAL PUMP OUTPUT (IN CFS)

5. Provide pump calculations:

Calculations are required even if the system was operating, and a measurement was taken

6. Measured Pump Capacity (using meter if meter was present and system was operating)

INITIAL METER READING	ENDING METER READING	DURATION OF TIME OBSERVED	TOTAL PUMP OUTPUT (IN CFS)

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OREGON WATER RESOURCES DEPARTMENT

Claims – Calculations

- For POD or POA transfers, provide a complete description and provide theoretical calculation of each new or additional POD or POA:

D. Gravity Flow Pipe

(THE DEPARTMENT TYPICALLY USES THE HAZEN-WILLIAM'S FORMULA FOR A GRAVITY FLOW PIPE SYSTEM)

1. Does the system involve a gravity flow pipe? **YES NO**

If "NO", items 2 through 4 relating to this section may be deleted.

2. Complete the table:

PIPE SIZE	PIPE TYPE	"C" FACTOR	AMOUNT OF FALL	LENGTH OF PIPE	SLOPE	COMPUTED RATE OF WATER FLOW (IN CFS)

3. Provide calculations:

Calculations are required even if a measurement was taken

4. If an actual measurement was taken, provide the following:

DATE OF MEASUREMENT	WHO MADE THE MEASUREMENT	MEASUREMENT METHOD	MEASURED QUANTITY OF WATER (IN CFS)

Attach measurement notes.

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OREGON WATER RESOURCES DEPARTMENT

Claims – Calculations

- For POD or POA transfers, provide a complete description and provide theoretical calculation of each new or additional POD or POA:

E. Gravity Flow Canal or Ditch

(THE DEPARTMENT TYPICALLY USES MANNING'S FORMULA FOR CANALS AND DITCHES)

1. Is a gravity flow canal or ditch used to convey the water as part of the distribution system? **YES NO**

If "NO", items 2 through 4 relating to this section may be deleted.

2. Complete the table:

CANAL OR DITCH TYPE (MATERIAL)	TOP WIDTH OF CANAL OR DITCH	BOTTOM WIDTH OF CANAL OR DITCH	DEPTH	"N" FACTOR	AMOUNT OF FALL	LENGTH OF CANAL / DITCH	SLOPE	COMPUTED RATE (IN CFS)

3. Provide calculations:

Calculations are required even if a measurement was taken

4. If an actual measurement was taken, provide the following:

DATE OF MEASUREMENT	WHO MADE THE MEASUREMENT	MEASUREMENT METHOD	MEASURED QUANTITY OF WATER (IN CFS)

Attach measurement notes.

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OREGON WATER RESOURCES DEPARTMENT

Claims - Conditions

- The Claim must fully address compliance with conditions:
  - Time Limits
  - Measuring Devices
  - Fish Protection Devices
  - Well ID Tags
  - Other Conditions

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OREGON WATER RESOURCES DEPARTMENT

Claims – Conditions - Time Limits

Can you spot the problem?

All conditions contained in the transfer final order, or any extension final order shall be addressed. Reports that do not address all performance related conditions will be returned.

1. Time Limits:

Describe how the water user has complied with each of the development timelines established in the transfer final order and any extensions of time issued for the transfer:

	DATE FROM TRANSFER	DATE THE AUTHORIZED CHANGES WERE COMPLETED *THIS DATE MUST FALL BETWEEN THE "ISSUANCE DATE" AND THE "COMPLETENESS DATE"
ISSUANCE DATE	**September 5, 2019**	
COMPLETENESS DATE FROM ORDER (C)	**October 1, 2020**	**June 5, 2021 - New point of diversion developed, totalizing flow meter installed, and new lands irrigated.**

* MUST BE WITHIN PERIOD BETWEEN TRANSFER FINAL ORDER, OR ANY EXTENSION FINAL ORDER ISSUANCE AND THE DATE TO COMPLETE THE CHANGE

114

OREGON WATER RESOURCES DEPARTMENT

Claims – Conditions - Time Limits

Problem Identified

All conditions contained in the transfer final order, or any extension final order shall be addressed. Reports that do not address all performance related conditions will be returned.

1. Time Limits:

Describe how the water user has complied with each of the development timelines established in the transfer final order and any extensions of time issued for the transfer:

	DATE FROM TRANSFER	DATE THE AUTHORIZED CHANGES WERE COMPLETED *THIS DATE MUST FALL BETWEEN THE "ISSUANCE DATE" AND THE "COMPLETENESS DATE"
ISSUANCE DATE	**September 5, 2019**	
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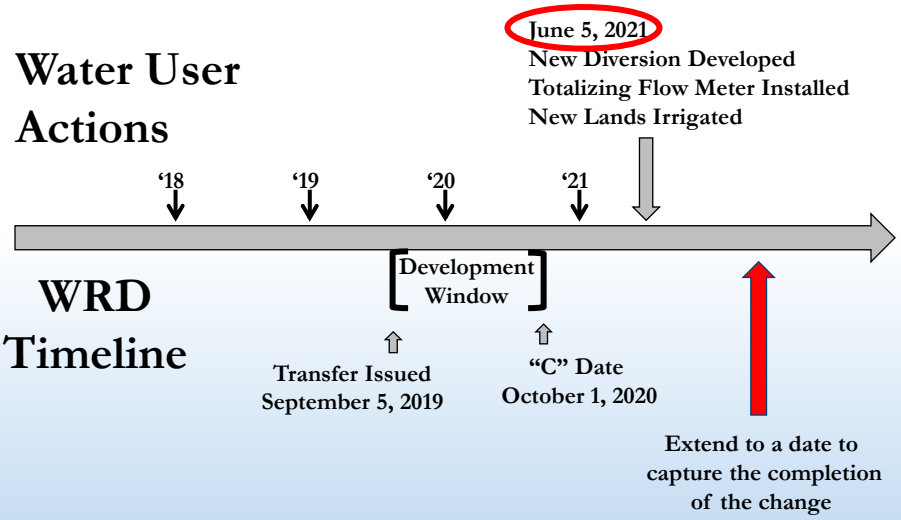
* MUST BE WITHIN PERIOD BETWEEN TRANSFER FINAL ORDER, OR ANY EXTENSION FINAL ORDER ISSUANCE AND THE DATE TO COMPLETE THE CHANGE

115

Solution – File an Extension



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OREGON WATER RESOURCES DEPARTMENT

Claims – Conditions - Time Limits

Can you spot the problem?

All conditions contained in the transfer final order, or any extension final order shall be addressed. Reports that do not address all performance related conditions will be returned.

1. Time Limits:

Describe how the water user has complied with each of the development timelines established in the transfer final order and any extensions of time issued for the transfer:

	Date from Transfer	Date the Authorized Changes Were Completed *This Date Must Fall Between The "Issuance Date" And The "Completeness Date"
Issuance Date	**September 5, 2018**	
Completeness Date From Order (C)	**October 1, 2019**	**August 2019 - New lands irrigated** **July 2020 – Totalizing flow meter**

* Must be within period between transfer final order, or any extension final order issuance and the date to complete the change

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OREGON WATER RESOURCES DEPARTMENT

Claims – Conditions - Time Limits

Problem Identified

All conditions contained in the transfer final order, or any extension final order shall be addressed. Reports that do not address all performance related conditions will be returned.

1. Time Limits:

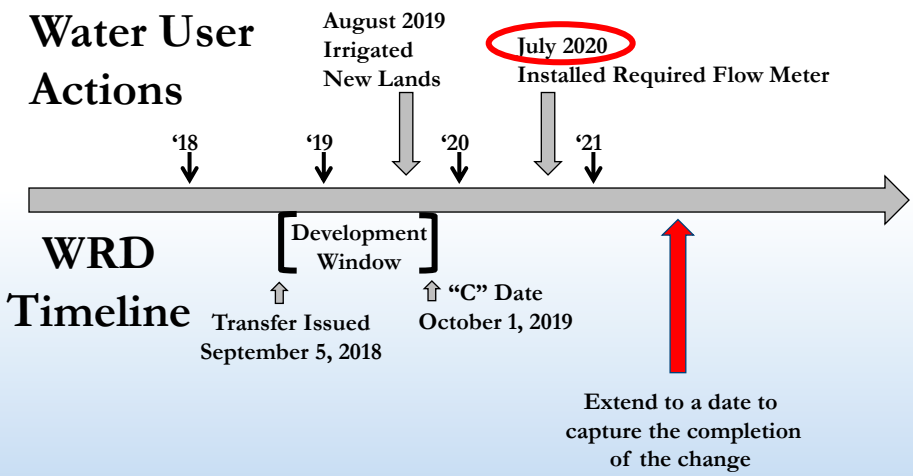
Describe how the water user has complied with each of the development timelines established in the transfer final order and any extensions of time issued for the transfer:

	Date from Transfer	Date the Authorized Changes Were Completed *This Date Must Fall Between The "Issuance Date" And The "Completeness Date"
Issuance Date	**September 5, 2018**	
Completeness Date From Order (C)	**October 1, 2019**	**August 2019 - New lands irrigated** **July 2020 – Totalizing flow meter**

* Must be within period between transfer final order, or any extension final order issuance and the date to complete the change

118

Solution – File an Extension



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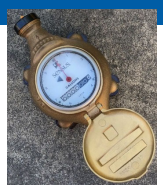
OREGON WATER RESOURCES DEPARTMENT

Claims – Measuring Devices



What measurement device is required?

- Meter vs Totalizing Flow Meter
  - Totalizing flow meter is specific
    - Must be a totalizing flow meter
  - Meter is generic
    - Could be:
    - Dedicated electrical meter
    - Instantaneous flow meter
    - Totalizing flow meter
    - Hour meter on a generator

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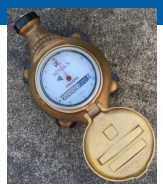
Claims – Measuring Devices



What measurement device is required?

- Other suitable measuring devices
  - Require approval by Watermaster
    - Example – A reservoir permit that requires a meter or other suitable measuring device. Watermaster would need to approve a Staff Gauge.
- Flow Restrictors
- Key questions to ask:
  - When was the measuring device installed?

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Claims - Fish Protection Conditions

- Most likely will require Oregon Department of Fish and Wildlife approval or waiver in writing.
- For some older permits and transfers the water user may be able to self-certify the fish screen:
  - Must be for a <u>pumped</u> diversion;
  - Developed pumping capacity must be less than 225 gpm;
  - Only applies to permits and transfers issued prior to February 1, 2011.

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Claim of Beneficial Use Mapping Reminders/Examples

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OREGON WATER RESOURCES DEPARTMENT

Common Map Issues

- Here is a list of the most common mapping issues:
  - Maps not submitted on polyester film;
  - Scrivener's errors in application, permit, certificate or transfer numbers referenced on the map;
  - Scrivener's errors in the township, range and section on the map;
  - Scrivener's errors in the coordinates for points of diversion or appropriation;

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Common Map Issues Cont.

- Common mapping issues continued:

- Measurement devices not identified on map;
- Fish protection devices not identified on map;
- Donation Land Claims and Government Lots not identified, and acreages not designated within projected quarter quarters; and
- Maps not at authorized scale without an approved waiver request.

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Claim Map Coordinates

- Two acceptable location measurement descriptions for the point of diversion/appropriation:

1. Bearing and distance by reference to a recognized public land survey corner; or

2. Coordinates - distance north or south and distance east or west by reference to a recognized public land survey corner.

- See OAR 690-014-170 and OAR 690-310-050

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OREGON WATER RESOURCES DEPARTMENT

GPS Coordinates

GPS coordinates are not authorized as the sole identifier for the location of a point of diversion, well, or dam in the Rules pertaining to CBU Maps (Division 14 and Division 310).

OAR 690-310-050(4) allows for any locational coordinate information that the applicant may wish to provide, including latitude and longitude as established by a global positioning system in addition to bearing and distance or coordinates (distance north or south and distance east or west from the reference corner).

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OREGON WATER RESOURCES DEPARTMENT

Claim Map Coordinates

- Point of Diversion or Point of Appropriation descriptions by coordinates on Claim map.
  - Should the location of a POD or POA be describes using cardinal directions or as distances along section, donation land claim, quarter quarter, or government lot lines?
  - Cardinal directions should be used to identify the location of the POD or POA.

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OREGON WATER RESOURCES DEPARTMENT

Government Lots and DLCs

- The map must include Government Lots and Donation Land Claims, if applicable.
- Attach copies of the maps you used to lay out the section(s) where the use or point of diversion/appropriation is located.
- Copies of the Government Land Office records (GLOs) can be found through the Bureau of Land Management's web site at:

- www.blm.gov/or/landrecords/survey/ySrvy1.php

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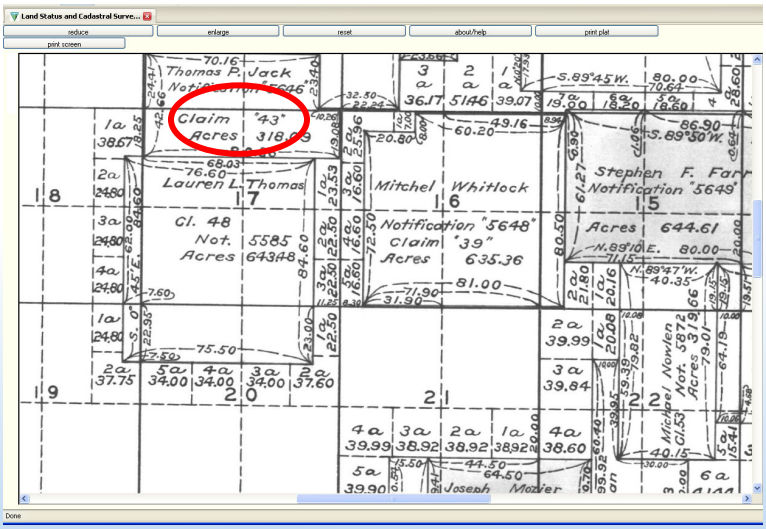
OREGON WATER RESOURCES DEPARTMENT

DLCs



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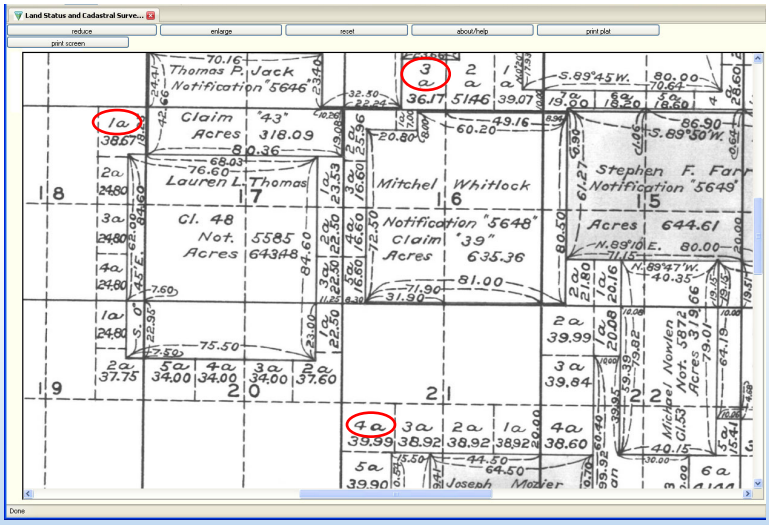
OREGON WATER RESOURCES DEPARTMENT

Government Lots



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OREGON WATER RESOURCES DEPARTMENT

Mapping Multiple Rights

- In the case of a transfer involving multiple rights, be sure to differentiate between the various rights involved in the transfer.
  - Important because:
    - Different priority dates;
    - Different rights; and
    - Different sources

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Fish Screens and Measurement Devices

- The location of any required fish screens, fish by-pass devices, or fish passage devices are required to be identified on the Claim map in relationship to the point of diversion.
- The location of any required measurement devices are required to be identified on the Claim map in relationship to the point of diversion or appropriation.

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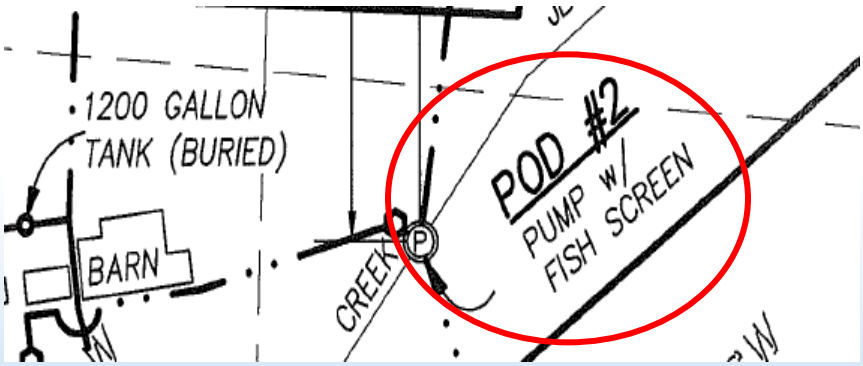
Fish Screens



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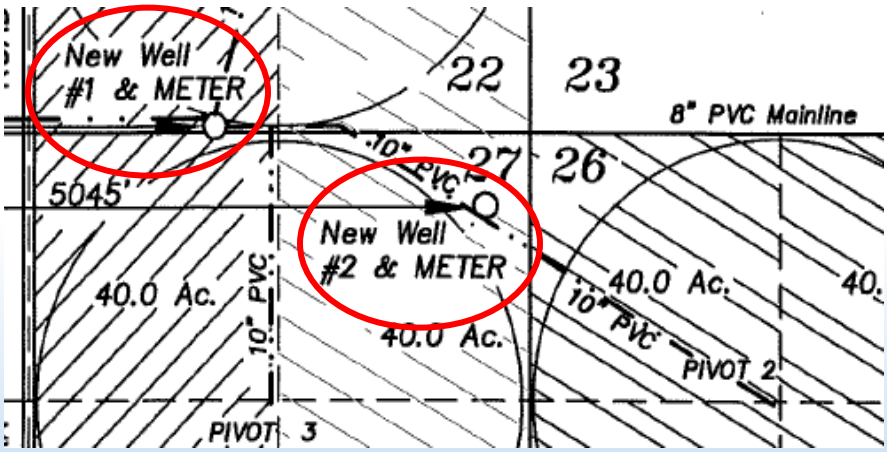
OREGON WATER RESOURCES DEPARTMENT

Meters and Measuring Devices



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OREGON WATER RESOURCES DEPARTMENT

Summary – Claim Form

- Claims for a Transfer only need to describe the change or changes authorized under the transfer final order;
- Completion of a change for a transfer involves both the timely completion of the change along with timely compliance to the conditions of the transfer;
- The Claim must address each condition of the transfer final order;

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OREGON WATER RESOURCES DEPARTMENT

Summary – Claim Form

- Claim forms can be found on our Forms Page;
- If ownership of the lands involved has changed, an Assignment may be necessary in order to file the Claim; and
- Always download the most current version of the Claim form when beginning a new project.

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OREGON WATER RESOURCES DEPARTMENT

Summary – Claim Map

- The map must be prepared on polyester film map;
- The map must include Government Lots, Donation Land Claims, or Home Entry Surveys;
- The map must identify the tax lots, by both the unique tax lot number(s) and location;
- If you need a different map scale, request a waiver;

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Summary – Claim Map

- The map must include the location of any required fish protection devices;
- The map must include the location of any required measurement devices; and
- The map must differentiate between the various rights involved in the transfer, and, if necessary, also by:
  - Different priority dates; and
  - Different sources

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Certificate Section Contacts

- **Questions? Please contact our Certificate Staff:**
- **Gerry Clark at 503-979-9103 or by email at gerald.e.clark@water.oregon.gov**
- **Jonnine Skaug at 503-979-3943 or by email at Jonnine.L.SKAUG@water.oregon.gov**
- **Codi Holmes at 503-979-3184 or by email at Codi.N.HOLMES@water.oregon.gov**

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Claim of beneficial Use Map and Report Requirements with Oregon Administrative Rule (OAR) References

Map Requirements:

_____Map on polyester film (OAR 690-014-0170(1) & OAR 310-0050(1)(b)
_____Application & permit #; or transfer # (OAR 690-014-0100(1)
_____Disclaimer (OAR 690-014-0170(5)
_____North arrow (OAR 690-310-0050(2)(c)
_____CWRE stamp and signature (OAR 690-014 & OAR 310-0050)
_____ Appropriate scale (1" = 1320', 1" = 400', or the original full-size scale of the county assessor map) (OAR 690-014(170(1))
_____ Township, range, section, and tax lot numbers (OAR 690-310-0050(4)
_____ Source illustrated if surface water (OAR 690-014-0170(3)
_____ Point(s) of diversion or appropriation (illustrated) (OAR 690–014(4) & OAR 690-310-0050)
_____Point(s) of diversion or appropriation (coordinates)(OAR 690–014(4) & OAR 690-310-0050)
_____Conveyance structures illustrated (pump, pipelines, ditches, etc.) (OAR 690-310-0050)
_____Description of the location, in relation to the point of diversion or appropriation, of any fish screens, by-pass devices, and measuring devices required (OAR 690–014(4)
_____Place of use (1/4 1/4, or projected 1/4 1/4 lines within DLCs, or Gov Lots; if irrigation, # of acres in each subdivision; if for domestic or human consumption, location of dwelling or spigot) (OAR 690-310-0050, OAR 690-014, OAR 690-380-6010(4))

Report Requirements:

_____ On form or format provided by the Department (OAR 690-014-0100(1)
_____Application & permit #; or transfer # (OAR 690-014)
_____ Ownership information (OAR 690-014)
_____ Date of survey (OAR 690-014(1)(l))
_____ Person interviewed (OAR 690-014)
_____ County (OAR 690-014)
_____ Description of conveyances system (from POD to POU) (OAR 690-014-0100(4))
_____ Source(s) of water (OAR 690-014-0100(1)(f))
_____ Use, period of use, and rate for use (OAR 690-014-0100(1))
_____ Place of use location (OAR 690-014-0100(1)(c))
_____Type of use (OAR 690-014-0100(1)(a))
_____Extent of use (OAR 690-014-0100(1)(d))
_____ Rate and Duty (OAR 690-014-0100(1)(g))
_____Diversion rate for each use (OAR 690-014-0100(7))
_____ Diversion works description (pump make, serial model, capacity, and description) (OAR 690-014-0100)
_____System capacity (OAR 690-014-0100 (8 & 9))
- _____ Calculated capacity of system (required)
- _____Measured amount of use (optional)

_____Permit/Transfer Final Order Conditions (OAR 690-014-01009(1))
- _____Time limits
- _____Initial water level measurements
- _____Annual static water level measurements
- Measurement, recording, and reporting
  - ____ Meter/measuring device
  - ____ Water use reporting
- _____Fish screening and/or by-pass
- _____Pump test (ground water) (OAR 690-217)
- _____ Other conditions
  - _____ Static Water Level Measurements (SWL)
  - _____ Special Well Construction Conditions
  - _____ Static Water Level Measurements (SWL)
  - _____ Dedicated Measurement Tube (Well)
  - _____ Well ID Tag

_____ CWRE stamp and signature (OAR 690-014-0100)
_____Signature(s) of permittee of transfer holder (OAR 690-014-0100(14 & 15))

CERTIFIED WATER RIGHT EXAMINERS

Chapter 690 Division 14

690-014-0005
Introduction

(1) The purpose of these rules is to establish the criteria for certification of Water Right Examiners. They also define the minimum standards and criteria under which Certified Water Right Examiners shall conduct surveys to describe the extent of appropriation for beneficial use of public waters. The rules also describe the information required and procedure for preparing maps to accompany transfer applications. These rules are in addition to OAR 690, divisions 020, 051, 300, 310 and 380.

(2) These rules shall not deprive or limit the Director of the Water Resources Department or the Water Resources Commission from exercising powers or duties bestowed by law. Nor shall they limit or restrict the information the Director or Commission may require from any water user or authorized agent to determine satisfactory proof.

(3) The authority for these rules are found in ORS Chapters 183, 536, 537, and 540, and in particular ORS 537.797 to 537.799.

(4) These rules shall apply to Claims of Beneficial Use submitted on or after July 1, 2004. Claims of Beneficial Use submitted before this date shall be subject to the rules in effect at the time of submittal.

Statutory/Other Authority: ORS 536 & 537
Statutes/Other Implemented: ORS 536 & 537
History:
WRD 3-2004, f. 6-15-04, cert. ef. 7-1-04
WRD 3-1988, f. 2-26-88, cert. ef. 2-28-88
WRD 9-1987(Temp), f. & ef. 9-1-87

690-014-0020
Definitions

The definitions found in Oregon Administrative Rules chapter 690, divisions 300 and 380, apply. The following definitions also apply:

(1) “Acre-Foot (AF)” means the equivalent volume of one acre covered with one foot of water (325,851 gallons).

(2) "Certified Water Right Examiner" or “CWRE” means any individual certified by OSBEELS to collect and report data and conduct surveys to describe the extent of appropriation for Claims of Beneficial Use, and also to prepare maps for transfer applications.

(3) "Claim of Beneficial Use" means documents submitted to the Department requesting a certificate of water right be issued for the authorized use or uses made. These documents shall include the report of the site inspection, calculations for the rate of flow, and the map illustrating the location of beneficial use made within the terms of the permit or transfer final order.

(4) "Commission" means the Water Resources Commission.

(5) "Cubic Foot per Second (cfs)" means a rate of water flow, equal to 448.83 gallons of water per minute.

(6) "Department" means the Water Resources Department.

(7) "Director" means the Director of the Department or the Director's authorized deputies or officers.

(8) "Measuring Device" means a structure or apparatus such as a weir, meter, or flume to determine rate of flow or volume of water.

(9) "OAR" means Oregon Administrative Rules.

(10) "ORS" means Oregon Revised Statutes.

(11) "OSBEELS" means Oregon State Board of Examiners for Engineering and Land Surveying.

(12) "Rate and Duty of Water" means the flow of water expressed in cfs or gallons per minute (instantaneous rate) and the volume of water expressed in AF (duty) as allowed in the permit or transfer final order.

(13) "Spring" means a place where water naturally emerges from the ground.

(14) "Source" means the surface or ground water body for each point of diversion or point of appropriation involved in a permit or transfer final order.

(15) "Survey of Appropriation" means the field inspection and document preparation performed by a CWRE to obtain the data necessary to support the Claim of Beneficial Use.

(16) "Water Rights Act" means the same as defined by ORS 537.010.

(17) "Well" means any artificial opening or artificially altered natural opening, however made, by which ground water is sought or through which ground water flows under natural pressure, or is artificially withdrawn or injected. This definition shall not include a natural spring, or wells drilled for the purpose of exploration or production of oil or gas. Prospecting or exploration for geothermal resources as defined in ORS 522.005 or production of geothermal resources derived from a depth greater than 2,000 feet as defined in ORS 522.055 is regulated by the Department of Geology and Mineral Industries.

Statutory/Other Authority: ORS 536 & 537
Statutes/Other Implemented: ORS 536 & 537
History:
WRD 3-2004, f. 6-15-04, cert. ef. 7-1-04
WRD 3-1988, f. 2-26-88, cert. ef. 2-28-88
WRD 9-1987(Temp), f. & ef. 9-1-87

690-014-0030
Certified Water Right Examiner Required

The water user or person responsible for a permit, transfer application, or transfer final order must have a CWRE prepare:

(1) The map for a transfer application.

(2) The Claim of Beneficial Use if the permit or transfer application was filed after July 9, 1987.

Statutory/Other Authority: ORS 536 & 537
Statutes/Other Implemented: ORS 536 & 537
History:
WRD 3-2004, f. 6-15-04, cert. ef. 7-1-04
WRD 3-1988, f. 2-26-88, cert. ef. 2-28-88

690-014-0050
Certification of Water Right Examiners

CWREs shall be certified by OSBEELS. In addition to these rules, OSBEELS rules found in OAR 820 apply.

(1) CWRE applicants shall be registered in Oregon as a professional engineer, professional land surveyor or registered geologist.

(2) To become a CWRE, an applicant shall pass a written examination administered by OSBEELS and approved by the Department to determine the applicant's ability to properly perform the surveying, mapping, hydraulic computations, and information gathering duties required by ORS 537.798.

(3) All documents, drawings, or narratives required by these rules shall be prepared by or under the direct supervision of a CWRE. These items shall bear the seal and original signature of the CWRE.

Statutory/Other Authority: ORS 536 & 537
Statutes/Other Implemented: ORS 536 & 537
History:
WRD 3-2004, f. 6-15-04, cert. ef. 7-1-04
WRD 3-1988, f. 2-26-88, cert. ef. 2-28-88
WRD 9-1987(Temp), f. & ef. 9-1-87

690-014-0080
Revocation of Certified Water Right Examiner's Certificate

CWREs may be decertified by OSBEELS for violation of OAR 690, division 014 rules or violation of OAR 820 rules.

(1) Any violation of these rules by a CWRE and brought to the attention of the Director by Department staff, the public, or other means may be submitted to OSBEELS. A material misstatement of fact shall be referred to OSBEELS for disciplinary action.

(2) Revocation of the CWRE’s certificate does not in itself cause forfeiture of that person's other professional licenses or credentials.

Statutory/Other Authority: ORS 536 & 537
Statutes/Other Implemented: ORS 536 & 537
History:
WRD 3-2004, f. 6-15-04, cert. ef. 7-1-04
WRD 3-1988, f. 2-26-88, cert. ef. 2-28-88

690-014-0090
Maps for Transfer Applications

Application maps for transfer shall comply with ORS Chapters 536, 537, and 540, and OAR 690, divisions 020 and 380.

Statutory/Other Authority: ORS 536 & 537
Statutes/Other Implemented: ORS 536 & 537
History:
WRD 3-2004, f. 6-15-04, cert. ef. 7-1-04

690-014-0100
Minimum Requirements for Claims of Beneficial Use for Permits and Transfer Final Orders

(1) The CWRE shall prepare a report, using a form or format provided by the Department, which describes the status of conditions and limitations in permits and transfer final orders such as:

(a) Type of use;

(b) Period of use;

(c) Place of use;

(d) Extent of use;

(e) Location of point of diversion or point of appropriation;

(f) Source of water;

(g) Rate;

(h) Installation of measuring device;

(i) Water use reporting;

(j) Water level reporting;

(k) Fish screening;

(l) The date of the inspection; and

(m) All other conditions or limitations.

(2) The CWRE shall provide the Department with sufficient information for the Director to determine the extent of beneficial use developed within the conditions or limits of the permit or transfer final order, including any specified development time limits.

(3) Uses partially developed by the water user shall be described. Uses or areas which were not developed shall be noted. Uses determined to exist which are not authorized by the permit or transfer final order being examined shall also be noted in the report but not included as part of the Claim of Beneficial Use. All uses shown on the map must be described in the report.

(4) The diversion works shall be accurately described by the map and report. A general narrative description of the distribution works shall be given. This description must trace the water system from the point(s) of diversion or appropriation to, and include the place of use. The description shall also include the return to public waters when required by the permit or transfer final order, such as fish propagation, mining and power facilities. The make, capacity, serial number and description of all pumps and measuring devices shall, if available, be described in the report. If the make, capacity, serial number and description of any pumps and measuring devices are not available, the report must specify why.

(5) Other water right permits, certificates, transfer final orders, or other conveyance systems connected to the system being examined shall be described in the report. Any reservoir, diversion dam, headgate, well, canal, flume, pump, and other related structures shall be described.

(6) The crops raised or other beneficial use made of the water shall be identified.

(7) The diversion rate shall be determined for each use and source when more than one use or source is involved.

(8) The maximum rate of use shall be determined by actual measurement when possible. Water measurements may be made by weir, meter, rated flume, reservoir capacity table or other method of measurement acceptable to the Department. The report shall describe the method used in making the measurement, the date made and a description of the location where the measurement was taken. It shall contain sufficient information, including current meter notes, rating tables, and/or calibration information to enable the Director to check the quantity of water measured in each case.

(9) Computations for the maximum capacity of the system shall be submitted for all claims. These computations may suffice to determine the maximum rate of application if the system was not operating when the inspection was conducted.

(10) The amount of water shall be limited by the Department to the lesser of: the authorized amount, the capacity of the delivery system, or the amount of actual beneficial use. The Claim of Beneficial Use shall include sufficient information to make the determination.

(11) Claims of Beneficial Use for reservoir permits, for storage of less than 9.2 acre-feet of water or with a dam less than 10 feet in height, that do not require approved as-built plans and specifications be on file with the Department, shall also include the following:

(a) A drawing showing the cross section of the dam at maximum section showing complete details and dimensions. The drawing should be drawn at a standard scale. Normally this measurement is taken from the deepest part of the channel to the top of the embankment. Vertical accuracy is required to 0.25 feet for the purpose of this measurement;

(b) A description of the outlet works; and

(c) A description of the emergency spillway.

(12) The rate of flow shall be determined to three significant figures with reporting necessary only to thousandths. Examples are: 4,560 cfs; 456 cfs; 45.6 cfs; 4.56 cfs; 0.456 cfs; 0.046 cfs; and 0.005 cfs.

(13) When computing the storage capacity of reservoirs, the volume of water shall be determined to three significant figures with reporting, for the purpose of the Claim of Beneficial Use, necessary only to tenths. Examples are: 4,560 af; 456 af; 45.6 af; 4.6 af; and 0.5 af.

(14) The following statement, signed by the CWRE, shall appear at the end of the Claim of Beneficial Use: "The facts contained in this Claim of Beneficial Use are true and correct to the best of my knowledge."

(15) The following statement, signed or acknowledged by the permittee or transferee, shall appear at the end of the Claim of Beneficial Use: "The facts contained in this Claim of Beneficial Use are true and correct to the best of my knowledge. I request that the Department issue a water right certificate."

(16) A CWRE may make a written request to the Director for a waiver of one or more of the Claim of Beneficial Use standards. Waivers cannot be requested for elements relating to conditions or other limitations of the permit or transfer final order. The Director will determine whether the waiver shall be allowed and will respond to such requests in writing.

Statutory/Other Authority: ORS 536 & 537
Statutes/Other Implemented: ORS 536 & 537
History:
WRD 3-2004, f. 6-15-04, cert. ef. 7-1-04
WRD 3-1988, f. 2-26-88, cert. ef. 2-28-88
WRD 9-1987(Temp), f. & ef. 9-1-87

690-014-0110
Claim of Beneficial Use: General Standards

The Claim of Beneficial Use shall be prepared by a CWRE and submitted by the holder of the permit or transfer final order or by an authorized agent.

(1) In addition to the rules of professional conduct found in OAR 820, CWREs should be aware of the public interest regarding Examiners' investigations of water use. Uses not authorized or not completed within the terms of the permit or transfer final order, or water not beneficially used, shall not be included in the Claim of Beneficial Use. Claims of Beneficial Use shall not violate any of the provisions of the Water Rights Act or these rules.

(2) All Claims of Beneficial Use shall be made to match with existing water rights of record, unless an error in the original location is identified. If an error in an existing water right record is found, then evidence of the correct location as it pertains to the current claim shall be submitted to the Department as part of the Claim of Beneficial Use.

(3) The Director may refuse to accept Claims of Beneficial Use which do not conform to these rules and regulations.

(4) The form or format provided by the Department for Claim of Beneficial Use shall question whether beneficial use was made. If the permittee or transferee claims that beneficial use was made, the claim must be supported with a sufficient description of the use prepared by the CWRE to enable the Department to decide if beneficial use was made under the terms and conditions of a permit or transfer final order.

(5) Follow up inspections may be made by the Department.

Statutory/Other Authority: ORS 536 & 537
Statutes/Other Implemented: ORS 536 & 537
History:
WRD 3-2004, f. 6-15-04, cert. ef. 7-1-04

690-014-0170
Minimum Requirements for Maps for Permit or Transfer Final Order Claims of Beneficial Use

(1) Maps submitted as part of the Claim of Beneficial Use shall be drawn in ink on at least 0.003-inch polyester film and otherwise conform to all the requirements for application maps as noted in OAR 690-310-0050. If for irrigation, the area cross-hatchured shall not exceed the total acreage authorized in the permit or transfer final order involved. More than one permit or transfer may be entered on the same map if clearly identified by different cross-hatchuring. The map scale shall be 1" = 1320', 1" = 400', or the original full-size scale of the county assessor map for the location. The preferred map size is 8 1/2" x 11". The maximum size shall be 30" x 30" unless prior approval is obtained from the Department. Standard symbols shall be used as indicated in Department handouts.

(2) Horizontal accuracy is required only to ten feet for the purpose of locating and quantifying water rights. Maps shall be developed from any standard survey method. Traverse closures are not required.

(3) Maps shall clearly designate the place of use and point of diversion or appropriation for each source and use. Maps for permits or transfer final orders involving surface water must illustrate the source.

(4) The map shall indicate by description, in relation to the point of diversion or appropriation, the location of any fish screens, by-pass devices, and measuring devices required by the permit or transfer final order.

(5) The following statement shall be placed on the map: “This map is not intended to provide legal dimensions or locations of property ownership lines.”

(6) Maps depicting municipal place of use need only show the township, range, section, and quarter-quarter sections where use has occurred under the subject permit. The scale for a municipal place of use map should be sufficient to identify the quarter-quarters involved in the place of use.

(7) A CWRE may make a written request to the Director for a waiver of one or more mapping standards. The Director will determine whether the waiver shall be allowed and will respond to such requests in writing.

Statutory/Other Authority: ORS 536 & 537
Statutes/Other Implemented: ORS 536 & 537
History:

WRD 3-2004, f. 6-15-04, cert. ef. 7-1-04
WRD 3-1988, f. 2-26-88, cert. ef. 2-28-88

690-014-0190
Time Limit for Filing Claim of Beneficial Use

The Claim of Beneficial Use shall be submitted to the Department within one year after the use was reported to the Department as being complete or the beneficial use date allowed in the permit or transfer final order, whichever occurs first. Failure to comply with this section shall cause the Director to initiate permit cancellation proceedings as provided by ORS 537.260.

Statutory/Other Authority: ORS 536 & 537
Statutes/Other Implemented: ORS 536 & 537
History:
WRD 3-2004, f. 6-15-04, cert. ef. 7-1-04
WRD 3-1988, f. 2-26-88, cert. ef. 2-28-88

690-014-0220
Time Limit to Cure Defects in a Claim of Beneficial Use

A Claim of Beneficial Use which needs corrections or additions shall be returned to the CWRE to correct the deficiencies. The corrected claim shall be returned to the Department within the written time limit allowed. The time allowed will be determined by the Director, but shall not be less than 30 days. Any claims not returned within the specified time may result in the Director submitting the name and certificate number of the CWRE involved to OSBEELS for disciplinary action.

Statutory/Other Authority: ORS 536 & 537
Statutes/Other Implemented: ORS 536 & 537
History:
WRD 3-2004, f. 6-15-04, cert. ef. 7-1-04
WRD 3-1988, f. 2-26-88, cert. ef. 2-28-88

WATER RIGHT APPLICATION PROCESSING

Division 310

690-310-0050
Map to Accompany Application for Water Use Permit

(1) Each application shall be accompanied by a map or drawing which shall be considered a part of the application.

(2) Maps submitted with water use applications shall meet the following criteria:

(a) The application map, which is made part of the record, shall be of permanent quality and drawn in ink or otherwise printed in an indelible form with sufficient clarity so as to be easily reproduced;

(b) Maps shall be drawn on good-quality paper. If the map is larger than 11 inches by 17 inches, one additional copy must be submitted;

(c) All maps shall be drawn to a standard, even scale of not less than 4 inches = 1 mile. The map may be of another standard scale if the Department grants, by mail or electronic means, advance approval of the use of the scale. All maps must include the scale to which the map is drawn and a north directional symbol.

(3) A platted and recorded subdivision map, deed description survey map or county assessor may be submitted as the application map if all of the required information is clearly shown.

(4) Each copy of the map shall show clearly each of the following requirements that apply to the proposed appropriation:

(a) The location of each diversion point, well, or dam by reference to a recognized public land survey corner. The locations may be shown by distance and bearing or by coordinates (distance north or south and distance east or west from the corner);

(b) The location of main canals, ditches, pipelines, or flumes;

(c) The location of the place where water is to be used identified by tax lot, township, range, section and nearest quarter-quarter section along with a notation of the acreage of the proposed place of use, if appropriate. The Department also shall accept any locational coordinate information that the applicant may wish to provide, including latitude and longitude as established by a global positioning system. If for irrigation, the area to be irrigated in each quarter-quarter of a section shall be indicated by shading or hatchuring and the number of acres in each quarter-quarter section, donation land claim, government lot or other recognized public land survey lines indicated.

Type of Change (**Single**)	Claim Report	Map - POD/POA	Map - POU	Possible Results of the CBU review
New POD/POA	Only describe new POD/POA Compliance with conditions	Identify new POD/POA location by survey	Identify POU using record data at time of transfer final order (no new survey required)	Reduction in instantaneous rate if new POD/POA cannot produce the full rate authorized
Additional POD/POA	Only describe additional POD/POA Compliance with conditions	Identify additional POD/POA location by survey Identify original POD/POA location using record data at time of transfer final order (no new survey required)	Identify POU using record data at time of transfer final order (no new survey required)	Reduction in instantaneous rate of the additional POD/POA only if it cannot produce the full rate authorized Original POD/POA will remain at the rate authorized by the transfer final order
Change in POU only	Only describe the extent of the new POU Compliance with conditions	Identify original POD/POA location using record data at time of transfer final order (no new survey required)	Identify new POU based on a new survey of location	Reduction in the POU if fewer acres or limited POU developed following issuance of the transfer final order Possible reduction in instantaneous rate based on the authorized rate limit from original right (1/40, 1/80, etc)
Character of use change only	Only describe the date that the new use made Compliance with conditions	Identify original POD/POA location using record data at time of transfer final order (no new survey required)	Identify POU using record data at time of transfer final order (no new survey required)	Most likely no changes from transfer order
Reservoir character of use change only	Only describe the date that storage was made for the new use Reservoir capacity does not need to be determined Compliance with conditions	Identify original POD/POA location using record data at time of transfer final order (no new survey required)	Identify POU using record data at time of transfer final order (no new survey required)	Most likely no changes from transfer order

POD – Point of Diversion
POA – Point of Appropriation
POU – Place of Use
CBU – Claim of Beneficial Use

New POD/POA and New POU

Types of Changes (**Multiple**)	Claim Report	Map - POD/POA	Map - POU	Possible Results of the CBU review
New POD/POA	Describe new POD/POA Compliance with conditions	Identify new POD/POA location by survey	See below for change in POU	Reduction in instantaneous rate if new POD/POA cannot produce the full rate authorized
PLUS				
Change in POU	Describe the extent of the new POU Compliance with conditions	See above for new POD/POA	Identify new POU based on a new survey of location	Reduction in the POU if fewer acres or limited POU developed following issuance of the transfer final order Possible reduction in instantaneous rate based on the authorized rate limit from original right (1/40, 1/80, etc)

POD – Point of Diversion
POA – Point of Appropriation
POU – Place of Use
CBU – Claim of Beneficial Use

Additional POD/POA and New POU

Types of Changes (**Multiple**)	Claim Report	Map - POD/POA	Map - POU	Possible Results of the CBU review
Additional POD/POA	Only describe additional POD/POA Compliance with conditions	Identify additional POD/POA location by survey Identify original POD/POA location using record data at time of transfer final order (no new survey required)	See below for change in POU	Reduction in instantaneous rate of the additional POD/POA only if it cannot produce the full rate authorized Original POD/POA will remain at the rate authorized by the transfer final order unless the rate exceeds the authorized rate limit from the original right (1/40, 1/80, etc)
PLUS				
Change in POU	Only describe the extent of the new POU Compliance with conditions	See above for additional POD/POA	Identify new POU based on a new survey of location	Reduction in the POU if fewer acres or limited POU developed following issuance of the transfer final order Possible reduction in instantaneous rate based on authorized rate limit from original right (1/40, 1/80, etc)

POD – Point of Diversion
POA – Point of Appropriation
POU – Place of Use
CBU – Claim of Beneficial Use

New POD/POA, New POU, and Character of Use Change

Type of Change (**Single**)	Claim Report	Map - POD/POA	Map - POU	Possible Results of the CBU review
New POD/POA	Only describe new POD/POA Compliance with conditions	Identify new POD/POA location by survey	See below for change in POU	Reduction in instantaneous rate if new POD/POA cannot produce the full rate authorized
PLUS				
Change in POU	Only describe the extent of the new POU Compliance with conditions	See above for new POD/POA	Identify new POU based on a new survey of location	Reduction in the POU if fewer acres or limited POU developed following issuance of the transfer final order Possible reduction in instantaneous rate based on authorized rate limit from original right (1/40, 1/80, etc)
PLUS				
Character of use change	Only describe the date that the new use made Compliance with conditions	See above for new POD/POA	See above for change in POU	Most likely no changes from transfer order

POD – Point of Diversion
POA – Point of Appropriation
POU – Place of Use
CBU – Claim of Beneficial Use

TIPS AND REMINDERS FROM STAFF

Alternate Reservoir (Alt Res) Applications

Current Timelines

Public Notice - After a submitted application for an alternate reservoir is determined to be complete, it is included in the Department's weekly public notice with a 60-day comment period. A final order may not be issued until the 60-day comment period has passed. Public notice is currently published on Tuesdays.

Groundwater Sources – If the proposed source is from groundwater, a groundwater application must also be submitted and approved prior to the processing of the alternate reservoir application. Additional technical reviews of the groundwater application will be conducted by the Department. The review and processing of the groundwater review will likely delay issuance of the alternate reservoir final order by approximately 12-18 months.

Surface Water Sources - For applications to use surface water, the Department typically issues a final order within 1-2 months of receiving the application, depending on workload.

Mitigation – The Department consults with ODFW to determine if the reservoir would pose a significant detrimental impact to existing fishery resources. If ODFW recommends mitigation to prevent significant detrimental impacts to existing fishery resources, the applicant may need to re-apply under the Standard Reservoir application process, which provides an opportunity for the applicant to put their application on administrative hold to pursue possible mitigation opportunities.

Most Common Deficiencies on Submitted Alternate Reservoir Applications

- An unsigned Application Form
  → The form must be signed by all the listed applicants. An agent MAY NOT sign the application form for the applicant.
- A blank Water Availability Statement or ODFW Review Form
  → The forms must be completed by the local Watermaster and ODFW. It is the responsibility of the applicant to work with the local Watermaster and ODFW on completing the forms.
- A map that doesn't meet the requirements of OAR 690-310-0050
  → The mapping requirements are listed on page 8 of the Alternate Reservoir Guidebook. The most common omission is the measured distance to the reservoir. If there is a dam, the measurement must be from the center of the dam. If there is no dam, the measurement must be from the center of the reservoir.

Expedited Secondary (E-2) Applications

Current Timelines

Public Notice - After a submitted application for an alternate reservoir is determined to be complete, it is included in the Department's weekly public notice with a 30-day comment period. A final order may not be issued until the 30-day comment period has passed. Public notice is currently published on Tuesdays.

Stored Water Sources

Contracted Water - For applications to use contracted water (from the Bureau of Reclamation, Douglas County, Lookingglass/Olalla Water Control District, Army Corp, or Wallowa Lake Irrigation District (Dobbin Ditch Co)), the Department MUST receive a signed, executed water contract. If a contract is submitted with an application, but it is not signed by the appropriate entity, we will issue a Final Order with a Draft Permit. When we receive the signed contract, we will issue the Permit. If a signed, executed contract is submitted with the application, the Department will issue a Final Order and Permit within 1-2 months of receiving the application, depending on workload.

Reservoirs owned by Applicant – for applications to use water from reservoir that are owned by the applicant, the Department will issue a Final Order and Permit within 1-2 months of receiving the application, depending on workload.

Most Common Deficiencies on Submitted E-2 Applications

- An unsigned Application Form
  → The form must be signed by all the listed applicants. An agent MAY NOT sign the application form for the applicant.
- A map that doesn't meet the requirements of OAR 690-310-0050
  → The mapping requirements are listed on the Minimum Requirements Checklist on page 7 of the Surface Water Application. The most common omission is the measured distance to the reservoir/point of diversion.

Groundwater Applications

Current Timelines

Groundwater Review (Public Interest Review) – after the Department receives a Groundwater Application, it receives a public interest review by the Groundwater Section. This review can take 12-18 months to complete, depending on the workload of the Groundwater Section.

Initial Review (IR) and Public Notice – After a groundwater review is completed, the Department can issue an Initial Review. When the Initial Review is issued, it goes on the Department's weekly public notice with a 30-day comment period. Public notice is currently published on Tuesdays.

Division 33 Reviews (OAR 690-033) – If required, the Division 33 reviews from ODFW, DEQ and the Watermaster are requested when the Initial Review is issued. These reviews are typically received within 45-60 days, but some take longer, depending on the complexity. If mitigation is required, a letter is sent to the applicant outlining the mitigation requirements. The applicant is given 60 days to notify the Department whether they plan on pursuing mitigation. The applicant can put the application on administrative hold for up to 180 days.

Proposed Final Order (PFO) – After the 30-day comment period is complete, and the Division 33 reviews are submitted (if applicable), the Proposed Final Order is prepared, reviewed, issued and goes on the Department's weekly public notice with a 45-day protest period.

Final Order/Draft Permit/Permit – After the 45-day protest period, if the Department did not receive any protests, the Department can issue a Final Order. If the Final Order is to approve the application, but additional information is required (as requested in the PFO), the Department will issue a Final Order and Draft Permit. If no information is needed and the Final Order is to approve, the Department will issue a Final Order and Permit. The Department typically issues a final order within 1-2 months after the end of the 45-day comment period, depending on workload.

Most Common Deficiencies on Submitted Groundwater Applications

- An unsigned Application Form
  → The form must be signed by all the listed applicants. An agent MAY NOT sign the application form for the applicant.
- Page 3 – Section 3 - Well Development and Total maximum rate requested
  → A rate **must** be requested (at the top of the page). The table must also be completed, especially if the well is proposed. This information is used by the Groundwater Section to complete the Groundwater review.
- Page 6 – Section 5 – Water Use
  → The acres requested in the application must match what is on the map. Acreage is needed for all irrigation, supplemental irrigation and nursery use applications.
- A map that doesn't meet the requirements of OAR 690-310-0050
  → The mapping requirements (OAR 690-340-0030) are listed on the Minimum Requirements Checklist, included with the application. The most common omissions are:
    - The measured distance to the POA/Well(s). If multiple wells, there must be measured distances to each well from a public land survey corner. The corner being measured from must also be visible on the map.
    - Acreage identified in each quarter-quarter (QQ). If the POU is in different QQs, the acreage in **each QQ** must be identified.

Surface Water Applications

Current Timelines

Initial Review (IR) and Public Notice – After a surface water application is received, the Department can issue an Initial Review. It is the Department's goal to issue Surface Water Initial Reviews within 45-days, depending on workload. When the Initial Review is issued, it goes on the Department's weekly public notice with a 30-day comment period. Public notice is currently published on Tuesdays.

Division 33 Reviews (OAR 690-033) – The Division 33 reviews from ODFW, DEQ and the Watermaster are requested when the Initial Review is issued. These reviews are typically received within 45-60 days, but some take longer, depending on the complexity. If mitigation is required, a letter is sent to the applicant outlining the mitigation requirements. The applicant is given 60 days to notify the Department whether they plan on pursuing mitigation. The applicant can put the application on administrative hold for up to 180 days.

Proposed Final Order (PFO) – After the 30-day comment period is complete, and the Division 33 reviews are submitted, if mitigation is not required, the Proposed Final Order is prepared, reviewed, issued and goes on the Department's weekly public notice with a 45-day protest period.

Final Order/Draft Permit/Permit – After the 45-day protest period, if the Department did not receive any protests, the Department can issue a Final Order. If the Final Order is to approve the application, but additional information is required (as requested in the PFO), the Department will issue a Final Order and Draft Permit. If no information is needed and the Final Order is to approve, the Department will issue a Final Order and Permit. The Department typically issues a final order within 1-2 months after the end of the 45-day comment period, depending on workload.

Most Common Deficiencies on Submitted Surface Water Applications

- An unsigned Application Form
  → The form must be signed by all the listed applicants. An agent MAY NOT sign the application form for the applicant.
- Page 5 – Section 5 – Water Use
  → A rate MUST be requested. Also, the acres requested in the application must match what is on the map. Acreage is needed for all irrigation, supplemental irrigation and nursery use applications.
- A map that doesn't meet the requirements of OAR 690-310-0050
  → The mapping requirements are listed on the Minimum Requirements Checklist, included with the application. The most common omissions are:
  - The measured distance to the POD(s). If multiple PODs, there must be measured distances to each POD from a public land survey corner. The corner being measured from must also be visible on the map.
  - Acreage identified in each quarter-quarter (QQ). If the POU is in different QQs, the acreage in **each QQ** must be identified.

Reservoir Applications (Standard Review Process)

Current Timelines

Initial Review (IR) and Public Notice – After a reservoir water application is received, the Department can issue an Initial Review. It is the Department's goal to issue Reservoir Initial Reviews within 45-days, depending on workload. When the Initial Review is issued, it goes on the Department's weekly public notice with a 30-day comment period. Public notice is currently published on Tuesdays.

Division 33 Reviews (OAR 690-033) – The Division 33 reviews from ODFW, DEQ and the Watermaster are requested when the Initial Review is issued. These reviews are typically received within 45-60 days, but some take longer, depending on the complexity. If mitigation is required, a letter is sent to the applicant outlining the mitigation requirements. The applicant is given 60 days to notify the Department whether they plan on pursuing mitigation. The applicant can put the application on administrative hold for up to 180 days.

Proposed Final Order (PFO) – After the 30-day comment period is complete, and the Division 33 reviews are submitted, if mitigation is not required, the Proposed Final Order is prepared, reviewed, issued and goes on the Department's weekly public notice with a 45-day protest period.

Final Order/Draft Permit/Permit – After the 45-day protest period, if the Department did not receive any protests, the Department can issue a Final Order. If the Final Order is to approve the application, but additional information is required (as requested in the PFO), the Department will issue a Final Order and Draft Permit. If no information is needed and the Final Order is to approve, the Department will issue a Final Order and Permit. The Department typically issues a final order within 1-2 months after the end of the 45-day comment period, depending on workload.

Most Common Deficiencies on Submitted Reservoir Applications

- An unsigned Application Form
  → The form must be signed by all the listed applicants. An agent MAY NOT sign the application form for the applicant.
- Page 4 – Section 5 – Water Use
  → All of the uses for the stored water must be identified. Multipurpose Use is **not** an allowable use for a Standard Reservoir Application. A volume and dam height must also be requested.
- Page 5 – Section 6 – Dam Height and Composition
  → As noted in the application, if the dam is 10 feet or higher AND the reservoir will store 9.2 acre-feet of water or more, preliminary plans and specs must be submitted.
- A map that doesn't meet the requirements of OAR 690-0050
  → The mapping requirements are listed on the Minimum Requirements Checklist, included with the application. The most common omissions are:
    - The measured distance to the POD(s). If multiple PODs, there must be measured distances to each POD from a public land survey corner. The corner being measured from must also be visible on the map.
    - The measured distance to the reservoir(s). If multiple reservoirs, there must be measured distances to each reservoir from a public land survey corner. If there is a dam, the measurement must be from the center of the dam. If there is no dam, the measurement must be from the center of the reservoir. The corner being measured from must also be visible on the map.

Current Forms & Fee

The most current fees for all applications may be accessed from the Department's website. The online fee calculator can be access under Water Rights > Apply for a Water Use Permit from the home page.

Water Right Section Contacts - For questions, please contact:
Kim French at Kim.R.French@water.oregon.gov or
Lisa Graham at Elisabeth.A.Graham@water.oregon.gov.

Assignments

Most Common Deficiencies on Submitted Requests

Missing Signatures on Request for Assignment Forms
For a full assignment when the current holder(s) of record is available to assign their interest, the form must include the signature of each holder of record. For a partial assignment, the form must include the signature of the holder of record for the portion being assigned.

If the holder(s) of record is unavailable to sign, then the request is assignment by proof of ownership.

Missing Proof for Request for Assignment by Proof of Ownership
Two types of proof are required for these requests, the first being proof of land ownership. This may include a deed to the land and legal description (Exhibit A), a copy of a land sales contract, a court order or decree, or documentation of survivorship of property held jointly. Submittal of tax statements, a copy of the permit or transfer final order, or business registry information do not fulfill this requirement.

Proof that the holder of record of record is unavailable to assign their interest is also required. This requirement may be achieved by submitting a copy of returned certified mailing or a copy of a death certificate. Other proof that the requestor has been unable to contact the holder(s) of record may be considered. For more information on this item of proof, please contact Mary Bjork 503-979-9895 or mary.f.bjork@water.oregon.gov.

Important to Know (Mailing)
Processed and returned assignments may be copied to numerous individuals and entities, but the originals are mailed to the individual and/or entity that submitted the fee.

Current Forms & Fee
The most current Request for Assignment Forms may be accessed from the Department's website via Programs > Water Rights > Permit > Assignments. As of July 1, 2021, the fee for a Request for Assignment is $120.

Current Water Right Status
Assignments may only be accepted on non-cancelled, unperfected, uncertificated water rights, including:

- a pending application for permit
- a pending transfer application
- a permit
- a transfer final order
- a groundwater registration
- a limited license

Information on current water right status may be accessed from the Department's website via Programs > Water Rights > Water Right Information Search (WRIS).

Contact: For questions, please contact Mary Bjork 503-979-9895 or mary.f.bjork@water.oregon.gov.

Limited Licenses

Current Timelines

Public Notice - After a submitted application for limited license is determined to be complete, it is included in the Department's weekly public notice for 14 days. A final order may not be issued until the 14-day comment period has passed. Public notice is currently published on Tuesdays.

Groundwater Sources – If the proposed source is from groundwater, additional technical reviews will be conducted by the Department. The review may delay issuance of a final order by approximately six months to a year.

Surface Water Sources - For applications to use surface water, the Department typically issues a final order within 1-2 months of receiving the application depending on public interest considerations and workload.

Most Common Deficiencies on Submitted Limited License Applications

- an unsigned Application Form
  → The form must be signed by all the listed applicants.
- a blank Water Availability Statement
  → The form must be submitted as completed by the local Watermaster. It is the responsibility of the applicant to work with the local Watermaster on completing the form.
- a blank Land Use Information Form
  → The form must be submitted as completed by the local planning official in the jurisdictions where the limited license authorization is being requested for use. It is the responsibility of the applicant to work with the local planning official on completing the form.
- a map that doesn't meet the requirements
  → The mapping requirements (OAR 690-340-0030) are listed on page 2 of the application form.

Current Forms & Fee

The most current Application for Limited Water Use License may be accessed from the Department's website via Programs > Water Rights > Other Water Use Authorizations > Limited Licenses. The current fee is $280 for the first point of diversion plus $30 for each additional point of diversion.

Contact: For questions, please contact Mary Bjork 503-979-9895 or mary.f.bjork@water.oregon.gov.

Claims of Beneficial Use

Scrivener's Errors
Many times, the items that we discover during the review of the report and map involve scrivener type errors. These include items such as transposed quarter quarters, transposed direction (north, south, east, and west) in the point of diversion or appropriation description, transposed numbers in Well Log or Well ID tag numbers, and transposed application, permit or transfer numbers. Below is a list of additional items to check and consider prior to submitting a Claim of Beneficial Use.

Report

Missing Signatures on the Claim Form
The Claim must be signed by all permit or transfer holders of record. This includes Northwest Farm Credit Services if they are a permit holder of record.

If the ownership has changed, it is recommended that an Assignment be completed prior to the submittal of the Claim. That being said, the assignment can be submitted with the Claim.

Exception – If the permit or transfer involves multiple holders of record, the Claim can be prepared for only a portion of the permit or transfer. If this is the case, the Claim only needs to be signed by the holders of record for that portion of the permit or transfer that the Claim covers. The other holders of record must be identified as excluded owners.

Variations
The Variations Section of the claim should be used to identify differences between what the permit or transfer final order authorized and what was developed. These differences could include items such as fewer uses developed, fewer acres developed, fewer points of diversion or appropriation developed, differences in the location of the points of diversion or appropriation, and differences in the distribution of the irrigated acres.

In addition, this section can be used to describe changes to the names of the points of diversion or appropriation from the time of the issuance of the permit or the transfer final order. For example, Well 1 is now is Field 3 Well.

Calculations
Regardless of whether a meter reading or other measurement was taken during the site visit, theoretical calculations of the system are required.

The Department has created calculator spreadsheets for your use. Those calculators are located on the Resources for Certified Water Right Examiners page of our web site.

Time Limits
The Claim must identify the actions taken by the permit or transfer holder(s) between the date the permit or transfer final order was issued and the completion date or an extended completion date. Actions taken after the completion date, whether to develop additional use (acres, homes, rate, volume, etc.), develop additional points of diversion or appropriation, or to comply with conditions, will require an extension of time.

Meter installation
If the meter, or some other measurement device, described in the Claim is a *replacement* meter that was installed after the authorized completion date, be sure to note when the original meter or measurement device was installed. The Department has proposed cancellation of permits where the Claim only identified the date the replacement meter was installed and did not provide a date for the original device. In order to demonstrate compliance with the condition, the meter or measurement device must have been in place between the date the permit or transfer final order was issued and the authorized completion date.

Fish Screen Installation and Oregon Department of Fish and Wildlife Approval or Waiver Letter
The Claim must include documentation from ODFW that the fish screen or other required fish protection device has been inspected and approved, or that the requirement has been waived. Evidence of the approval should always be attached to the Claim.

Some permit and transfer holders still qualify to self-certify their fish screens at pumped diversion points. For permits or transfer final orders issued prior to February 1, 2011, the permit or transfer holder can self-certify their fish screen if the diversion is a pumped diversion with a capacity less than 225 gallons per minute.

Pump Tests
Although not required to be submitted with the Claim, many of our calls related to the status of the review of a Claim for a Groundwater permit revolve around the lack of compliance with the Pump Test condition. It is recommended that the Pump Test requirement be resolved prior to or concurrent with the submittal of the Claim.

The Pump Test requirement can be satisfied by the submittal and approval of a Pump Test, or by obtaining either a multiple well exemption or an unreasonable burden exemption.

Map

Reference Corner
Points of Diversion and Appropriation are to be identified in relation to a recognized public land survey corner. The reference corner should be clearly marked on the Claim map.

Bearing and Distance
When identifying the location of a Point of Diversion or Appropriation to a recognized public land survey corner using bearing and distance, the bearing and distance should be from the reference corner to the Point of Diversion or Appropriation.

Coordinates
When identifying the location of a Point of Diversion or Appropriation to a recognized public land survey corner using coordinates (distance north or south and distance east or west from the corner), the coordinate description should be from the reference corner to the Point of Diversion or Appropriation.

Coordinates – Cardinal Directions
When identifying the location of a Point of Diversion or Appropriation using coordinates (Well #1 is located 100 feet North and 500 feet East from the NW Corner or Section 12), cardinal directions should be used.

Latitude and Longitude
Latitude and Longitude can be included on the Claim map in addition to distance and bearing or by coordinates (distance north or south and distance east or west) from recognized public land survey corner. The map must include location of each diversion point, well, or dam by reference to a recognized public land survey corner. The locations may be shown either by distance and bearing or by coordinates (distance north or south and distance east or west from the corner).

Government Lots and Donation Land Claims
Be sure to include Government Lots (GL) and Donation Lands Claims (DLC) on your maps. When irrigation occurs within a GL or DLC, the projected quarter quarter lines should be imposed over the GL or DLC and the number of irrigated acres within each of these projected quarter quarters should be indicated.

It can be helpful in the review of the Claim map if you include a copy of the map that you used to establish the location of the Government Lots and/or Donation Land Claims.

Completeness Project

Notification of Work
If you are retained to complete a Claim of Beneficial Use for someone who has received a 60-day letter, be sure to contact the Caseworker to let them know the timeline for the submittal of the Claim. If you find that you need additional time in order to complete the Claim, discuss this with the Caseworker. Be sure to keep the Caseworker informed regarding the status of the Claim. If the permit is cancelled, for failure to submit a Claim or an Extension, there is a currently a $610 reinstatement fee.

Ownership Changes
If the ownership of the lands where the permit is located has changed, it is recommended that an Assignment be completed prior to the submittal of a Claim or an Extension Application. That being said, the assignment can be submitted with the Claim.

A Late Claim Does Not Require an Extension
If a CBU is late, an extension is not necessary. Permit Extensions of Time are only for the purpose of extending the time to complete the construction and/or beneficial use under a permit.

Contact: For questions, please contact any one of our Certificate Staff:

Gerry Clark at 503-979-9103 or by email at gerald.e.clark@water.oregon.gov
Jonnine Skaug at 503-979-3943 or by email at Jonnine.L.SKAUG@water.oregon.gov
Codi Holmes at 503-979-3184 or by email at Codi.N.HOLMES@water.oregon.gov

Permit Extension of Time Application

- Applications must be complete, and provide a response to all items requested. Incomplete Applications must be returned.
- Permits with conditions pertaining to well construction (i.e. ground water production from alluvium only, minimum casing and seal), or permits located in areas of ground water concerns may be subject to review by Ground Water Division.
- Email contact is the most efficient way to communicate, please include email addresses for the permit holder and the acting agent.

Contact: For questions, please contact any one of our Certificate Staff:
Jeffrey D. Pierceall at 503-979-3213 or by email at jeffrey.d.pierceall@water.oregon.gov

OAR 690-380 – Water Right Transfers

How Many Water Rights can be in a Single Transfer Application?

- The Water Right Transfer Rules are administered under OAR Chapter 690, Division 380

- More specifically under **OAR 690-380-3220**, the rules allow an applicant, in certain circumstances, to include multiple water rights in a single Transfer Application:

> **OAR 690-380-3220**
>
> For changes involving more than one landowner or water use subject to transfer, a separate transfer application is required for each water use subject to transfer from each landowner involved, except under the following circumstances:
>
> **(1)** A change in point or points of diversion or appropriation to a new common point of diversion or appropriation for a delivery system serving multiple rights or multiple ownerships.
>
> **(2)** A change in use or place of use of all rights on a single parcel from all sources.
>
> **(3)** A change in use or place of use from as many as four land owners may be allowed within a district. Such a change must be for the same water right and not total more than 10 acres transferred.
>
> **(4)** Transfers between two parcels using water from the same source.

- **NOTE:** This rule applies **only** to **Division 380 Transfer Applications.**

  It does **NOT** apply to:
  - **Permit Amendment Applications**, which are administered under ORS 537.211(4); **nor** does it apply to…
  - **GW Registration Modification Applications** administered under OAR 690-382.

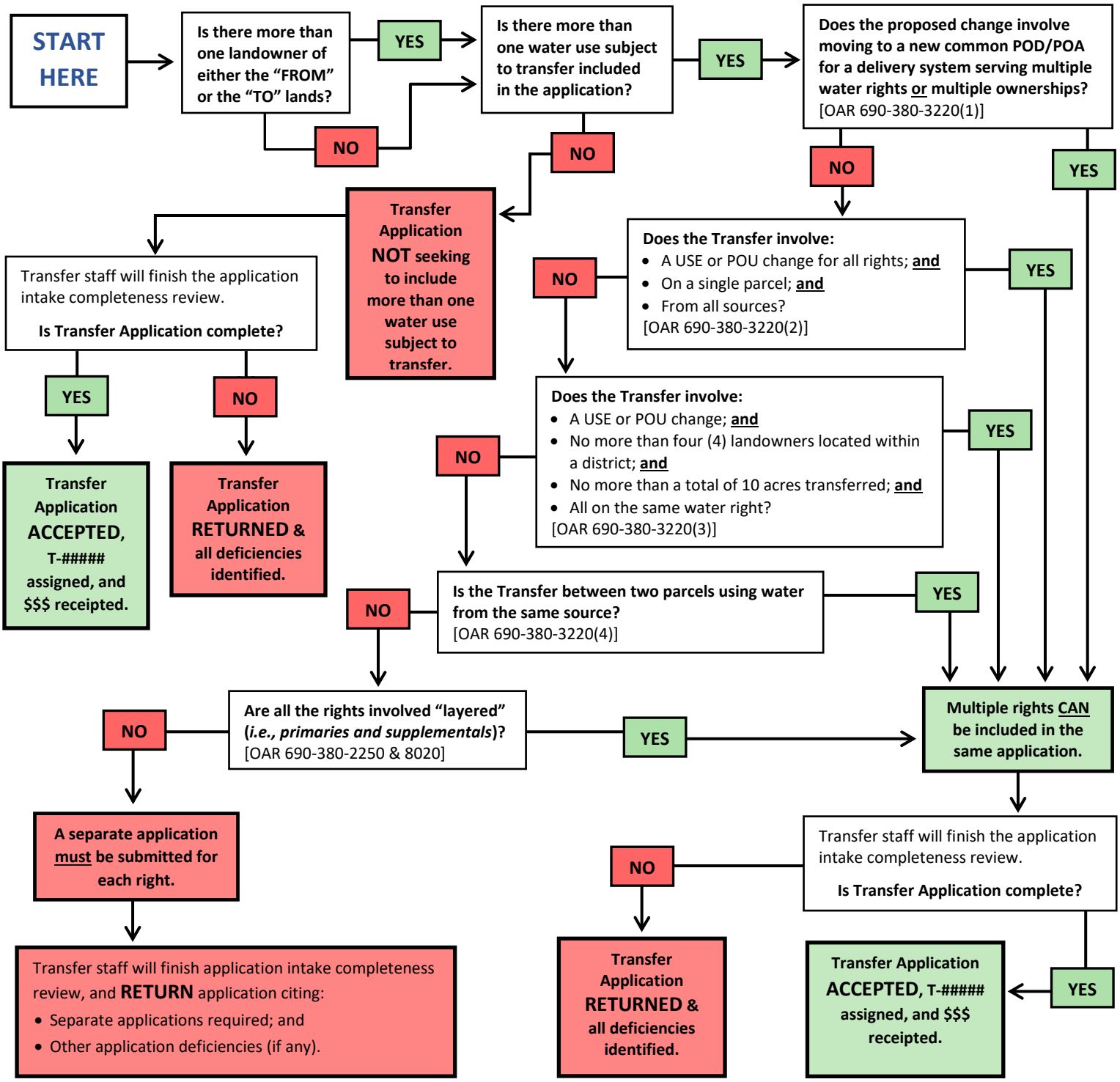
- We've also developed a **Decision Tree Flowchart** to illustrate the requirements of OAR 690-380-3220. It's aimed at walking a person through the various rule criteria to determine whether more than one water right can be included in a single Div. 380 Transfer Application.

  On the back of the Decision Tree Flowchart, you'll find the relevant Transfer rule language pertaining to these criteria and some other helpful considerations.

Decision Tree: Can Multiple Water Rights be included in a Single Transfer Application?

OAR 690-380-3220 – General Criteria / OAR 690-380-2250 – Suppl Water Right or Permit / OAR 690-380-8020 – Temp Transfer Suppl WR

FOR DIV. 380 TRANSFERS: The following series of questions outlined in the flow chart below can be used to determine if separate transfer applications are required for each water right proposed for transfer. To qualify for including multiple water rights in a single application, a proposed transfer application must meet at least one of the exceptions outlined in OAR 690-380-3220(1)-(4).



- **NOTE:** Only water rights that meet the criteria of a "**water use subject to transfer**" under ORS 540.505 may be transferred in a Div. 380 Transfer, except as otherwise noted in OAR 540.510, OAR 690-380-2240, & OAR 690-380-2250. Permit Amendments & GR Modifications are administered under ORS 537.211(4) & OAR 690-382, respectively.
- **"More than one landowner"** does NOT mean two individuals who are married & are both a deeded owner of the parcel(s), nor a single Trust citing more than one name.
- **Other considerations:** The claim of beneficial use for all the water rights involved in a transfer will be evaluated at one time. The Department does not allow sequential or partial perfection of the rights changed through a water right transfer. As a result, the ability of a water right holder to obtain a certificate and/or apply for a subsequent transfer, including a temporary transfer, will be limited if the first transfer includes rights held by other parties who have not completed the authorized changes.

OAR 690-380-3220

Separate Application Required for Each Water Right

For changes involving more than one landowner or water use subject to transfer, a separate transfer application is required for each water use subject to transfer from each landowner involved, except under the following circumstances:

(1) A change in point or points of diversion or appropriation to a new common point of diversion or appropriation for a delivery system serving multiple rights or multiple ownerships.

(2) A change in use or place of use of all rights on a single parcel from all sources.

(3) A change in use or place of use from as many as four land owners may be allowed within a district. Such a change must be for the same water right and not total more than 10 acres transferred.

(4) Transfers between two parcels using water from the same source.

Statutory/Other Authority: ORS 536.025 & 536.027
Statutes/Other Implemented: ORS 540.520

NOTE: *When reading the text of OAR 690-380-3220, the four exceptions outlined in (1) – (4) of that rule must be read with an "**OR**" in mind. Meeting any one of these circumstances would allow the inclusion of more than one water right in a single transfer application. To read the text of OAR 690-380-3220(1)-(4) with an "AND" in mind, would be too restrictive. There would be very few transfer applications that would include all the circumstances set forth in OAR 690-380-3220(1)-(4).*

Additionally, for those transfer applications that include multiple types of changes to multiple rights (e.g., a POD change and a POU change on ten (10) water rights), as long as the circumstance meets one of the exceptions specified in OAR 690-380-3220(1)-(4), we must allow its submittal. Based on the reasoning outlined above, we would not be able to require an applicant to submit ten (10) separate transfer applications (one for each water right) if one of the circumstances in OAR 690-380-3220(1)-(4) applies. Further (assuming the POD and POU changes under each water right affect the same portion of the right), we would not be able to require an applicant to group all of the POD changes on ten (10) water rights in one application and group all of the POU changes on those same ten (10) water rights in another application. That would result in the same portion of the same water rights being inchoate under two different transfer orders and requiring two different Claims of Beneficial Use for the same portion of the same inchoate water right.

OAR 690-380-2250(1)

Transfer of Supplemental Water Right or Permit

(1) When an application for change of the use or place of use for a primary water right is submitted in accordance with OAR 690-380-3000, the applicant also shall indicate whether the land described in the application has an appurtenant supplemental water right or permit. If the applicant intends to transfer the supplemental water right or permit with the primary water right, the applicant shall include information on the supplemental right or permit as part of the transfer application for the primary water right as required under OAR 690-380-3000.

Statutory/Other Authority: ORS 536.025 & 536.027
Statutes/Other Implemented: ORS 540.510 - 540.530

OAR 690-380-8020(1) & (2)

Supplemental Water Rights

(1) When an application for a temporary transfer of the place of use is filed with the Department, the applicant also shall indicate whether the land described in the application has an appurtenant supplemental water right or permit. The applicant shall also indicate whether the supplemental water right or permit is intended to be temporarily transferred with the primary water right or to remain unexercised at the place of use as described in the original water right during the period of the temporary transfer.

(2) If the applicant also intends to temporarily transfer the supplemental water right or permit, the applicant shall include the information required under OAR 690-380-3000 and 690-380-8000 for the supplemental water right or permit.

Statutory/Other Authority: ORS 536.025 & 536.027
Statutes/Other Implemented: ORS 540.523

Guidance related to Micro-Irrigation Transfers (aka strip-drip transfers)

- To approve a Transfer Application, in accordance with OAR 690-380-5000(1), the Department must be able to find that **no enlargement** of the water right proposed for transfer <u>and</u> that **no injury** to other existing water rights will occur as a result of the transfer.

- Occasionally, the Department receives a Transfer Application proposing to change the place of use of an irrigation water right from a solid area of irrigated land to lands irrigated with a micro-irrigation system, such as with emitters on small circles of land and/or strips or rows of irrigated land with dry strips of land located in between each irrigated strip/row.
    - **IMPORTANT:** The Department's experience with Transfer Applications of this nature is that they often result in:
        - Injury to other water users; and
        - Enlargement through additional acres being irrigated (i.e., the water being applied to the "wetted" circles or strips/rows of land encroaches into the areas of land that are supposed to remain dry).

- An alternative path that is better suited to these types of projects and that may accomplish what you need is the **Allocation of Conserved Water Program** (ACW). ACW is a voluntary program that provides benefits to both water right holders and the state's natural resources.

- ACW allows a water user who conserves water to use a portion of that conserved water on additional lands; however, at least 25 percent of the water conserved is required to go to the state to be placed back instream or, in the case of a groundwater right, to remain in the groundwater aquifer.

- Handouts providing an overview of ACW and answers to frequently asked questions about the program can be accessed on the Department's web page at: **www.oregon.gov/owrd/programs/WaterRights/Conservation/Pages/AOCW.aspx**

Guidance Memo

Transfer and Conservation Section
Water Right Services Division

Date: October 18, 2018

To: Transfer & Conservation Section Staff and Other Interested Persons

From: Lisa Jaramillo, Transfer and Conservation Section Manager
Dwight French, Water Right Services Division Administrator
Kelly Starnes, Transfer Section Program Coordinator

RE: Guidance for Handling Micro-Irrigation (e.g., Strip-Drip or Circle-Emitter) Transfer Applications

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Background and Issues

As required by OAR 690-380-5000(1), in order to approve a Transfer Application, the Department must find that no enlargement of the water right proposed for transfer and that no injury to other existing water rights will occur as a result of the transfer.

From time to time, the Department receives a Transfer Application that includes a proposal to change the place of use of an irrigation water right from a solid area of irrigated land to lands irrigated with micro-irrigation systems, such as with emitters on small circles of land and/or strips or rows of irrigated land with dry strips of land located in between each irrigated strip/row.

The Department's experience with these types of transfer applications is that they often result in enlargement through additional acres being irrigated. In other words, the water being applied to the "wetted" circles or strips/rows of land encroaches into the areas of land that are supposed to remain dry. In basins where active water management is occurring and junior users are regulated off to meet senior calls for water, this also results in injury to other existing water rights. These types of applications can also represent an increase in consumptive use that can injure other water users.

Encouraging an Alternative Path

As an alternative path, the Department is encouraging people to instead pursue the Allocation of Conserved Water[1] (ACW) Program as a way to accomplish what they need. ACW is better suited to these types of projects, which often involve switching to a more efficient method of irrigation (*e.g., converting from big gun sprinkler irrigation to drip irrigation*), because ACW is designed to protect against injury and enlargement.

ACW is a voluntary program that provides benefits to both water right holders and the state's natural resources. ACW allows a water user who conserves water to use a portion of that conserved water on additional lands; however, at least 25 percent of the water conserved is required to go to the state to be placed back instream or, in the case of groundwater, to remain in the groundwater aquifer.

Additional information about the ACW Program can be accessed on the Department's website at: *https://www.oregon.gov/OWRD/programs/WaterRights/Conservation/Pages/AOCW.aspx*. The following items, found under "Other Resources," may be particularly helpful:

- Overview & Process;
- Program Presentation (a short video presentation about the program); and
- FAQs.

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[1] See: ORS 537.455 to 537.500 and OAR 690-018

Procedures and Next Steps

Handling Submittal of New "Micro- Irrigation" Transfer Applications

Provided the application is complete, we will accept it and evaluate it consistent with the requirements of OAR 690-380 which include an assessment of whether the transfer will result in injury or enlargement. If the Department cannot make a positive finding of "no injury and no enlargement," the application will be denied. Based on prior experience with these types of transfers, it is likely that the Department will find injury or enlargement; however, the Department may consider Temporary or Permanent Transfers of this nature, provided the water user has previously demonstrated to the Department through monitoring and site inspections by Watermasters that the transfer will not result in injury or enlargement.

Handling Pending "Micro- Irrigation" Transfer Applications

For Transfer Applications pending as of October 18, 2018 that propose to change the place of use and convert to micro-irrigation, Transfer and Conservation Section staff will contact the applicant(s) with a letter explaining the injury and enlargement issues with Transfer Applications of this nature. The letter will provide the applicant an opportunity to withdraw their pending Transfer Application by a specified date (30 days), and to instead pursue an Allocation of Conserved Water. Copies of the following items will be enclosed with the letter for their review and reference: **1)** ACW Program – Overview & Process document; **2)** ACW Program – FAQs; and **3)** ACW Application Form.

If the applicant withdraws the application by the date specified in the letter, they will receive a full refund of the application fees paid.

If the applicant chooses to **not** withdraw their pending Transfer Application by the date specified in the letter, the applicant will **not** receive a refund and the Department will continue processing the application which may result in denial due to injury and enlargement issues. Based on prior experience with these types of transfers, it is likely that the Department will find injury or enlargement; however, the Department may consider Temporary or Permanent Transfers of this nature, provided the water user has previously demonstrated to the Department through monitoring and site inspections by Watermasters that the transfer will not result in injury or enlargement.

Talking Points

The following talking points may be helpful when speaking with applicants and potential applicants:

- We have found that transfers of this nature often:
  - Result in enlargement through additional acres being irrigated. That is, the water being applied to the "wetted" circles or strips/rows of land encroaches into the areas of land that are supposed to remain dry;
  - Result in injury to other existing water rights in basins where active water management is occurring and junior users are regulated off to meet senior calls for water; and
  - Have the potential to result in an increase in consumptive use that can injure other existing water rights.
- Encourage people to instead pursue "additional" acres through the ACW program, which is designed to protect against injury and enlargement. It is important to note that:
  - ACW benefits both water right holders and the state's natural resources;
  - ACW allows a water user who conserves water to use a portion of that conserved water on additional lands specified by applicant in the ACW application – doesn't become appurtenant until gifted or sold (ORS 537.490);
  - At least 25 percent of the water conserved is required to go to the state to be placed back instream or to remain in the groundwater aquifer if the source is groundwater; and
  - Acreage on the original water right involved in the ACW is not changed; however, the rate per acre is reduced (consistent with the ACW Final Order) and a "reduced remaining right" will be issued.

Transfers of Storage Water Rights

Certificated Water Rights authorizing the Storage of Water

- A water right certificate that authorizes the storage of water (R-right) is a different type of right from a surface water right (S-right) and a groundwater right (G-right) that authorize the use of water.
    - Storage in and of itself is not a beneficial use of water. Generally, in order to make beneficial use of water stored in a reservoir, a second water right (i.e., "secondary water right") is needed.

- For purposes of a Water Right Transfer processed under OAR Chapter 690, Division 380, the water right proposed for transfer must be a "water use subject to transfer."
    - As defined in Oregon Revised Statutes (ORS) 540.505(4), a "water use subject to transfer" means a water use established by:
        (a) An adjudication under ORS chapter 539 as evidenced by a court decree;
        (b) A water right certificate;
        (c) A water use permit for which a request for issuance of a water right certificate under ORS 537.250 has been received and approved by the Water Resources Commission under ORS 537.250; or
        (d) A transfer application for which an order approving the change has been issued under ORS 540.530 and for which proper proof of completion of the change has been filed with the Water Resources Commission.

- Prior to the 2021 legislative session, ORS 540.510(1) specified that only a "water use subject to transfer" could be modified (i.e., change in use, place of use, or point of diversion) under a Division 380 Transfer.
    - This specific language ("water use subject to transfer") was problematic when it came to certificated storage water rights because storage itself is not a beneficial use of water.

- With the passage of HB 3103 (2021 Oregon Laws), however, changes made to ORS 540.510 [*see ORS 540.510(1)(b)*] became *effective on January 1, 2022*, that gave the Department authorization to change the type of use for which water is stored under a water right certificate that authorizes the storage of water.
    - IMPORTANT: The Department does not currently have authorization to change the location or place of storage nor to change the diversion point for water right certificates that authorize the storage of water. By the end of 2022, however, a Transfers of Storage Workgroup will be convened to discuss these type of changes as it relates to transfers of storage.

Water Right Permits authorizing the Storage of Water

- Modifying a Water Right Permit is done through submittal and approval of a Permit Amendment Application.

- Approval of a Permit Amendment Application is outlined in ORS 537.211(4).

- In accordance with ORS 537.211(4), "The holder of a water right permit…" may change the point of diversion, change the point of appropriation, change the point of diversion to allow the appropriation of groundwater, or change the place of use of the right, provided all other requirements are met.

- Because ORS 537.211(4) specifically takes about a "water right permit" instead of a "water use subject to transfer" as used in the transfer statutes (ORS 540.505(4)), certain changes to storage water rights may be allowed. NOTE: Character of Use changes are NOT allowed for any type of water right permit.

81st OREGON LEGISLATIVE ASSEMBLY--2021 Regular Session

Enrolled
House Bill 3103

Sponsored by COMMITTEE ON WATER (at the request of Representative Ken Helm)

CHAPTER .....

AN ACT

Relating to water uses; creating new provision; and amending ORS 540.510 and 540.520.

Be It Enacted by the People of the State of Oregon:

SECTION 1. ORS 540.510 is amended to read:

540.510. (1)**(a)** Except as provided in subsections (2) to (8) of this section, all water used in this state for any purpose shall remain appurtenant to the premises upon which it is used and no change in use or place of use of any water for any purpose may be made without compliance with the provisions of ORS 540.520 and 540.530. However, the holder of any water use subject to transfer may, upon compliance with the provisions of ORS 540.520 and 540.530, change the use and place of use, the point of diversion or the use [*theretofore made*] of the water [*in all cases*] without losing priority of the right [*theretofore established*]. A district may change the place of use in the manner provided in ORS 540.572 to 540.580 in lieu of the method provided in ORS 540.520 and 540.530. When an application for change of the use or place of use for a primary water right is submitted in accordance with this section, the applicant also shall indicate whether the land described in the application has an appurtenant supplemental water right or permit. If the applicant also intends to transfer the supplemental water right or permit, the applicant also shall include the information required under ORS 540.520 (2) for the supplemental water right or permit. If the applicant does not include the supplemental water right or permit in the transfer application, the Water Resources Department shall notify the applicant that the supplemental water right or permit will be canceled before the department issues the order approving the transfer of the primary water right, unless within 30 days the applicant modifies the application to include the supplemental water right or permit or withdraws the application. The department may approve the transfer of the supplemental water right or permit in accordance with the provisions of ORS 540.520 and 540.530. The department shall not approve the transfer of a supplemental water right or permit if the transfer would result in enlargement of the original water right or injury to an existing water right. If the department approves the transfer of the primary water right but does not approve the transfer of the supplemental water right or permit, the department shall notify the applicant of the department's intent to cancel that portion of the supplemental water right or permit described in the transfer application before the department issues the primary water right transfer order, unless the applicant withdraws the transfer application within 90 days.

(b) A holder of a water right certificate that authorizes the storage of water may change the type of use identified in the water right certificate, as described in subsection (1)(a) of this section, without losing priority of the right.

(2) Subject to the limitations in ORS 537.490, any right to the use of conserved water allocated by the Water Resources Commission under ORS 537.470 may be severed from the land and transferred or sold after notice to the commission as required under ORS 537.490.

(3)(a) Any water used under a permit or certificate issued to a municipality, or under rights conferred by ORS 538.410 to 538.450, or under the registration system set forth in ORS 537.132, may be applied to beneficial use on lands to which the right is not appurtenant if:

(A) The water is applied to lands which are acquired by annexation or through merger, consolidation or formation of a water authority, so long as the rate and use of water allowed in the original certificate is not exceeded;

(B) The use continues to be for municipal purposes and would not interfere with or impair prior vested water rights; or

(C) The use is authorized under a permit granted under ORS 468B.050 or 468B.053 and for which a reclaimed water registration form has been filed under ORS 537.132.

(b) As used in this subsection, "municipality" means a city, a port formed under ORS 777.005 to 777.725, 777.915 to 777.953 and 778.010, a domestic water supply district formed under ORS chapter 264, a water supplier as defined in ORS 448.115 or a water authority formed under ORS chapter 450.

(4) Pursuant to the provisions of ORS 540.570 or 540.585, any water used under a permit or certificate issued to a district may be applied to beneficial use on lands within the district to which the right is not appurtenant.

(5) The relocation of a point of diversion as necessary to follow the movements of a naturally changing stream channel does not constitute a change in point of diversion for purposes of ORS 540.520 if:

(a) The diversion point stays within 500 feet of the point of diversion on record with the Water Resources Department;

(b) The change does not move the diversion point upstream or downstream beyond the diversion point of another appropriator; and

(c) The diversion is provided with a proper fish screen, if requested by the State Department of Fish and Wildlife.

(6) In the event that government action results in or creates a reasonable expectation of a change in the surface level of a surface water source that impairs or threatens to impair access to a point of diversion authorized by a water right permit, certificate or decree, the owner of the water right may change the point of diversion or add an additional point of diversion in accordance with the provisions of this section in lieu of complying with the requirements of ORS 540.520 and 540.530. Before changing the point of diversion, the water right owner shall provide written notice of the proposed change to the Water Resources Department. Within 15 days after receipt of such notice, the department shall provide notice by publication in the department's public notice of water right applications. Within 60 days after the department receives notice from the owner, the Water Resources Director, by order, shall approve the change unless the director finds the changes will result in injury to other existing water rights. All other terms and conditions of the water right shall remain in effect.

(7) The sale or lease of the right to the use of conserved water under ORS 537.490 does not constitute a change of use or a change in the place of use of water for purposes of ORS 540.520.

(8) Ground water applied to an exempt use as set forth in ORS 537.141 or 537.545 may be subsequently applied to land for irrigation purposes under ORS 537.141 (1)(i) or 537.545 (1)(g) without application for a change in use or place of use under this section.

SECTION 2. ORS 540.520 is amended to read:

540.520. (1)**(a)** Except when the application is made under ORS 541.327 or when an application for a temporary transfer is made under ORS 540.523, if the holder of a water use subject to transfer for irrigation, domestic use, manufacturing purposes, or other use, for any reason desires to change the place of use, the point of diversion, or the use made of the water, an application to make such change, as the case may be, shall be filed with the Water Resources Department.

(b) A holder of a water right certificate that authorizes the storage of water may change the type of use identified in the water right certificate, as described in this section.

(2) The application required under subsection (1) of this section shall include:

(a) The name of the owner;

(b) The previous use of the water;

(c) A description of the premises upon which the water is used;

(d) A description of the premises upon which it is proposed to use the water;

(e) The use that is proposed to be made of the water;

(f) The reasons for making the proposed change; and

(g) Evidence that the water has been used over the past five years according to the terms and conditions of the owner's water right certificate or that the water right is not subject to forfeiture under ORS 540.610.

(3) If the application required under subsection (1) of this section is necessary to allow a change in a water right pursuant to ORS 537.348, is necessary to complete a project funded under ORS 541.932, or is approved by the State Department of Fish and Wildlife as a change that will result in a net benefit to fish and wildlife habitat, the department, at the discretion of the Water Resources Director, may waive or assist the applicant in satisfying the requirements of subsection (2)(c) and (d) of this section. The assistance provided by the department may include, but need not be limited to, development of an application map.

(4) If the application is to change the point of diversion, the transfer shall include a condition that the holder of the water right provide a proper fish screen at the new point of diversion, if requested by the State Department of Fish and Wildlife.

(5) Upon the filing of the application the department shall give notice by publication in a newspaper having general circulation in the area in which the water rights are located, for a period of at least two weeks and not less than one publication each week. The notice shall include the date on which the last notice by publication will occur. The cost of the publication shall be paid by the applicant in advance to the department. In applications for only a change in place of use or for a change in the point of diversion of less than one-fourth mile, and where there are no intervening diversions between the old diversion of the applicant and the proposed new diversion, no newspaper notice need be published. The department shall include notice of such applications in the weekly notice published by the department.

(6) Within 30 days after the last publication of a newspaper notice of the proposed transfer or the mailing of the department's weekly notice, whichever is later, any person may file, jointly or severally, with the department, a protest against approval of the application.

(7) If a timely protest is filed, or in the opinion of the Water Resources Director a hearing is necessary to determine whether the proposed changes as described by the application would result in injury to existing water rights, the department shall hold a hearing on the matter. Notice and conduct of the hearing shall be under the provisions of ORS chapter 183, pertaining to contested cases, and shall be held in the area where the rights are located unless all parties and persons who filed a protest under this subsection stipulate otherwise.

(8) An application for a change of use under this section is not required if the beneficial use authorized by the water use subject to transfer is irrigation and the owner of the water right uses the water for incidental agricultural, stock watering and other uses related to irrigation use, so long as there is no increase in the rate, duty, total acreage benefited or season of use.

(9) A water right transfer under subsection (1) of this section is not required for a general industrial use that was not included in a water right certificate issued for a specific industrial use if:

(a) The quantity of water used for the general industrial use is not greater than the rate allowed in the original water right and not greater than the quantity of water diverted to satisfy the authorized specific use under the original water right;

(b) The location where the water is to be used for general industrial use was owned by the holder of the original water right at the time the water right permit was issued; and

(c) The person who makes the change in water use provides the following information to the Water Resources Department:

(A) The name and mailing address of the person using water under the water right;

(B) The water right certificate number;

(C) A description of the location of the industrial facility owned by the holder of the original water right at the time the water right permit was issued; and

(D) A description of the general industrial use to be made of the water after the change.

SECTION 3. For the purpose of finding agreement among stakeholders on a path forward for transfers of stored water and development of related legislative proposals, the Water Resources Commission shall:

(1) Engage professional facilitation services.

(2) Seek a facilitator with national renown and subject matter expertise.

(3) Retain, if possible, a senior lead facilitator and a junior support facilitator.

(4) Hold six to 12 meetings, in person if practicable, with at least 20 diverse stakeholders, including from federal and state agencies, between the effective date of this 2021 Act and June 30, 2023.

(5) Design a process for the meetings and conduct stakeholder interviews and research before the meetings.

SECTION 4. In addition to and not in lieu of any other appropriation, there is appropriated to the Water Resources Commission, for the biennium beginning July 1, 2021, out of the General Fund, the amount of $485,100 to be used to carry out the provisions of section 3 of this 2021 Act.

Passed by House June 24, 2021

.....
Timothy G. Sekerak, Chief Clerk of House

.....
Tina Kotek, Speaker of House

Passed by Senate June 26, 2021

.....
Peter Courtney, President of Senate

Received by Governor:

.....M.,....., 2021

Approved:

.....M.,....., 2021

.....
Kate Brown, Governor

Filed in Office of Secretary of State:

.....M.,....., 2021

.....
Shemia Fagan, Secretary of State

To: Transfer and Conservation Section (TACS) Staff

From: Lisa Jaramillo, TACS Manager

Date: May 17, 2022

Regarding: **UPDATED** Guidance Table: Changes Allowed for Certificated Storage Right & Storage Permits

The following table is provided as a quick reference guide on what changes may be made to:

1) A certificated storage right under a Transfer Application; or
2) A storage permit (R-#####) under a Permit Amendment Application.

UPDATE: Additional instruction is included below to clarify what action to take if an application is filed that proposes a change(s) for which the Department does not currently have authority to approve. ***This guidance memo supersedes the prior guidance memo on this topic dated January 31, 2022.***

Type of Change(s) Proposed	Certificated Right to Store Water Can a Transfer Application be Approved???	Permit to Store Water Can a Permit Amendment Be Approved???
POD & APOD change(s)	**NO** – A certificated storage right is not a water use subject to transfer. OWRD does not have authority to approve this change. Return application & fees; do not accept.	**YES** – See ORS 537.211(4). If all other requirements are met, the holder of a permit authorizing the storage of water may file an application to change the POD or add a POD. OWRD has authority to approve this change. If all other application requirements met, accept application & fees
POA & APOA change(s)	**NO** – A certificated storage right is not a water use subject to transfer. OWRD does not have authority to approve this change. Return application & fees; do not accept.	**NOT CLEAR** – DOJ consultation needed. If all other application requirements met, accept application & fees. Notify TACS Manager so discussions can be initiated.
POU change	**NO** – A certificated storage right is not a water use subject to transfer. OWRD does not have authority to approve this change. Return application & fees; do not accept.	**NO** – See ORS 537.211(4). A permit to store water does not authorize the "use" of water, therefore, a holder of a storage permit may not change the permit to "…*use water on land to which the right is not appurtenant*." OWRD does not have authority to approve this change. Return application & fees; do not accept. **NOTE:** ORS 537.211(4) allows a POU change on a secondary water right that authorizes the use of stored water.
USE change	**YES** – HB 3103 (2021 Oregon Laws) amended ORS 540.510 to allow a change in the type of use of a certificated water right that authorizes the storage of water. OWRD has authority to approve this change. If all other application requirements met, accept application & fees.	**NO** – See ORS 537.211(4). Not allowed to change the USE for any type of permit under a Permit Amendment. OWRD does not have authority to approve this change. Return application & fees; do not accept.

WEB RESOURCES

- GENERAL
- INTERACTIVE MAPPER
- PLATCARD

Water Resources Department Web Resources

October 2022

1

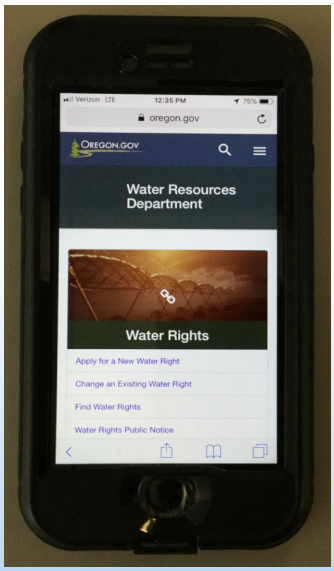
Topics

1. Page Format
2. Web Resources
   A. Forms
   B. Water Rights
   C. Groundwater Data
   D. Well Logs

2

Structure of the Page

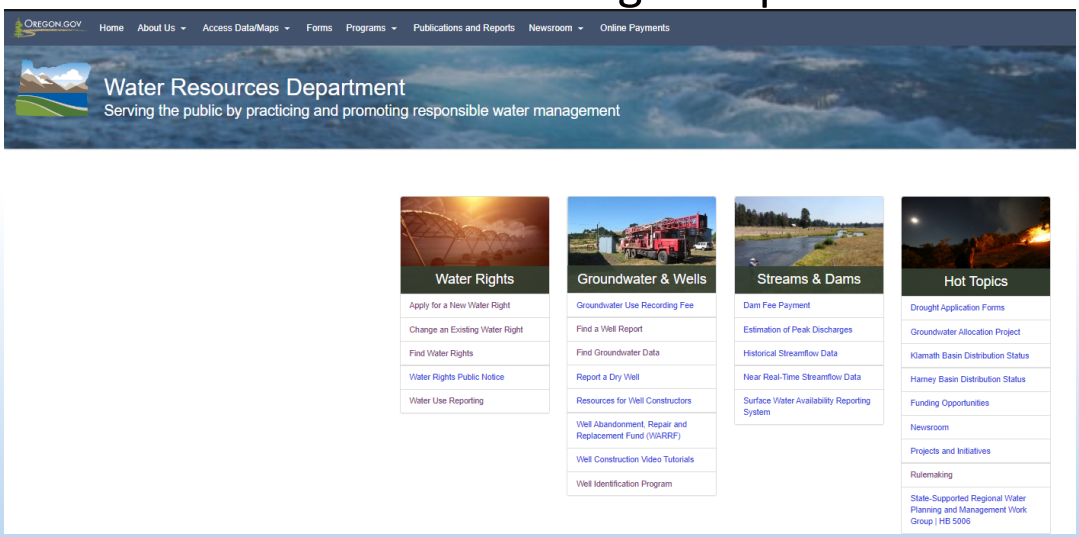
1. Mobile friendly
2. Most common topics on front page
3. Additional topics are found as you navigate deeper into the page
4. Searchable



3

Oregon Water Resources Web Page

Home Page - Top



4

Oregon Water Resources Web Page

Home Page - Bottom

Address

Oregon Water Resources Department
725 Summer Street NE, Suite A
Salem, OR 97301

Hours of Operation: 8:00am - 5:00pm

Back to Top

Links

Problems navigating on a mobile device?

Commission
File Pickup
Find a Document (Vault)
Jobs at WRD
Public Records Request
WRD Online Subscriptions

Contact Us

Phone: 503-986-0900
Fax: 503-986-0901

Media Requests

Locate My Local Watermaster

Tom Byler, Director

Questions for:
Water Rights
Regulation
Webmaster
Wells and Well Construction

About Oregon

Oregon.gov

State Employee Search

Agencies Listing

Accessibility

Privacy Policy

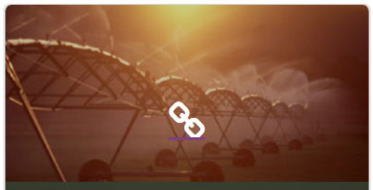
Supported Browsers

OREGON DEPARTMENT of VETERANS' AFFAIRS

Select Language
Powered by Google Translate

5

General Layout



Water Rights

Apply for a New Water Right

Change an Existing Water Right

Find Water Rights

Water Rights Public Notice

Water Use Reporting

Water Rights

Adjudications and Registrations
Certificates
Conservation
Decrees
Forms
Hydroelectric Program
Instream
Other Water Use Authorizations
Permits
Reimbursement Authority
Reporting
Resources for Certified Water Right Examiners (CWRE)
Transfers
Water Right Information Search

Certificates

Resources for Certified Water Right Examiners (CWRE)

Find a CWRE

Cancel a Certificate

Forms

6

Resources for CWREs

Resources for Certified Water Right Examiners (CWRE)

Calculations and Calculators

Compliance with Conditions

Forms and Completeness Checklist

The following resources are provided to aid Certified Water Right Examiners in the preparation of certain application maps and for Claims of Beneficial Use for applications filed after July 9, 1987, and to provide information about how Claims of Beneficial Use are evaluated by the Department.

Claims of Beneficial Use submitted to the Department must be completed on a form provided by the Department. The current versions of the Claim of Beneficial Use form are available for downloading in Word and PDF form (non-interactive).

Training Materials and Resources

The Department has prepared a series of presentations related to Claims of Beneficial Use, Transfers, Department Programs, and utilities available on our website to aid in the research of water rights.

The following presentations are available:

- New Groundwater Application Technical Review – October 2017 (27 minutes)
  - New Groundwater Application Technical Review – October 2017 (PDF)
- Assignments – October 2021 (13 minutes)
  - Assignments – October 2021 (PDF)
- Claims of Beneficial Use – Permits – October 2021 (65 minutes)
  - Claims of Beneficial Use – Permits – October 2021 (PDF)
- Claims of Beneficial Use – Transfers – October 2021 (54 minutes)
  - Claims of Beneficial Use – Transfers – October 2021 (PDF)
- Interactive Mapper – How To Guide – October 2021 (27 minutes)
  - Interactive Mapper – How To Guide – October 2021 (PDF)
- Platcard Utility – How To Guide – October 2021 (19 minutes)
  - Platcard Utility – How To Guide – October 2021 (PDF)
- Allocations of Conserved Water – January 2015 (24 minutes)
- Water Level Measurements and Pump Test Program – January 2014 (49 minutes)

For more information contact:
Gerry Clark 503-979-9103

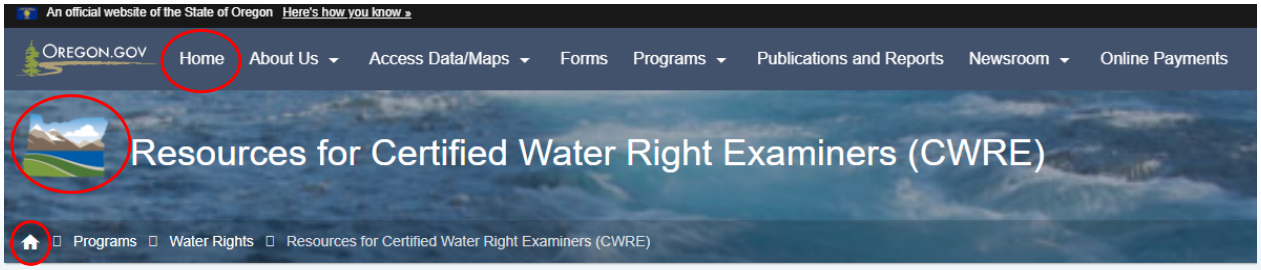
Authority:
- ORS 537.797 - ORS 537.799
- OAR 690-014

Other Resources
- Update Contact Information
- State Board of Examiners for Engineering & Land Surveying

7

Navigation Tip

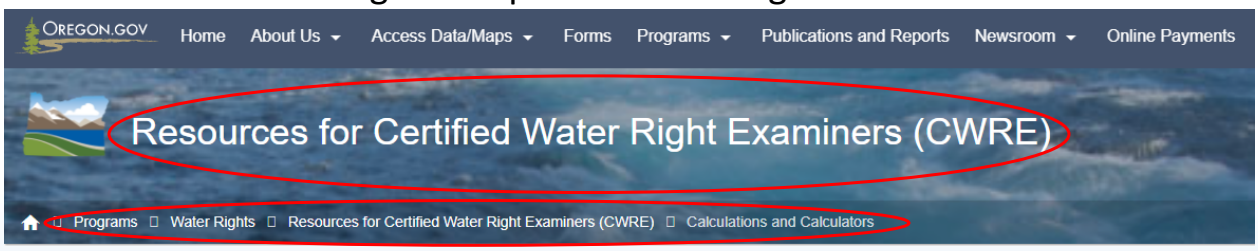
Getting Back Home



8

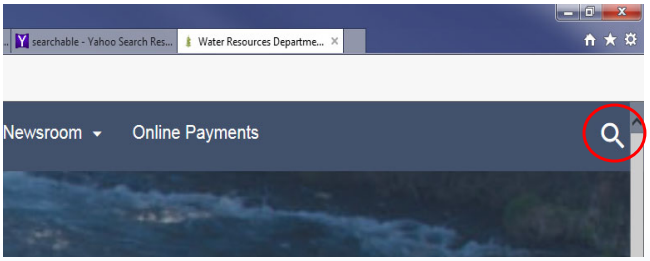
Navigation Tip

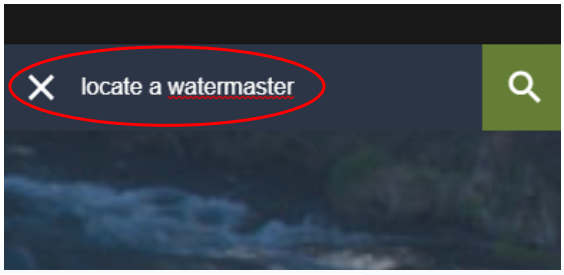
Moving Back Up to Previous Page or Section

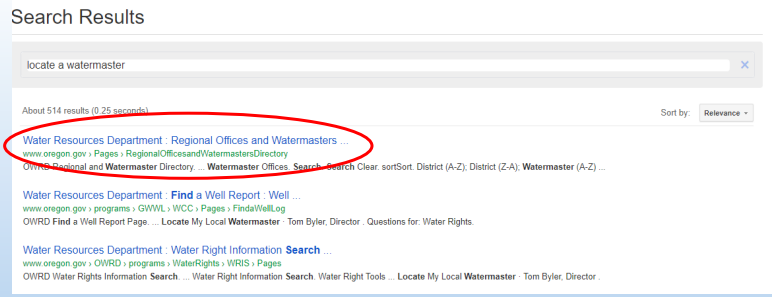


9

The Entire Page is Searchable







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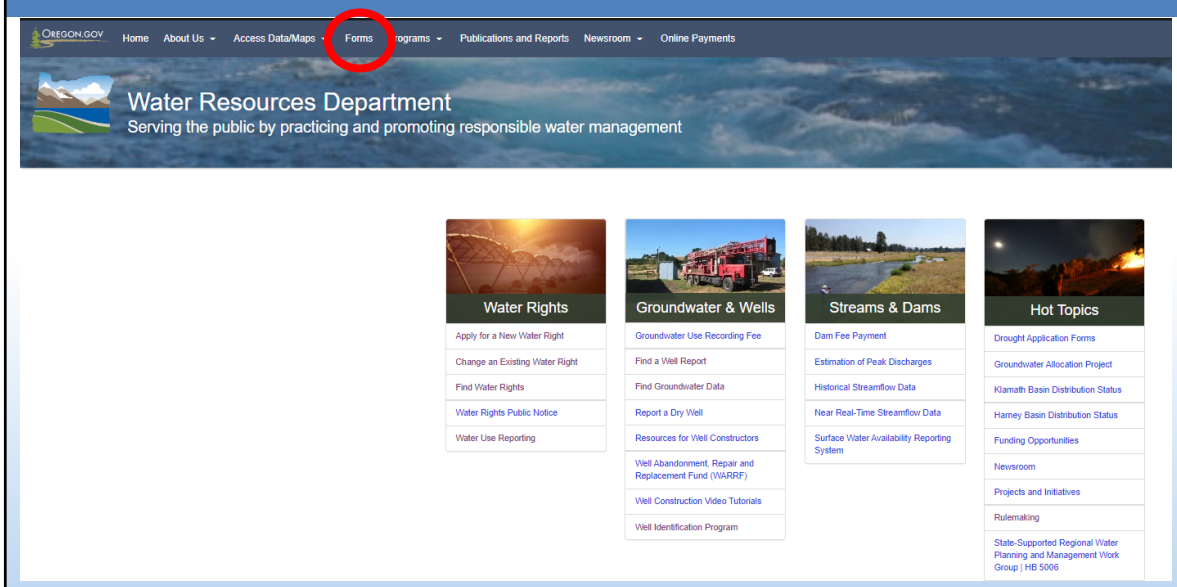
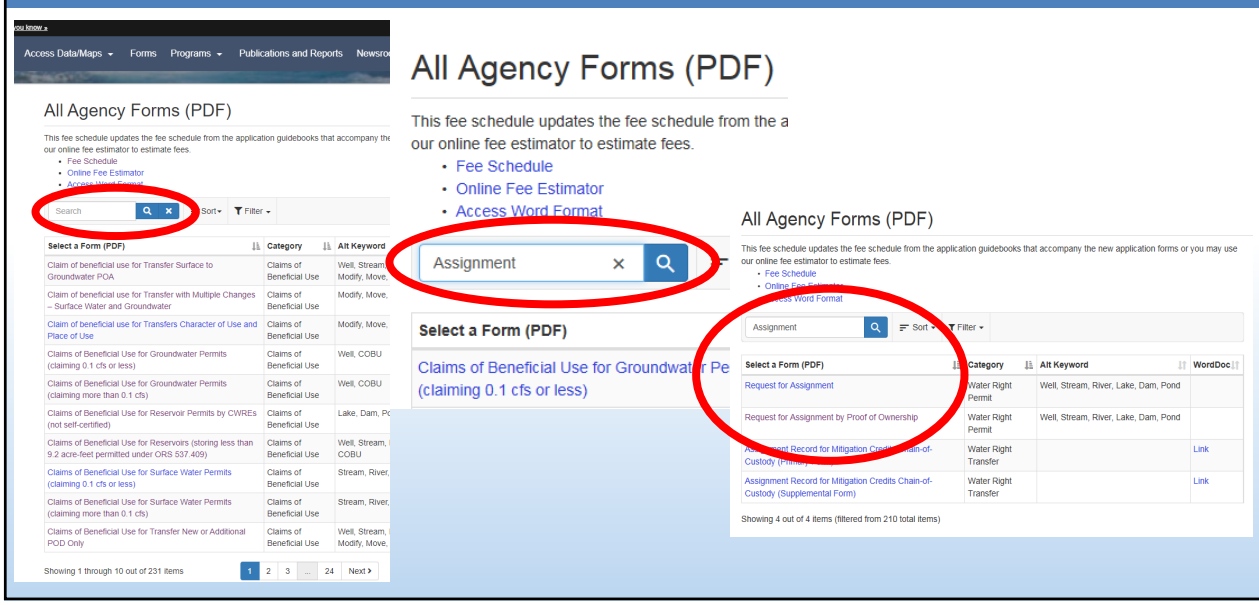
Oregon Water Resources Forms Page



11

Searching for Forms



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Forms in Word Format

All Agency Forms (PDF)

This fee schedule updates the fee schedule from the application guidebooks that accompany the new application forms or you may use our online fee estimator to estimate fees.

- Fee Schedule
- Online Fee Estimator
- Access Word Format

Search | Sort | Filter

Select a Form (PDF)	Category	Alt Keyword	WordDoc
Claims of Beneficial Use for Groundwater Permits (claiming 0.1 cfs or less)	Claims of Beneficial Use	Well, COBU	Link
Claims of Beneficial Use for Groundwater Permits (claiming more than 0.1 cfs)	Claims of Beneficial Use	Well, COBU	Link
Claims of Beneficial Use for Reservoir Permits by CWREs (not self-certified)	Claims of Beneficial Use	Lake, Dam, Pond, COBU	Link
Claims of Beneficial Use for Reservoirs (storing less than 9.2 acre-feet permitted under ORS 537.409)	Claims of Beneficial Use	Well, Stream, River, Lake, Dam, Pond, COBU	Link

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Fee Schedule and Fee Estimator

All Agency Forms (PDF)

This fee schedule updates the fee schedule from the application guic
our online fee estimator to estimate fees.

- Fee Schedule
- Online Fee Estimator
- Access Word Format

Search | Sort | Filter

Select a Form (PDF)	Catego
Claims of Beneficial Use for Groundwater Permits (claiming 0.1 cfs or less)	Claims Benefi

Links:

- Fee Schedule
- Online Fee Estimator
  - Can be used to calculate fees based on the specifics of a permit application, limited license, or transfer
- Access Word Format

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Fee Estimator Options by Transaction Type

Permit Application Fees

Groundwater Application
Emergency Drought Application
Surface Water Application
Surface Water Application (Stored Water Only/Expedited Process)
Standard Reservoir Application
Alternate Reservoir Application - (For impoundments less than 10 feet in height or storing less than 9.2 acre feet of water.)
Limited License - Temporary Water User Authorization

Registration of Water Use for Road Maintenance and Construction Fees

Water Use for Road Maintenance & Construction - Initial Application: $340.00
Water Use for Road Maintenance & Construction - Annual Renewal: $60.00

Transfer Application Fees

Permanent Transfer
Temporary Transfer
Drought Temporary Transfer
Permit Amendment
Groundwater Registration Modification
Exchange
Instream Transfer
Historic POD/POA Transfer
Substitution
District Permanent Transfer
District Temporary Transfer

Disclaimer: This Web-based fee calculator is provided by the Oregon Water Resources Department for the convenience of applicants. Considerable effort has been expended to ensure it's accuracy, however by proceeding users acknowledge that application fees are set by Oregon Revised Statutes, and that the Department reserves the right to correct any error in calculated fees during processing of an application.

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Fee Estimator Options by Transaction Type

Fee Estimator – Groundwater Permit Example

Oregon Water Resources Department
Groundwater Application

Main Help
Return Contact Us

Today's Date: Thursday, September 9, 2021

Base Application Fee.		$1,570.00
Number of proposed cubic feet per second (cfs) to be appropriated. (1 cfs = 448.83 gallons per minute)	.75	$410.00
Number of proposed Use's for the appropriated water. (i.e. Irrigation, Supplemental Irrigation, Pond Maintenance, Industrial, Commercial, etc) *	1	
Number of proposed groundwater points of appropriation. (i.e. number of wells) (include all injection wells, if applicable) **	4	$1,230.00
	Subtotal:	$3,210.00

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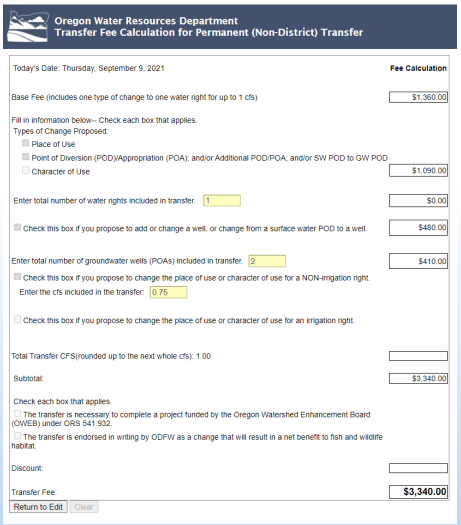
Fee Estimator Options by Transaction Type

Fee Estimator – Permanent (Non-District) Transfer



Oregon Water Resources Department
Transfer Fee Calculation for Permanent (Non-District) Transfer

Today's Date: Thursday, September 9, 2021 — **Fee Calculation**

Base Fee (includes one type of change to one water right for up to 1 cfs) — $1,360.00

Fill in information below-- Check each box that applies.
Types of Change Proposed:
- Place of Use
- Point of Diversion (POD)/Appropriation (POA); and/or Additional POD/POA; and/or SW POD to GW POD
- Character of Use — $1,090.00

Enter total number of water rights included in transfer. 1 — $0.00

Check this box if you propose to add or change a well, or change from a surface water POD to a well. — $480.00

Enter total number of groundwater wells (POAs) included in transfer. 2 — $410.00

Check this box if you propose to change the place of use or character of use for a NON-irrigation right.
Enter the cfs included in the transfer: 0.75

Check this box if you propose to change the place of use or character of use for an irrigation right.

Total Transfer CFS(rounded up to the next whole cfs): 1.00

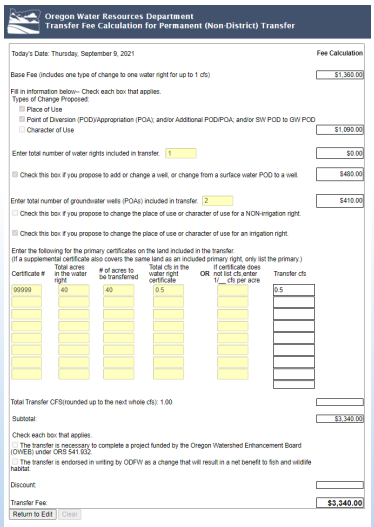
Subtotal: $3,340.00

Check each box that applies.
The transfer is necessary to complete a project funded by the Oregon Watershed Enhancement Board (OWEB) under ORS 541.932.
The transfer is endorsed in writing by ODFW as a change that will result in a net benefit to fish and wildlife habitat.

Discount:

Transfer Fee: **$3,340.00**

Return to Edit | Clear



Oregon Water Resources Department
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- Character of Use — $1,090.00

Enter total number of water rights included in transfer. 1 — $0.00

Check this box if you propose to add or change a well, or change from a surface water POD to a well. — $480.00

Enter total number of groundwater wells (POAs) included in transfer. 2 — $410.00

Check this box if you propose to change the place of use or character of use for a NON-irrigation right.

Check this box if you propose to change the place of use or character of use for an irrigation right.

Enter the following for the primary certificates on the land included in the transfer:
(If a supplemental certificate also covers the same land as an included primary right, only list the primary.)

Certificate #	Total acres in the water right	# of acres to be transferred	Total cfs in the water right certificate	OR	If certificate does not list cfs enter 1/__ cfs per acre	Transfer cfs
99999	40	40	0.5			0.5

Total Transfer CFS(rounded up to the next whole cfs): 1.00

Subtotal: $3,340.00

Check each box that applies.
The transfer is necessary to complete a project funded by the Oregon Watershed Enhancement Board (OWEB) under ORS 541.932.
The transfer is endorsed in writing by ODFW as a change that will result in a net benefit to fish and wildlife habitat.

Discount:

Transfer Fee: **$3,340.00**

Return to Edit | Clear

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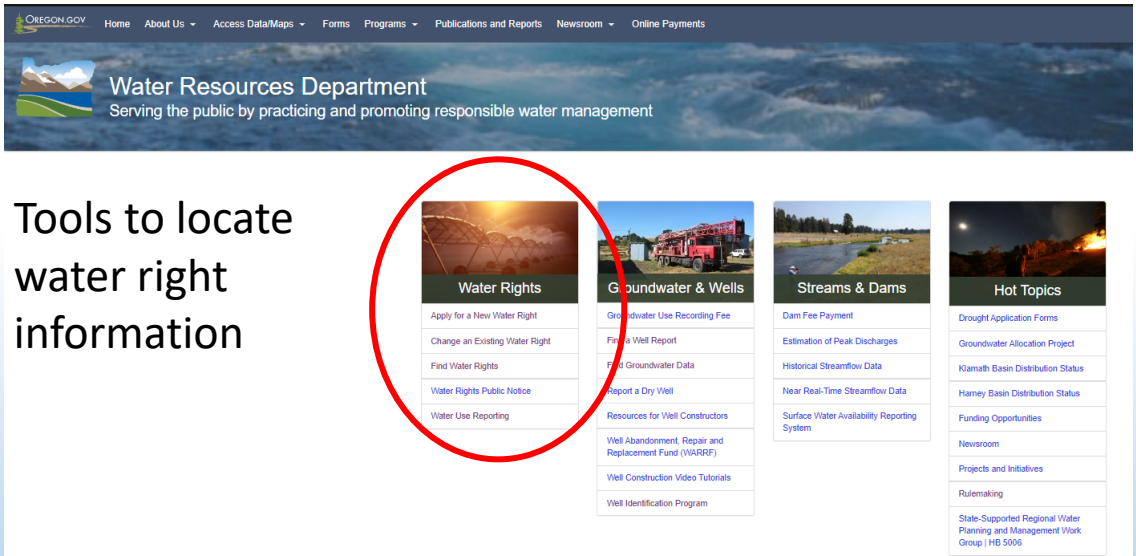
Oregon Water Resources Web Page



Tools to locate water right information

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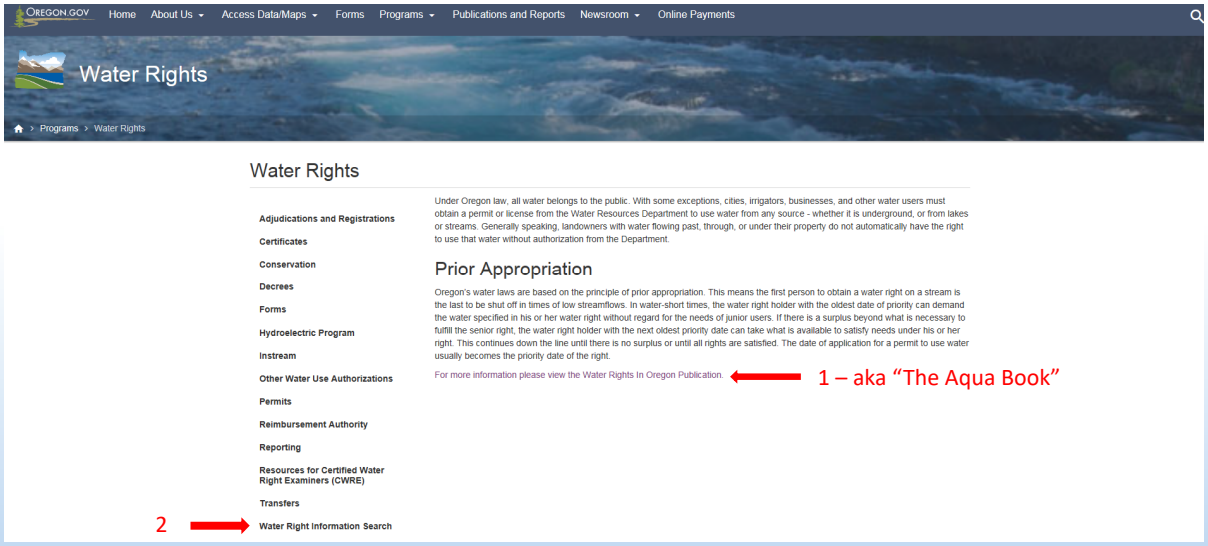
Water Rights Page



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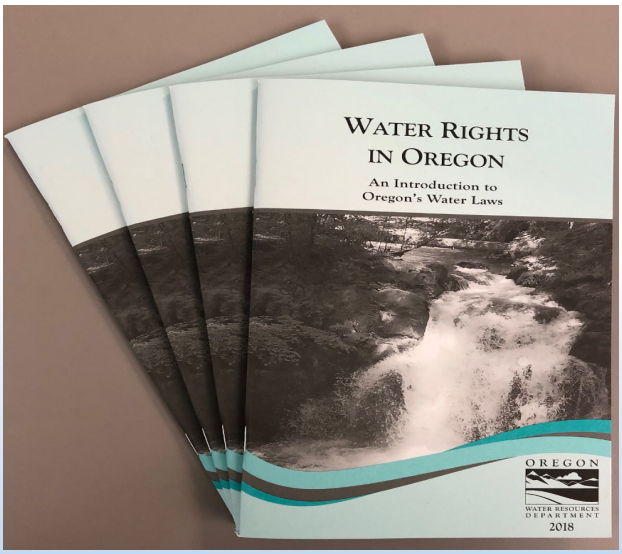
Water Rights in Oregon Publication aka – "Aqua Book"

OREGON
WATER RESOURCES DEPARTMENT



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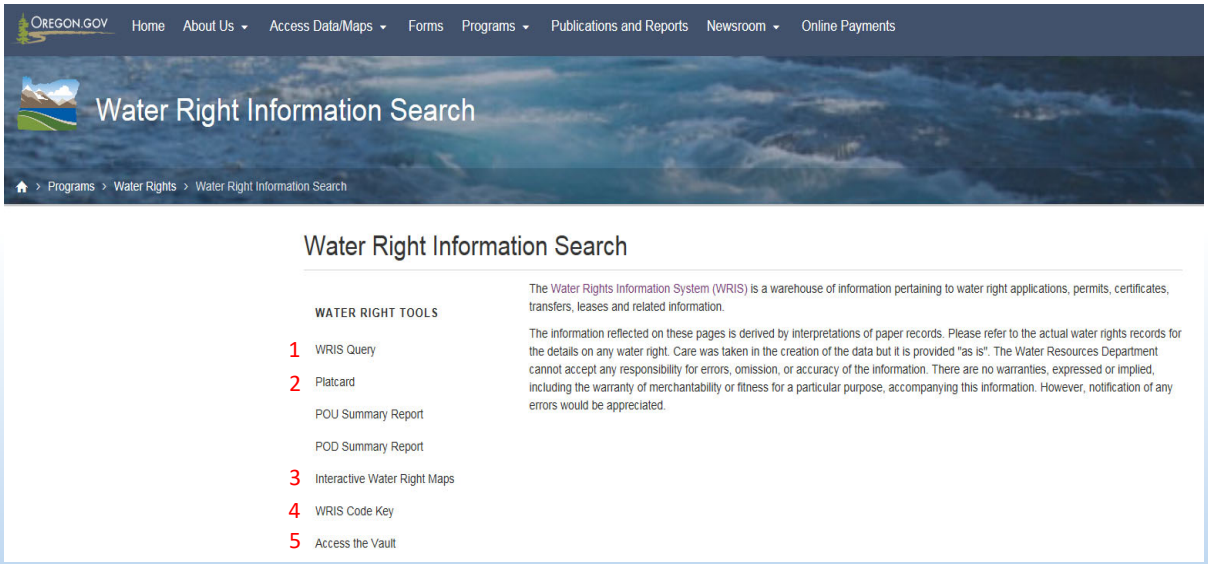
Water Right Information Searches



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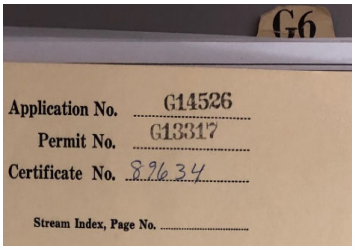
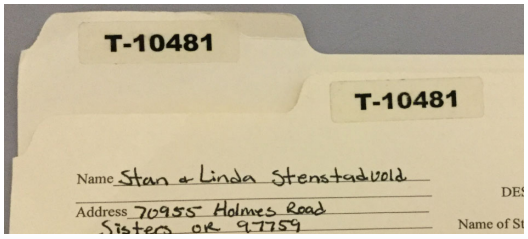
Multiple Reference Numbers





There are multiple numbers that can be used to describe a water right. Each number reflects a specific stage of the water right process:

1. Application Number
2. Permit Number
3. Certificate Number
4. Transfer

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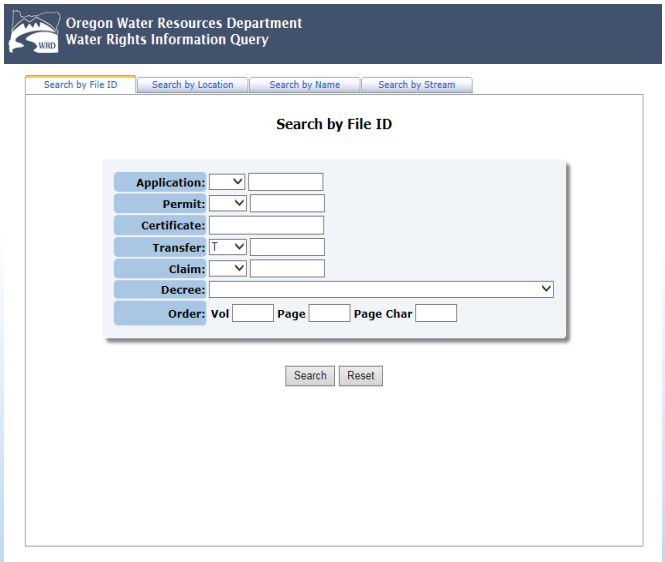
Searching WRIS

WATER RIGHT TOOLS

- WRIS Query
- Platcard
- POU Summary Report
- POD Summary Report
- Interactive Water Right Maps
- WRIS Code Key
- Access the Vault



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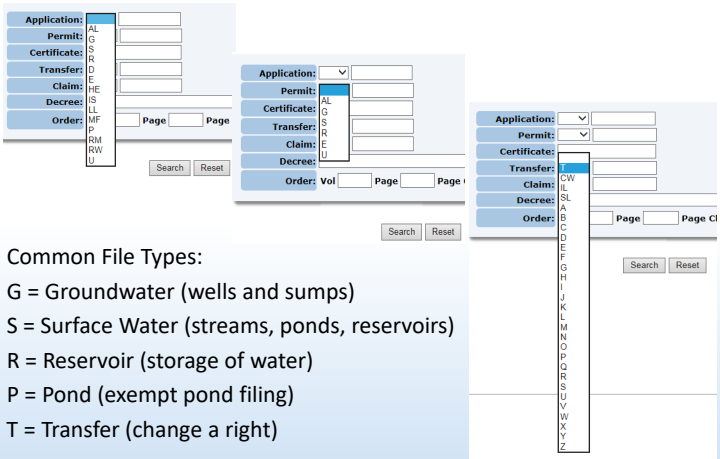
Application, Permit, Transfer

OREGON WATER RESOURCES DEPARTMENT



Common File Types:

G = Groundwater (wells and sumps)

S = Surface Water (streams, ponds, reservoirs)

R = Reservoir (storage of water)

P = Pond (exempt pond filing)

T = Transfer (change a right)

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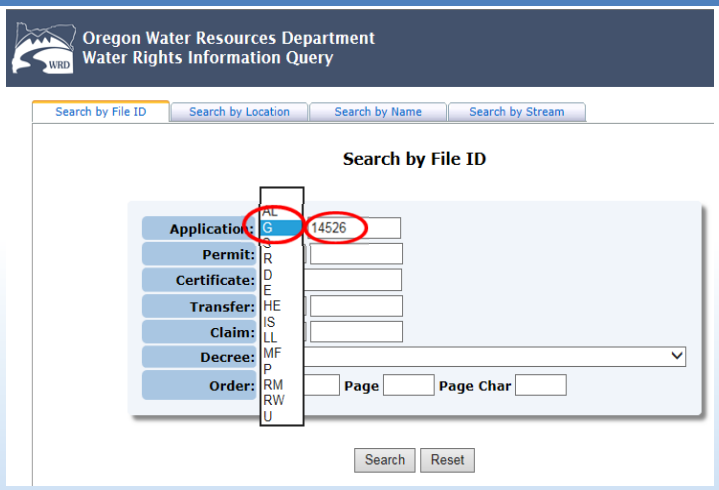
Water Right Search by Reference Number Results



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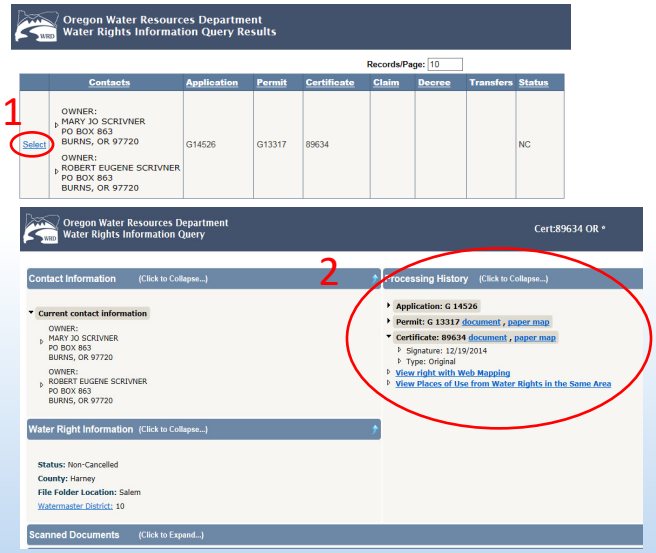
Water Right Search by Reference Number Results



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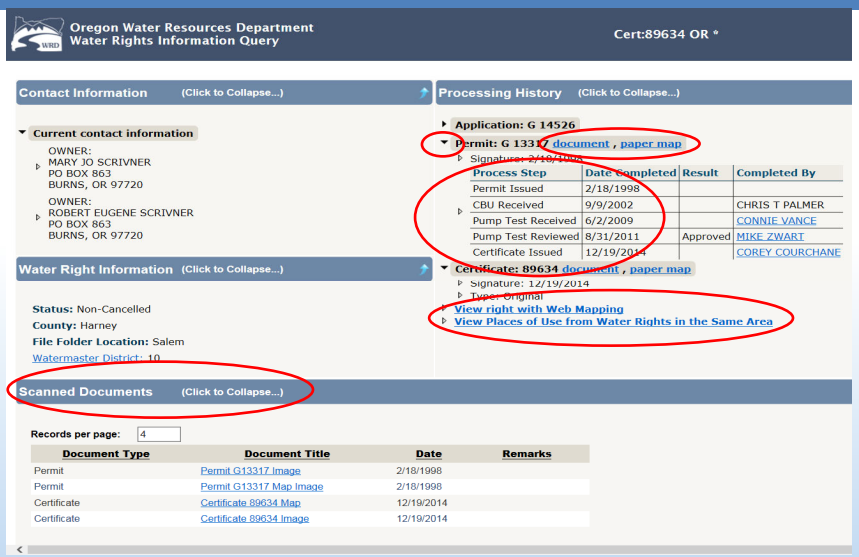
Water Right Search by Reference Number Results – Other Information

OREGON WATER RESOURCES DEPARTMENT



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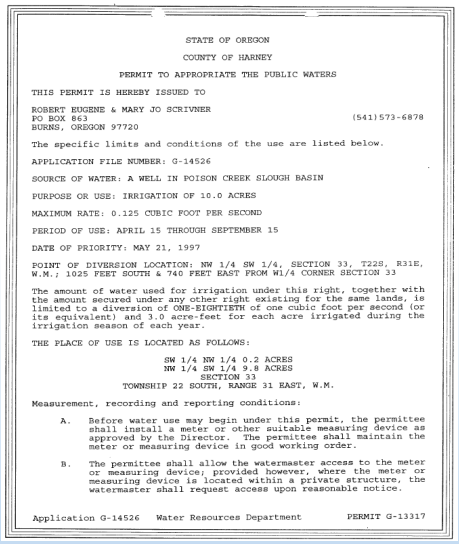
Permit and Maps

OREGON WATER RESOURCES DEPARTMENT



STATE OF OREGON

COUNTY OF HARNEY

PERMIT TO APPROPRIATE THE PUBLIC WATERS

THIS PERMIT IS HEREBY ISSUED TO

ROBERT EUGENE & MARY JO SCRIVNER
PO BOX 863 (541)573-6878
BURNS, OREGON 97720

The specific limits and conditions of the use are listed below.

APPLICATION FILE NUMBER: G-14526

SOURCE OF WATER: A WELL IN POISON CREEK SLOUGH BASIN

PURPOSE OR USE: IRRIGATION OF 10.0 ACRES

MAXIMUM RATE: 0.125 CUBIC FOOT PER SECOND

PERIOD OF USE: APRIL 15 THROUGH SEPTEMBER 15

DATE OF PRIORITY: MAY 21, 1997

POINT OF DIVERSION LOCATION: NW 1/4 SW 1/4, SECTION 33, T22S, R31E, W.M.; 1025 FEET SOUTH & 740 FEET EAST FROM W1/4 CORNER SECTION 33

The amount of water used for irrigation under this right, together with the amount secured under any other right existing for the same lands, is limited to a diversion of ONE-EIGHTIETH of one cubic foot per second (or its equivalent) and 3.0 acre-feet for each acre irrigated during the irrigation season of each year.

THE PLACE OF USE IS LOCATED AS FOLLOWS:

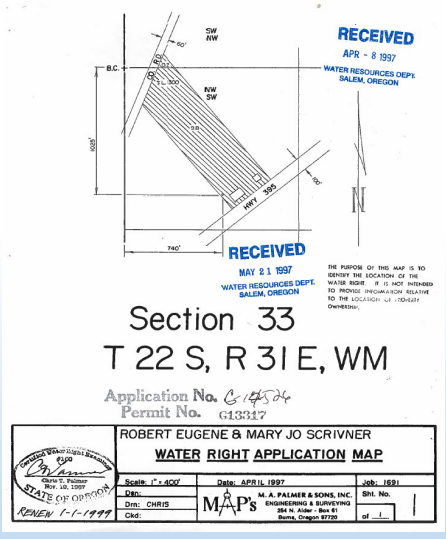
SW 1/4 NW 1/4 0.2 ACRES
NW 1/4 SW 1/4 9.8 ACRES
SECTION 33
TOWNSHIP 22 SOUTH, RANGE 31 EAST, W.M.

Measurement, recording and reporting conditions:

A. Before water use may begin under this permit, the permittee shall install a meter or other suitable measuring device as approved by the Director. The permittee shall maintain the meter or measuring device in good working order.

B. The permittee shall allow the watermaster access to the meter or measuring device; provided however, where the meter or measuring device is located within a private structure, the watermaster shall request access upon reasonable notice.

Application G-14526 Water Resources Department PERMIT G-13317



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Certificate and Claim/Final Proof Survey Map

OREGON WATER RESOURCES DEPARTMENT

STATE OF OREGON

COUNTY OF HARNEY

CERTIFICATE OF WATER RIGHT

THIS CERTIFICATE ISSUED TO

ROBERT EUGENE SCRIVNER
MARY JO SCRIVNER
PO BOX 863
BURNS OR 97720

confirms the right to use the waters of A WELL in the POISON CREEK SLOUGH BASIN for IRRIGATION of 9.0 ACRES.

This right was perfected under Permit G-13317. The date of priority is MAY 21, 1997. The amount of water to which this right is entitled is limited to an amount actually used beneficially, and shall not exceed 0.112 CUBIC FOOT PER SECOND or its equivalent in case of rotation, measured at the well.

The period of allowed use is APRIL 15 THROUGH SEPTEMBER 15.

The well is located as follows:

Twp	Rng	Mer	Sec	Q-Q	Measured Distances
22 S	31 E	WM	33	NW SW	1025 FEET SOUTH & 740 FEET EAST FROM W1/4 CORNER, SECTION 33

The amount of water used for irrigation, together with the amount secured under any other right existing for the same lands, is limited to a diversion of ONE-EIGHTIETH of one cubic foot per second, or its equivalent for each acre irrigated, and shall be further limited to a diversion of not to exceed 3.0 acre-feet per acre for each acre irrigated during the irrigation season of each year.

A description of the place of use is as follows:

Twp	Rng	Mer	Sec	Q-Q	Acres
22 S	31 E	WM	33	SW NW	0.20
22 S	31 E	WM	33	NW SW	8.80

Measurement, recording and reporting conditions:

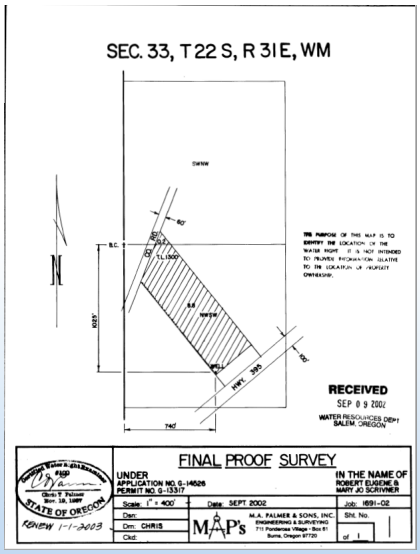
A. The water user shall maintain the meter or other suitable measuring device as approved by the Director in good working order.

B. The water user shall allow the watermaster access to the meters or measuring devices; provided however, where the meter(s) or measuring device(s) is located within a private structure, the watermaster shall request access upon reasonable notice.

NOTICE OF RIGHT TO PETITION FOR RECONSIDERATION OR JUDICIAL REVIEW

This is an order in other than a contested case. This order is subject to judicial review under ORS 183.484 and ORS 536.075. Any petition for judicial review must be filed within the 60-day time period specified by ORS 183.484(2). Pursuant to ORS 183.484, ORS 536.075 and OAR 137-004-0080, you may petition for judicial review and petition the Director for reconsideration of this order. A petition for reconsideration may be granted or denied by the Director, and if no action is taken within 60 days following the date the petition was filed, the petition shall be deemed denied. In addition, under ORS 537.260 any person with an application, permit or water right certificate subsequent in priority may jointly or severally contest the issuance of the certificate within three months after issuance of the certificate.

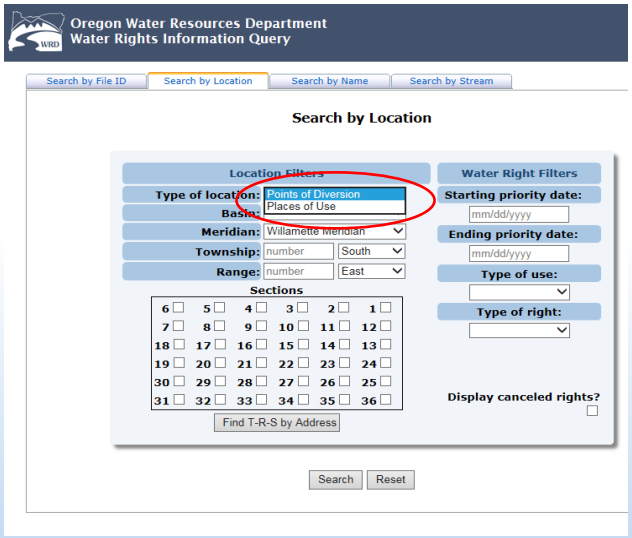
Application G-14526.cc Page 1 of 2 Certificate 89634



29

Search by Location

OREGON WATER RESOURCES DEPARTMENT



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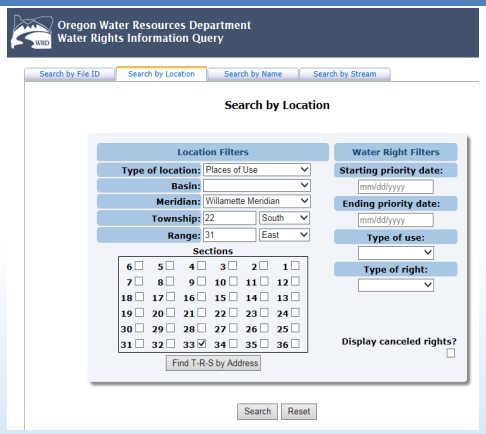
Results of Search by Location

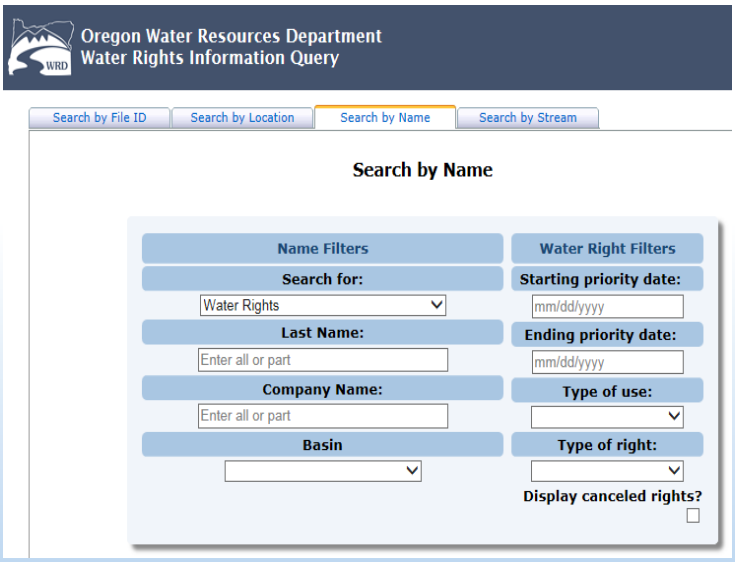
OREGON WATER RESOURCES DEPARTMENT



31

Search by Name

OREGON WATER RESOURCES DEPARTMENT



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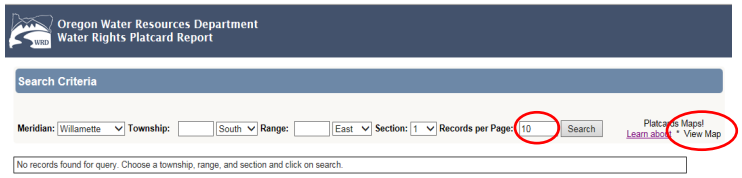
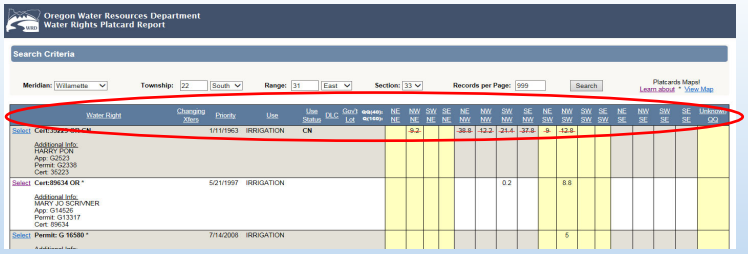
Platcard Report

OREGON WATER RESOURCES DEPARTMENT

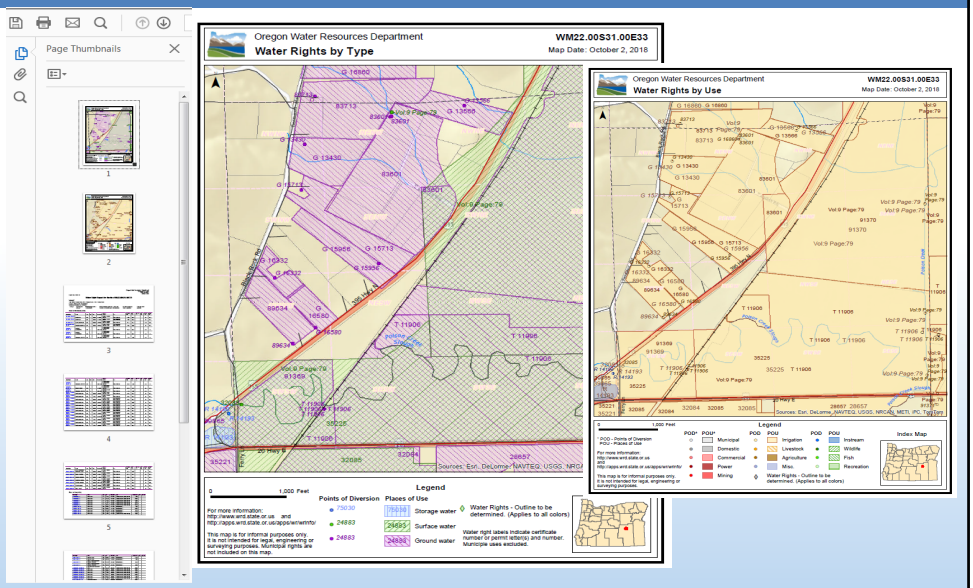


The table can be sorted by each column

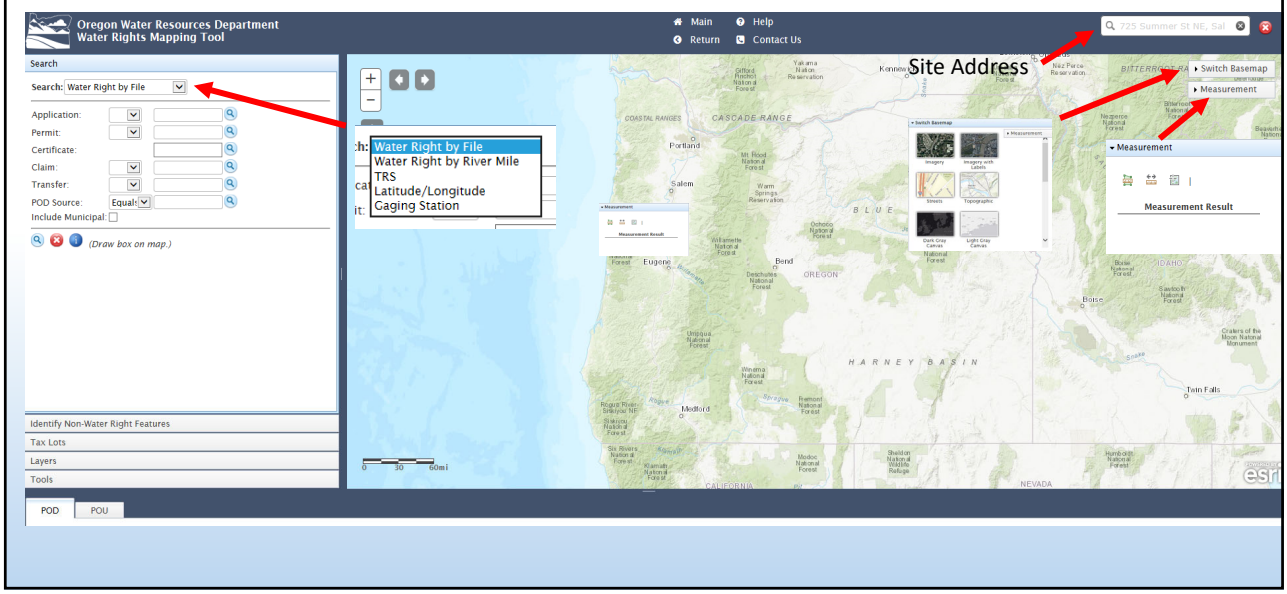


Platcard Map

OREGON WATER RESOURCES DEPARTMENT



Interactive Mapper



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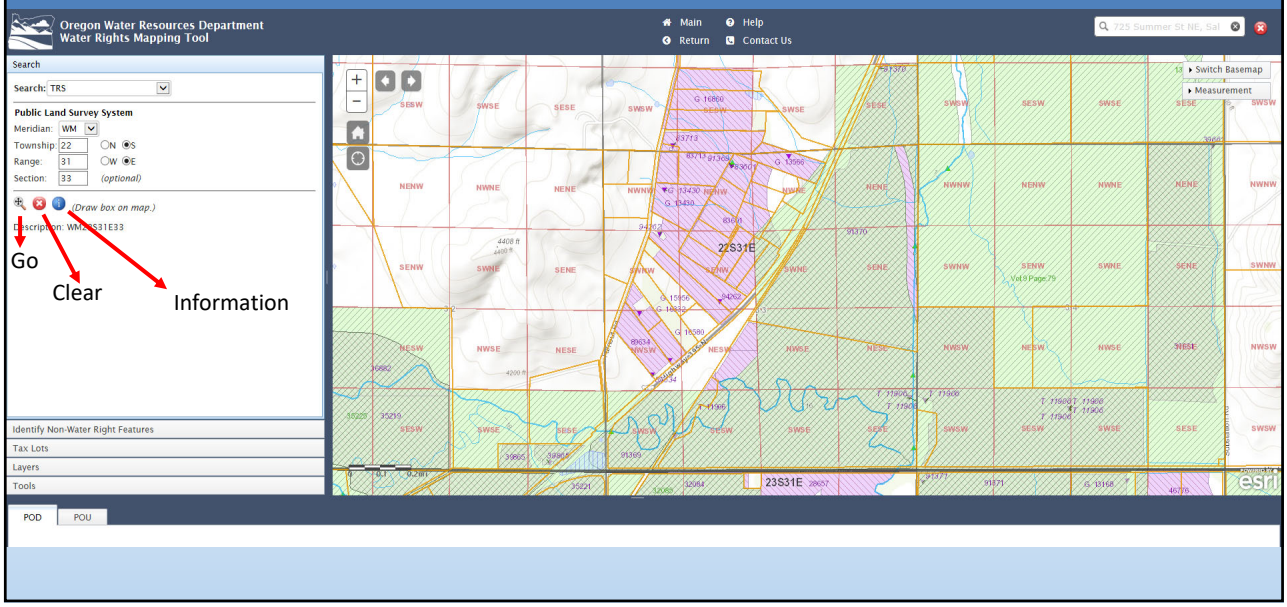
Interactive Mapper Results



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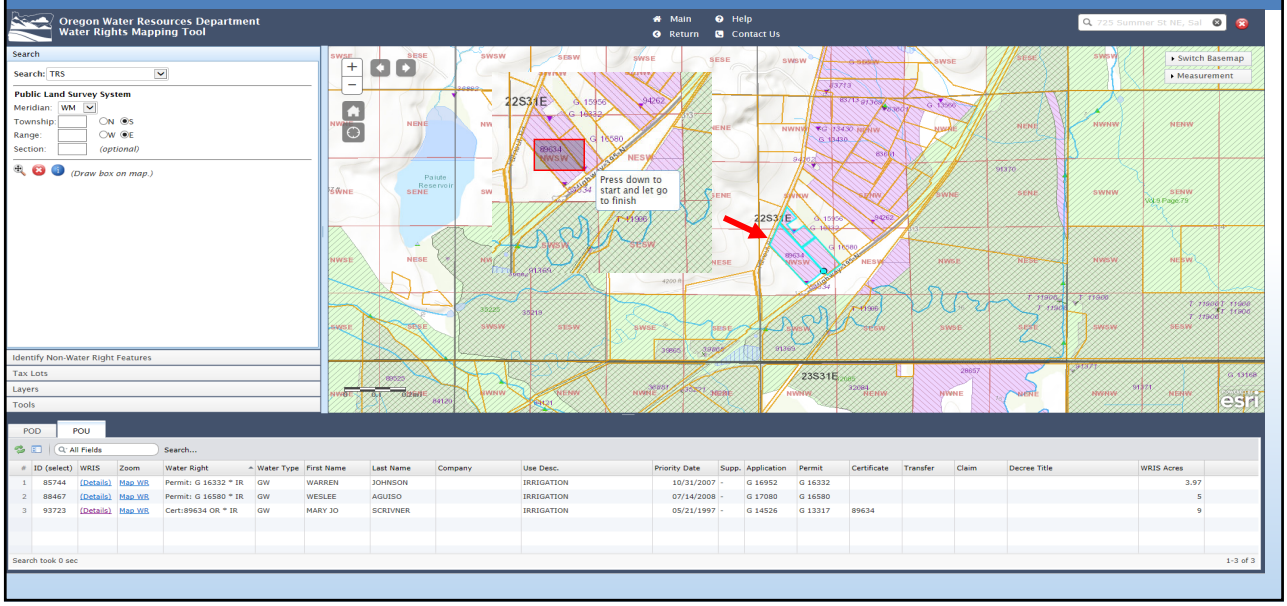
Interactive Mapper Results



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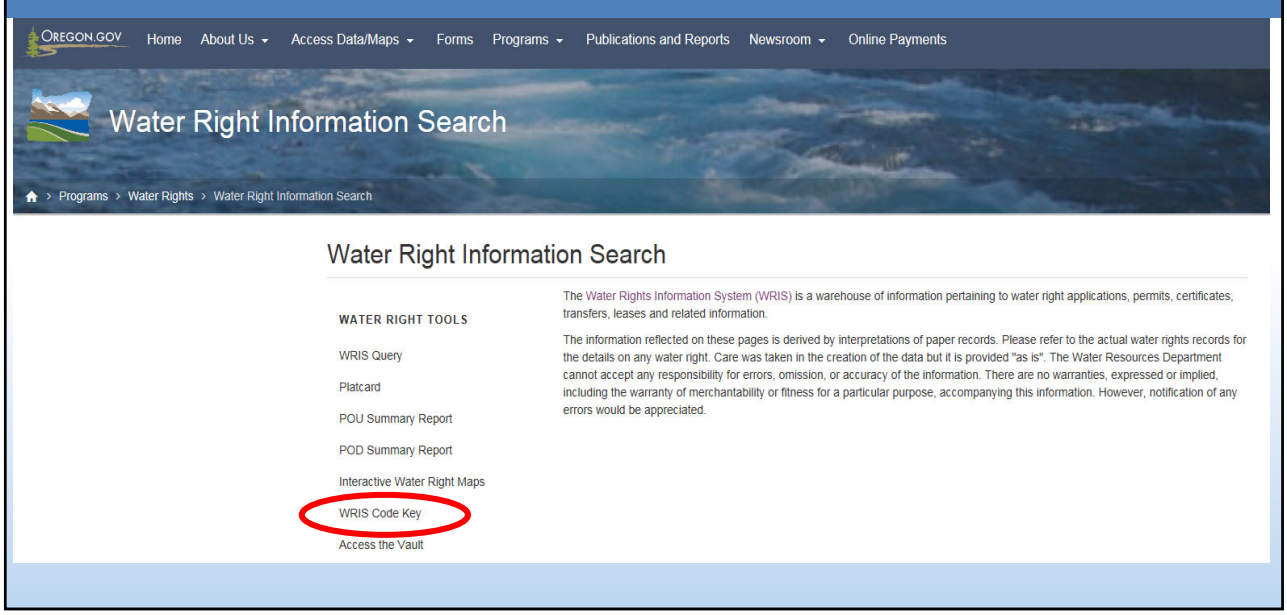
WRIS Code Key



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WRIS Code Key

WRIS Codes

Oregon Water Resources Department

Use Codes

Mining (0)

- MI - Mining

Agriculture (1)

- AG - Agriculture
- CF - Supplemental Flood Harvesting
- CH - Harvesting of Cranberries
- CR - Cranberries
- DB - Dairy Barn
- FR - Frost Protection
- GH - Greenhouse
- MS - Mint Still
- NU - Nursery Uses
- TC - Temperature Control

Domestic (2)

- DI - Domestic Including Lawn & Garden
- DN - Domestic Expanded Including Non-Commercial Garden
- DO - Domestic
- DS - Domestic & Livestock
- GD - Group Domestic
- HC - Human Consumption
- HL - Human Consumption & Livestock
- RR - Restroom
- SC - School

Irrigation (3)

- CI - Irrigation of Cranberries
- I* - Irrigation, Livestock & Domestic
- IC - Primary & Supplemental Irrigation
- ID - Irrigation & Domestic
- IL - Irrigation & Livestock
- IR - Irrigation
- IS - Supplemental Irrigation
- NI - Non Irrigable
- PI - Practicably Irrigable

Use Codes (continued)

Miscellaneous (M)

- AH - Air Conditioning or Heating
- AS - Aesthetics
- FM - Forest Management
- FP - Fire Protection
- GR - Groundwater Recharge
- GS – Groundwater Aquifer Storage & Recovery
- MP - Multiple Purpose
- OT - Other
- PA - Pollution Abatement
- PM - Pond Maintenance
- RW - Road Construction
- SI – Subsurface Irrigation
- ST - Storage

Wildlife (W)

- RH – Riparian Habitat Restoration Project
- WI - Wildlife

Application Characters

- AL - Aquifer Storage Recovery
- E - Enlargement
- G - Groundwater
- HE - Hydro Electric
- IS - Instream
- LL - Limited License
- MF - Minimum Flow (converted)
- P - Pond
- R - Reservoir
- RM - Reclaimed Municipal
- RW - Road Watering
- S - Surface
- U - Underground

Permit Characters

- AL - Aquifer Storage Recovery
- E - Enlargement
- G - Groundwater
- R - Reservoir
- S - Surface
- U - Underground

Status

- CN - Canceled
- DN - Denied
- EX - Expired
- MF - Misfiled
- NC - Non Canceled
- RJ - Rejected
- RSC - Rescinded
- WD - Withdrawn

Transfer

- CM - Complete
- DN - Denied
- MF - Misfiled
- OD - Order
- PN - Pending
- RJ - Rejected
- RV - Reverted
- TM - Terminated
- WD - Withdrawn

Commercial (4)

- CM - Commercial Uses
- GC - General Construction or Maintenance
- GT - Geo-Thermal (Heating & Cooling)
- IM - Manufacturing
- LA - Laboratory
- LD - Log Deck Sprinkling
- SH - Shop
- SM - Sawmill

Recreation (5)

- CS - Campsite
- RC - Recreation
- SW - Swimming 0

Power (6)

- GE - Geo-Thermal (Energy Production)
- PW - Power Development
- RM - Ram

Fish (7)

- AQ - Aquaculture
- FI - Fish Culture
- FW - Fish & Wildlife

Livestock (8)

- LV - Livestock
- LW - Livestock & Wildlife

Municipal (9)

- MU - Municipal
- QM - Quasi-Municipal

Instream (I)

- F1 - Supporting Aquatic Life
- F3 - Anadromous & Resident Fish Habitat
- F4 – Multiple Instream Uses
- F5 - Instream Fishery Enhancement
- F7 - Flow Augmentation Fish Enhancement
- F9 - Instream Fire Protection
- PO – Pollution Abatement
- R4 – Riparian Habitat

Claim Characters

- GR - Groundwater Registrations
- KA - Klamath Adjudications
- PC - Power Claim
- SW - Surface Water Registrations

Transfer Characters

- A - Z Transfer

Meridian

- BM - Boise - Idaho
- MDM - Mount Diablo - Northern California
- WM - Willamette - Oregon & Washington

Transfer Type

- ACW - Allocate Conserved Water
- ALT - District Temporary Transfers
- AMN - Permit Amendment
- DLI - Drought Instream Lease
- DRO - Drought Transfer
- DST – District Permanent Transfer
- EXC - Exchange Transfer
- GRM - Groundwater Modification
- GVT - Government Action POD
- HST - Historic Pod
- IL - Instream Lease
- ILP - Instream Lease - Pooled
- IS - Instream Transfer
- REG - Normal Division 15
- SAP - Split a Permit
- SLP - Split Season Lease - Pooled
- SSL - Split Season Lease
- SUB - Substitution Transfer
- TLI - Time Limited Instream Transfer
- TMP - Temporary Transfer

S:\groups\m\ri\datatech\wris code key.doc

Revised 9/12/2018

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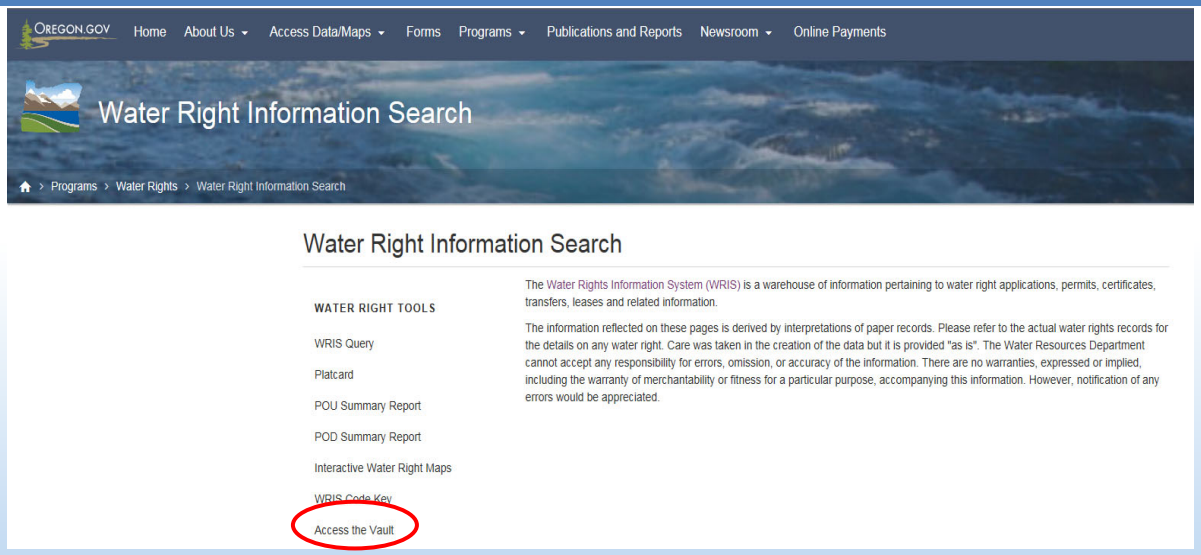
Accessing the Vault



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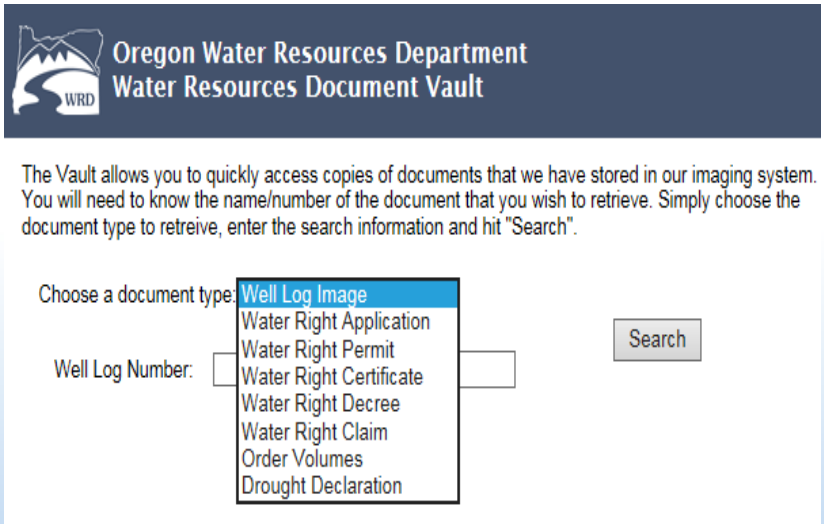
Items Available in the "Vault"



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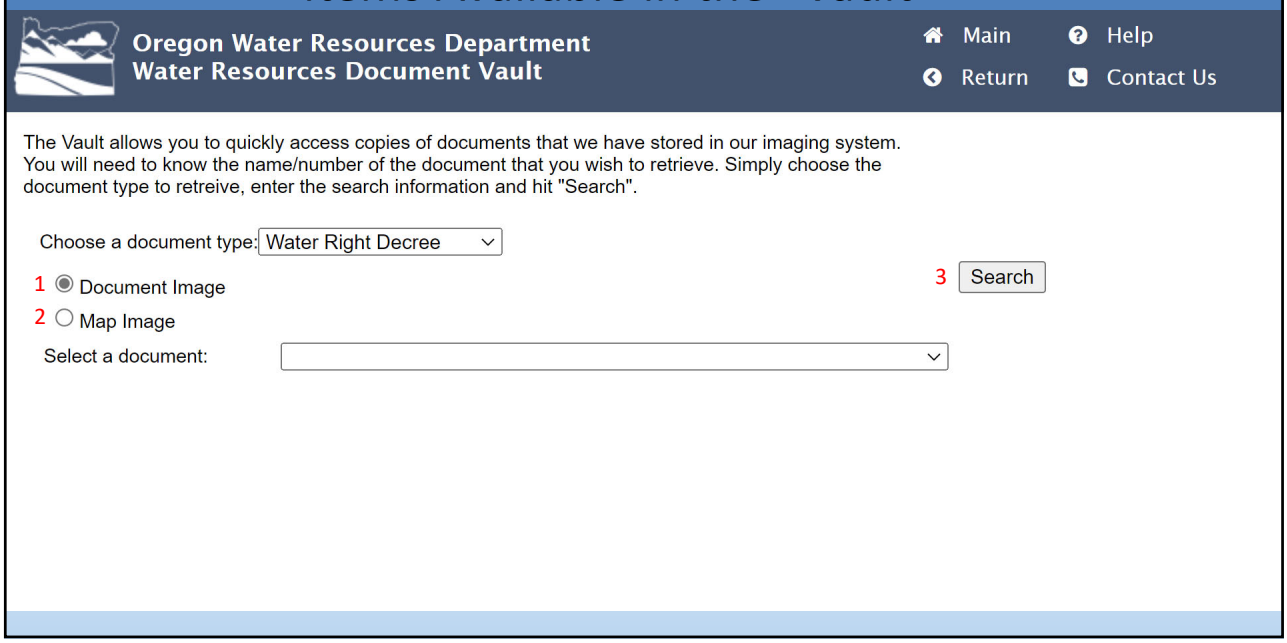

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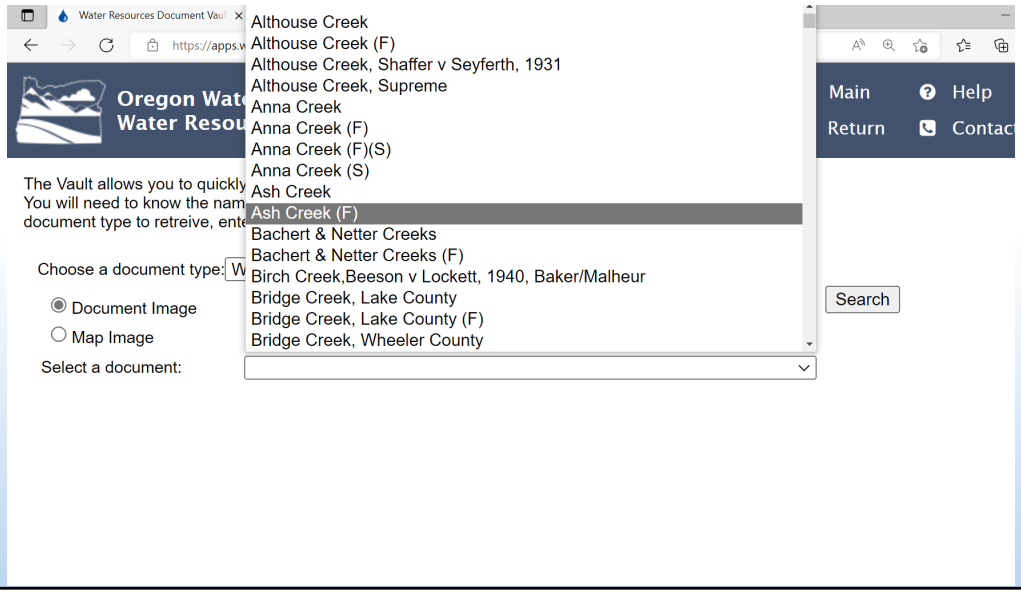

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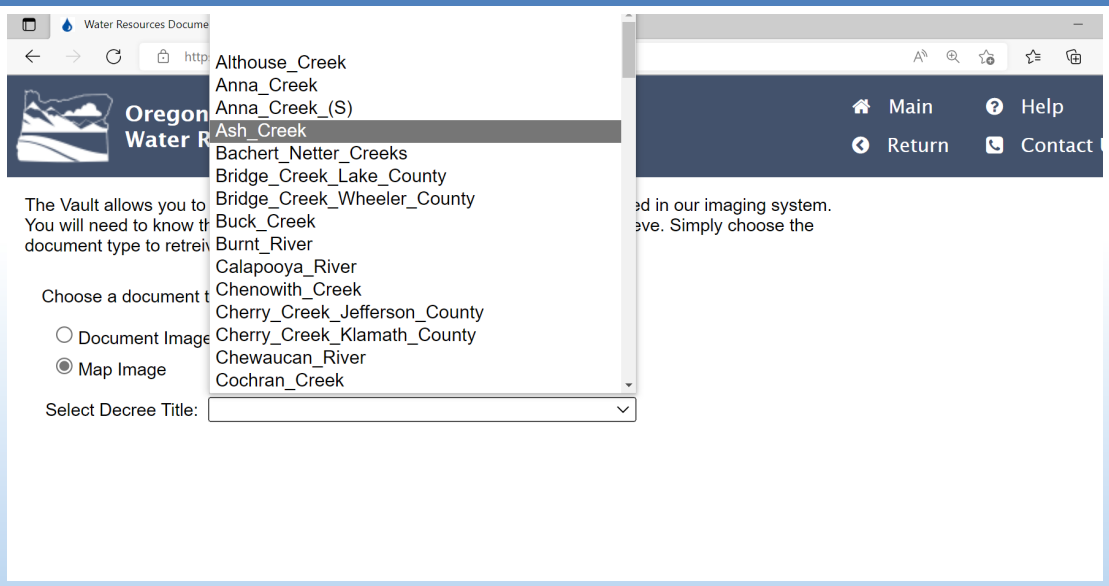

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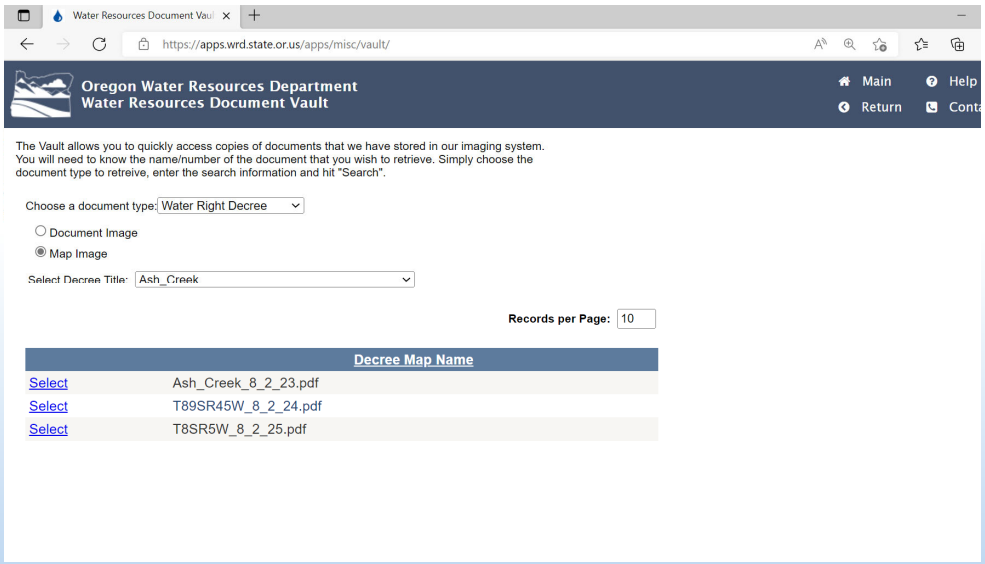
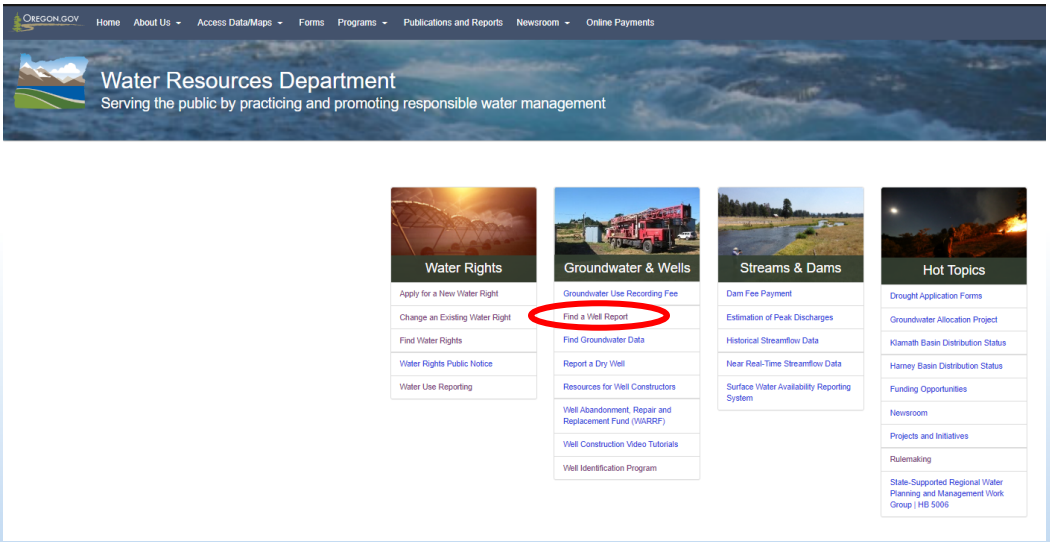


45

Well Logs



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Well Logs

OREGON.GOV Home About Us Access Data/Maps Forms Programs Publications and Reports Newsroom Online Payments

Well Construction and Compliance

Programs > Groundwater and Wells > Well Construction and Compliance > About Well Reports

About Well Reports

The Department began requiring Well Reports in 1955. Copies of well reports for most water wells drilled in Oregon since that time can be found on the Department's web site.

Water Well Reports are prepared and submitted to the Department by well constructors. A well report is a record of who owned the well, what construction was done, and the performance of the well at the time. Well reports are archived records that are not updated.

"Well Reports" are prepared and submitted by well constructors when a well is constructed, altered, converted, or decommissioned. Well reports entitled "Well Record" were created based on original U.S. Geological Survey (USGS) data books. By comparison "Well Information Reports" are compiled by Department staff for some pre-existing wells without official well driller reports, in order to document basic information.

Each well report has a unique well report number that consists of the first four letters of the county and a series of numbers (example: DESC 1234). Note: This is different than a well ID label number. There may be many well report numbers, but only one well ID label number. Once assigned, the well ID label number will link well reports associated with the well together.

The most requested information provided on well reports includes: depth, casing size, flow rate (gallons per minute) and water level. Well reports submitted prior to 2009 may not have a map associated with the well. Additionally, older reports often lack a street address or tax lot.

For more information contact:
Ladeena Ashley 971-287-8218

Resources:
- Find a Well Report
- How to Search for Well Reports
- Well ID Program & Application
- Well Owner's Handbook
- Well Owner's Handbook [Español]

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Well Logs

Oregon Water Resources Department
Well Report Query

Search for a Well Report

Search by Township/Range/Section (TRS)

Township: South
Range: West

Sections

6	5	4	3	2	1
7	8	9	10	11	12
18	17	16	15	14	13
19	20	21	22	23	24
30	29	28	27	26	25
31	32	33	34	35	36

Find TRS by Address

Search Well Report Information

Well Log: to
Start Card: to
Well Label: L to
Completed Date: to
Received Date: to
County:
Bonded License Nbr: Find a Driller
Owner Last Name:
Company Name:
Completed Depth: to
Yield: to
Tax Lot:
Type of Report:
Records per Page: 10

Search | Search by Map | Reset

For assistance or more information contact Ladeena Ashley 971-287-8218

Resources:

- How To Search for Well Reports
- About Well Reports
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- Well Owner's Handbook
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Well Logs

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Resources:

- How To Search for Well Reports
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- Well Owner's Handbook [Español]

Are you a GIS Professional looking for mapping data? Download GIS File geodatabase

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Well Log Query

OREGON WATER RESOURCES DEPARTMENT

Two Additional Ways to Search

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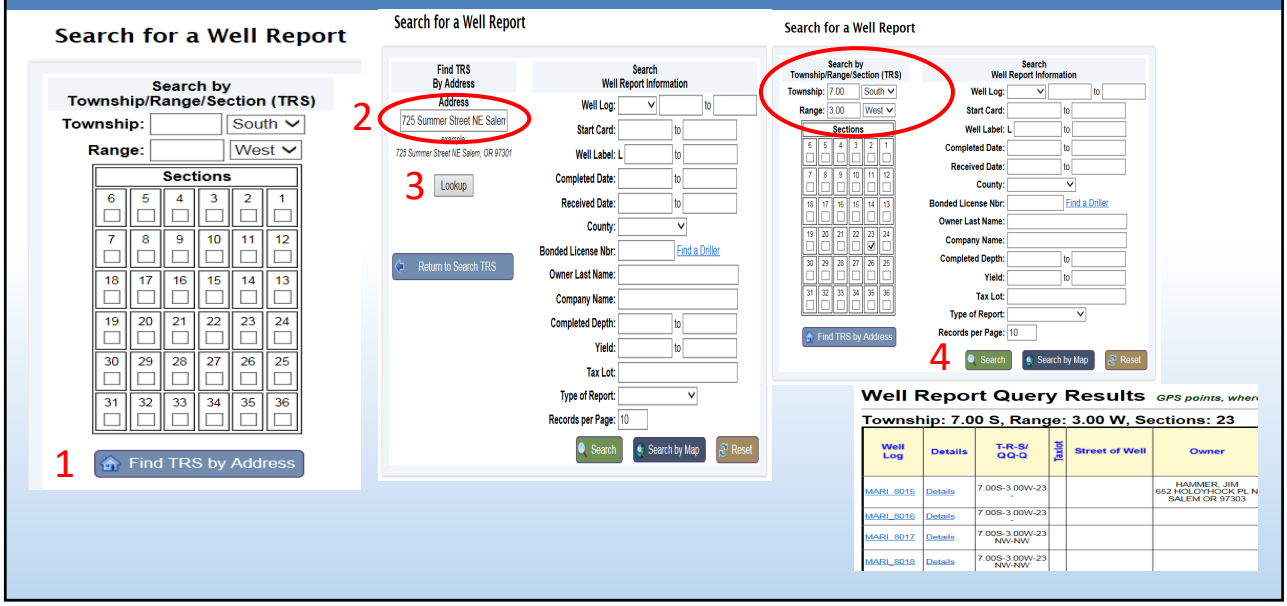
Well Log Query – By Address



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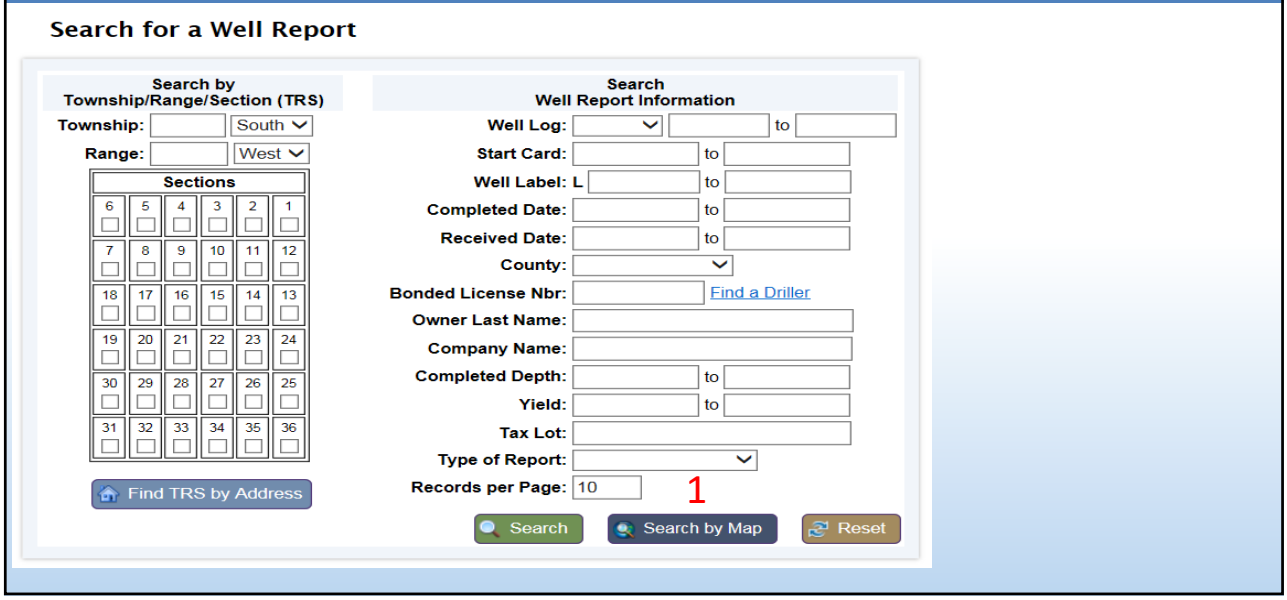
Well Log Query – By Map



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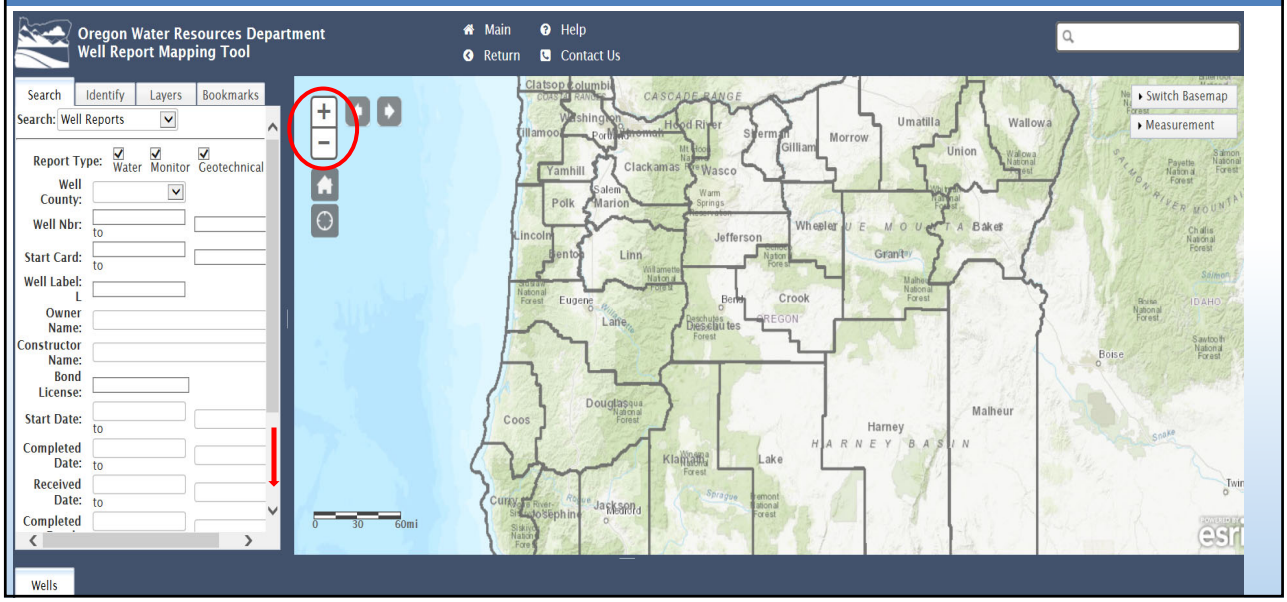
Well Log Query – By Map



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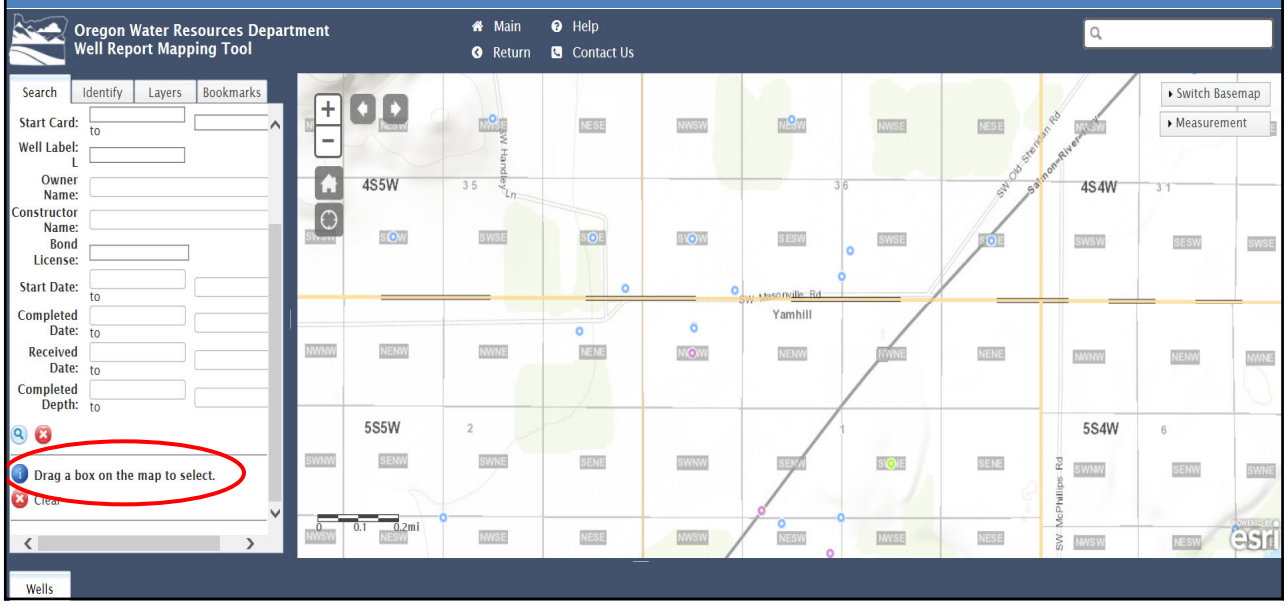
Well Log Query – By Map



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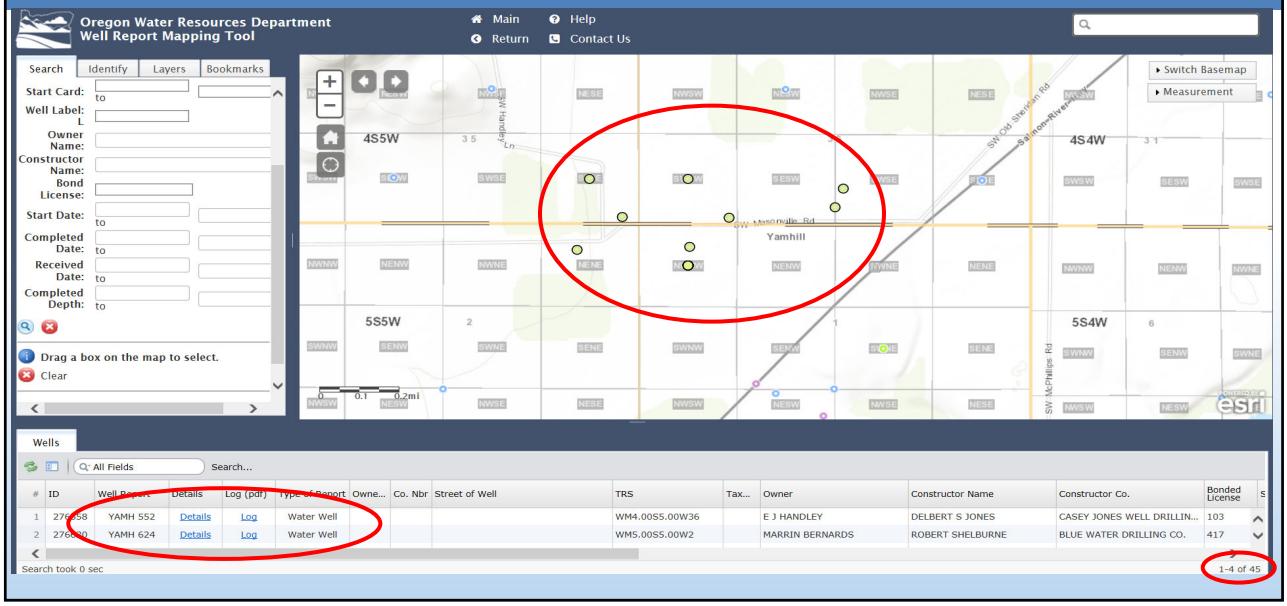
Well Log Query – By Map



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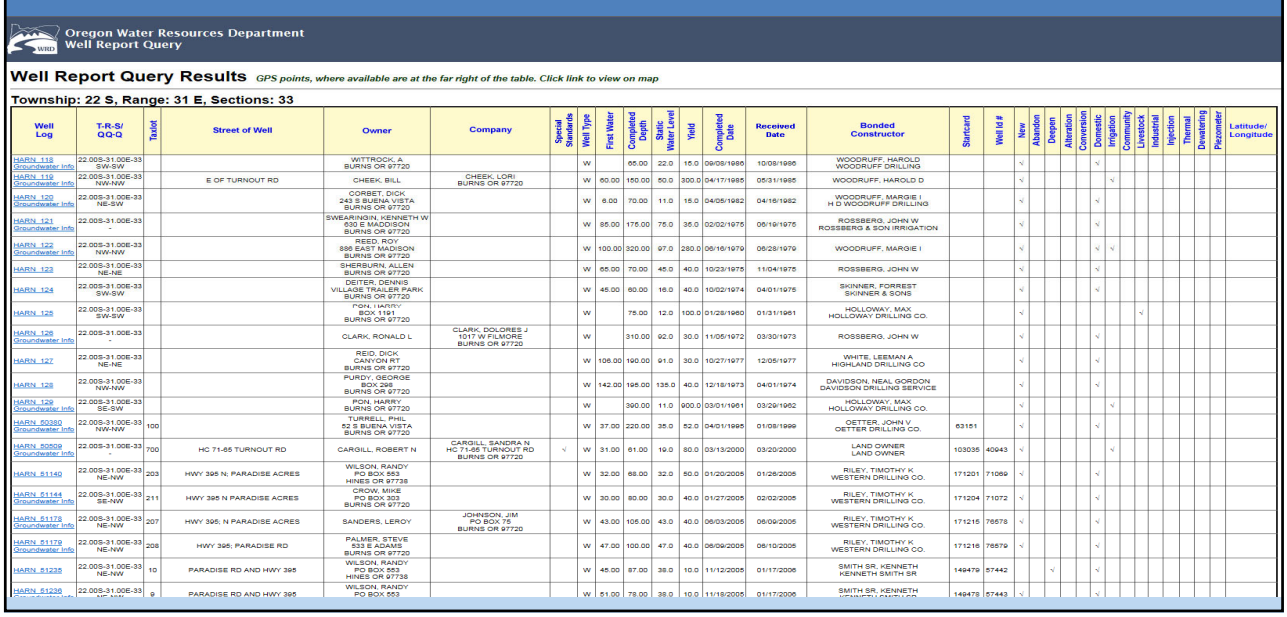
Well Log Query Result



Oregon Water Resources Department
Well Report Query

Well Report Query Results *GPS points, where available are at the far right of the table. Click link to view on map*

Township: 22 S, Range: 31 E, Sections: 33

Well Log	T-R-S/ Q-Q-Q	Tax lot	Street of Well	Owner	Company	Special Standards	Well Type	First Water	Completed Depth	Static Water Level	Yield	Completed Date	Received Date	Bonded Constructor	Startcard	Well Id #	New	Abandon	Deepen	Alteration	Conversion	Domestic	Irrigation	Community	Livestock	Industrial	Injection	Thermal	Dewatering	Piezometer	Latitude/ Longitude
HARN_118 Groundwater Info	22.00S-31.00E-33 SW-SW			WITTROCK, A BURNS OR 97720			W		65.00	22.0	15.0	09/09/1986	10/08/1986	WOODRUFF, HAROLD WOODRUFF DRILLING			✓					✓	✓									
HARN_119 Groundwater Info	22.00S-31.00E-33 NW-NW		E OF TURNOUT RD	CHEEK, BILL	CHEEK, LORI BURNS OR 97720		W	60.00	150.00	50.0	300.0	04/17/1985	05/31/1985	WOODRUFF, HAROLD D			✓						✓									
HARN_120 Groundwater Info	22.00S-31.00E-33 NE-SW			CORBET, DICK 243 S BUENA VISTA BURNS OR 97720			W	6.00	70.00	11.0	15.0	04/05/1982	04/16/1982	WOODRUFF, MARGIE I H D WOODRUFF DRILLING			✓					✓										
HARN_121 Groundwater Info	22.00S-31.00E-33 -			SWEARINGIN, KENNETH W 630 E MADISON BURNS OR 97720			W	85.00	175.00	75.0	35.0	02/02/1975	06/19/1975	ROSSBERG, JOHN W ROSSBERG & SON IRRIGATION			✓					✓										
HARN_122 Groundwater Info	22.00S-31.00E-33 NW-NW			REED, ROY 856 EAST MADISON BURNS OR 97720			W	100.00	320.00	97.0	280.0	06/16/1979	06/28/1979	WOODRUFF, MARGIE I			✓					✓	✓									
HARN_123	22.00S-31.00E-33 NE-NE			SHERBURN, ALLEN BURNS OR 97720			W	65.00	70.00	45.0	40.0	10/23/1975	11/04/1975	ROSSBERG, JOHN W			✓					✓										
HARN_124	22.00S-31.00E-33 SW-SW			DEITER, DENNIS VILLAGE TRAILER PARK BURNS OR 97720			W	45.00	60.00	16.0	40.0	10/02/1974	04/01/1975	SKINNER, FORREST SKINNER & SONS			✓					✓										
HARN_125	22.00S-31.00E-33 SW-SW			PON, HARRY BOX 1191 BURNS OR 97720			W		75.00	12.0	100.0	01/28/1960	01/31/1961	HOLLOWAY, MAX HOLLOWAY DRILLING CO.			✓							✓								
HARN_126 Groundwater Info	22.00S-31.00E-33 -			CLARK, RONALD L	CLARK, DOLORES J 1017 W FILMORE BURNS OR 97720		W		310.00	92.0	30.0	11/05/1972	03/30/1973	ROSSBERG, JOHN W			✓					✓										
HARN_127	22.00S-31.00E-33 NE-NE			REID, DICK CANYON RT BURNS OR 97720			W	106.00	190.00	91.0	30.0	10/27/1977	12/05/1977	WHITE, LEEMAN A HIGHLAND DRILLING CO			✓					✓										
HARN_128	22.00S-31.00E-33 NW-NW			PURDY, GEORGE BOX 298 BURNS OR 97720			W	142.00	195.00	135.0	40.0	12/18/1973	04/01/1974	DAVIDSON, NEAL GORDON DAVIDSON DRILLING SERVICE			✓					✓										
HARN_129 Groundwater Info	22.00S-31.00E-33 SE-SW			PON, HARRY BURNS OR 97720			W		390.00	11.0	900.0	03/01/1961	03/29/1962	HOLLOWAY, MAX HOLLOWAY DRILLING CO.			✓						✓									
HARN_50380 Groundwater Info	22.00S-31.00E-33 NW-NW	100		TURRELL, PHIL 52 S BUENA VISTA BURNS OR 97720			W	37.00	220.00	35.0	52.0	04/01/1995	01/09/1999	OETTER, JOHN V OETTER DRILLING CO.	63151		✓					✓										
HARN_50509 Groundwater Info	22.00S-31.00E-33 -	700	HC 71-65 TURNOUT RD	CARGILL, ROBERT N	CARGILL, SANDRA N HC 71-65 TURNOUT RD BURNS OR 97720	✓	W	31.00	61.00	19.0	80.0	03/13/2000	03/20/2000	LAND OWNER LAND OWNER	103035	40943	✓						✓								
HARN_51140	22.00S-31.00E-33 NE-NW	203	HWY 395 N; PARADISE ACRES	WILSON, RANDY PO BOX 553 HINES OR 97738			W	32.00	68.00	32.0	50.0	01/20/2005	01/26/2005	RILEY, TIMOTHY K WESTERN DRILLING CO.	171201	71069	✓					✓										
HARN_51144 Groundwater Info	22.00S-31.00E-33 SE-NW	211	HWY 395 N PARADISE ACRES	CROW, MIKE PO BOX 303 BURNS OR 97720			W	30.00	80.00	30.0	40.0	01/27/2005	02/02/2005	RILEY, TIMOTHY K WESTERN DRILLING CO.	171204	71072	✓					✓										
HARN_51178 Groundwater Info	22.00S-31.00E-33 NE-NW	207	HWY 395; N PARADISE ACRES	SANDERS, LEROY	JOHNSON, JIM PO BOX 75 BURNS OR 97720		W	43.00	105.00	43.0	40.0	06/03/2005	06/09/2005	RILEY, TIMOTHY K WESTERN DRILLING CO.	171215	76578	✓					✓										
HARN_51179 Groundwater Info	22.00S-31.00E-33 NE-NW	208	HWY 395; PARADISE RD	PALMER, STEVE 533 E ADAMS BURNS OR 97720			W	47.00	100.00	47.0	40.0	06/09/2005	06/10/2005	RILEY, TIMOTHY K WESTERN DRILLING CO.	171216	76579	✓					✓										
HARN_51235	22.00S-31.00E-33 NE-NW	10	PARADISE RD AND HWY 395	WILSON, RANDY PO BOX 553 HINES OR 97738			W	45.00	87.00	35.0	10.0	11/12/2005	01/17/2006	SMITH SR, KENNETH KENNETH SMITH SR	149479	57442			✓			✓										
HARN_51236	22.00S-31.00E-33 [illegible]	9	PARADISE RD AND HWY 395	WILSON, RANDY PO BOX 553			W	51.00	79.00	39.0	10.0	11/19/2005	01/17/2006	SMITH SR, KENNETH [illegible]	149478	57443	✓					✓										

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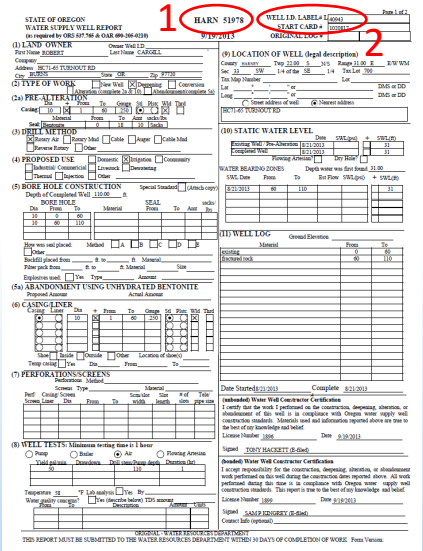
Well Log

OREGON WATER RESOURCES DEPARTMENT



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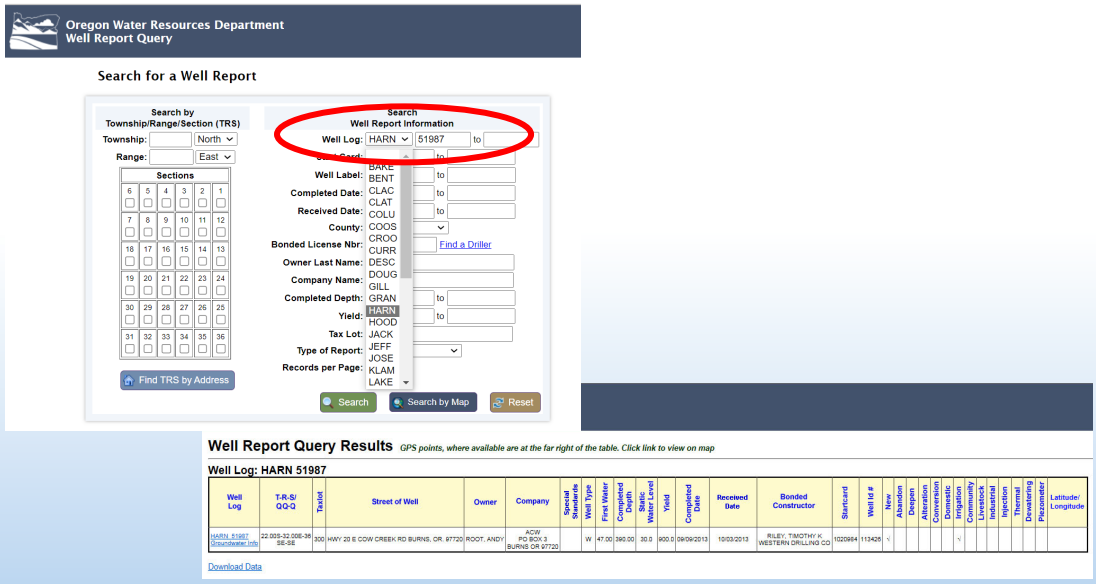
Well Log – Well Log # HARN 51987



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Well Log – Well Tag # L123456

Oregon Water Resources Department
Well Report Query

Search for a Well Report

Search by Township/Range/Section (TRS)
Township: South
Range: West
Sections

Search Well Report Information
Well Log: to
Well Label: L 123456 to
Received Date: to
County:
Bonded License Nbr: Find a Driller
Owner Last Name:
Company Name:
Completed Depth: to
Yield: to
Tax Lot:
Type of Report:
Records per Page: 10

Find TRS by Address
Search | Search by Map | Reset

For assistance or more information contact Ladeena Ashley 971-287-8218

Resources:

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Well Log – Well Tag # L123456

Oregon Water Resources Department
Well Report Query

Well Report Query Results *GPS points, where available are at the far right of the table. Click link to view on map*

Well Tag Nbr: 123456

Well Log	T-R-S/ QQ-Q	Taxlot	Street of Well	Owner	Company	Special Standards	Well Type	First Water	Completed Depth	Static Water Level	Yield	Completed Date	Received Date	Bonded Constructor	Startcard	Well Id #	New	Abandon	Deepen	Alteration	Conversion	Domestic	Irrigation	Community	Livestock	Industrial	Injection	Thermal	Dewatering	Piezometer	Latitude/ Longitude
KLAM 657	31.00S-7.00E-17 NE-NE		OFF HWY 232 BY SCOTT CREEK	COX, JERALD W 1042 FAIRBROOK CT SAN JOSE CA 95132			W	100.00	102.00	82.0	15.0	07/27/1982	08/10/1982	SEVEY, NORM J		123456							√								
KLAM 59774	31.00S-7.00E-17 NE-NE	1500	72644 SUN MOUNTAIN ROAD CHILOQUIN ORE 97624	RUEGGER, RAYMOND	N/A 72644 SUN MOUNTAIN ROAD, CHILOQUIN CHILOQUIN OR 97624		W	122.00	130.00	90.0	22.0	05/26/2017	05/31/2017	CLAWSON, DAVID B DAVID CLAWSON	1034431	123456		√			√									42.8875, -121.9014

Download Data

Page 1 of 2

STATE OF OREGON
WATER SUPPLY WELL REPORT
(as required by ORS 537.765 & OAR 690-205-0210)

KLAM 59774
5/31/2017

WELL I.D. LABEL# L 123456
START CARD # 1034431
ORIGINAL LOG # KLAMATH 657

(1) LAND OWNER
Owner Well I.D.
First Name RAYMOND Last Name RUEGGER
Company N/A
Address 72644 SUN MOUNTAIN ROAD, CHILOQUIN
City CHILOQUIN State OR Zip 97624

(2) TYPE OF WORK
☐ New Well ☒ Deepening ☐ Conversion
☐ Alteration (complete 2a & 10) ☐ Abandonment(complete 5a)

(2a) PRE-ALTERATION
Casing: Dia + From To Gauge Stl Plstc Wld Thrd
Material From To Amt sacks/lbs

(9) LOCATION OF WELL (legal description)
County KLAMATH Twp 31.00 S N/S Range 7.00 E/W WM
Sec 17 NE 1/4 of the NE 1/4 Tax Lot 1500
Tax Map Number R-3107-01700-01500-000 Lot 5
Lat ° ' " or 42.88750000 DMS or DD
Long ° ' " or -121.90138889 DMS or DD
(•) Street address of well ( ) Nearest address
72644 SUN MOUNTAIN ROAD
CHILOQUIN ORE 97624

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Other Way to Locate a Well Log
WRIS Page

OREGON WATER RESOURCES DEPARTMENT

Oregon Water Resources Department
Water Rights Information Query

Contact Information (Click to Collapse...)

Current contact information

OWNER:
MARY JO SCRIVNER
PO BOX 863
BURNS, OR 97720

OWNER:
ROBERT EUGENE SCRIVNER
PO BOX 863
BURNS, OR 97720

Processing History

Application: G 14526
Permit: G 13317 docu
Certificate: 89634 doc
Signature: 12/19/201
Type: Original
View right with Web M
View Places of Use fro

Water Right Information (Click to Collapse...)

Status: Non-Cancelled
County: Harney
File Folder Location: Salem
Watermaster District: 10

Scanned Documents (Click to Expand...)

Point(s) of Diversion (Click to Collapse...)

POD 1 - A WELL > POISON CREEK SLOUGH (View Groundwater Site HARN0051803)

Place(s) of Use (Click to Collapse...)

Use - IRRIGATION
(Primary) - 9.0 acres; Priority Date: 5/21/1997

Water Right Genealogy (Click to Collapse...)

Permit G 13317
Cert 89634 OR *

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Other Way to Locate a Well Log
WRIS Page

Oregon Water Resources Department
Groundwater Information System

Groundwater Site: HARN 51803

Site Identification (Click to Collapse...)

GW LogID:	HARN 51803 Well Log Database
GW Well Tag Number:	
Tag Verified on Well:	No
Site Type:	WELL
Primary Use:	
Unused Status:	
Site Source Organization:	
Site Source OWRD:	
Established By:	Josh Hackett
Established Date:	08/31/2011
Bonded Company:	PREPARED BY OWRD STAFF
Stage:	COMPLETE

Location (Click to Collapse...)

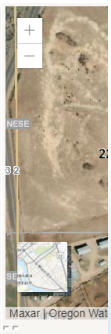
Latitude/Longitude

Latitude:	43.6183688 8	Horiz. Error:	250.00 ft.
Longitude:	-119.01705298	Datum:	WGS1984
Lat/Long Source:	WR UNKNOWN SOURCE		

Location

TRSQQ:	WM 22.00S31.00E33NWSW
Tax Map:	
Taxlot:	
24 Quad:	BURNS
Basin:	12 - Malheur Lake
County:	Harney
WM District:	10
WM Region:	E
LSD Elev:	4166.62 Accy: 3.00 Datum: NAVD1988
Elev Source:	LIDAR

Groundwater Mapping Tool



Water Rights (Click to Expand...)

Well Construction History (Click to Collapse...)

Well Construction History

Well Log id	Well Log	Work Type	Startcard	Well Tag	Owner Name	First Water	Max Case. Diam.	Max Case. Depth.	Max Seal Depth.	Max Depth	Completed Depth	Complete Date
HARN 51803	Log	NEW			SCRIVNER, ROBERT & MARY JO	30.00	6			80.00	80.00	

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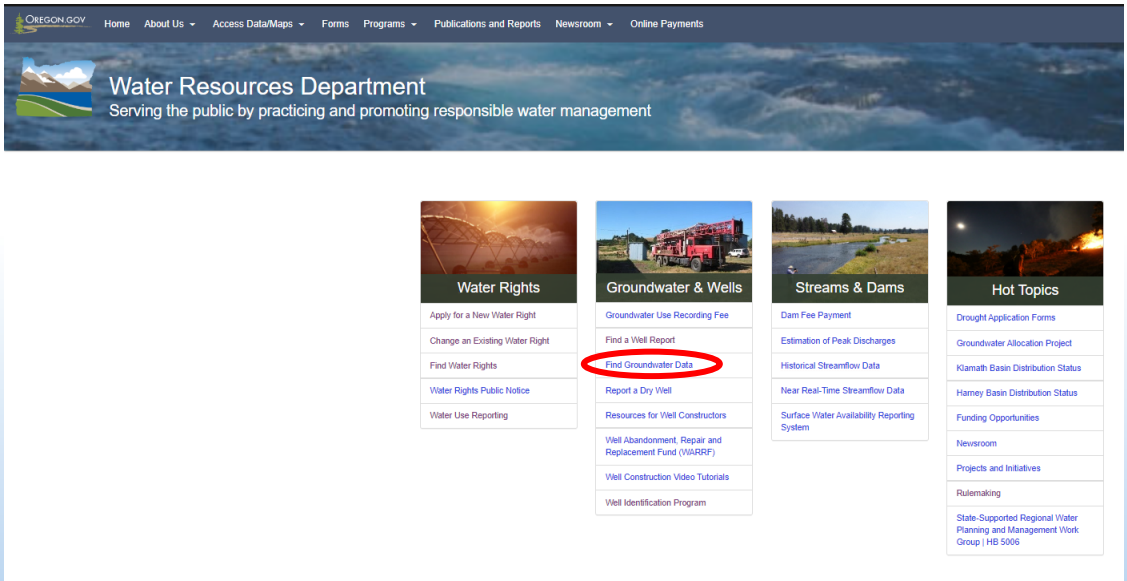
Groundwater Data



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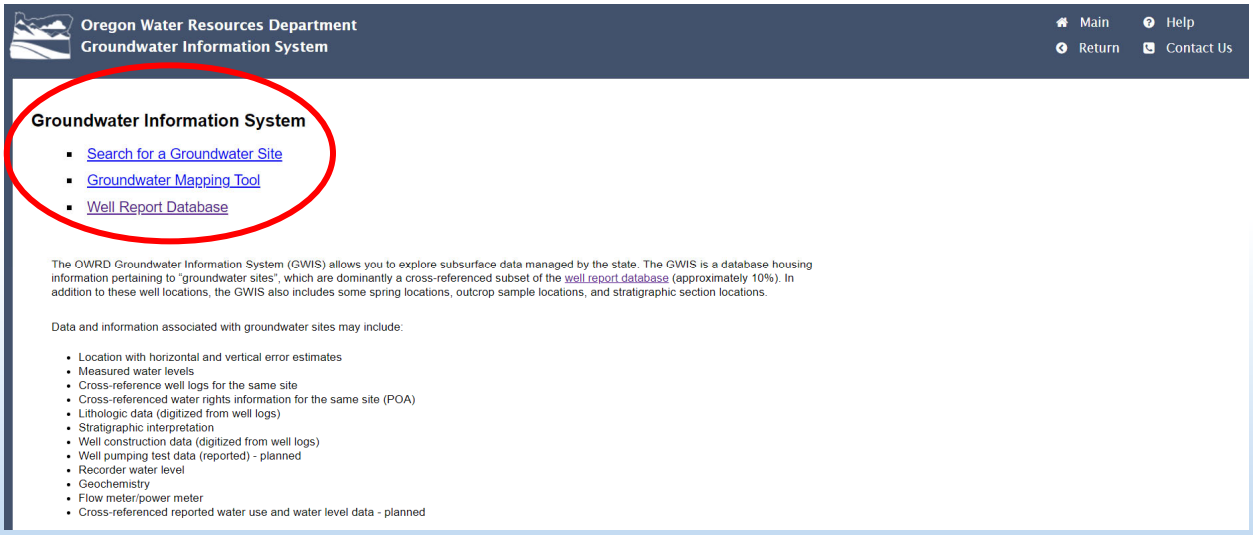
Groundwater Data - 2 Ways



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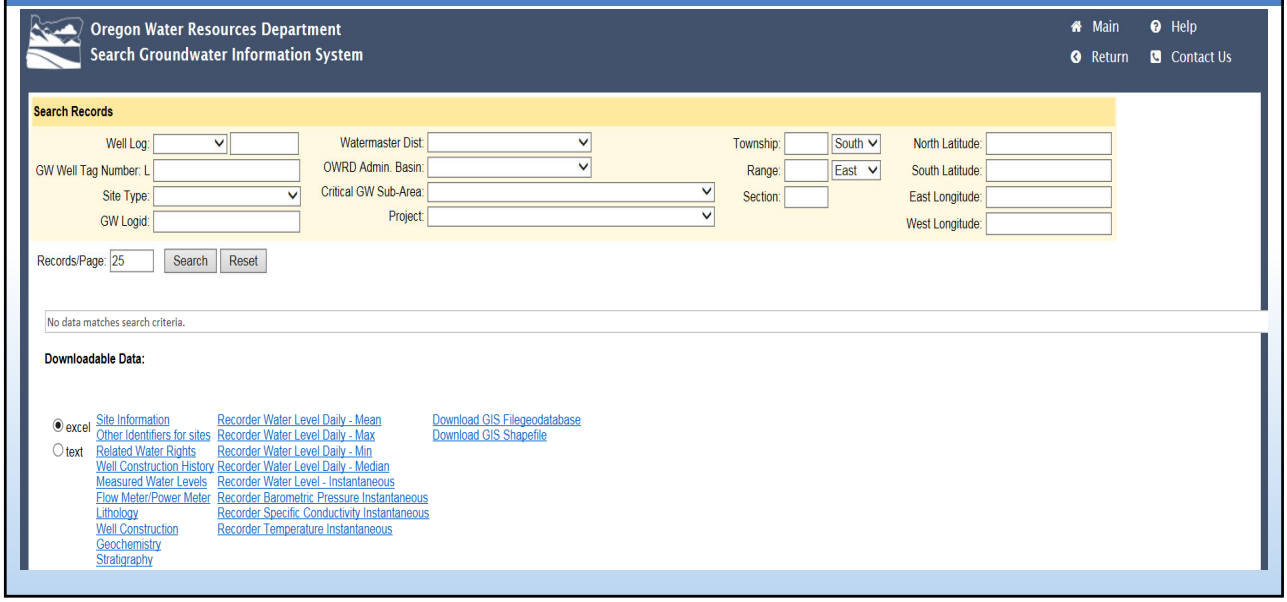
Groundwater Data - Search



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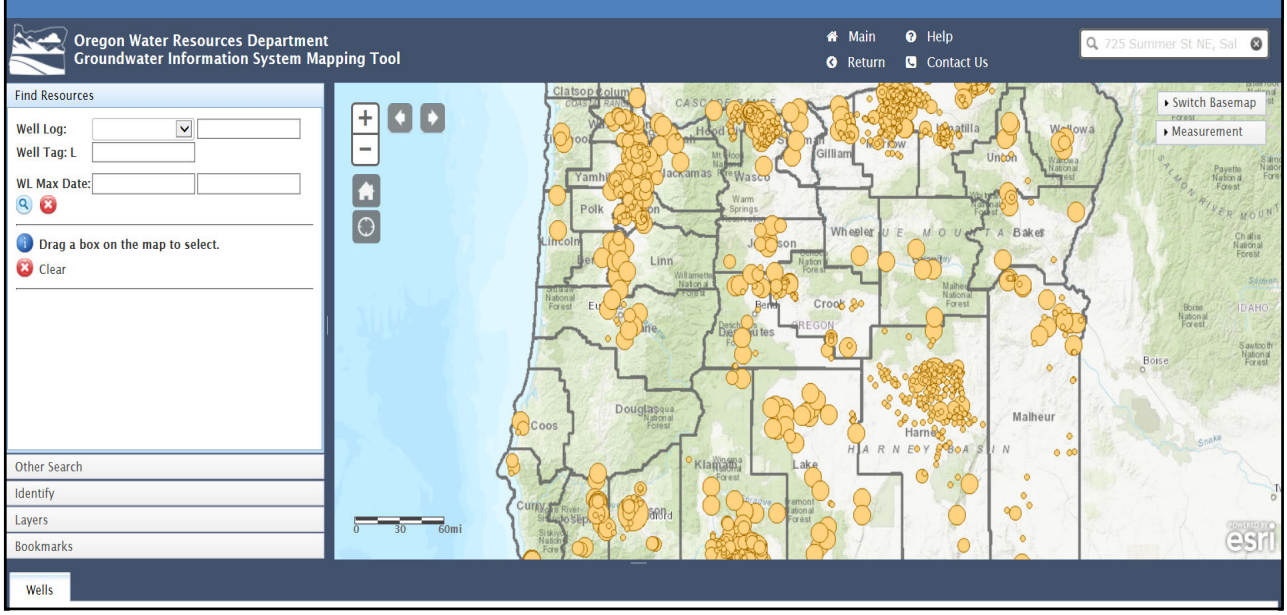
Groundwater Data – Mapping Tool



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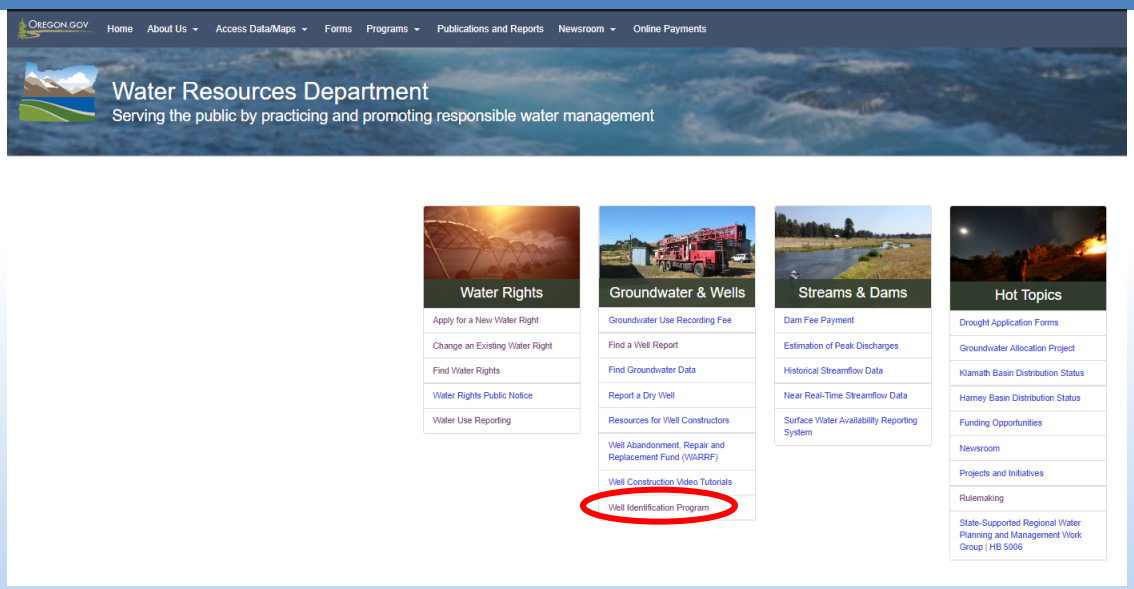
Well ID Tag Program



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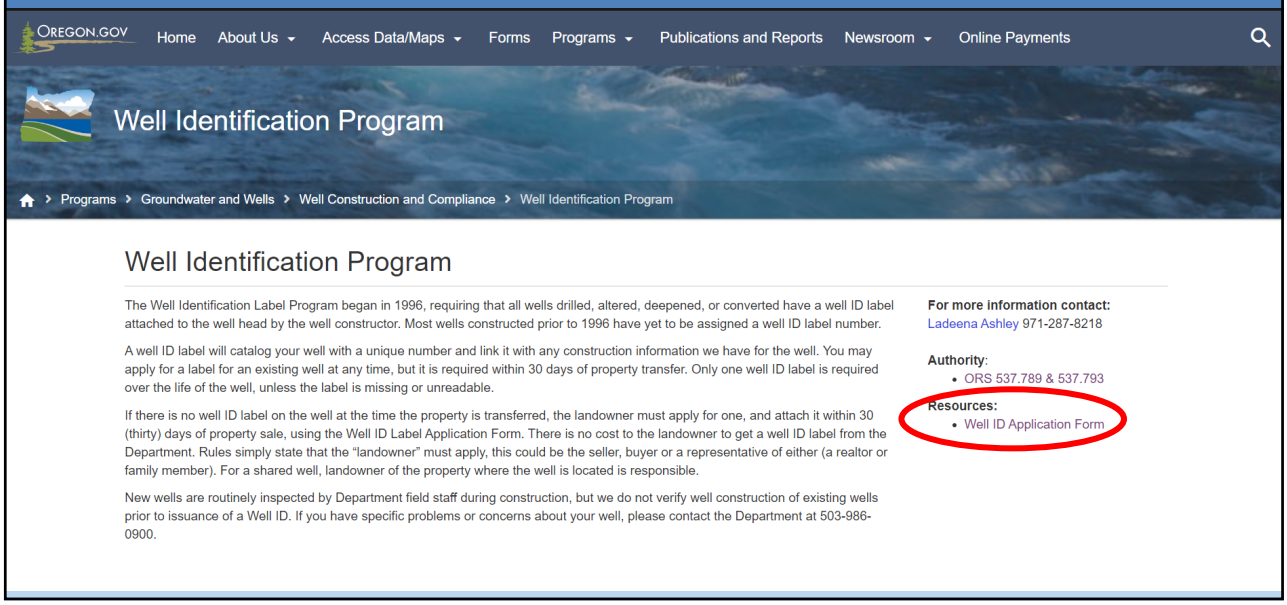
Well ID Tag Program



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OREGON
WATER RESOURCES DEPARTMENT

If you have questions concerning information on our website please contact our Customer Service Group at 503-986-0900 or by email at:

WRD_DL_customerservice@oregon.gov

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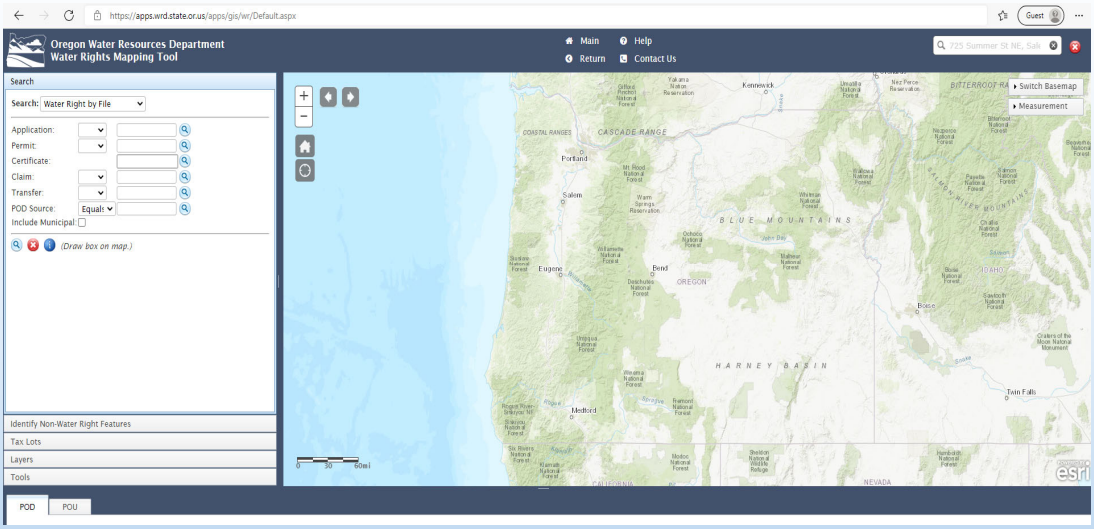
OREGON WATER RESOURCES DEPARTMENT

Researching Water Rights Using the Oregon Water Resources Department Interactive Water Right Maps Utility - August 2021

1

OREGON WATER RESOURCES DEPARTMENT

Interactive Mapper



2

OREGON WATER RESOURCES DEPARTMENT

Topics

1. What is the Interactive Mapper?
2. What are its limitations
3. How to Locate Water Rights Using the Interactive Mapper by three method:
   - Site Address
   - Township, Range, and Section
   - Latitude and Longitude
4. Additional Information and Resources

3

OREGON WATER RESOURCES DEPARTMENT

What is the Interactive Mapper?

The Interactive Mapper is a visual tool that can be used to:

1. Identify locations of water rights;
2. Identify locations of points of diversion of water rights; and
3. Access the official water right documents (permits, certificates, orders and maps).

4

OREGON WATER RESOURCES DEPARTMENT

Limitations of the Mapper

Limitations of the mapping tool:

The data visually displayed is based on WRD staff's best interpretation of official water right documents.

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OREGON WATER RESOURCES DEPARTMENT

Limitations of the Mapper

Limitations of the mapping tool:

Not all rights have been mapped:

- Filings in application stage for proposed uses
- Irrigation Districts
- Cancelled water rights

Notifications of reservoirs "Exempt" under ORS 537.405 are not mapped.

6

Official Record of the Water Right

The official record of the water right is the permit, certificate, registration (such as an exempt pond or limited license), or order of determination for the water use.

The Interactive Mapper is only a visual tool to aid in the research of water rights.

7

What is a Water Right?

A Water Right is:

The right of a user to put the waters of the public to beneficial use.

- The right includes:
  - The source
  - The authorized rate or volume of water use
  - The use(s)
  - The priority date
  - The location of the point(s) of diversion
  - The location of the place(s) of use
  - Conditions of use

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OREGON WATER RESOURCES DEPARTMENT

Water Right – Domestic Example

STATE OF OREGON

COUNTY OF BENTON

CERTIFICATE OF WATER RIGHT

THIS CERTIFICATE ISSUED TO

WILMA E. WISCHNOFSKE
21392 HARRIS ROAD
PHILOMATH, OREGON 97370

confirms the right to use the waters of AN UNNAMED SPRING, a tributary of MARY'S RIVER, for the purpose of DOMESTIC USE FOR ONE FAMILY INCLUDING THE IRRIGATION OF NOT TO EXCEED ONE-HALF ACRE LAWN AND NONCOMMERCIAL GARDEN.

The right has been perfected under Permit 49359. The date of priority is APRIL 30, 1985. The right is limited to not more than 0.005 CUBIC FOOT PER SECOND or its equivalent in case of rotation, measured at the point of diversion from the source.

The point of diversion is located as follows:

SW 1/4 SE 1/4, SECTION 27, T 11 S, R 7 W, W.M.: 1560 FEET SOUTH AND 1370 FEET WEST FROM THE EAST 1/4 CORNER OF SECTION 27.

The right shall conform to such reasonable rotation system as may be ordered by the proper state officer.

A description of the place of use under the right, and to which such right is appurtenant, is as follows:

SW 1/4 SE 1/4
SECTION 27
TOWNSHIP 11 SOUTH, RANGE 7 WEST, W.M.

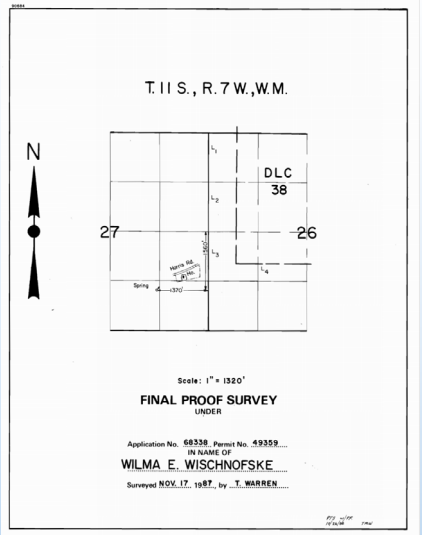
The right to the use of the water for the above purpose is restricted to beneficial use on the lands or place of use described. The right is subject to minimum flows established by the Water Resources Commission with an effective date prior to this right.

WITNESS the signature of the Water Resources Director, affixed this date MARCH 23, 1989.

/s/ WILLIAM H. YOUNG
Water Resources Director

Recorded in State Record of Water Right Certificates numbered 60545

68338.TMW



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OREGON WATER RESOURCES DEPARTMENT

Water Right – Irrigation Example

STATE OF OREGON

COUNTY OF HARNEY

CERTIFICATE OF WATER RIGHT

THIS CERTIFICATE ISSUED TO

ROBERT EUGENE SCRIVNER
MARY JO SCRIVNER
PO BOX 863
BURNS OR 97720

confirms the right to use the waters of A WELL in the POISON CREEK SLOUGH BASIN for IRRIGATION of 9.0 ACRES.

This right was perfected under Permit G-13317. The date of priority is MAY 21, 1997. The amount of water to which this right is entitled is limited to an amount actually used beneficially, and shall not exceed 0.112 CUBIC FOOT PER SECOND or its equivalent in case of rotation, measured at the well.

The period of allowed use is APRIL 15 THROUGH SEPTEMBER 15.

The well is located as follows:

Twp	Rng	Mer	Sec	Q-Q	Measured Distances
22 S	31 E	WM	33	NW SW	1025 FEET SOUTH & 740 FEET EAST FROM W1/4 CORNER, SECTION 33

The amount of water used for irrigation, together with the amount secured under any other right existing for the same lands, is limited to a diversion of ONE-EIGHTIETH of one cubic foot per second, or its equivalent for each acre irrigated, and shall be further limited to a diversion of not to exceed 3.0 acre-feet per acre for each acre irrigated during the irrigation season of each year.

A description of the place of use is as follows:

Twp	Rng	Mer	Sec	Q-Q	Acres
22 S	31 E	WM	33	SW NW	0.20
22 S	31 E	WM	33	NW SW	8.80

Measurement, recording and reporting conditions:

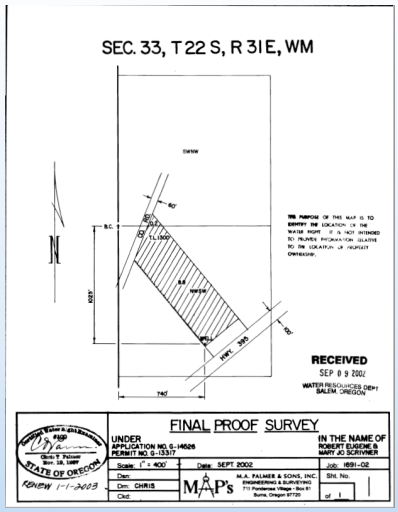
A. The water user shall maintain the meter or other suitable measuring device as approved by the Director in good working order.

B. The water user shall allow the watermaster access to the meters or measuring devices; provided however, where the meter(s) or measuring device(s) is located within a private structure, the watermaster shall request access upon reasonable notice.

NOTICE OF RIGHT TO PETITION FOR RECONSIDERATION OR JUDICIAL REVIEW

This is an order in other than a contested case. This order is subject to judicial review under ORS 183.484 and ORS 536.075. Any petition for judicial review must be filed within the 60-day time period specified by ORS 183.484(2). Pursuant to ORS 183.484, ORS 536.075 and OAR 137-004-0080, you may petition for judicial review and petition the Director for reconsideration of this order. A petition for reconsideration may be granted or denied by the Director, and if no action is taken within 60 days following the date the petition was filed, the petition shall be deemed denied. In addition, under ORS 537.260 any person with an application, permit or water right certificate subsequent in priority may jointly or severally contest the issuance of the certificate within three months after issuance of the certificate.

Application G-14526.cc Page 1 of 2 Certificate 89634



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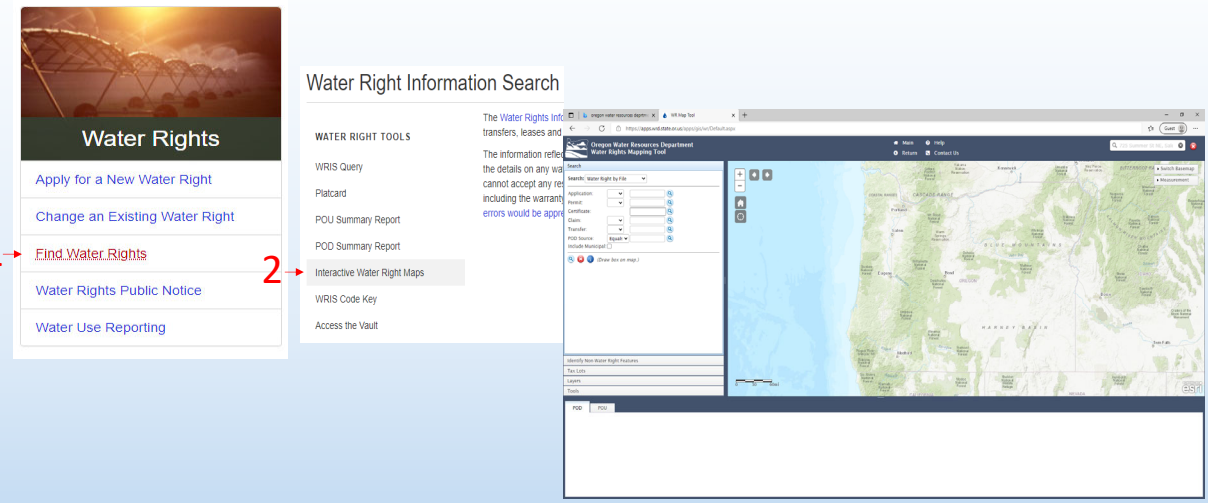
OREGON WATER RESOURCES DEPARTMENT

Where is the Interactive Mapper?



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OREGON WATER RESOURCES DEPARTMENT

Research Methods

There are three common methods used to search for rights using the Interactive Mapper:

1. Site Address
2. Township, Range and Section (TRS)
3. Latitude and Longitude

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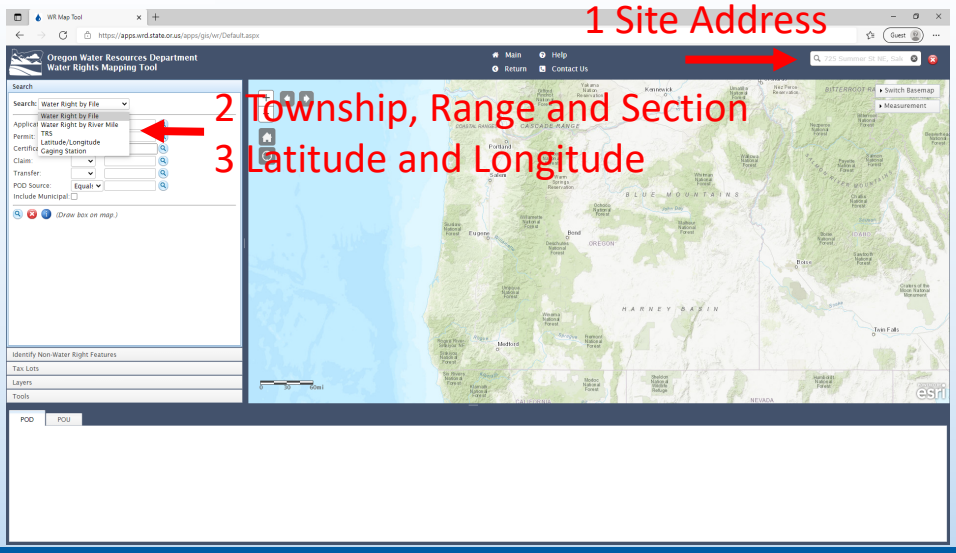
OREGON WATER RESOURCES DEPARTMENT

Search Criteria Entry Points



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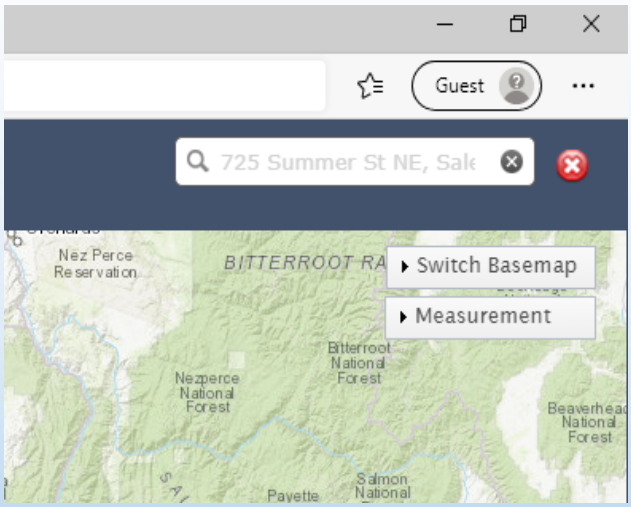
Method 1 – Site Address

For this method:

1. Enter the property site address in the search window located at the top right of the Mapping Tool
2. Click the magnifying glass.



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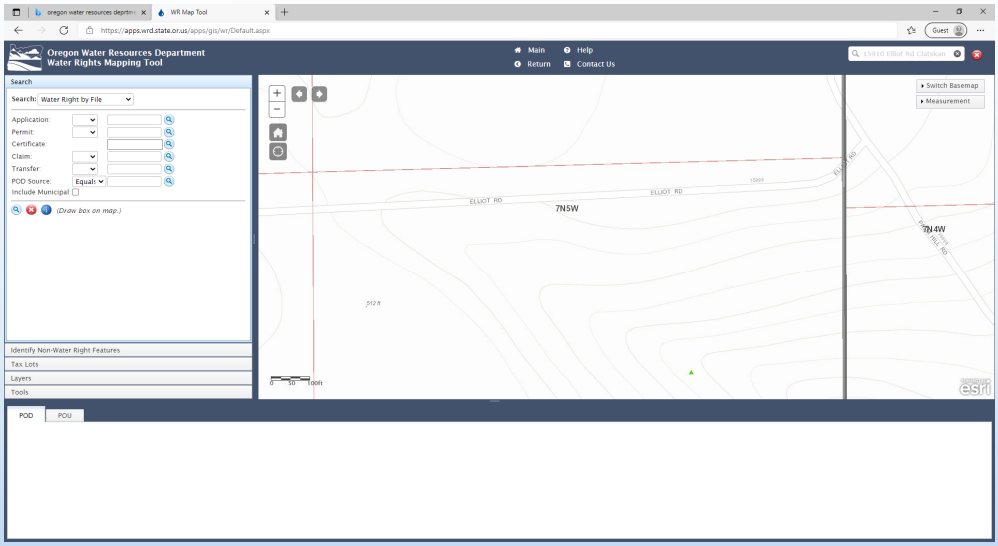
OREGON WATER RESOURCES DEPARTMENT

Site Address



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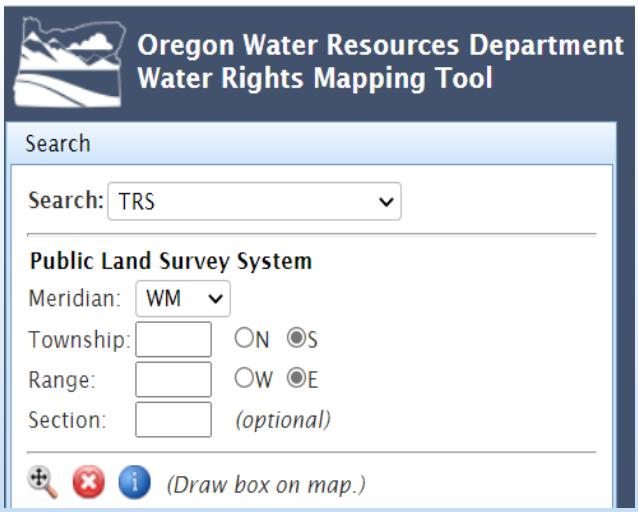
Method 2 – Township, Range, and Section

For this method:

1. Select "TRS" in the Search Box;
2. Enter the township, range and, and section;
3. Click the magnifying glass.



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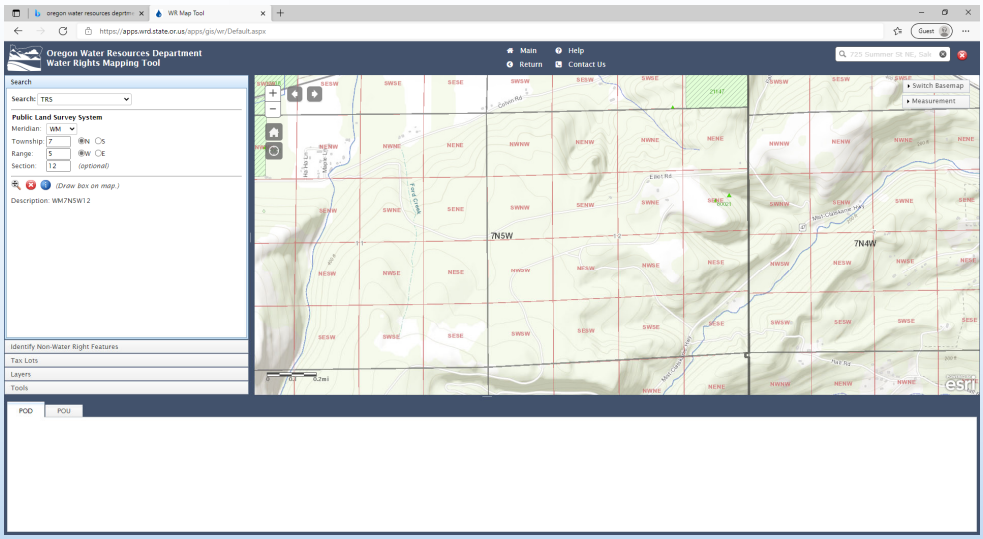
OREGON WATER RESOURCES DEPARTMENT

Township, Range, and Section



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Method 3 – Latitude and Longitude

For this method:

1. Select "Latitude/ Longitude" in the Search Box Enter
2. Enter the latitude and longitude
3. Click the magnifying glass.

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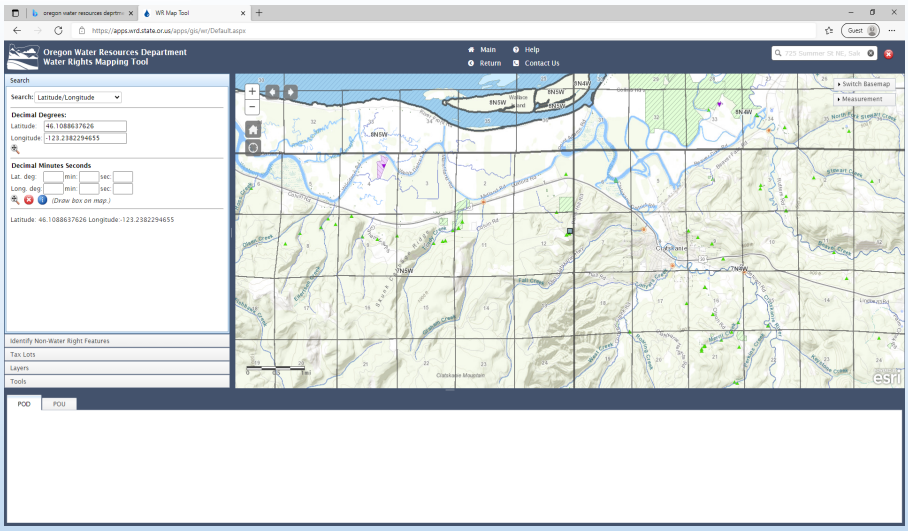
OREGON WATER RESOURCES DEPARTMENT

Latitude/Longitude



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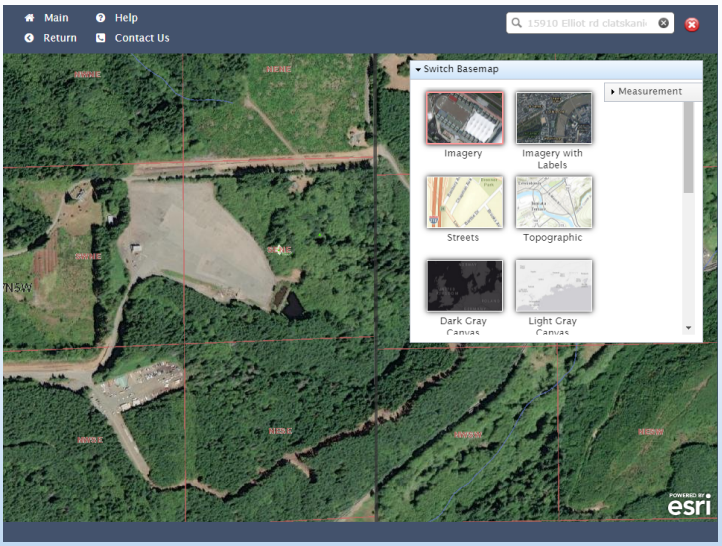
OREGON WATER RESOURCES DEPARTMENT

Tools For Managing Results

Switch Basemap

- Imagery (aerial photos)
- Street layer



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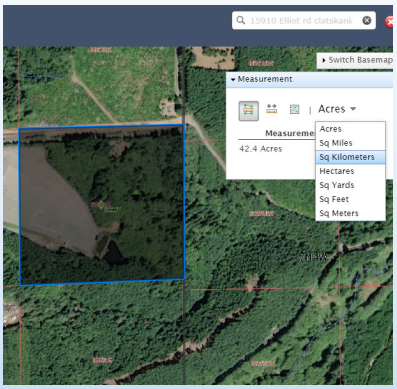
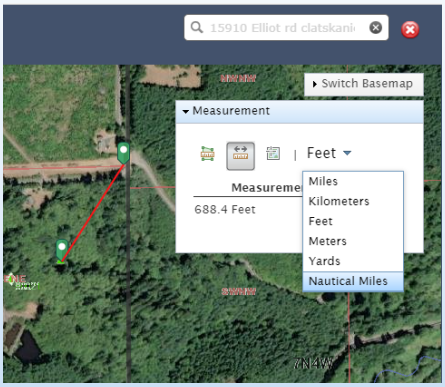
OREGON WATER RESOURCES DEPARTMENT

Tools For Managing Results

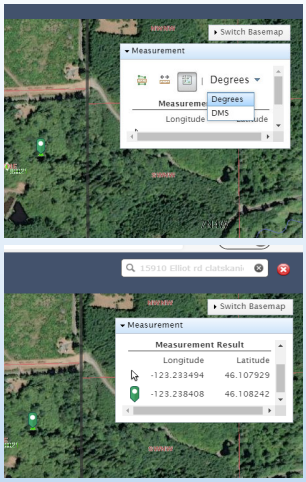
Area



Measurement Tools Distance



Location

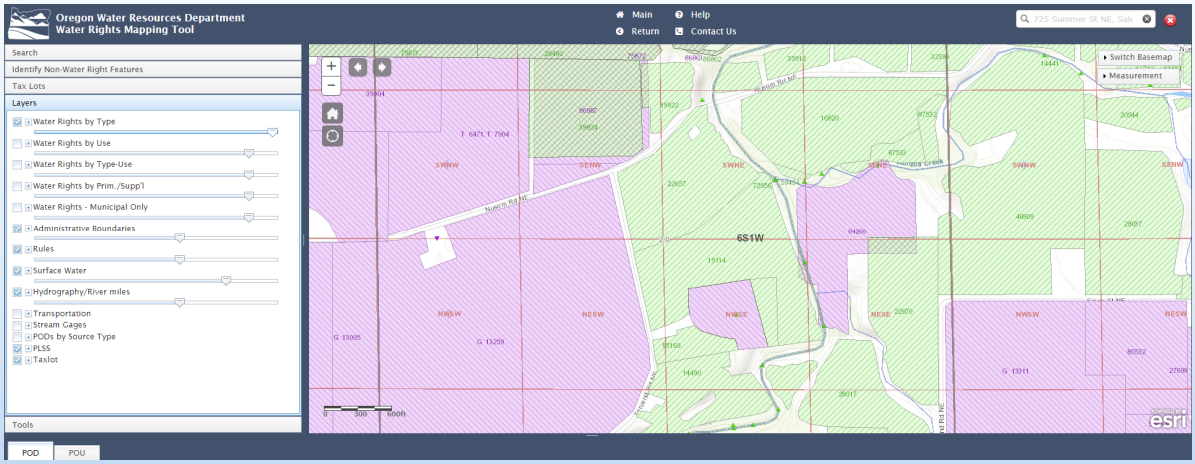


21

OREGON WATER RESOURCES DEPARTMENT

Tools For Managing Results

Layer Manager

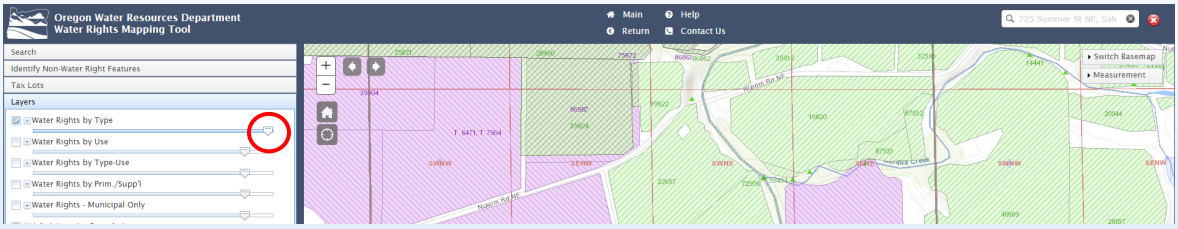


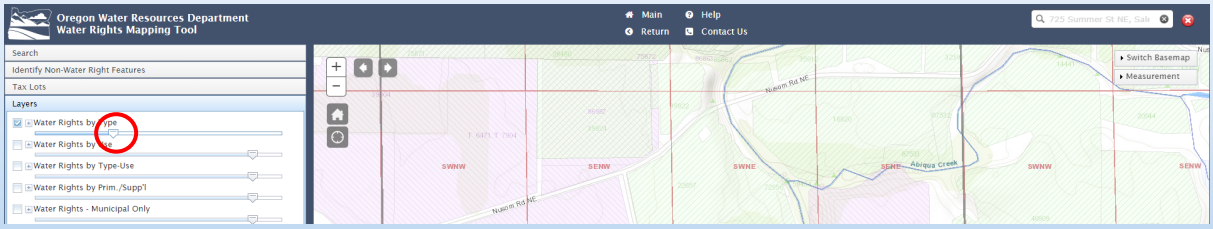
22

OREGON WATER RESOURCES DEPARTMENT

Tools For Managing Results

Layer Manager – Transparent Tool Over Topographic



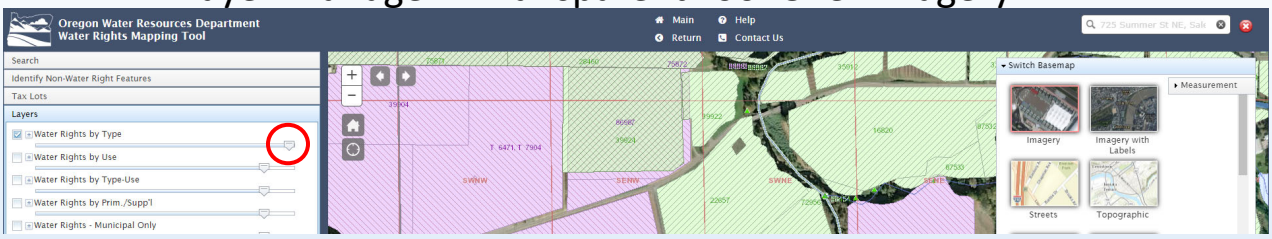


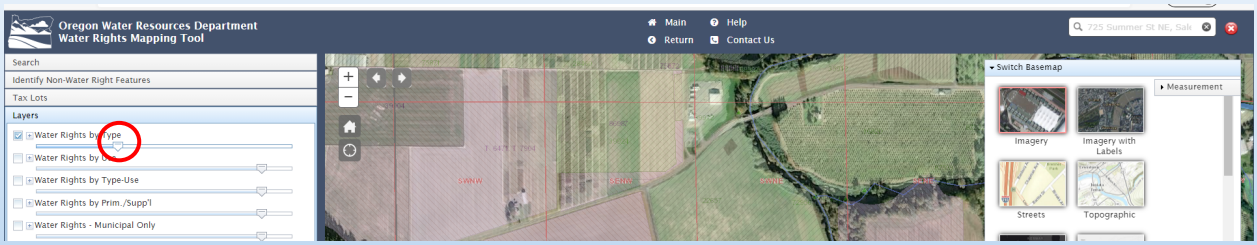
23

OREGON WATER RESOURCES DEPARTMENT

Tools For Managing Results

Layer Manager – Transparent Tool Over Imagery



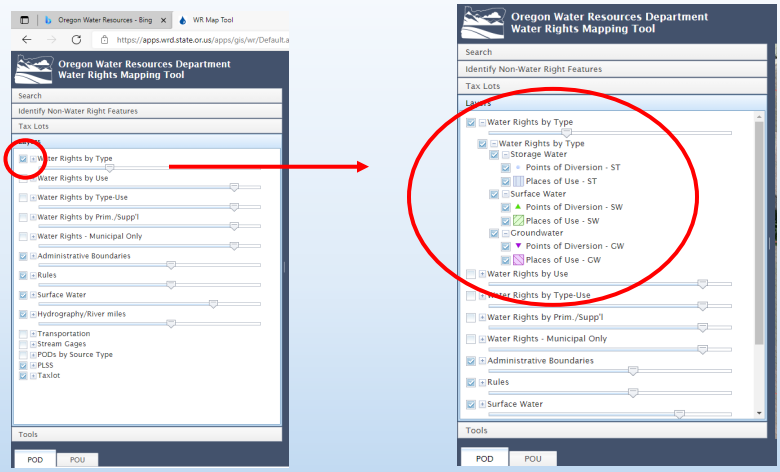


24

OREGON WATER RESOURCES DEPARTMENT

Tools For Managing Results

Layer Manager – Water Right by Type (Source)



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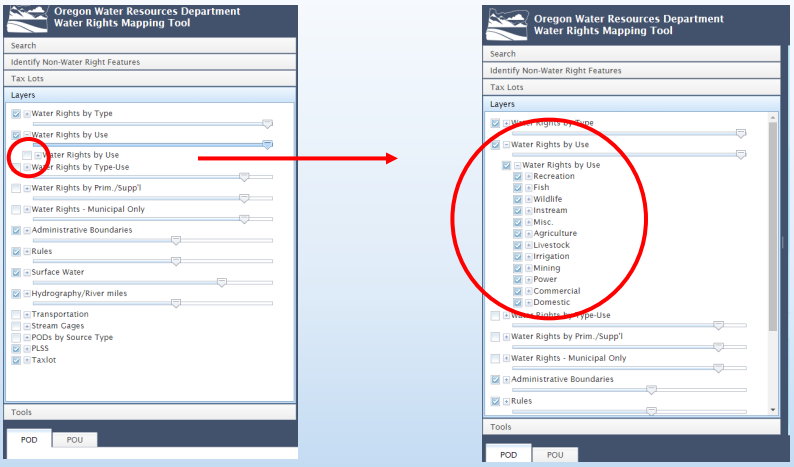
OREGON WATER RESOURCES DEPARTMENT

Tools For Managing Results

Layer Manager – Water Right by Use



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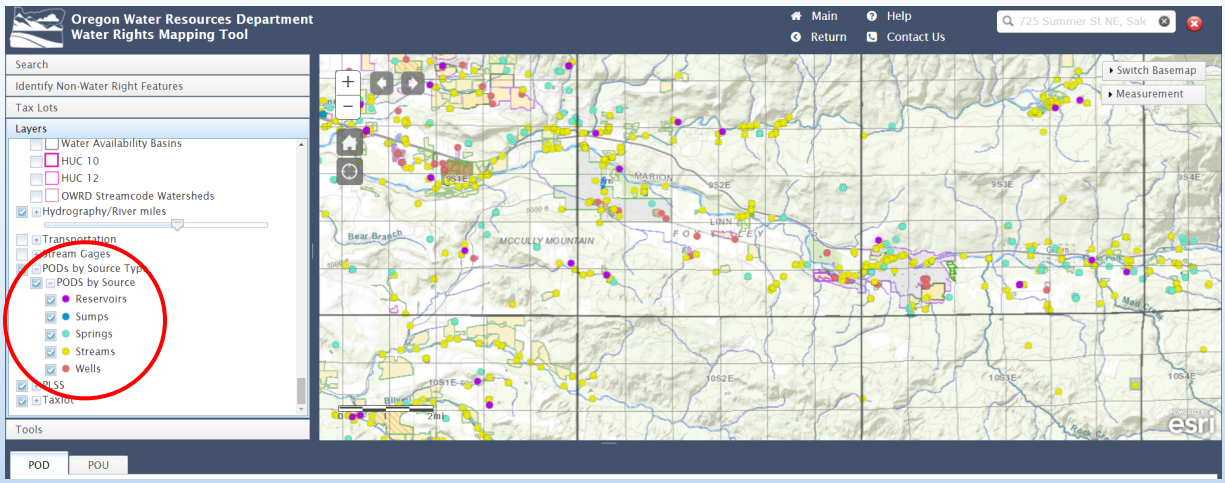
OREGON WATER RESOURCES DEPARTMENT

Tools For Managing Results

Layer Manager – Water Right by Type/Use



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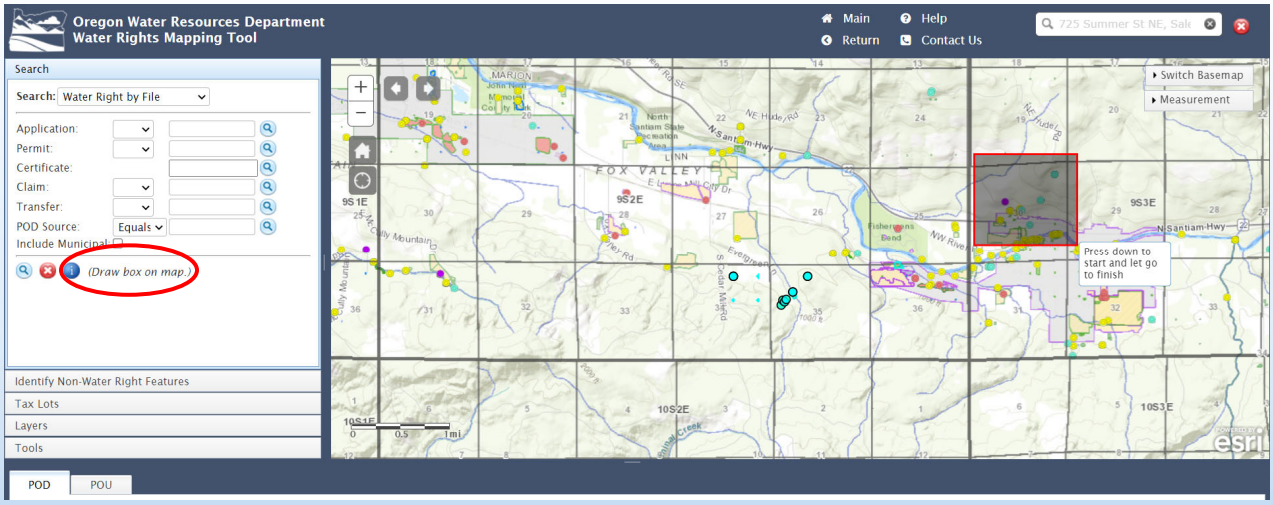
OREGON WATER RESOURCES DEPARTMENT

Identifying Water Rights



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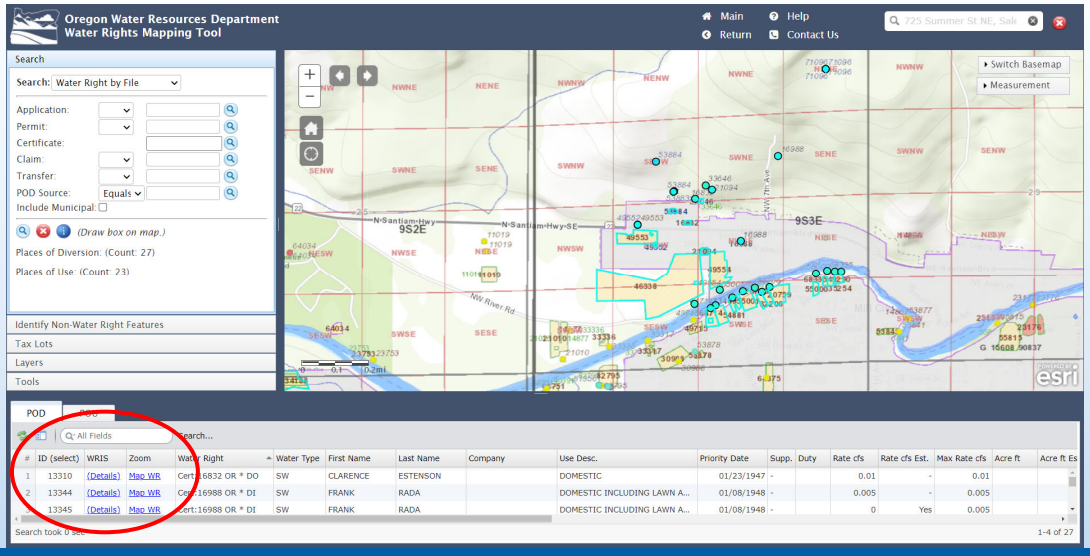
OREGON WATER RESOURCES DEPARTMENT

Identifying Water Rights



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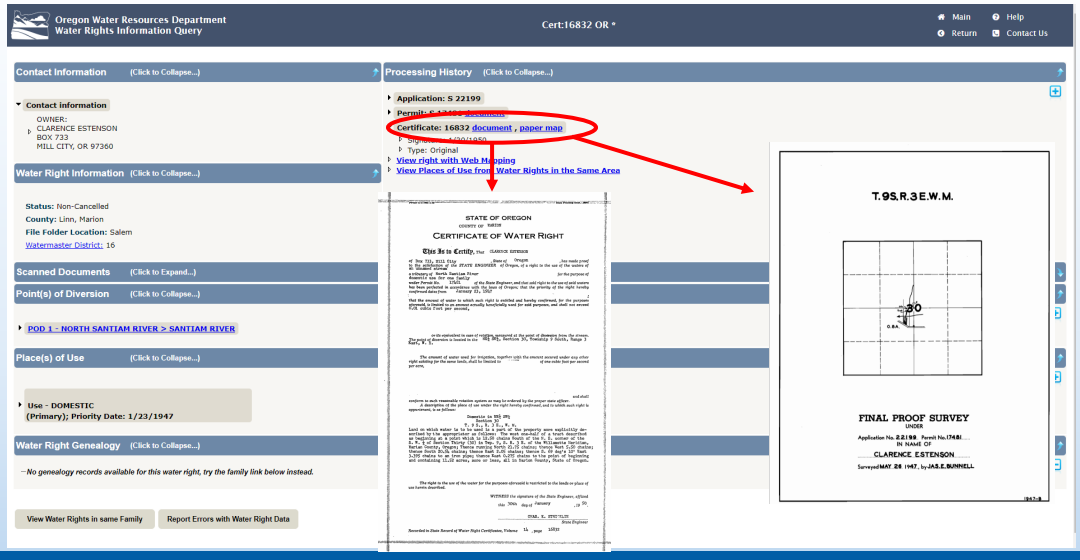
OREGON WATER RESOURCES DEPARTMENT

Water Right Information System



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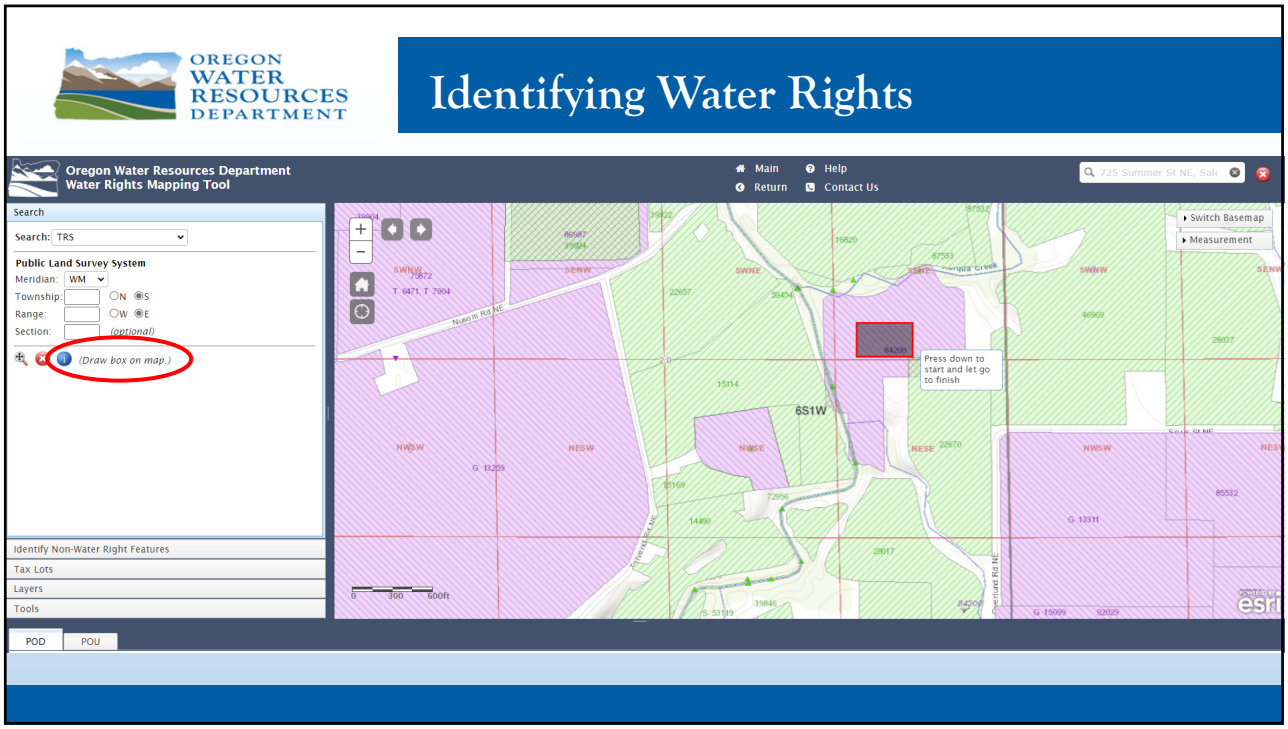
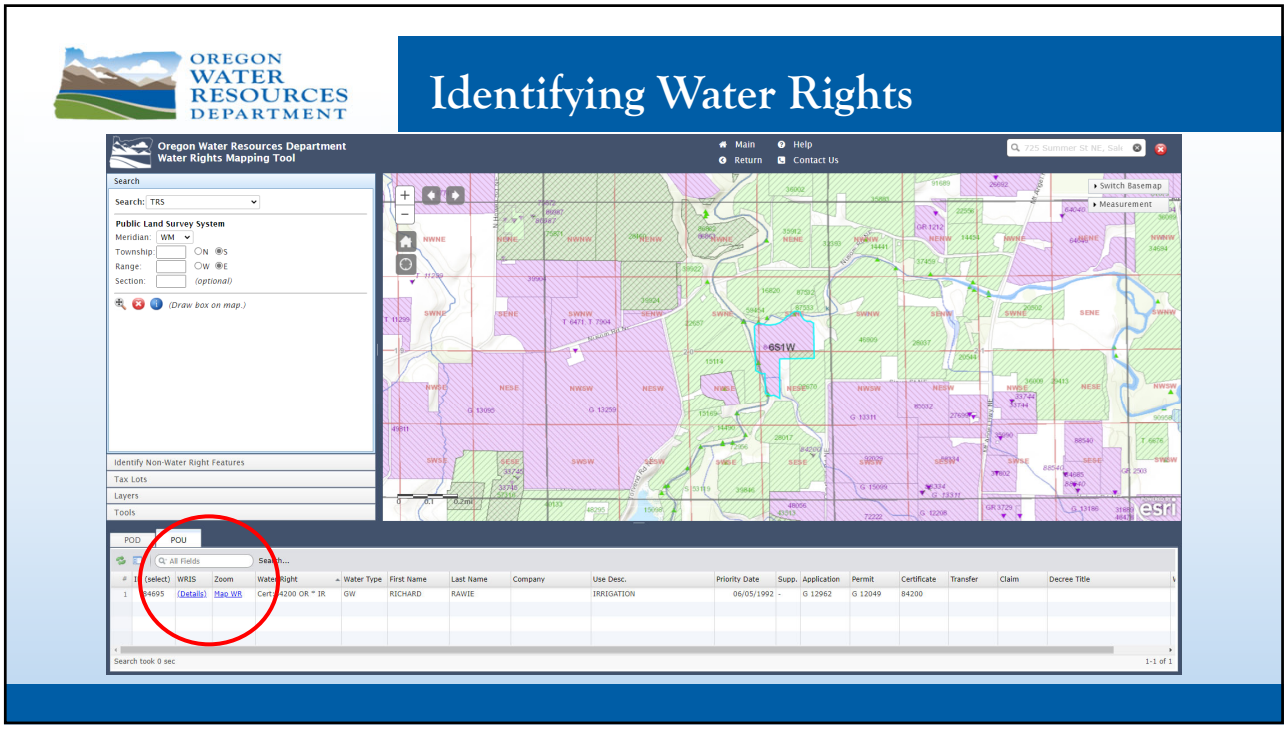
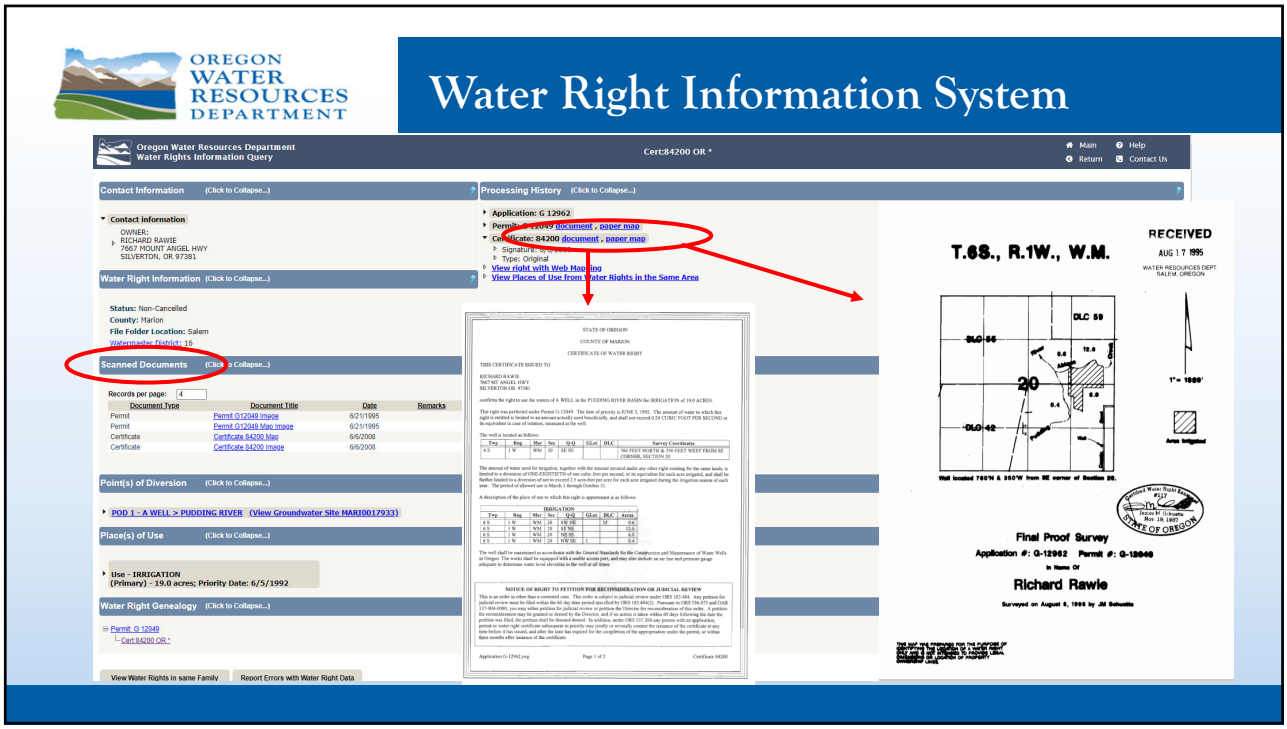

OREGON WATER RESOURCES DEPARTMENT
Identifying Water Rights
Oregon Water Resources Department
Water Rights Mapping Tool
Main
Help
Return
Contact Us
Search
Search: TRS
Public Land Survey System
Meridian: WM
Township:
Range:
Section:
(optional)
(Draw box on map.)
Press down to start and let go to finish
Switch Basemap
Measurement
6S1W
Identify Non-Water Right Features
Tax Lots
Layers
Tools
POD
POU

31


OREGON WATER RESOURCES DEPARTMENT
Identifying Water Rights
Oregon Water Resources Department
Water Rights Mapping Tool
Main
Help
Return
Contact Us
Search
Search: TRS
Public Land Survey System
Meridian: WM
Township:
Range:
Section:
(optional)
(Draw box on map.)
Switch Basemap
Measurement
6S1W
Identify Non-Water Right Features
Tax Lots
Layers
Tools
POD
POU
Search took 0 sec
1-1 of 1

32


OREGON WATER RESOURCES DEPARTMENT
Water Right Information System
Oregon Water Resources Department
Water Rights Information Query
Cert:84200 OR *
Main
Help
Return
Contact Us
Contact Information (Click to Collapse...)
Processing History (Click to Collapse...)
Contact information
OWNER:
RICHARD RAWIE
7667 MOUNT ANGEL HWY
SILVERTON, OR 97381
Application: G 12962
Permit: G 12049 document , paper map
Certificate: 84200 document , paper map
Signature:
Type: Original
View right with Web Mapping
View Places of Use from Water Rights in the Same Area
Water Right Information (Click to Collapse...)
Status: Non-Cancelled
County: Marion
File Folder Location: Salem
Watermaster District: 16
Scanned Documents (Click to Collapse...)
Records per page: 4
Document Type
Document Title
Date
Remarks
Permit
Permit G12049 Image
6/21/1995
Permit
Permit G12049 Map image
6/21/1995
Certificate
Certificate 84200 Map
6/6/2008
Certificate
Certificate 84200 image
6/6/2008
Point(s) of Diversion (Click to Collapse...)
POD 1 - A WELL > PUDDING RIVER (View Groundwater Site MAR10017933)
Place(s) of Use (Click to Collapse...)
Use - IRRIGATION
(Primary) - 19.0 acres; Priority Date: 6/5/1992
Water Right Genealogy (Click to Collapse...)
Permit G 12049
Cert:84200 OR *
View Water Rights in same Family
Report Errors with Water Right Data
STATE OF OREGON
COUNTY OF MARION
CERTIFICATE OF WATER RIGHT
THIS CERTIFICATE ISSUED TO
RICHARD RAWIE
7667 MT ANGEL HWY
SILVERTON OR 97381
confirms the right to use the waters of A WELL in the PUDDING RIVER BASIN for IRRIGATION of 19.0 ACRES.
NOTICE OF RIGHT TO PETITION FOR RECONSIDERATION OR JUDICIAL REVIEW
Application G 12962.jpg
Page 1 of 2
Certificate 84200
T.6S., R.1W., W.M.
RECEIVED
AUG 17 1995
WATER RESOURCES DEPT
SALEM, OREGON
DLC 59
DLC 56
DLC 42
20
1" = 1320'
Area Irrigated
Final Proof Survey
Application #: G-12962 Permit #: G-12049
Richard Rawie
Surveyed on August 8, 1995 by JM Schuette
STATE OF OREGON

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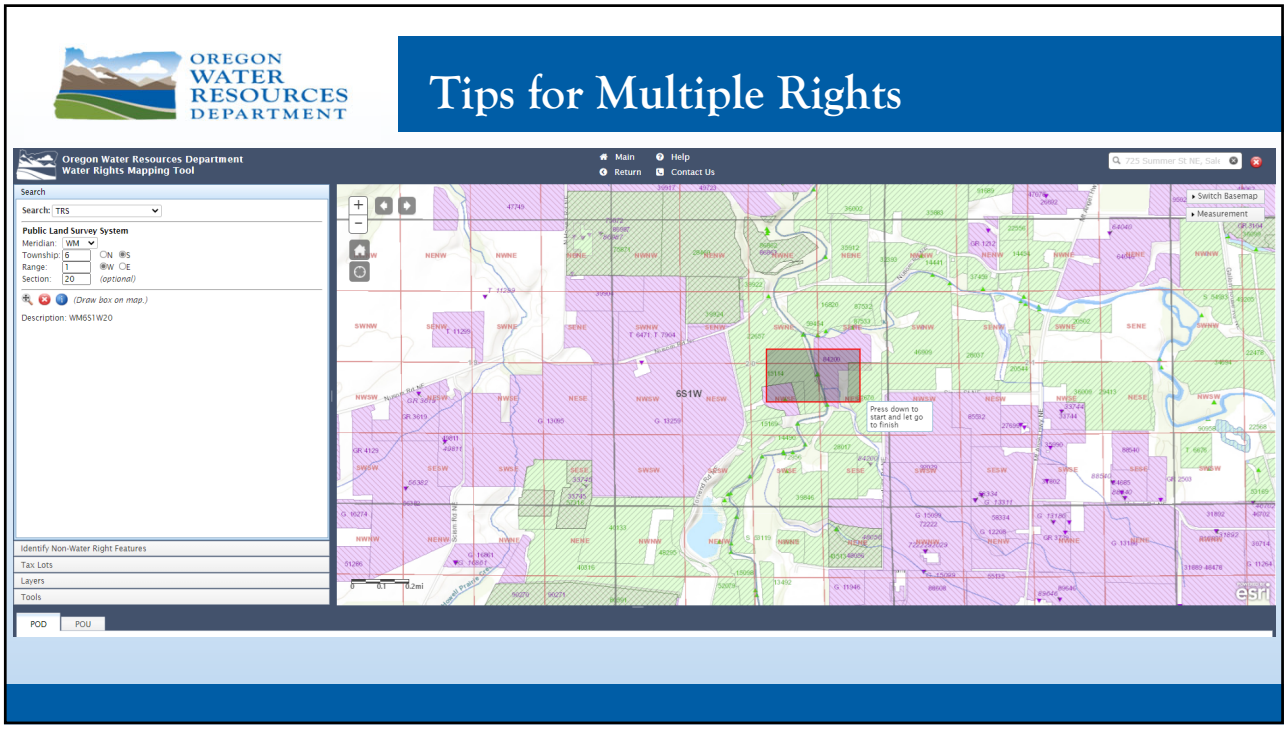
OREGON WATER RESOURCES DEPARTMENT
Tips for Multiple Rights
Oregon Water Resources Department
Water Rights Mapping Tool
Main
Help
Return
Contact Us
Search
Search: TRS
Public Land Survey System
Meridian: WM
Township: 6 N S
Range: 1 W E
Section: 20 (optional)
(Draw box on map.)
Description: WM6S1W20
Identify Non-Water Right Features
Tax Lots
Layers
Tools
POD
POU
Switch Basemap
Measurement
6S1W
Press down to start and let go to finish
esri

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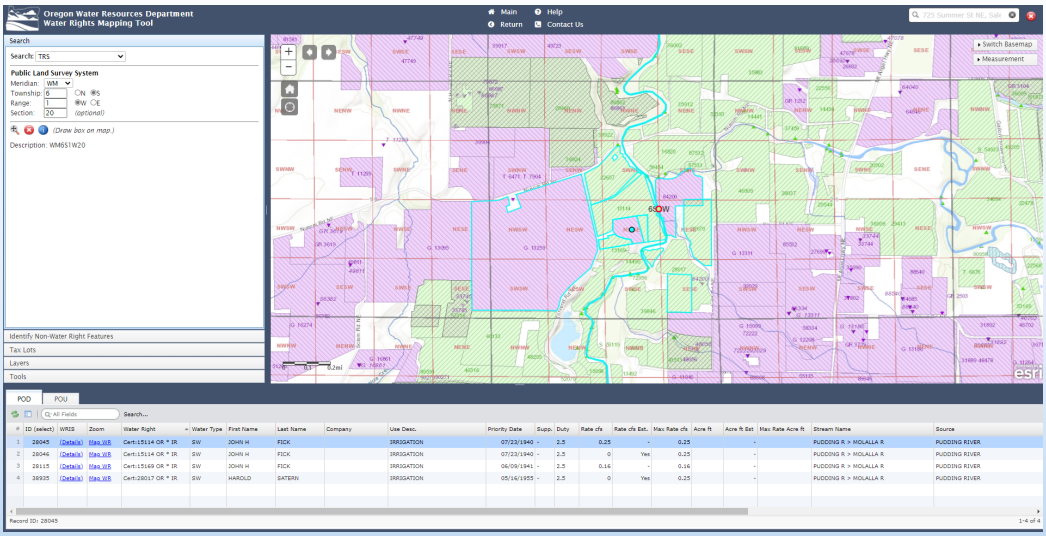
OREGON WATER RESOURCES DEPARTMENT

Tips for Multiple Rights



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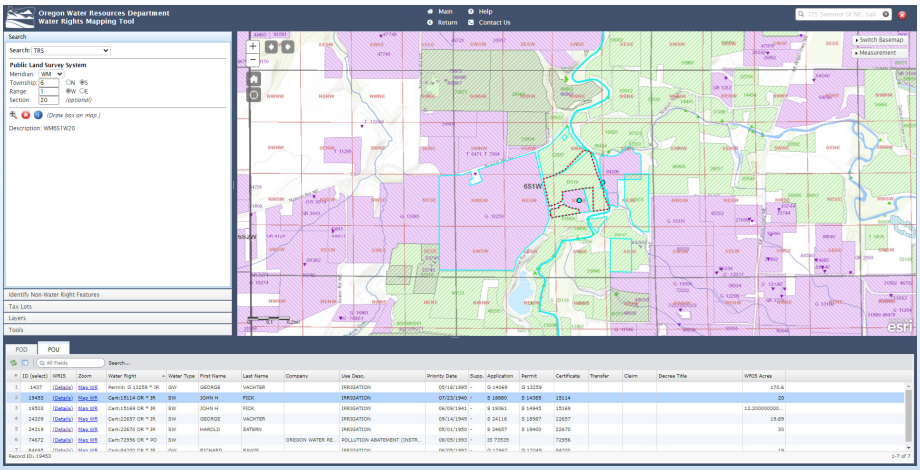
OREGON WATER RESOURCES DEPARTMENT

Tips for Multiple Rights

When the row for a specific water right is highlighted in the POU table, the footprint of the water right is highlighted with red dots.



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OREGON WATER RESOURCES DEPARTMENT

Unmapped Uses –Exempt Ponds

- Exempt Ponds, or “P” filings are not mapped.
- How to research a “P” record.
- Platcard Reports

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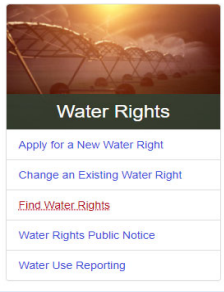
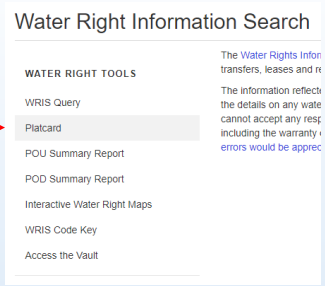
OREGON WATER RESOURCES DEPARTMENT

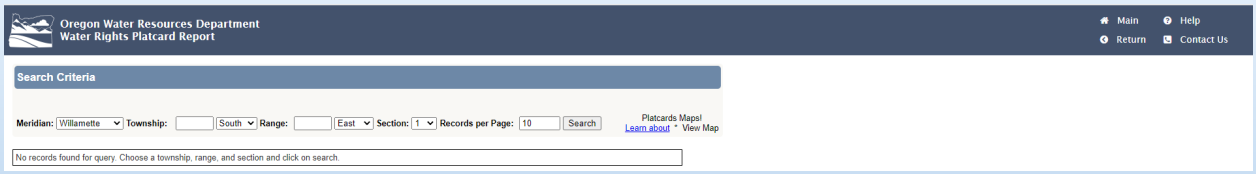
Platcard Search



1

2





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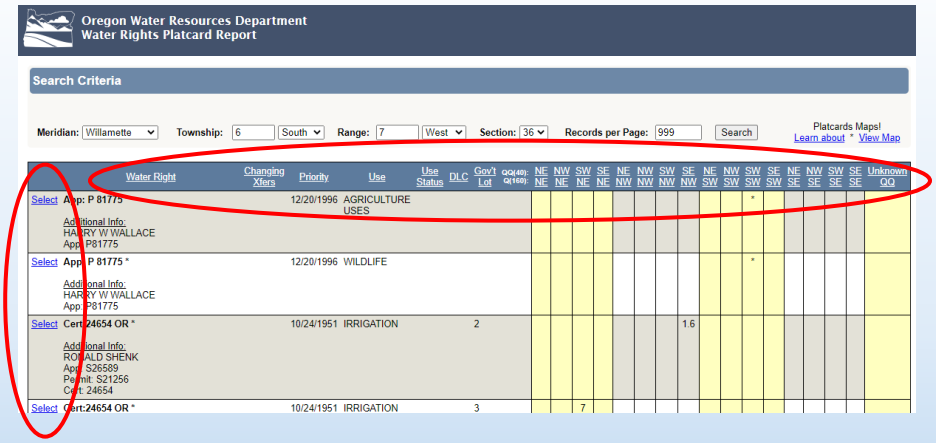
OREGON WATER RESOURCES DEPARTMENT

Platcard Search Results



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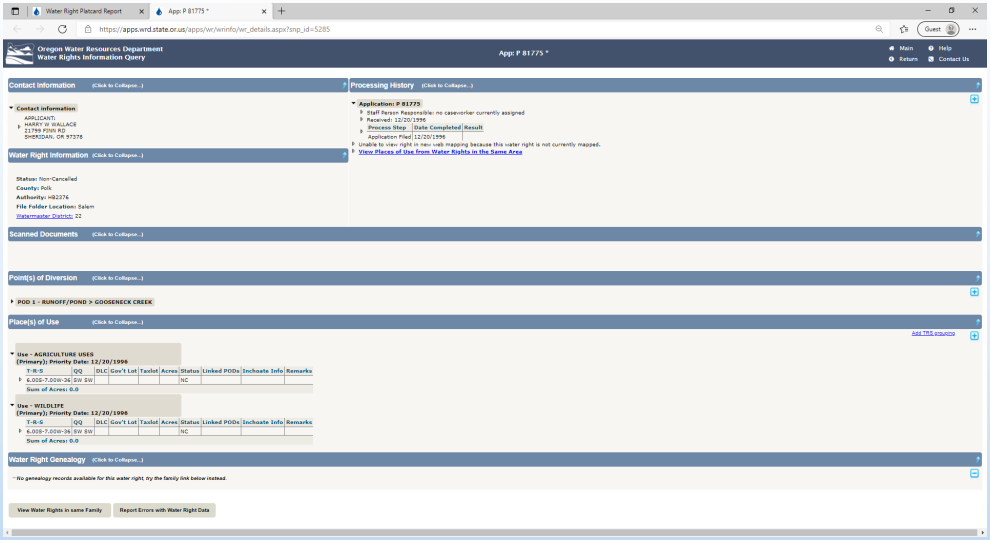
OREGON WATER RESOURCES DEPARTMENT

The WRIS Record – "P" (Pond Filings)



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OREGON WATER RESOURCES DEPARTMENT

Additional Information

- An in-depth User Guide is available through the help link at the top of the mapper.

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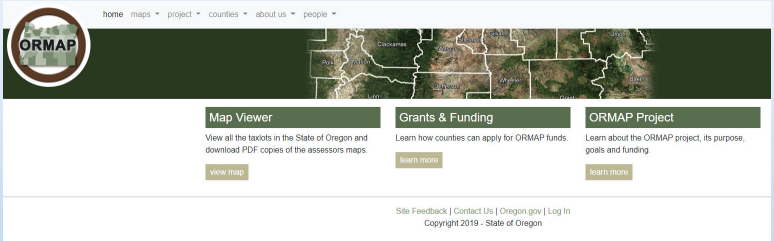
OREGON WATER RESOURCES DEPARTMENT

Assessor Maps

- Assessor Maps can be helpful in researching water rights. Those maps can be viewed and downloaded through ORMAP at the following link:
- ormap.net



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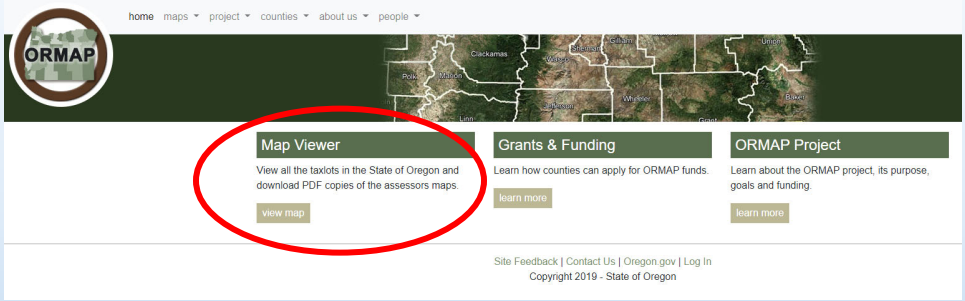
OREGON WATER RESOURCES DEPARTMENT

Assessor Maps - Tip

You can search for the County Assessor Map using the site address for a property



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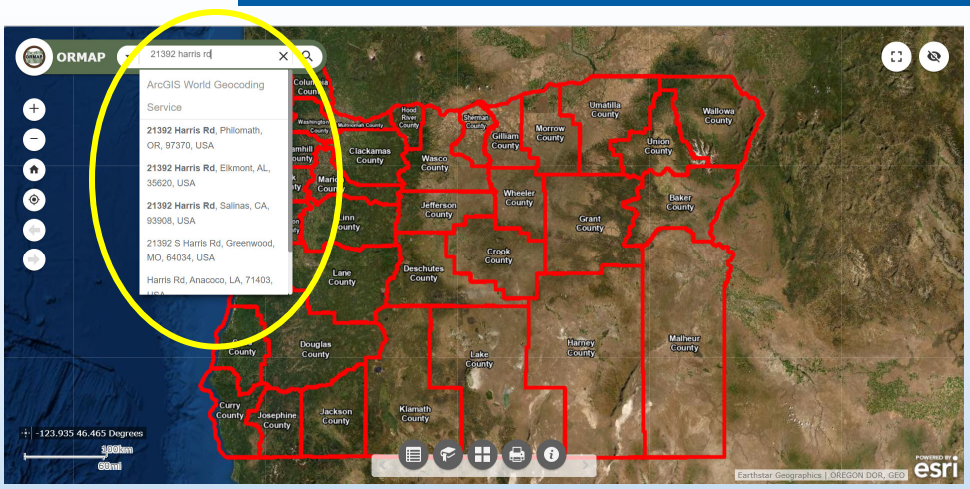
OREGON WATER RESOURCES DEPARTMENT

Assessor Maps - Tip



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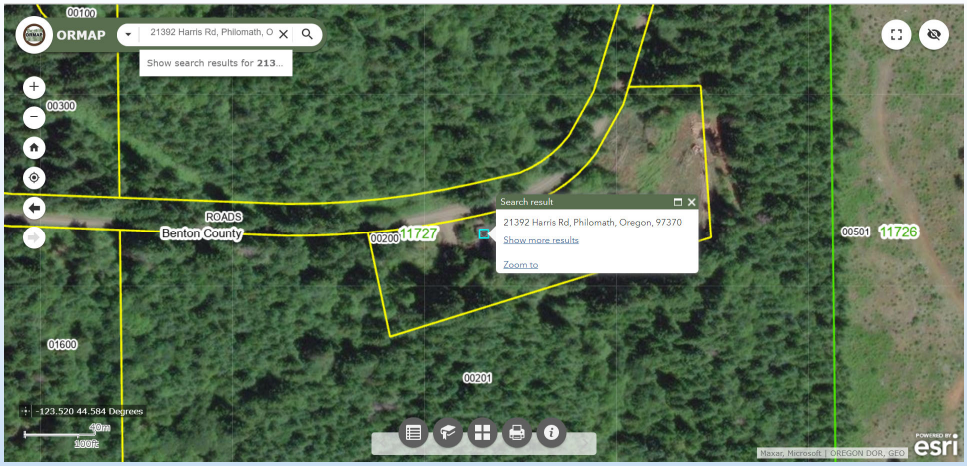
OREGON WATER RESOURCES DEPARTMENT

Assessor Maps - Tip



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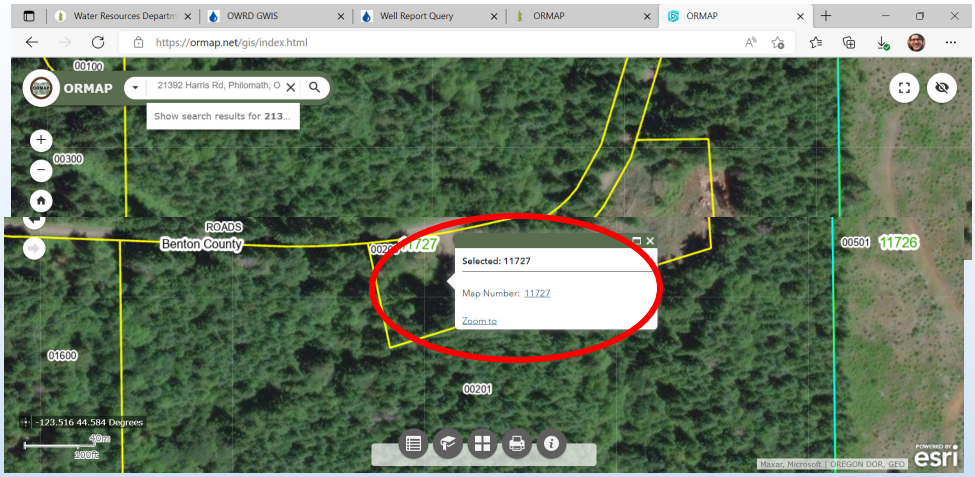
OREGON WATER RESOURCES DEPARTMENT

Assessor Maps - Tip



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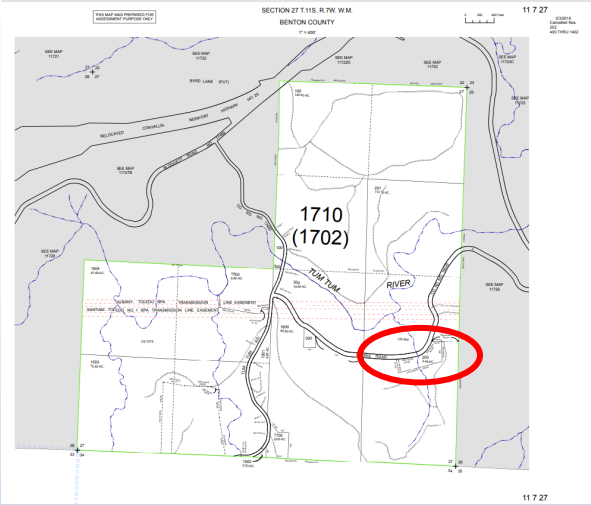
OREGON WATER RESOURCES DEPARTMENT

Assessor Maps - Tip



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OREGON WATER RESOURCES DEPARTMENT

If you have questions concerning researching water rights, please contact our Customer Service Group at 503-986-0900 or by email at:

WRD_DL_customerservice@oregon.gov

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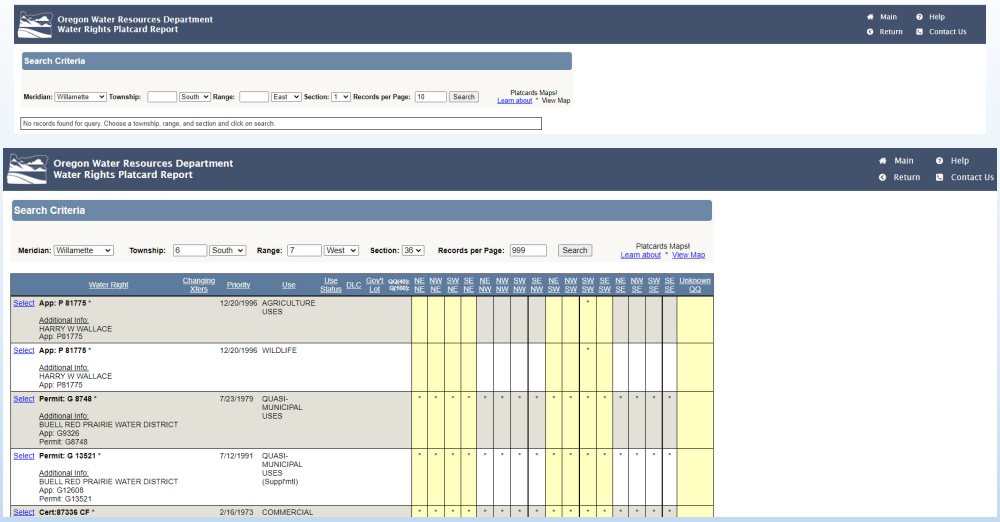
OREGON WATER RESOURCES DEPARTMENT

Researching Water Rights Using the Oregon Water Resources Department Platcard Utility October 2022

1

OREGON WATER RESOURCES DEPARTMENT

Platcard Report



2

OREGON WATER RESOURCES DEPARTMENT

Topics

1. What is the Platcard Utility?
2. What are its limitation
3. How to Locate Water Rights Using the Platcard Utility:
   - Township, Range, and Section
4. Additional information and resources

3

OREGON WATER RESOURCES DEPARTMENT

Platcard Utility

The Platcard Utility a data driven tool used to:

1. Identify locations of water rights down to the quarter quarter level; and
2. Access the official water right documents (permits, certificates, orders and maps).

4

OREGON WATER RESOURCES DEPARTMENT

Limitations of the Platcard Utility

Limitations:

The data displayed is based on the water right document itself and less on WRD Staff's interpretation of the document.

The water right document is the official record of the water right.

5

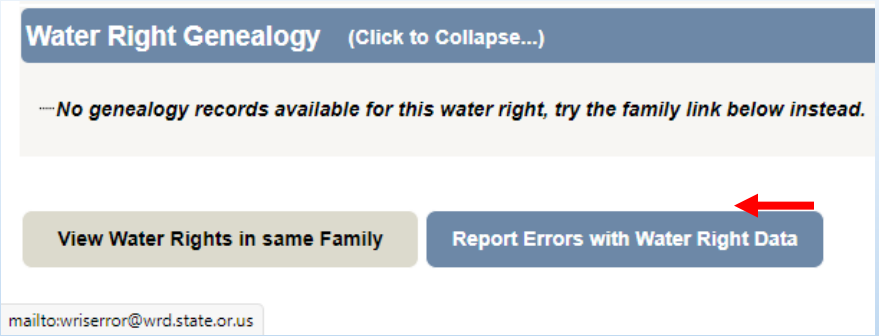
OREGON WATER RESOURCES DEPARTMENT

Reporting Possible Data Errors

Reporting possible errors in the data:

Possible errors can be reported to:

WRD_DL_wriserror@oregon.gov



6

OREGON WATER RESOURCES DEPARTMENT

What is a Water Right?

A Water Right is:

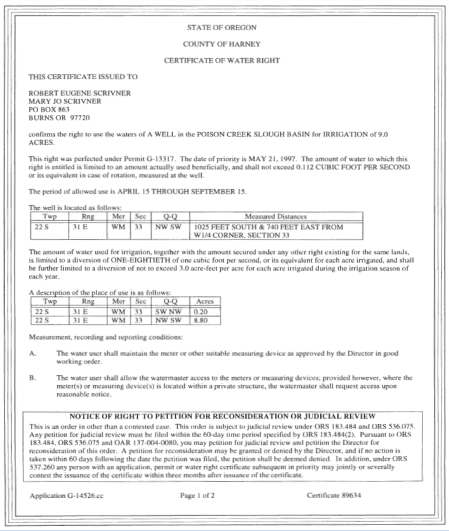
The right of a user to put the waters of the public to beneficial use.

- The right includes:
  - The source
  - The authorized rate or volume of water use
  - The use(s)
  - The priority date
  - The location of the point(s) of diversion
  - The location of the place(s) of use
  - Conditions of use

7

OREGON WATER RESOURCES DEPARTMENT

Water Right – Certificate Example



STATE OF OREGON

COUNTY OF HARNEY

CERTIFICATE OF WATER RIGHT

THIS CERTIFICATE ISSUED TO

ROBERT EUGENE SCRIVNER
MARY JO SCRIVNER
PO BOX 863
BURNS OR 97720

confirms the right to use the waters of A WELL in the POISON CREEK SLOUGH BASIN for IRRIGATION of 9.0 ACRES.

This right was perfected under Permit G-13317. The date of priority is MAY 21, 1997. The amount of water to which this right is entitled is limited to an amount actually used beneficially, and shall not exceed 0.112 CUBIC FOOT PER SECOND or its equivalent in case of rotation, measured at the well.

The period of allowed use is APRIL 15 THROUGH SEPTEMBER 15.

The well is located as follows:

Twp	Rng	Mer	Sec	Q-Q	Measured Distances
22 S	31 E	WM	33	NW SW	1025 FEET SOUTH & 740 FEET EAST FROM W 1/4 CORNER, SECTION 33

The amount of water used for irrigation, together with the amount secured under any other right existing for the same lands, is limited to a diversion of ONE-EIGHTIETH of one cubic foot per second, or its equivalent for each acre irrigated, and shall be further limited to a diversion of not to exceed 3.0 acre-feet per acre for each acre irrigated during the irrigation season of each year.

A description of the place of use is as follows:

Twp	Rng	Mer	Sec	Q-Q	Acres
22 S	31 E	WM	33	SW NW	0.20
22 S	31 E	WM	33	NW SW	8.80

Measurement, recording and reporting conditions:

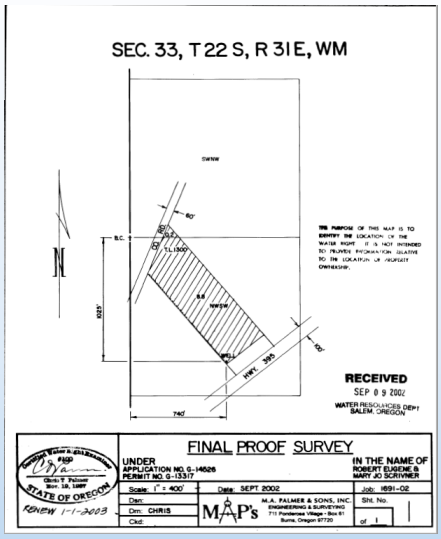
A. The water user shall maintain the meter or other suitable measuring device as approved by the Director in good working order.

B. The water user shall allow the watermaster access to the meters or measuring devices; provided however, where the meter(s) or measuring device(s) is located within a private structure, the watermaster shall request access upon reasonable notice.

NOTICE OF RIGHT TO PETITION FOR RECONSIDERATION OR JUDICIAL REVIEW

This is an order in other than a contested case. This order is subject to judicial review under ORS 183.484 and ORS 536.075. Any petition for judicial review must be filed within the 60-day time period specified by ORS 183.484(2). Pursuant to ORS 183.484, ORS 536.075 and OAR 137-004-0080, you may petition for judicial review and petition the Director for reconsideration of this order. A petition for reconsideration may be granted or denied by the Director, and if no action is taken within 60 days following the date the petition was filed, the petition shall be deemed denied. In addition, under ORS 537.260 any person with an application, permit or water right certificate subsequent in priority may jointly or severally contest the issuance of the certificate within three months after issuance of the certificate.

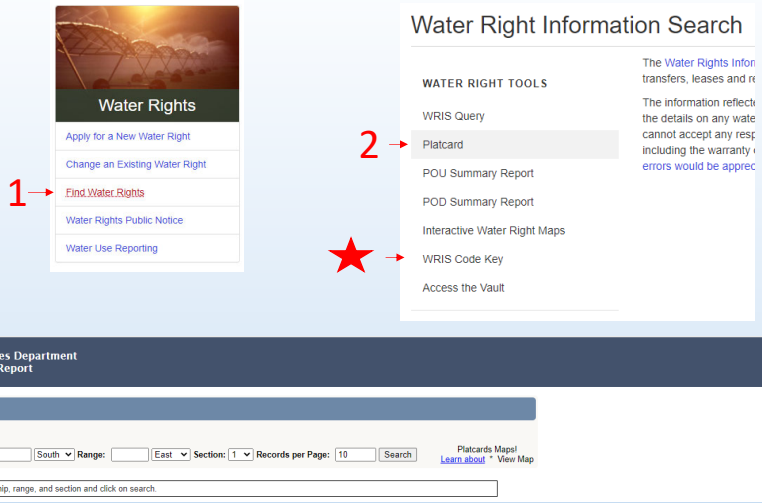
Application G-14526.cc Page 1 of 2 Certificate 89634

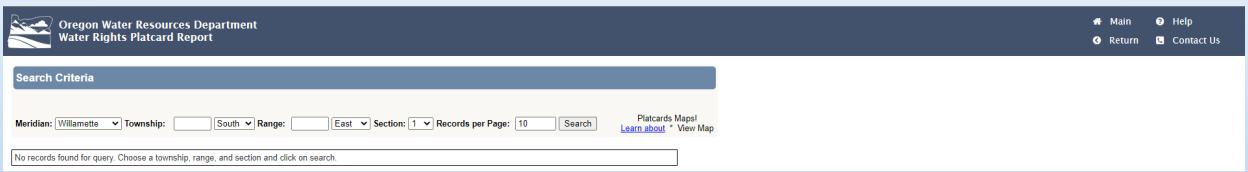


8

OREGON WATER RESOURCES DEPARTMENT

Where is the Platcard Utility?





9

OREGON WATER RESOURCES DEPARTMENT

Research Method

To search for rights using the Platcard utility, you will need to the following information:

Township, Range and Section which may appear in several different formats:

- Township 6 South, Range 7 West, Section 36, W.M.
- T6SR7W36 W.M.
- 06073600104 (tax lot number)

This information may be found in a legal description, on an Assessor's map, or in some other documentation that you may possess.

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OREGON WATER RESOURCES DEPARTMENT

Platcard Search Results

Oregon Water Resources Department
Water Rights Platcard Report

Search Criteria

Meridian: Willamette Township: 6 South Range: 7 West Section: 36 Records per Page: 999 Search

Platcards Maps! Learn about * View Map

	Water Right	Changing Xfers	Priority	Use	Use Status	DLC	Gov't Lot	QQ(40): Q(160):	NE NE	NW NE	SW NE	SE NE	NE NW	NW NW	SW NW	SE NW	NE SW	NW SW	SW SW	SE SW	NE SE	NW SE	SW SE	SE SE	Unknown QQ
Select	App: P 81775 * Additional Info: HARRY W WALLACE App: P81775		12/20/1996	AGRICULTURE USES															*						
Select	App: P 81775 * Additional Info: HARRY W WALLACE App: P81775		12/20/1996	WILDLIFE															*						
Select	Cert:24654 OR * Additional Info: RONALD SHENK App: S26589 Permit: S21256 Cert: 24654		10/24/1951	IRRIGATION		2										1.6									
Select	Cert:24654 OR *		10/24/1951	IRRIGATION		3					7														

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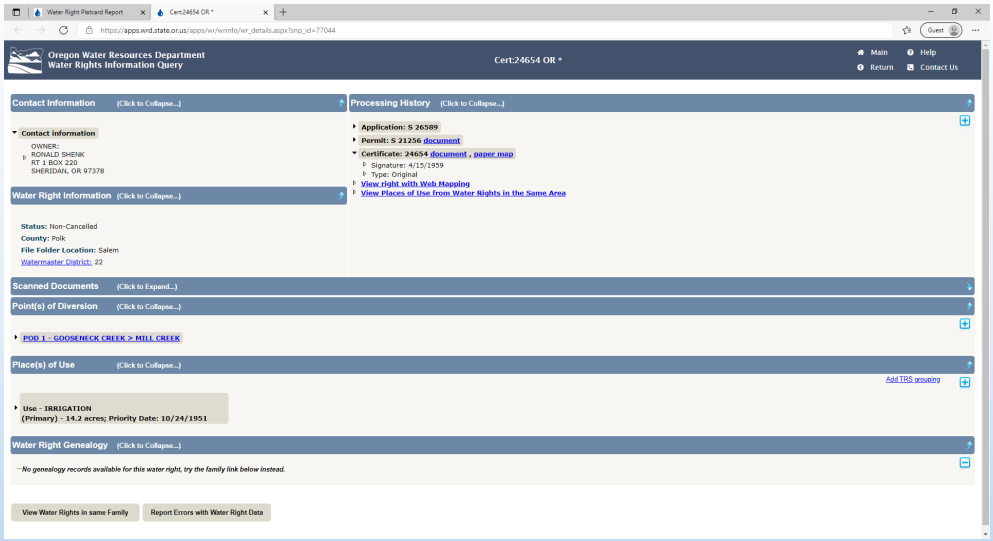
OREGON WATER RESOURCES DEPARTMENT

Platcard Search Results



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OREGON WATER RESOURCES DEPARTMENT

Water Right Query Page

Contact Information

- This section identifies the name associated with the water right record.

Contact Information (Click to Collapse...)

Contact information

OWNER:
RONALD SHENK
RT 1 BOX 220
SHERIDAN, OR 97378

- In the case of a permit application, permit, or transfer, the name displayed is the current applicant, permit holder, or transfer holder of record.
- In the case of a record associated with a right for which a certificate has been issued, it reflects the entity whose name appears on the Certificate.

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OREGON WATER RESOURCES DEPARTMENT

Water Right Query Page

Water Right Information

- This section identifies the Status, County, File Location, and Watermaster

Water Right Information (Click to Collapse...)

Status: Non-Cancelled
County: Polk
File Folder Location: Salem
Watermaster District: 22

Status:

Status

- CN - Canceled
- DN - Denied
- EX - Expired
- MF - Misfiled
- NC - Non Canceled
- RJ - Rejected
- RSC - Rescinded
- WD - Withdrawn

Watermaster Districts :

Regional Offices and Watermasters Directory

Regional and Watermaster Offices

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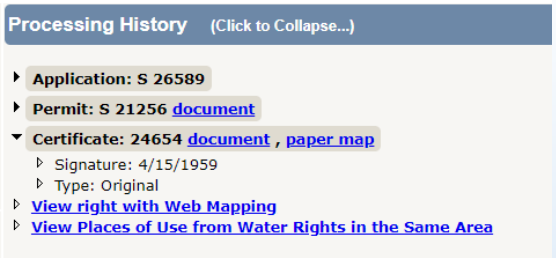
OREGON WATER RESOURCES DEPARTMENT

Water Right Query Page

Processing History

- This section provides the history of the water right including links to documents such as the permit, certificate, and maps.



Many of the data blocks on this page are displayed in a tree view that allows data to be expanded or collapsed by clicking on the black triangle next to the element. This will toggle that section of data to expand it and turn that icon into a downward facing triangle.

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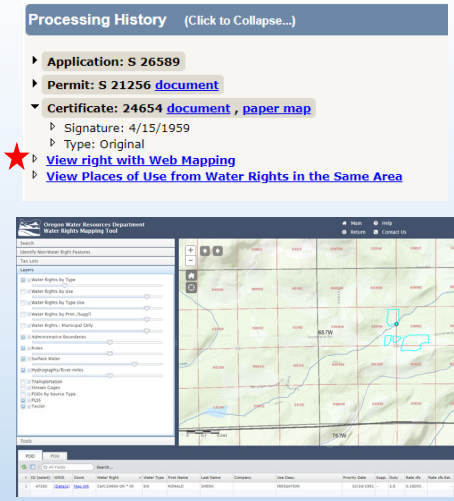
OREGON WATER RESOURCES DEPARTMENT

Water Right Query Page

Processing History

- There are two other features of interest in this section:
  - The first is a link to the Interactive Mapping Utility.



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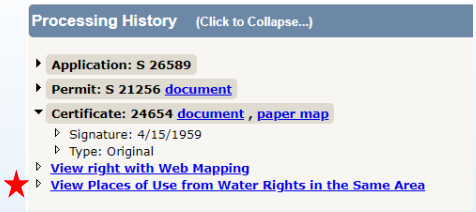
OREGON WATER RESOURCES DEPARTMENT

Water Right Query Page

Processing History

- There are two other features of interest in this section:
  - The second is a link that will display other rights that are in the same area which can be helpful while performing research.

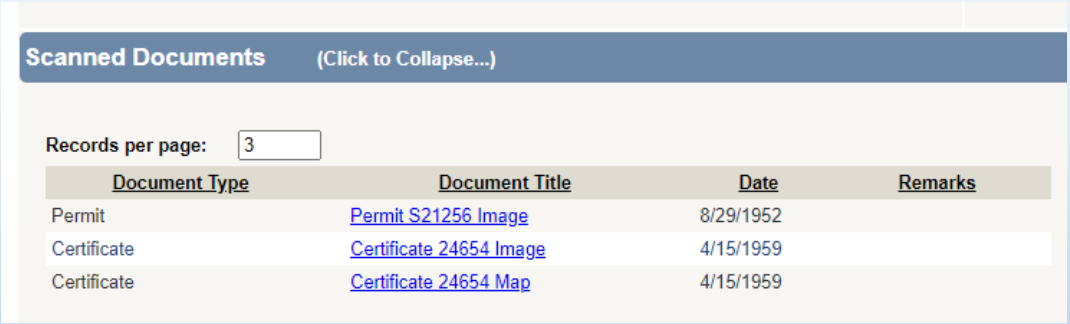


OREGON WATER RESOURCES DEPARTMENT

Water Right Query Page

Scanned Documents

- This section contains a mix of documents related to the water right and is always worth looking at to see if there is any information of interest.

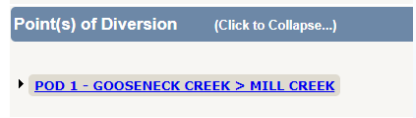


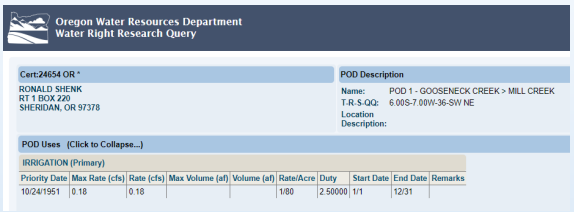
OREGON WATER RESOURCES DEPARTMENT

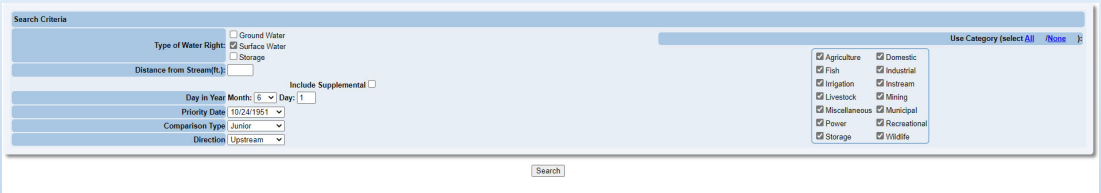
Water Right Query Page

Point of Diversion

- This section will provide information about the point of diversion.
  - First, it tells you the source of water and what it is tributary to;
  - Second, by following the link, it will provide information about the location, use(s), rates, seasons of use and other information.
  - Finally, this link provides a search tool that can be used to identify other water rights using a variety of information.







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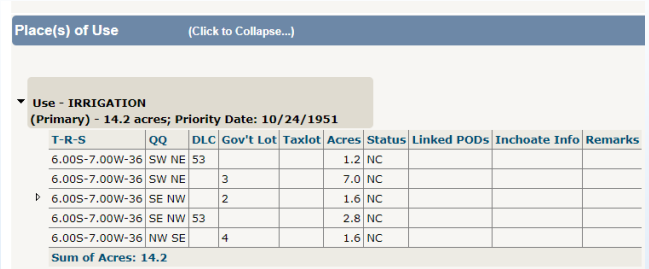
OREGON WATER RESOURCES DEPARTMENT

Water Right Query Page

Place of Use

- This section will provide information about the place of use.



This section will provide a variety of information about the use and should be a <u>summary</u> of the place of use included in the permit or certificate.

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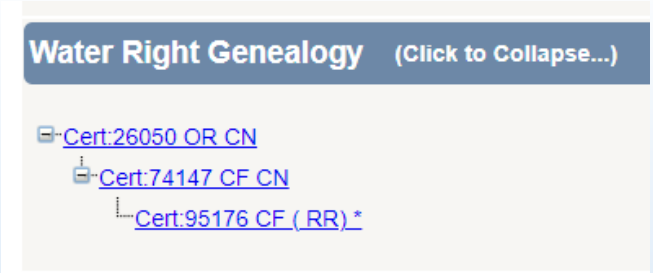
OREGON WATER RESOURCES DEPARTMENT

Water Right Query Page

Water Right Genealogy

- This section will provide information about the history of the water right.



This section will provide a history of water right transactions that have occurred on the original water right included transfers and superseding certificates.

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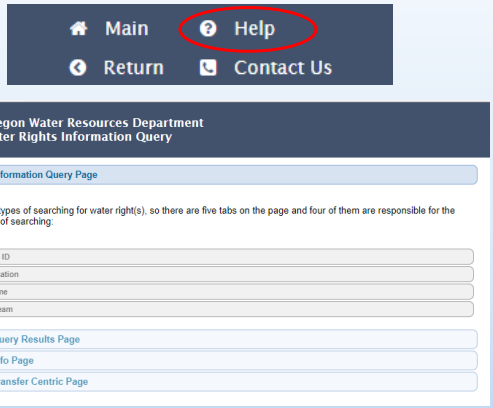
OREGON WATER RESOURCES DEPARTMENT

Additional Information - Help

- Additional information about the query page can be found by selecting the help button.



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OREGON WATER RESOURCES DEPARTMENT

Water Right Information

- For additional information about water rights, click on the link below and check out the publication Water Rights In Oregon (Aqua Book).
- Water Rights in Oregon - An Introduction to Oregon's Water Laws (Aqua Book)

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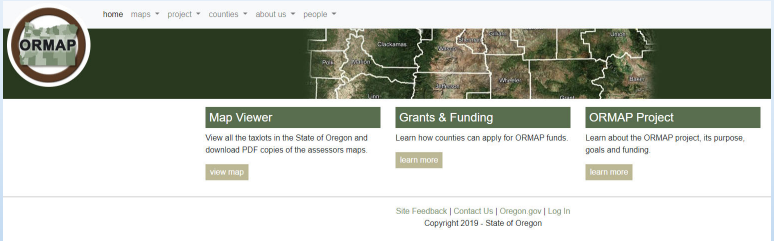
OREGON WATER RESOURCES DEPARTMENT

Assessor Maps - ORMAP

- Assessor Maps can be helpful in researching water rights. Those maps can be viewed and downloaded through ORMAP at the following link:
- https://ormap.net/



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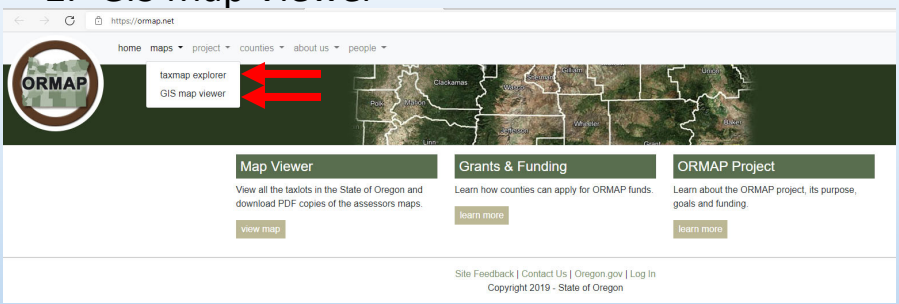
OREGON WATER RESOURCES DEPARTMENT

Assessor Maps - ORMAP

- ORMAP provides two methods to location Assessor Maps:

1. Taxmap Explorer
2. GIS Map Viewer



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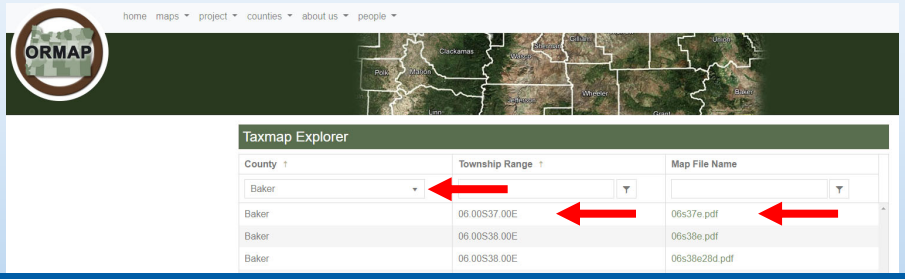
OREGON WATER RESOURCES DEPARTMENT

Assessor Maps - ORMAP

- ORMAP - Taxmap Explorer

1. Select the county
2. Navigate to the appropriate Township Range
3. Select Map File Name to view map



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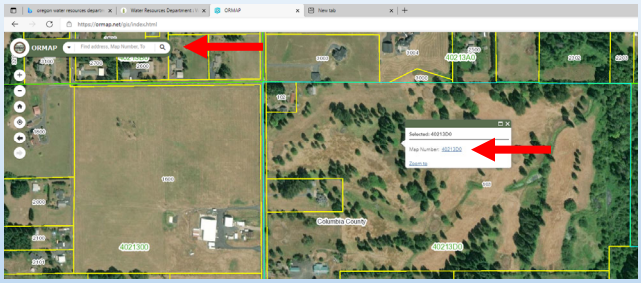
OREGON WATER RESOURCES DEPARTMENT

Assessor Maps ORMAP

- ORMAP – GIS Map Viewer

1. Enter site address in search box in upper left corner
2. Click in the tax lot boundary
3. In the dialog box, click on the hyperlink for the "Map Number"



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OREGON WATER RESOURCES DEPARTMENT

If you have questions concerning researching water rights, please contact our Customer Service Group at 503-986-0900 or by email at:

WRD_DL_customerservice@oregon.gov

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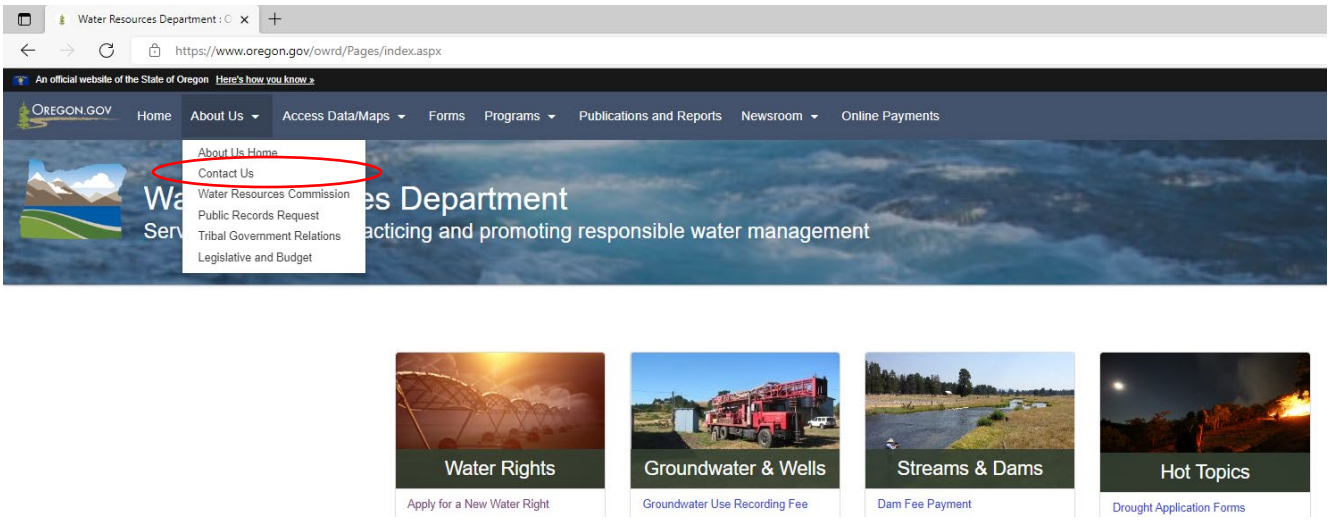
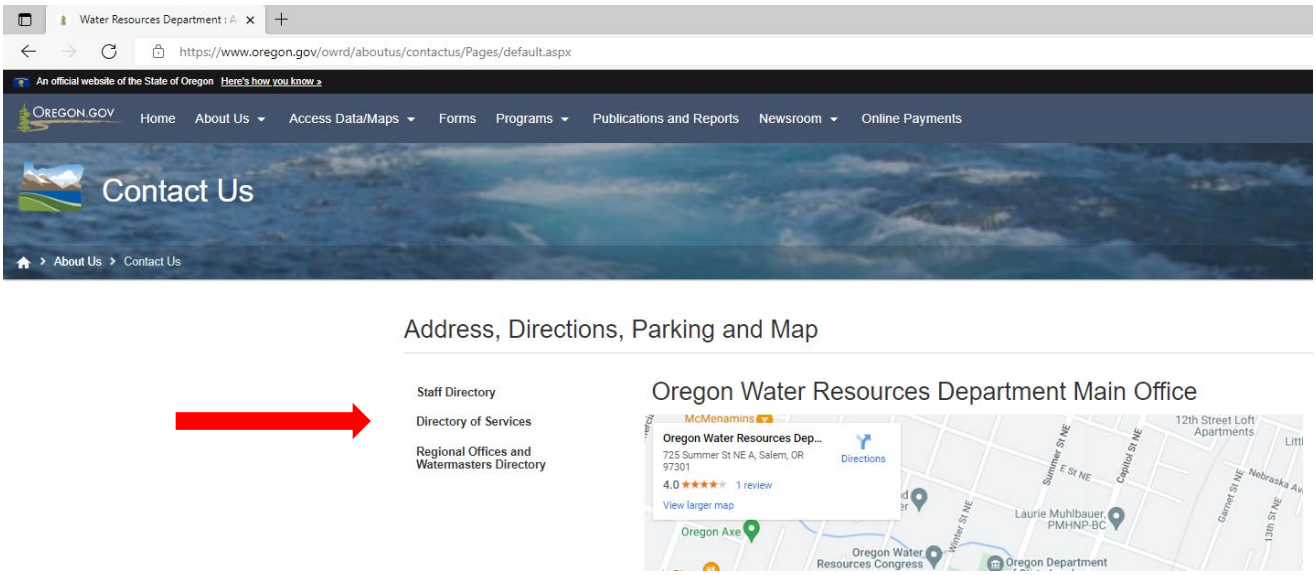
WATER RESOURCES CONTACT INFORMATION

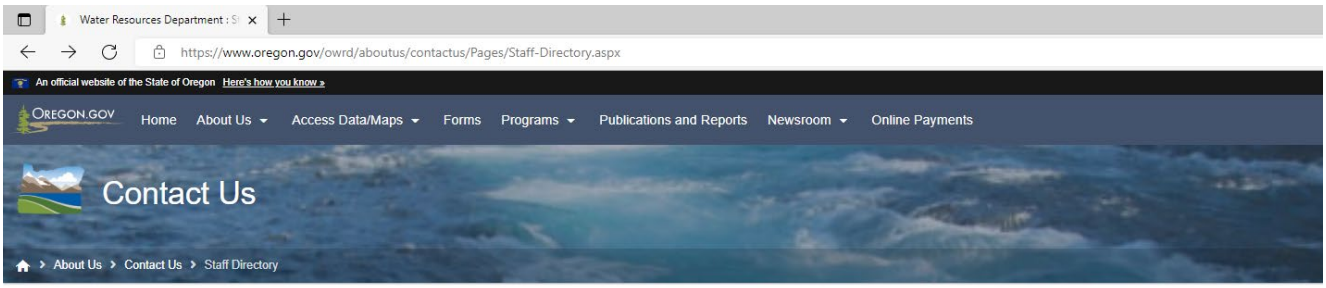
Oregon Water Resources Department Contact Information

- Staff Directory
- Directory of Services
- Regional Offices and Watermasters Directory





Staff Directory



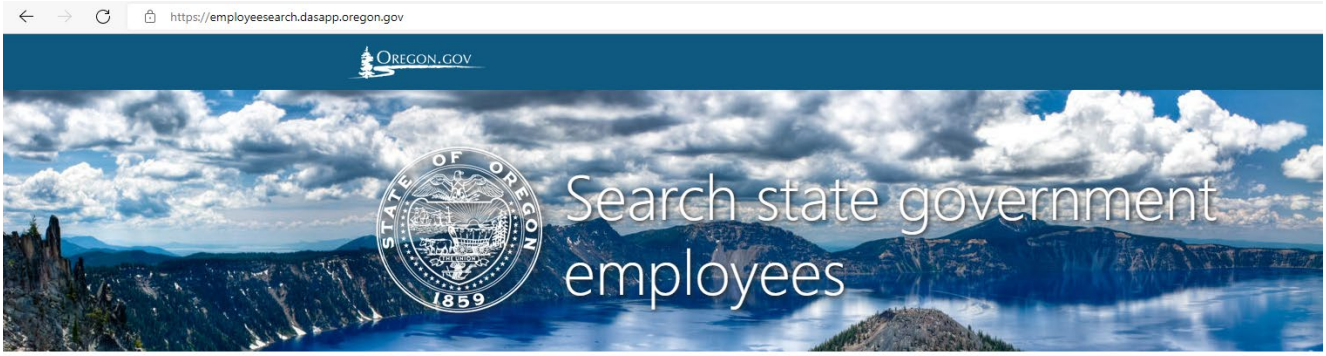
Staff Directory

Staff Phone Numbers

Search for state employees using the Employee Search Application. Although not all state employees are listed, all programs of state government are listed along with contact information.

OWRD Directory of Services

Check out the OWRD Directory of Services for agency contact information.



Welcome to Oregon's state employee search

Search Oregon state government employees by first name and/or last name; narrow results by including an agency. Search results are limited to 200.

Agency:

First Name:

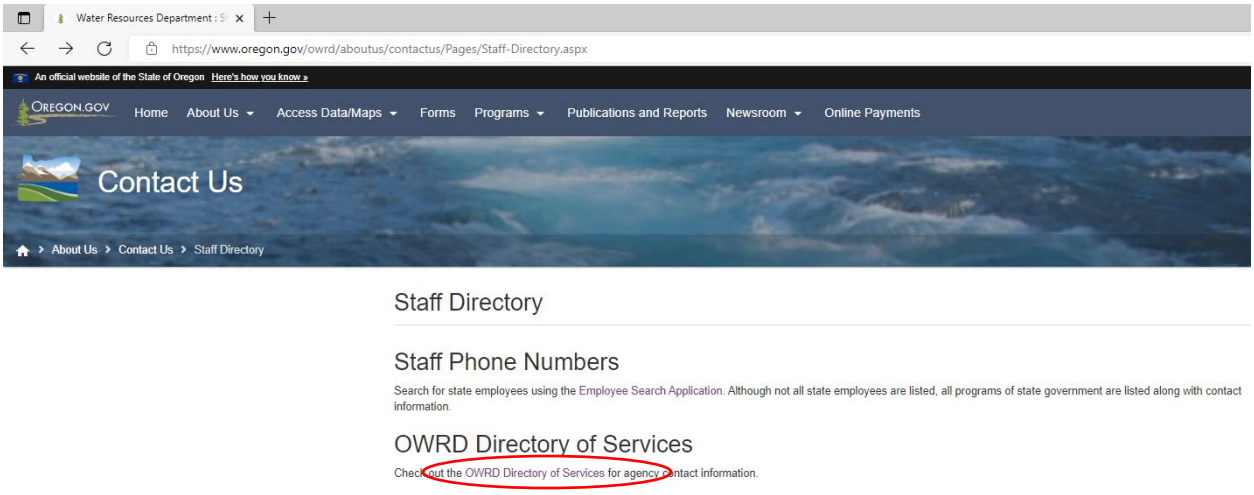
Last Name:

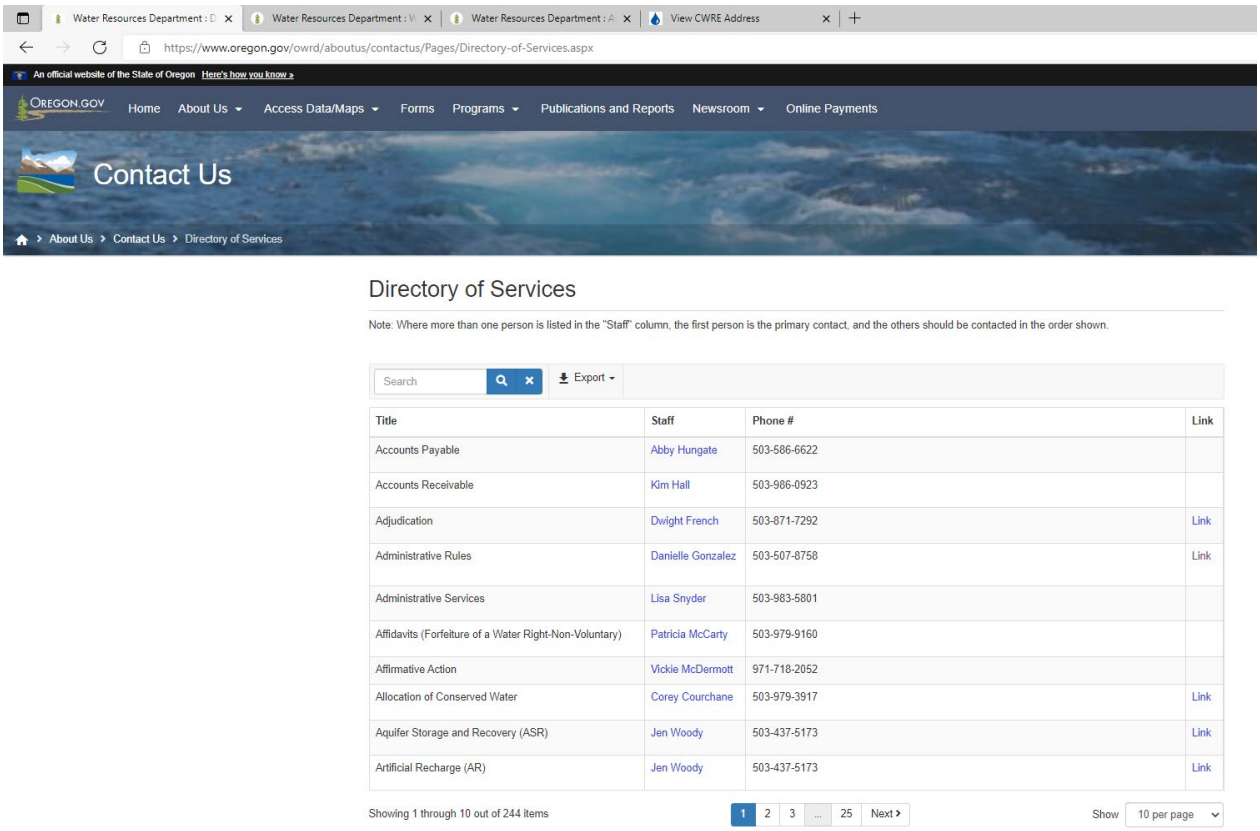
Search | Start Over

Site usage policy

This search tool is made available to locate employees of Oregon state government's Executive Branch for state business purposes. It is not for use as a mailing list. The tool is updated regularly, but may not contain all current information. State agencies maintain their employees' information.

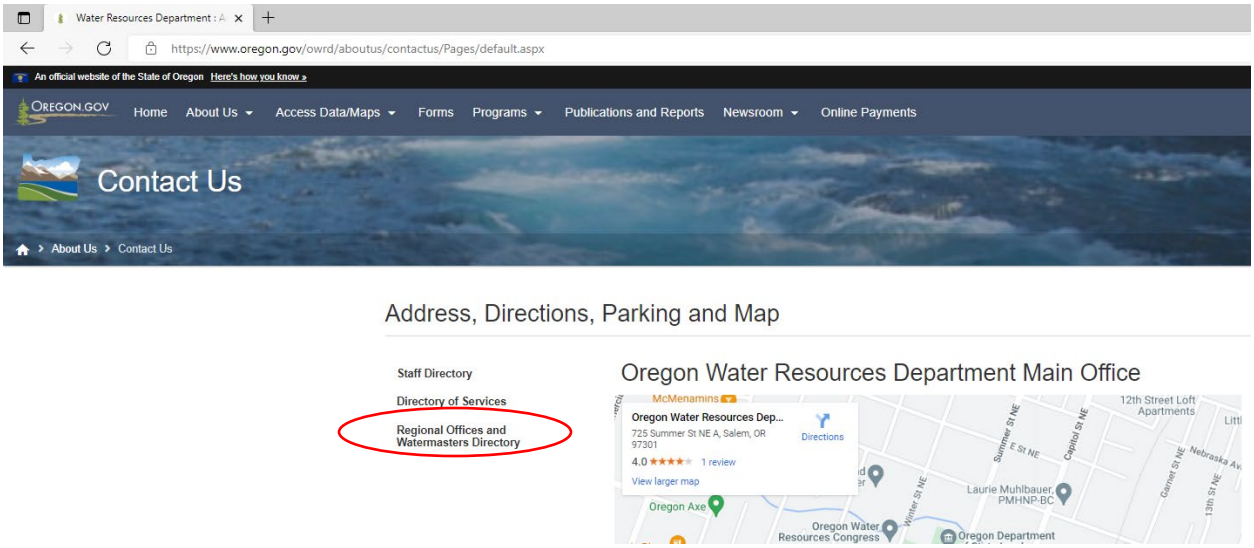
Oregon Water Resources Department Directory of Services





Title	Staff	Phone #	Link
Accounts Payable	Abby Hungate	503-586-6622	
Accounts Receivable	Kim Hall	503-986-0923	
Adjudication	Dwight French	503-871-7292	Link
Administrative Rules	Danielle Gonzalez	503-507-8758	Link
Administrative Services	Lisa Snyder	503-983-5801	
Affidavits (Forfeiture of a Water Right-Non-Voluntary)	Patricia McCarty	503-979-9160	
Affirmative Action	Vickie McDermott	971-718-2052	
Allocation of Conserved Water	Corey Courchane	503-979-3917	Link
Aquifer Storage and Recovery (ASR)	Jen Woody	503-437-5173	Link
Artificial Recharge (AR)	Jen Woody	503-437-5173	Link

Regional Offices and Watermasters Directory



Water Right Staff Phone list by first name

First name	Cell # or landline #
Ann Reece	503-979-3214
Arla Davis	503-979-3129
Codi Holmes	503-979-3184
Corey Courchane	503-979-3917
Corie Lovrien	503-986-0801
Craig Kohanek	503-979-3185
Dante Luongo	971-304-5006
Dwight French	503 871-7292
Gerry Clark	503-979-9103
Jeffrey Pierceall	503 979-3213
Joan Smith	503- 986-0892 (landline only)
Jonnine Skaug	503- 979-3943
Julie Baustian	503-979-9931
Katie Ratcliffe	971- 338-8105
Kelly Starnes	503- 979-3511
Kerry Kavanagh	503 979-3208
Kim French	503- 979-3168
Kyler Freilinger	458-253-0235
Leona Albin	503 -986-0818 (landline only)
Lisa Graham	503 979-3130
Lisa Jaramillo	503-871-1889
Mary Bjork	503-979-9895
Patricia McCarty	503-979-9160
Sarah Henderson	503-979-9872
Scott Grew	503 -986-0890 (landline only)
Stacy Phillips	Desk :503-986-0898 / Cell: 503-979-9948
Tamera Smith	458-253-0597
Tonya Miller	503-979-9983
Will Cross	971-338-8135

WATER RIGHTS CONTACT LIST

REVISED 9/7/2022

Nature of Question:		Contact:	
STATUS OF PROCESSING WATER RIGHTS *(Initial Review, Proposed Final Order or Final Order - IR, PFO, FO)*		Caseworker: CSG:	**[see below]** **503-986-0900 (Press 2)**
ALTERNATE PONDS (SMALL RESERVOIRS)		CSG: Caseworker:	**503-986-0900 (Press 2)** **[see below]**
WATER RIGHTS RESEARCH		CSG:	**503-986-0900 (Press 2)**
GENERAL WATER RIGHT QUESTIONS		CSG:	**503-986-0900 (Press 2)**
APPLICATION ACCEPTANCE		CSG:	**503-986-0900 (Press 2)**
PROTESTS / HEARINGS		Patricia McCarty:	**503-979-9160**
ASSIGNMENTS		Mary Bjork:	**503-979-9895**
DROUGHT		Caseworker:	**[see below]**
EXTENSIONS OF TIME		Jeffrey Pierceall:	**503-979-3213**
CERTIFICATES		Gerry Clark: Codi Holmes: Jonnine Skaug:	**503-979-9103** **503-979-3184** **503-979-3943**
CWRE (Certified Water Rights Examiner)		Gerry Clark:	**503-979-9103**
LIMITED LICENSE COMPLIANCE W/DEVELOPMENT DEADLINES ON PERMITS		Mary Bjork:	**503-979-9895**
ADJUDICATIONS SURFACE WATER REGISTRATIONS		Jeffrey Pierceall:	**503-979-3213**
CLAIMS OF BENEFICIAL USE & FINAL PROOF SURVEYS		Gerry Clark:	**503-979-9103**
HYDROELECTRIC		Craig Kohanek:	**503-979-3185**
WEEKLY PUBLIC NOTICE		Julie Baustian: Tonya Miller:	**503-979-9931** **503-979-9983**
REIMBURSEMENT AUTHORITY	Certificates Transfers	Kerry Kavanagh: Kelly Starnes:	**503- 979-3208** **503- 979-3511**
CERTIFICATE CANCELLATION	Non-Voluntary Voluntary	Patricia McCarty: Ann Reece:	**503-979-9160** **503-979-3214**

WATER RIGHT APPLICATION CASEWORKERS:

Kim French: 503- 979-3168
Lisa Graham: 503- 979-3130

CUSTOMER SERVICE STAFF CANNOT ANSWER ALL INCOMING CALLS.
THEY ARE OFTEN ASSISTING OTHERS OR DOING RESEARCH. ALL CALLS ARE RETURNED WHEN STAFF BECOME AVAILABLE.

Transfers and Conservation Section – Contact List

Activity	1st Contact	Phone #	2nd Contact	Phone #
Allocation of Conserved Water	Corey Courchane	503-979-3917	Lisa Jaramillo	503-871-1889
Deschutes Groundwater Mitigation	Sarah Henderson	503-979-9872	Kyle Gorman	541-306-6885
District Transfer	Ann Reece	503-979-3214	Joan Smith	503-986-0892
Ground Water Registration Modification	Kelly Starnes	503-979-3511	Arla Davis Joan Smith Scott Grew	503-979-3129 503-986-0892 503-986-0890
Instream Lease/Transfer	Sarah Henderson	503-979-9872	Joan Smith	503-986-0892
Permit Amendment	Kelly Starnes	503-979-3511	Arla Davis Joan Smith Scott Grew	503-979-3129 503-986-0892 503-986-0890
Reimbursement Authority Transfer	Kelly Starnes	503-979-3511	Arla Davis Joan Smith Scott Grew	503-979-3129 503-986-0892 503-986-0890
Reclaimed Water Use Program	Lisa Jaramillo	503-871-1889	Tamera Smith	458-253-0597
Split a Permit	Arla Davis	503-979-3129	Kelly Starnes	503-979-3511
Transfer - Extension of Time Apps	Ann Reece	503-979-3214	Stacy Phillips	503-979-9948
Transfer - Protest & Appeal	Patricia McCarty	503-979-9160	Dwight French	503-871-7292
Transfer – Permanent	Arla Davis Joan Smith Scott Grew	503-979-3129 503-986-0892 503-986-0890	Kelly Starnes	503-979-3511
Temporary Transfer – including Drought Transfer	Kelly Starnes	503-979-3511	Arla Davis Joan Smith Scott Grew	503-979-3129 503-986-0892 503-986-0890
Water Management & Conservation Plans	Tamera Smith	458-253-0597	Lisa Jaramillo	503-871-1889

NOTE: If the 1st *and* 2nd contact person listed above are **not** available, then call anyone in the section.

Section Staff	Phone #	Section Staff	Phone #
Ann Reece	503-979-3214	Lisa Jaramillo	503-871-1889
Arla Davis	503-979-3129	Sarah Henderson	503-979-9872
Corey Courchane	503-979-3917	Scott Grew	503-986-0890
Joan Smith	503-986-0892	Stacy Phillips	503-979-9948
Julie Baustian	503-986-0815	Tamera Smith	458-253-0597
Kelly Starnes	503-979-3511		

Water Master Offices

District	Watermaster	Address	Phone #	Region
District-01	Nikki Hendricks	c/o Port of Tillamook Bay 4000 Blimp Blvd Suite 400 Tillamook, OR 97141	503-815-1967	NW Region
District-02	Lanaya Blakely	125 East 8th Avenue Eugene, OR 97401	541-682-3620	NW Region
District-03	Robert Wood	2705 E 2nd Street The Dalles, OR 97058	541-506-2652	NC Region
District-04	Eric Julsrud	Grant County Courthouse 201 S Humbolt, Suite 180 Canyon City, OR 97820	541-575-0119	E Region
District-05	Greg Silbernagel	116 SE Dorion Ave Pendleton, OR 97801 **Milton-Freewater Office** 707 E Broadway Ave Milton-Freewater, OR 97862	541-278-5456	NC Region
District-06	Shad Hattan	10507 N McAlister Road #6 La Grande, OR 97850	541-963-1031	E Region
District-07	David Bates	401 NE First Street, Suite 11 Enterprise, OR 97828	541-398-8172	E Region
District-08	Marcy Osborn	Baker County Courthouse 1995 3rd Street, Suite 180 Baker City, OR 97814	541-523-8224 Ext 231	E Region
District-09	Jered Hoshaw	Malheur County Courthouse #4 251 B Street West Vale, OR 97918	541-473-5130	E Region
District-10	Donald Swindlehurst	Harney County Courthouse 450 N Buena Vista #3 Burns, OR 97720	541-573-2591	E Region
District-11	Jeremy Giffin	231 SW Scalehouse Loop, Suite 103 Bend, OR 97702	541-306-6885	SC Region
District-12	Matt Anderson	513 Center Street Lakeview, OR 97630	541-947-6038	SC Region
District-13	Shavon Haynes	10 S Oakdale, Room 309A Medford, OR 97501 District 13 Complaint Form	541-774-6880	SW Region
District-14	Scott Ceciliani	700 NW Dimmick Street Grants Pass, OR 97526	541-476-1288	SW Region

District-15	Susan Douthit	Douglas County Courthouse, Room 306 Roseburg, OR 97470 **Coquille Satellite Office:** 225 N Adams Coquille, OR 97423	541-440-4255	SW Region
District-16	Greg Wacker	725 Summer Street NE, Suite A Salem, OR 97301	971-719-6262	NW Region
District-17	Danette Watson	3125 Crosby Ave Klamath Falls, OR 97603	541-883-4182	SC Region
District-18	Jake Constans	1400 SW Walnut Street, MS-49 Hillsboro, OR 97123	503-846-7780	NW Region
District-20	Amy Landvoigt	10722 SE Highway 212 Clackamas, OR 97015	503-312-1743	NW Region
District-21	Ken Thiemann	**Physical Address:** 221 S Oregon Street Condon, OR 97823 **Mailing Address:** PO Box 427 Condon, OR 97823	541-384-4207	NC Region
District-22	Joel Plahn	725 Summer Street NE, Suite A Salem, OR 97301	503-508-2394	NW Region
District-23	Luke Martin	707 E Broadway Ave Milton-Freewater, OR 97862	541-371-0818	NC Region
District-24	Bill Nashem	231 SW Scalehouse Loop, Suite 103 Bend, OR 97702	541-639-4109	SC Region

Well Inspectors

District	Inspector	Address	Phone #	Region
04, 06, 08, 09, 10	Jon D.Sanfilippo	Baker County Courthouse 1995 3rd Street, Suite 180 Baker City, OR 97814	971-599-9762	East Region
03, 05, 21, 23	Shaun Finn	116 SE Dorion Ave Pendleton, OR 97801	541-969-9896	NC Region
13, 14, 15	Bob Buckmister	10 S Oakdale, Room 309A Medford, OR 97501	541-218-5122	SW Region
11, 12, 17, 24	Grayson Fish	231 SW Scalehouse Loop, Suite 103	541-306-4549	SC Region

		Bend, OR 97702		
01, 02, 16, 18, 20, 22	Ryan Pillsbury	725 Summer Street NE, Suite A Salem, OR 97301	503-507-6642	NW Region
01, 02, 16, 18, 20, 22	Joel Jeffery	725 Summer Street NE, Suite A Salem, OR 97301	971-304-6798	NW Region

RESOURCES

- **HOW TO SELECT, INSTALL, AND READ A FLOW METER**
- **HOW TO REPORT WATER USE ONLINE**
- **WRD ATLAS OF WATER RIGHTS BY TYPE AND USE**
- **WRIS CODE KEY**
- **QUICK REFERENCE GUIDE TO ORS AND OAR**
- **PUMP TEST OVERVIEW**
- **WELL ID PROGRAM OVERVIEW AND APPLICATION**
- **HOW TO SEARCH FOR A WELL REPORT (WELL LOG)**
- **FEE SCHEDULE**
- **CWRE CONTACT INFORMATION UPDATING PROCEDURES**

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

Note: Installation of a measuring device is subject to inspection and approval by the Watermaster.

For Piped Diversions

Diversions of less than or equal to 0.01 cfs (about 4.5 gpm):

- Install a flow regulator or control valve (*commonly called a dole valve*) to allow water to flow at a pre-determined rate, or a flow meter, or other device approved by local Watermaster.

Flow Meter Specifications for total diversions of greater than 0.01 cfs:

- Meter type may be magnetic head, ultrasonic, vortex cone, velocity-propeller, shunt line or venturi.
- The meter must have an accuracy rating within plus or minus 2% of actual flow rate for the full range of flow rates allowed.
- The register face must show a cumulative "totalizer", and have a protective plate or cover.
- The meter must measure the instantaneous rate of flow, either displayed directly with a readout or a dial, or by calculating using the totalizer. To calculate the flow: 1) Record a totalizer reading; 2) Run the system for a set number of minutes; and 3) Record another totalizer reading.

  Calculation: (end reading minus beginning reading) divided by # of minutes = *x* measurement units/minute flow rate.
- The units of measure may be in acre-feet, cubic feet or gallons. Any multiplication factor must be clearly indicated on the face of the register.
- Totalizer must have sufficient capacity to record the maximum quantity of water authorized to be pumped over a period of 2 years without "rolling over" to show 0000000.
- Meter may be protected with a locked shelter, provided the Watermaster has access.

Flow Meter Installation:

- Match the meter to pipe size according to manufacturer's specifications.
- There must not be any turnouts or diversions between the source of water and the meter.
- Install the meter according to manufacturer's directions, which is typically in-line with a straight, horizontal length of pipe at least 5 pipe diameters upstream and downstream from any valve, elbow or other obstruction.
- Position the meter so that the pipe will be full at all times when water is being measured.
- Note the use of variable speed pump drives, which can pump a wide range of rates, may require a valve installed after the flow meter to obtain a full pipe of water.

For Ditch or Open Channel Diversions

- To measure only instantaneous flow: Use weirs, submerged orifice devices, Parshall flumes, long-throated or ramp flumes.
- To measure instantaneous flow and volume: Use a method for measurement of diversion discharge. Establish or maintain a rating curve with values for the full range from low to high discharge, conforming to U.S. Geological Survey methods for velocity-area measurements.

For Reservoirs

- Install a staff gage to measure the full range of storage volume. Establish a rating elevation-capacity table to relate water surface elevation to storage volume. In areas where the reservoir typically ices over during the winter, significant protection of the staff plate is required.

Contact your local Watermaster for more information, and to obtain approval of your measuring device. If you have any concerns, please contact the Watermaster prior to purchasing and installing your measurement device.

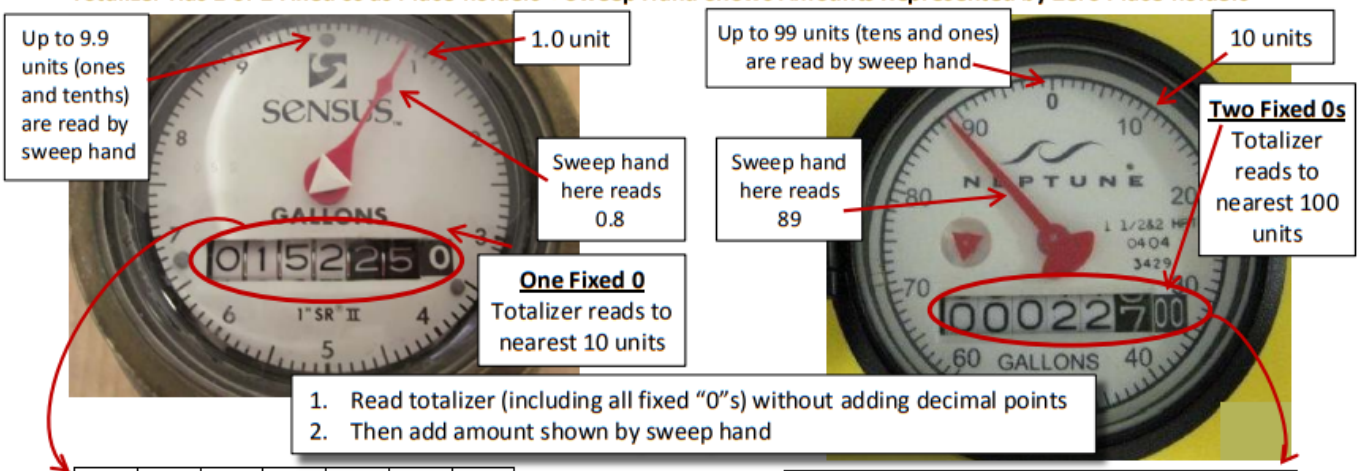
How to Read Totalizing Flow Meters

Reading a water meter is similar to reading the odometer in your car. Reading your meter can help you identify leaks, track pumping costs, and discover ways to conserve water. To determine water use for a period of time between two meter readings, subtract the earlier reading from the later reading. (*Example: July 31 reading minus June 30 reading = amount of water used in July.*) Below are examples of two common types of meters.

If your meter does not look like these examples, contact the manufacturer or the meter installer for information.

***Example 1:* Meter Face Shows Only Cumulative Volume—**

Totalizer Has 1 or 2 Fixed 0s as Place-holders + Sweep Hand Shows Amounts Represented by Zero Place-holders



1. Read totalizer (including all fixed "0"s) without adding decimal points
2. Then add amount shown by sweep hand

0	1	5	2	2	5	0

Totalizer reading: 0,152,250
Sweep hand reading: + 0.8
Amount: = 152,250.8 G
Unit of measurement = Gallons (G)

0	0	0	2	2	6	0	0

Totalizer reading: 00,022,600 (not quite to 700)
Sweep hand reading: + 89
Amount: = 22,689 G
Unit of measurement = Gallons (G)

***Example 2:* Meter Face Shows Both Instantaneous Flow Rate and Cumulative Volume—**

Sweep Hand Shows Instantaneous Rate, and "Odometer-like" Totalizer Shows Cumulative Volume

Instantaneous Flow Rate

Sweep hand shows instantaneous flow rate around the dial from 0 to 2500 gallons per minute (showing 700+ gpm in this example). If water is not flowing, the sweep hand will show "0". Note: This rate of flow is separate, and not to be added to the totalizer reading.

Cumulative Volume

Totalizer shows cumulative water volume.

Multiplier to be applied to totalizer reading (0.001 in this example, but it could be 10, 100, 1,000, etc.)

Measurement unit (acre feet in this example, but it could be gallons, cubic feet, etc.) Note: The totalizer unit of volume measurement may be different from the unit of instantaneous flow rate.

0	0	3	2	5	5

Water Volume (read the totalizer numbers from left to right, without any decimal points)
Totalizer Reading: 003255
Multiplier: X 0.001
Amount: = 3.255 AF
Unit of measurement = Acre Feet (AF)

how_to_read_tfms Rev 12/1/2016

OREGON WATER RESOURCES DEPARTMENT

Water Use Measurement and Reporting

Overview of Water Law

Under Oregon law, all water belongs to the public. With some exceptions, cities, irrigators, businesses, and other water users must obtain a permit or license from the Water Resources Department to use water.

Most water rights are obtained in a three-step process. The applicant first must apply to the Department for a permit to use water. Once a permit is granted, the applicant must construct a water system and begin using water. After water is used, the permit holder must submit specific information to the Department detailing how and where water has been applied. If water has been used according to the provisions of the permit, a water right certificate is issued.

Water Use Measurement and Reporting Requirements

Below, the Department has outlined its most common authorities related to water use measurement and reporting.

Measuring and Reporting Water Use

Currently, there are about 15,000 water rights that are required to measure and report water use. This is about 16 percent of the total number of water rights in the state. In 2017, the Department received water use data for approximately 12,000 water rights. Water right holders may be required to both measure and report water use as specified below:

- Pursuant to ORS 537.099, Oregon requires governmental entities such as irrigation districts, state or federal agencies, and municipal water providers to measure and report water use.
- Starting in the early 1990's, the Department began adding water measurement and/or reporting conditions to new permits, based on the size of the water right. Smaller water rights may have a condition stating that "water measurement may be required," while larger permits may have a condition that "water measurement and reporting is required."
- Water users in a Serious Water Management Problem Area (SWMPA) or in a Critical Groundwater Area may be required to measure and report water use. Currently, there is one established SWMPA in the Walla Walla sub-basin, and there are seven Critical Groundwater Areas.

Measuring Water Use – Water Distribution

In instances where water use measurement and reporting are not required as discussed above, the watermaster generally can require water *measurement* under ORS 540.310 for the purposes of water distribution and management. Under this provision, *there is no authorization to require reporting of water use*.

Measuring Water Use – 2000 Strategic Measurement Plan

In 2000, the Water Resources Commission developed a strategic plan for improving surface water measurement in areas with the greatest impact on streamflows with the greatest needs for fish. The Department developed a statewide inventory of 2,385 "significant surface water diversions" within 300 high priority watersheds across the state. Significant surface water diversions included: (1) water rights that are required by the Department to measure or report through a water right condition; and (2) significant diversions in high priority watersheds. As of December 2018, 1,084 of the significant diversions had measuring devices installed and 696 were inactive, leaving 611 diversions still needing measuring devices installed. In recent years, the Department has identified a need to revisit its 2000 Strategic Measurement Plan to better address high-priority water management and policy needs for both surface and groundwater.

Use of Data

Water measurement can help the Department to protect existing water right holders, facilitate planning for future water supplies, maximize the beneficial uses for both instream and out-of-stream users, and prevent time-consuming and costly conflicts over water use. Water measurement data are used in the following areas:

- Science: Water use data is utilized in basin groundwater studies to assist with characterizing the aquifers and in long-term management of aquifers, including critical groundwater areas. Additionally, this data is used to help refine the Department's surface water availability model, which is used to evaluate whether new water rights can be issued.
- Water Management and Distribution: Water measurement information aids watermasters in efficiently distributing and regulating water use for the protection of senior water rights, resolving disputes among water users, and ensuring use is within the limits of the water rights.
- Review of Water Right Transactions: Water use measurement data provide evidence of use for water right permit holders to prove up and obtain a water right certificate. Historical water use data assists in injury determinations for water right transfers, permit amendments, exchanges, and voluntary instream leases. Water use information supports water use efficiency projects and conservation projects.
- Management by Water Users: For water users, measurement information increases awareness of the amount of water they use and provides a basis for self-regulation. Measurement data also helps water users identify system inefficiencies, track stored water, reduce power costs, measure conservation benefits, develop improvements in their business operations, and plan for future needs. In addition, water use data provides evidence for a water right holder to prove up on a water right, rebut allegations of forfeiture for non-use, or demonstrate the validity of water rights to potential buyers. Governmental entities also use this information in developing agricultural and municipal water management and conservation plans.

Measurement Challenges

When analyzing water use measurement data supplied by the water right holder, the Department reviews the quality of the data and utilizes only data that it has a reasonable confidence in its accuracy. Accurate water use data is beneficial to water managers as well as water users; however, properly collecting water use data can be challenging. To ensure data are accurate, the correct device must be properly installed according to the engineering specifications and some devices must be periodically calibrated. Once installed, the device must be maintained in good working condition, which can be hampered by natural conditions such as sand, ice, debris, or algae. The water user must also read and report the data accurately, including correctly identifying the points of diversion/appropriation, and the associated water rights. The Department frequently works with water users to address these challenges and improve data accuracy.

The cost of measuring devices can also be a challenge for water users, with devices costing several hundred to several thousand dollars. The Legislature's continued capitalization of the cost-share measurement program has allowed the Department to provide funding to assist water users with installing or replacing water measurement devices on surface water diversions, reducing users' concerns about the cost of installing these devices.

Targeted Water Use Measurement Efforts

Oregon's Integrated Water Resources Strategy provides a blueprint for meeting Oregon's instream and out-of-stream water needs. The need for better data and water use measurement is highlighted throughout many actions of the Strategy.

Given that the State has limited resources to invest in collecting and analyzing data, the Department has sought to prioritize its data collection efforts in areas of highest need through targeted approaches.

Legislative Contact

Racquel Rancier, Senior Policy Coordinator, racquel.r.rancier@oregon.gov

Reporting Water Use Online at www.oregon.gov/OWRD

Step 1: If "*Water Use Reporting*" is available under "*Water Rights*" on the home page, select that, otherwise, at the top of the page, select "*Programs*", then "*Programs Home*", then "*Water Use Reporting*".

Step 2: Select "*Access Online Reporting*".

Step 3: Enter your User ID number and Password **(**same number) in the input boxes. If you don't know your User ID number, call 971-345-7489 or email owrd.waterusereporting@water.oregon.gov.

Step 4: Once you are logged in, view your contact information and update it if needed; then click "Next".

Step 5: You will see a list of all the diversion points that are set up for reporting. To view more than five reporting points at a time, change the number in the "*Records per Page*" box and click "Enter" or choose "View All":

Water Use Reporting Entry
COMPANY NAME
CONTACT NAME
STREET ADDRESS
CITY, STATE ZIP
User ID: XXXXX

Records per Page: 5 View All

	Report ID	Facility	Associated Water Right(s)	Point of diversion location description from water right
Select	**77699**	WELL 1	Cert: 99999*	WELL 1; 2S-8E-4-SE SE; 1024 FT N & 40 FT W FROM SE COR, S 4
Select	**77700**	BEAR CREEK POD 1	Permit S-94321*	POD 1; 2S-8E-5-NE NW; 960 FT S & 1440 FT E FM NW COR, S 5

Step 6: Click the "*Select*" link for a particular point of diversion, and previously reported data will show.

Step 7: To add data, scroll down to the red lettering near the bottom of the window. Then use the dropdown menu to select the desired water year, and click "*Add*".

Add data for this point of diversion for selected year: 2019 Add

Step 8: A set of input boxes will appear.

	Unit	Oct 2014	Nov 2014	Dec 2014	Jan 2015	Feb 2015	Mar 2015	Apr 2015	May 2015	Jun 2015	Jul 2015	Aug 2015	Sep 2015
Rpt ID **11006** Water Year: 2015	Gallons												

Method of measurement used:

Additional Comments (optional):

Name of the person submitting the report:

Company, if applicable:

Phone number, if different from that of water right holder:

If used for irrigation, total number of acres irrigated:

Enter information into each box (either use amounts or zeroes for each month) and all other applicable information, press "*Submit*". If necessary, follow the prompt in the pop up window to fix any errors. Then click "OK".

Step 9: A confirmation message stating "*The report has been submitted successfully*" will appear. The data will appear in the list of submitted reports.

Step 10: To report use for additional diversion points, click on the "*Return to the list of all reporting IDs*" link at the bottom of the screen. (If you have generated a report for an individual Report ID, you will first need to close the report window by clicking on the ✕ icon in the upper right corner.) Repeat steps 6-9 for each diversion point.

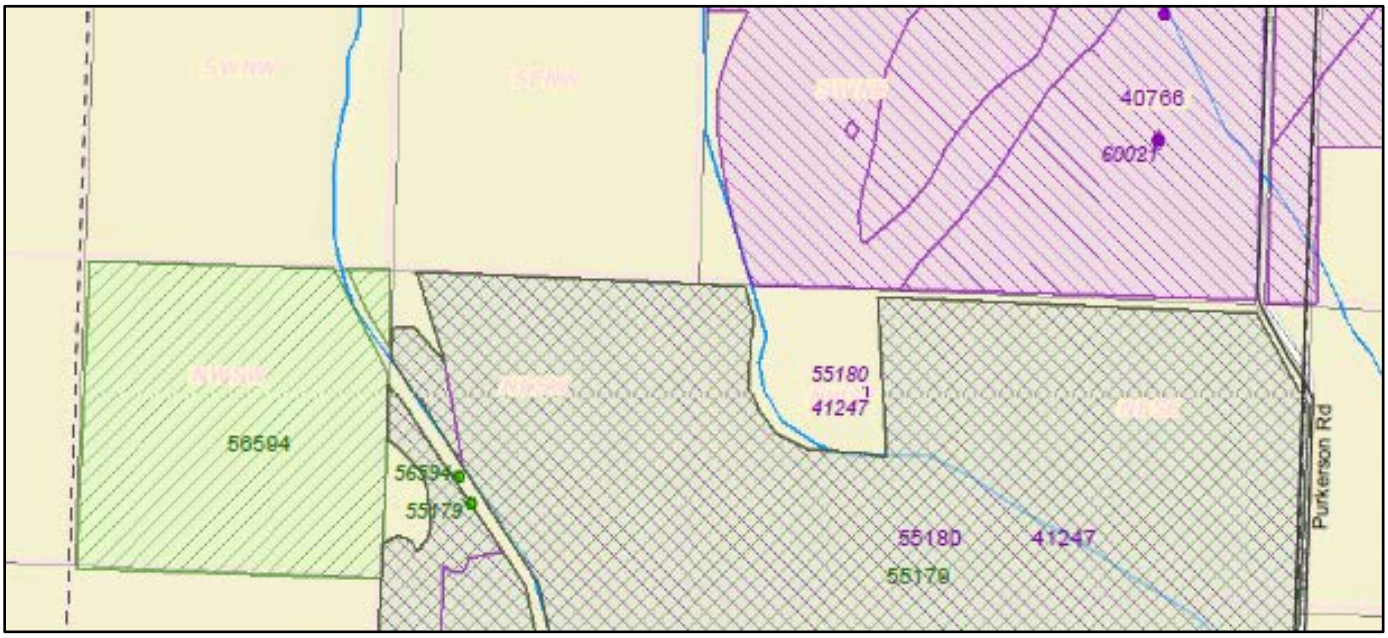
Step 11: After reporting for all diversion points, you may click the "*Generate report for all points of diversion for a selected year*" link, select a year from the dropdown menu, click "Search". You can print and/or download the data.

If you have questions or need assistance, email: owrd.waterusereporting@water.oregon.gov **or call** 971-345-7489**.**

State of Oregon
Water Resources Department
Information Services Section

Atlas of Water Rights by Type and by Use

May 2020



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INTRODUCTION

The Oregon Water Resources Department (OWRD) is the state agency charged with governing surface and groundwater resources. Under Oregon law, all water is publicly owned. A primary responsibility for OWRD is to process and track water rights. Water rights information are maintained in a Water Rights Information System (WRIS) and, spatially, in a Geographic Information System (GIS).

ABOUT THE ATLAS

OWRD has designed a comprehensive atlas to display the water rights by type (source) and water rights by use throughout the state. These types include surface water, groundwater, and storage water. The uses have been categorized into municipal, domestic, commercial, power, mining, irrigation, livestock, agriculture, miscellaneous, instream, wildlife, fish, and recreation. Water rights may overlap.

The maps are organized by township, range, and section using the Willamette Meridian. See Figure 1. Only sections in which there are water rights are included in the atlas.

Each map has an abbreviated legend pertaining to the water rights. For more legend details, see the section "Comprehensive Legend." Not all water rights have been mapped. This atlas does not include applications for water rights, municipal rights, or irrigation district rights. Portions or whole water rights not yet mapped in the GIS are usually indicated by a diamond shape centered in the Public Land Survey (PLS) quarter-quarter of the respective section. This is due to a number of factors such as limited location information in the water right file. Municipal uses have been removed from the Water Type Atlas to minimize confusion in congested areas. These areas are often already known and add little value to the maps.

Each map provides a map date to indicate when the map was created. The date does not represent the status of the water rights. For the most current information or to determine dates for a particular water right, see the section "How to Find More Information."

The atlas is complemented with a Water Right Report for the section. The report provides all Water Rights within the section including municipal rights, as they are recorded in WRIS. Users should be aware the quarter quarter sections are listed as they are recorded in WRIS, which may or may not be in agreement with the maps. Discrepancies are not global, so each report will need its own evaluation.

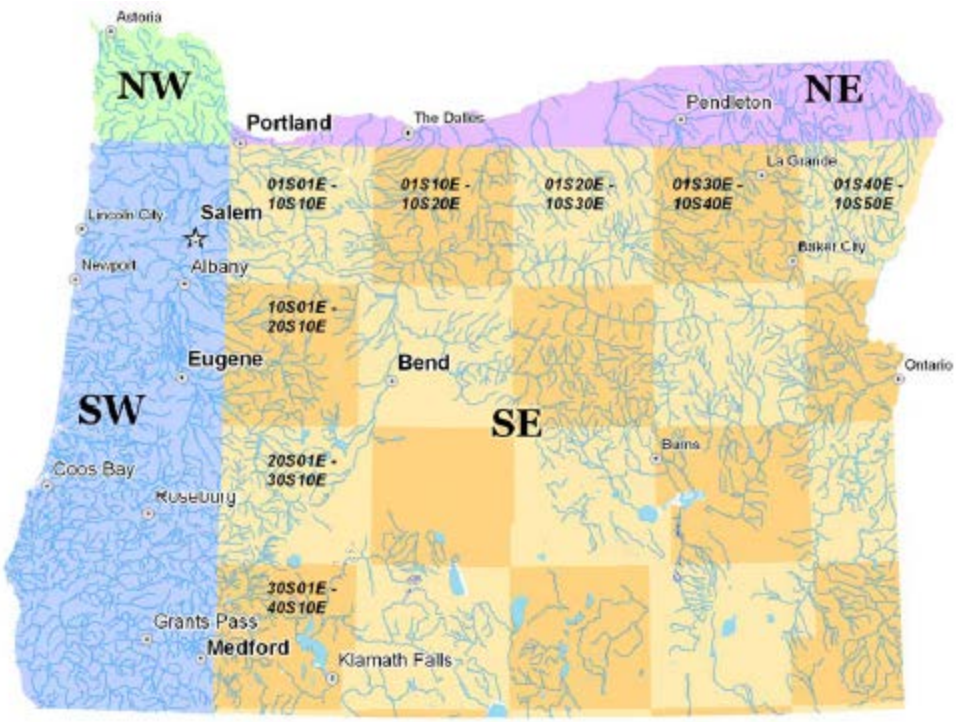

Figure 1. Index map of Township and Range for Oregon.

TERMINOLOGY

Points of Diversion (PODs) – The point where water is diverted from its source, such as a well or pump. Locations of PODs are mapped by the description from the permit or certificate and may not be precisely located physically.

Places of Use (POUs) – Areas where the water use is permitted, such as for agricultural purposes, domestic use, riparian habitat restoration, or others.

Surface water rights – Surface water includes water that sits or flows on the surface such as streams, rivers, lakes, or wetlands. Surface water rights include rights originating from these sources.

Groundwater rights – Groundwater includes water that is held beneath the ground surface, such as in soil, pervious rocks, or aquifers. Groundwater rights include rights originating from these sources.

Storage Water Rights – Storage (or stored) water includes water purposefully stored for later use, such as reservoirs and livestock ponds. Storage water rights include rights that may originate from either surface water or groundwater, but is used to store water.

WATER RIGHTS USE CATEGORIES

To keep the map atlas legible, the water right uses have been combined into the following categories.

Mining (0)
MI - Mining – Use of water for extraction, preliminary grading, or processing of minerals or aggregate at a mining site or construction, operation and maintenance of a mining site. These include, but are not limited to, general construction, road construction, and dust control.

Agriculture (1)
AG - Agriculture - (General) Water used for the production of agricultural products including construction, operation and maintenance of agricultural facilities, and livestock sanitation at farms, ranches, dairies and nurseries. Examples: Dust control, temperature control, animal waste management, barn or farm sanitation, diary operation, and fire control. Agricultural use does not include irrigation.

CF - Supplemental Flood Harvesting
CH - Harvesting of Cranberries
CR - Cranberries
DB - Dairy Barn
FR - Frost Protection
GH - Greenhouse
MS - Mint Still
NU - Nursery Uses
TC - Temperature Control

Domestic (2)
DI - Domestic Including Lawn & Garden
DN - Domestic Expanded Including Non- Commercial Garden
DO - Domestic
DS - Domestic & Livestock
GD - Group Domestic
HC - Human Consumption
RR - Restroom
SC - School

Irrigation (3)
CI - Irrigation of Cranberries
I* - Irrigation, Livestock & Domestic
IC - Primary & Supplemental Irrigation
ID - Irrigation & Domestic
IL - Irrigation & Livestock
IR - Irrigation
IS - Supplemental Irrigation
OI - Out of Season Irrigation

Commercial (4)
CM - Commercial Uses
GC - General Construction or Maintenance
GT - Geo-Thermal (Heating & Cooling) IM - Manufacturing
LA - Laboratory
LD - Log Deck Sprinkling
SH - Shop
SM - Sawmill

Recreation (5)
CS - Campsite
RC - Recreation
SW - Swimming

Power (6)
PW - Power Development
RM - Ram

Fish (7)
AQ - Aquaculture
FI - Fish Culture
FW - Fish & Wildlife

Livestock (8)
LV - Livestock
LW - Livestock & Wildlife

Municipal (9)
MU - Municipal
QM - Quasi-Municipal

Instream (I)
F1 - Supporting Aquatic Life
F2 - Best Use of Waters from Storage
F3 - Anadromous & Resident Fish Habitat
F4 - Instream
F5 - Instream Fishery Enhancement
F6 - Fisheries Enhancement
F7 - Flow Augmentation for Fish Enhancement
F8 - Anadromous & Resident Fish Rearing
FE - Fish Habitat for Resident Borax Lake Chub
PF - Supporting Aquatic & Minimizing Pollution
PO - Pollution Abatement
R1 - Anadromous & Recreation Fish & Recreation
R2 - Supporting Aquatic Life, Recreation & Aesthetics
R3 - Supporting Recreation & Aesthetic Benefits
RA - Supporting Recreational Boating

RF - Supporting Aquatic Life & Recreation

Miscellaneous (M)
AH - Air Conditioning or Heating
AS - Aesthetics
FM - Forest Management
FP - Fire Protection
GR - Groundwater Recharge
MP - Multiple Purpose
PA - Pollution Abatement
PM - Pond Maintenance
RW - Road Construction
ST - Storage

Wildlife (W)
RH - Riparian Habitat Restoration Project WI - Wildlife

COMPREHENSIVE LEGEND

Figure 2 is a comprehensive legend of all the features provided on the Water Type maps.

Figure 3 is a comprehensive legend of all the features provided on the Water Use maps.

Because polygons overlap, there may be slight variations in colors. The patch patterns should assist in determining the water right type with these overlapping polygons.

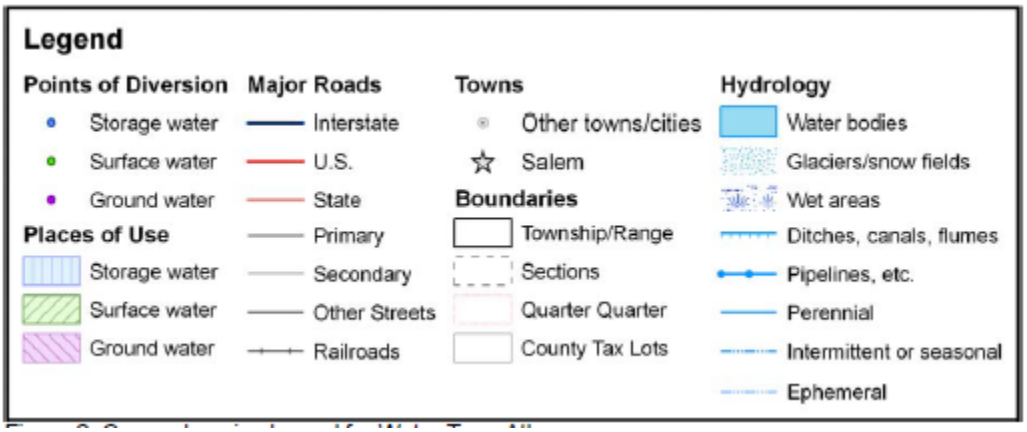

Figure 2. Comprehensive legend for Water Type.

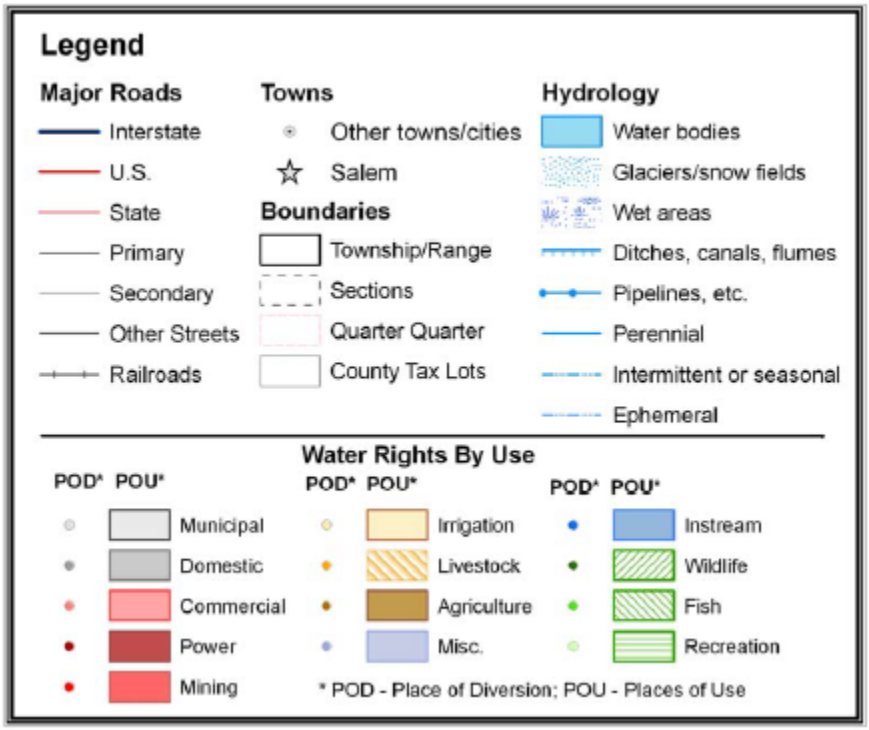

Figure 3. Comprehensive legend for Water Use

PUBLIC LAND SURVEY SYSTEM

Figure 4 is a diagram of the Public Land Survey System (PLSS). This illustrates the numbering order of sections.

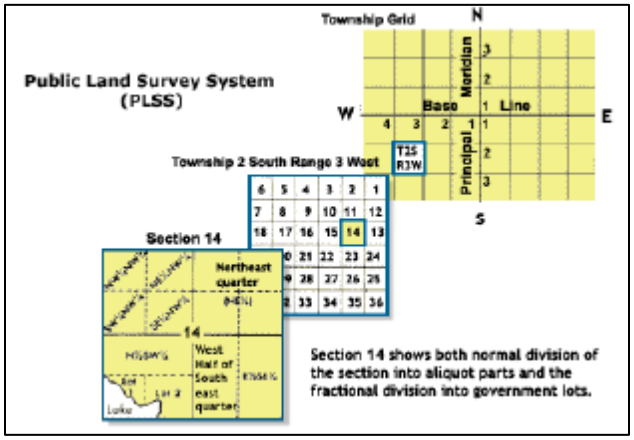

Figure 4. Illustration of the PLSS from the National Atlas.

HOW TO FIND MORE INFORMATION

This atlas provides an overview of the best available water rights information in a printable format using automated methods. Nevertheless, there are more details that simply cannot be automated or easily mapped. Many of the water rights overlap or extend over several sections. To research a particular area or a particular right, there are two online tools that can assist: The Water Right Mapping Tool and the Water Rights Information System (WRIS).

DISCLAIMER AND CONTACT INFORMATION

This atlas is for informational purposes and was not prepared for, or suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.

The map is produced by the Oregon Water Resources Department from digital data. Any errors or corrections to the data should be directed to the Geographic Information Systems section. The GIS section welcomes any comments, or requests for these maps by calling 503-986-0900.

Mailing address:
725 Summer St. NE, Suite A
Salem, OR 97301-1266

ACKNOWLEDGEMENTS

Mapping the State of Oregon water rights involves extensive research into new and historic documents, accurate interpretation and processing. The information supporting this atlas is a product of many data technicians, watermasters, and contractors over past decades. The Department offers a sincere thank you for their dedication and attention to detail.

WRIS Codes

Oregon Water Resources Department

Use Codes

Mining (0)

- MI - Mining

Agriculture (1)

- AG - Agriculture
- CF - Supplemental Flood Harvesting
- CH - Harvesting of Cranberries
- CR - Cranberries
- DB - Dairy Barn
- FR - Frost Protection
- GH - Greenhouse
- MS - Mint Still
- NU - Nursery Uses
- TC - Temperature Control

Domestic (2)

- DI - Domestic Including Lawn & Garden
- DN - Domestic Expanded Including Non-Commercial Garden
- DO - Domestic
- DS - Domestic & Livestock
- GD - Group Domestic
- HC - Human Consumption
- HL - Human Consumption & Livestock
- RR - Restroom
- SC - School

Irrigation (3)

- CI - Irrigation of Cranberries
- I* - Irrigation, Livestock & Domestic
- IC - Primary & Supplemental Irrigation
- ID - Irrigation & Domestic
- IL - Irrigation & Livestock
- IR - Irrigation
- IS - Supplemental Irrigation
- NI - Non Irrigable
- PI - Practicably Irrigable

Use Codes (continued)

Miscellaneous (M)

- AH - Air Conditioning or Heating
- AS - Aesthetics
- FM - Forest Management
- FP - Fire Protection
- GR - Groundwater Recharge
- GS – Groundwater Aquifer Storage & Recovery
- MP - Multiple Purpose
- OT - Other
- PA - Pollution Abatement
- PM - Pond Maintenance
- RW - Road Construction
- SI – Subsurface Irrigation
- ST - Storage

Wildlife (W)

- RH – Riparian Habitat Restoration Project
- WI - Wildlife

Application Characters

- AL - Aquifer Storage Recovery
- E - Enlargement
- G - Groundwater
- HE - Hydro Electric
- IS - Instream
- LL - Limited License
- MF - Minimum Flow (converted)
- P - Pond
- R - Reservoir
- RM - Reclaimed Municipal
- RW - Road Watering
- S - Surface
- U - Underground

Permit Characters

- AL - Aquifer Storage Recovery
- E - Enlargement
- G - Groundwater
- R - Reservoir
- S - Surface
- U - Underground

Status

- CN - Canceled
- DN - Denied
- EX - Expired
- MF - Misfiled
- NC - Non Canceled
- RJ - Rejected
- RSC - Rescinded
- WD - Withdrawn

Transfer

- CM - Complete
- DN - Denied
- MF - Misfiled
- OD - Order
- PN - Pending
- RJ - Rejected
- RV - Reverted
- TM - Terminated
- WD - Withdrawn

Commercial (4)

- CM - Commercial Uses
- GC - General Construction or Maintenance
- GT - Geo-Thermal (Heating & Cooling)
- IM - Manufacturing
- LA - Laboratory
- LD - Log Deck Sprinkling
- SH - Shop
- SM - Sawmill

Recreation (5)

- CS - Campsite
- RC - Recreation
- SW - Swimming 0

Power (6)

- GE - Geo-Thermal (Energy Production)
- PW - Power Development
- RM - Ram

Fish (7)

- AQ - Aquaculture
- FI - Fish Culture
- FW - Fish & Wildlife

Livestock (8)

- LV - Livestock
- LW - Livestock & Wildlife

Municipal (9)

- MU - Municipal
- QM - Quasi-Municipal

Instream (I)

- F1 - Supporting Aquatic Life
- F3 - Anadromous & Resident Fish Habitat
- F4 – Multiple Instream Uses
- F5 - Instream Fishery Enhancement
- F7 - Flow Augmentation Fish Enhancement
- F9 - Instream Fire Protection
- PO – Pollution Abatement
- R4 – Riparian Habitat

Claim Characters

- GR - Groundwater Registrations
- KA - Klamath Adjudications
- PC - Power Claim
- SW - Surface Water Registrations

Transfer Characters

- A - Z Transfer

Meridian

- BM - Boise - Idaho
- MDM - Mount Diablo - Northern California
- WM - Willamette - Oregon & Washington

Transfer Type

- ACW - Allocate Conserved Water
- ALT - District Temporary Transfers
- AMN - Permit Amendment
- DLI - Drought Instream Lease
- DRO - Drought Transfer
- DST – District Permanent Transfer
- EXC - Exchange Transfer
- GRM - Groundwater Modification
- GVT - Government Action POD
- HST - Historic Pod
- IL - Instream Lease
- ILP - Instream Lease - Pooled
- IS - Instream Transfer
- REG - Normal Division 15
- SAP - Split a Permit
- SLP - Split Season Lease - Pooled
- SSL - Split Season Lease
- SUB - Substitution Transfer
- TLI - Time Limited Instream Transfer
- TMP - Temporary Transfer

Quick Reference Guide

Oregon Revised Statute (ORS) & Oregon Administrative Rule (OAR)

Subject / Topic	**ORS Reference**	**OAR Reference** (Chapter 690)
Allocations of Conserved Water	537.455 – 537.500	Div. 18
Alternate Permit Application for Qualifying Reservoirs *(Storing less than 9.2 af or dam is less than 10 ft. in height.)*	537.409	
Specific to General Industrial	537.130, 537.615 – 537.635	Div. 310
Appurtenancy	540.510	
Aquifer Storage and Recovery (ASR)	537.534	Div. 350
Artificial Recharge		
Assignments	537.220, 537.635	Div. 320
Assignment of Surface Water Registration	539.240(9)	690-028-0055
Basin Programs		Div. 500 – Div. 520
Basin Program Exceptions	536.295	
Cancellation of Permit	537.440	Div. 320
Cancellation of Water Right – Forfeited	540.631	Div. 17
Cancellation of Water Right – Voluntary	540.621	Div. 17
Certificates	537.250, 537.252	Div. 330
Claim of Beneficial Use	537.799	Div. 14
Clarification of Water Right	540.560	
Consent to Injury – Transfer Process	540.530	
Conserved Water, Allocations of	537.455	Div. 18
CWREs	537.797-537.798	Div. 14
Dam Safety		Div. 20
Definitions, Water Use Classifications		Div. 300 & Div. 500
Deschutes River Basin,		
District Transfer - Permanent	540.572 – 540.580	Div. 385
District Transfer – Temporary	540.570	Div. 385
Drought Mitigation		Div. 19
Drought Permits		
Exchange of Water Application (Transfer)	540.533	
Exempt Reservoirs	537.405	
Exempt Uses – Ground Water	537.545	
Exempt Uses – Generally (SW & GW)	537.141	Div. 340
Extension of Time – Permit	537.230, 537.248 & 537.630	Div. 315
Extension of Time - Transfer	540.530	Div. 380

Fees	536.050	
Following Stream Channel – POD Relocation	540.510(5)	
Forfeiture of Water Rights	540.610 – 540.670	
Forfeiture – Municipal Water Rights	540.610(2)(a)&(b)	
Forfeiture – Rebuttal of Presumption	540.610(2)	
Geothermal Wells	537.090	
Government Action – POD Change	540.510(6)	
Ground Water Interference with Surface Water		Div. 9
Ground Water Registration (GR)	537.605	
Groundwater Registration Modification	537.610(4)	Div. 382
Hydroelectric		
Incremental Perfection of a Municipal Water Right	537.260(4)	Div. 320
Industrial, Specific to General	540.520(9)	
Instream Water Rights	537.332 – 537.360	Div. 77
Irrigation Seasons	537.385	
Klamath Adjudication		
Klamath River Compact	542.610	
Land Use Compatibility		
Limited Licenses	537.143, 537.144	Div. 340
Livestock Exemption (Surface Water)	ORS 537.141(2)	
Minimum Perennial Streamflow Conversion	537.346	
Mitigation Credits for Projects in the Deschutes River Basin	537.746	Div. 521
Municipal Water Right, Incremental Perfection of	537.260(4)	Div. 320
Municipal POU Boundary	540.510(3)(a)	
Municipal - Who Qualifies?	540.510(3)(b)	
Partial Perfection of a Municipal Water Right	537.260(4)	Div. 320
New Applications for Water Use Permit	537.130, 537.615 – 537.635	Div. 310
Permits		Div. 320
Permit Amendments	537.211	Div. 380
Permit Amendments – District POU	537.252	Div. 380
Permit Extension of Time	537.230, 537.248 & 537.630	Div. 315
POD Change – Government Action	540.510(6)	
POD Relocation – Following Stream Channel	540.510(5)	
Protests		
Public Interest, Presumption of	537.153(2), 537.170(8)	
Public Ownership of Water	537.110	
Pump Tests	537.772	Div. 217

Rainwater Collection - Exempt	ORS 537.141(h)	
Reasonable Diligence – SW Permit Extension of Time	537.230	Div. 315
Reclaimed Water	537.131, 537.132	
Reservoir, Alternate Permit Process	537.409	
Reservoir, Exempt	537.405	
Reservoir Permits	537.400	
Road Watering – Registration of Water Use for Maintenance and Construction	537.040	Div. 340
Scenic Waterway Designations	390.826 (See also: OAR 736-040-007(1)(2) for the Sandy SWW)	
Scenic Waterway Policies	390.835(9)(q)	
Specific to General Industrial	540.520(9)	
Statewide Water Resource Management	536.220, 536.300	Div. 410
STEP (Salmon Trout Enhancement Program)	537.142	
Substitution	540.524	Div. 380
Surface Water Registration	537.610	
Surface Water Registration, assignment	539.240(9)	690-028-0055
Surface Water Registration, amendments	539.240(11)	690-028-0055
Surface Water, Withdrawn	538.110 – 538.300	
Temporary Transfer	540.523	Div. 380
Transfer of Water Right, Generally	540.505 – 540.585	Div. 380
Transfer – Consent to Injury	540.530	Div. 380
Transfer – District Permanent	540.572 – 540.580	Div. 385
Transfer – District Temporary	540.570	Div. 385
Transfer – Exchange of Water	540.533	Div. 380
Transfer – Extension of Time	540.530	Div. 380
Transfer – Historic POD Change	540.532	Div. 380
Transfer – SW to GW Change	540.531	Div. 380
Transfer – Temporary	540.523	Div. 380
Valuation of a Water Right	537.390	
Waters of the State	537.110	
Water Management and Conservation Plans		Div. 86
Water Use Reporting – Governmental Entities	537.099	Div. 85
Well Construction		Div. 200 – Div. 240
Well, Definition of	537.515(9)	
Wells, Geothermal	537.090	
Withdrawn Surface Water	538.110 – 538.300	

OREGON WATER RESOURCES DEPARTMENT

PUMP TEST

Overview

A pump test, also known as an aquifer test, is not really a test of the pump, but rather a test of the well and aquifer. It should not be confused with other testing types, such as well flow or step-drawdown tests. Permitted wells must be tested as a condition of certification.

Pump test information must be submitted on these forms, which can be obtained on the Department's website.

Pump Test Specifications

A Pump Test consists of three phases:

- The **pre-pumping** phase includes several depth-to-water measurements made prior to pumping the well to determine any natural fluctuations in water level.
- The **pumping** phase of the test is a minimum of four hours. The actual pumping phase of the test consists of pumping the well at a constant rate for period of four hours. As the well is pumped, the water level will drop. During pumping, the depth to water is measured and recorded at minimum specified intervals.
- The **post-pumping or recovery phase** of the test occurs after the pump is turned off. After pumping stops, depth-to-water measurements continue at minimum specified intervals as the water rises, or recovers, in the well.

For more detailed test specifications, see OAR 690-217. Forms and a detailed pump test program guide can be found on the Department's website at https://www.oregon.gov/OWRD/programs/GWWL/GW/Pages/PumpTestProgram.aspx.

Exemptions

In some cases there are exemptions to the pump test requirements.

See reverse side for details.

Qualifications to Conduct Pump Tests

Pump tests must be conducted by qualified individuals. The well owner may conduct the test, or may designate another person to do the test as long as that person meets certain qualifications.

The following persons are eligible to conduct these pump tests:

1. The owner of the well to be tested.
2. A full-time employee of the well owner who routinely works with and is familiar with wells and pumps.
3. Individuals whose primary occupation involves well pump installation, service or testing.
4. Individuals within the following professional groups, provided they have significant experience conducting pump or aquifer tests:
    - Registered Geologists or Engineering Geologists
    - Licensed Well Drillers
    - Certified Water Right Examiners
    - Registered Professional Engineers

Well owners who decide to conduct the pump test themselves should become thoroughly familiar with all the test requirements. These requirements are described in the Water Resources Department's administrative rules OAR 690-217. Some specialized equipment is needed to conduct pump tests.

Pump Test Exemptions

Multiple Well Exemptions:

You may qualify for an exemption from testing your well if you meet the following three criteria:

1. You own multiple wells producing water from the same aquifer;
2. One of the wells has been previously tested and the test approved; and
3. The wells are within 5 miles of the previously tested well.

Multiple well exemption requests must be submitted using the department's form which can be can be obtained on the Department's website.

Unreasonable Burden Exemptions:

In some cases, it may be extremely difficult or inconvenient to conduct a pump test that meets the Water Resources Department's requirements. In such cases, well owners may request an exemption.

Exemptions shall be granted for public water supply wells if pump testing will cause interruption of service to customers.

Unreasonable burden exemption requests must be submitted using the department's form which can be obtained on the Department's website.

Wells Not Requiring a Pump Test:

- A well with a diameter greater than 36 inches and a depth less than 30 feet.
- Excavations that produce water from horizontal screens embedded in a gravel pack (infiltration galleries) or vertical caissons that produce water from a radiating system of horizontal casings or screens (collection wells).
- Contact the Department, if any of these apply to your situation.

Additional Information

If you would like additional information about pump test requirements, contact our office to speak with a customer service representative.

Mail pump tests or requests for exemptions to the attention of the Certificate Support.

Submittals and inquiries can be sent to WRD_DL_pumptestsupport@oregon.gov

Oregon Water Resources Department
725 Summer Street NE, Suite A
Salem Oregon 97301
(503) 986-0900
www.oregon.gov/owrd

Well ID Program
Frequently Asked Questions

All wells drilled, deepened, converted or altered after 1996 are required to have a well ID number attached to the well head. This Well ID Number is usually attached by the well constructor. If there is no ID number on the well, a landowner may apply for one using the Well ID application form, which is available from the Water Resources Department's website at www.oregon.gov/owrd.

Is there a fee to get a Well ID? No. It is free to apply for and receive a Well ID Number.

What is the legal basis for the program? Oregon Revised Statutes 537.788 - 537.793.

What is the purpose of the program? The purpose is to catalog each well with a unique Well ID Number. This number will link the well with a physical description of how the well was constructed (well report) in the Department's database.

What types of wells are bound by this program? All wells, including monitoring and water wells.

Do I need to apply for a new Well ID Number if my well already has one on it? No. Only one Well ID Number is required for the life of the well (unless label is unreadable).

Should I apply for a Well ID Number now or should I wait until the property changes ownership? You may apply for a Well ID Number at any time.

I share a well and the well is on the neighboring property. Do I apply for a Well ID Number when I sell my property? No. The owner of the property where the well is located is responsible to obtain a Well ID Number when their property changes ownership.

Who is responsible for initiating the process? The landowner who owns the property where the well is located may apply for the Well ID Number or the buyer may also apply for the Well ID Number.

Will this delay the property transfer if I am selling my property? No. It is not necessary to apply for or obtain a Well ID Number before closing the property transfer. The seller, buyer, or their agent may apply for the Well ID Number by completing an application.

What is a Well Report? A well report is a physical description of how your well was constructed. The Oregon Water Resources Department maintains a database of all wells constructed in the state since approximately 1960.

Does the Water Resources Department verify the well construction during this process? The Department does not review the well construction prior to the issuance of a Well ID Number. However, as part of the Department's Well Construction Program, new wells are routinely inspected during construction. If you have specific problems or concerns about your well, please contact the Department directly.

If you have questions concerning your well, contact the Water Resources Department: (503) 986-0900, or visit our website: www.oregon.gov/owrd. Our office is located at 725 Summer Street NE, Suite A, Salem, Oregon 97301-1266.

Oregon County Assessor Offices

The County Assessor's Office can provide you with the Township, Range, Section, and Tax Lot (combined: map lot #). They can also provide you with a list of previous owners of the property where the well is located.

Baker County
(541) 523-8203
1995 3rd St, Ste 300
Baker City, OR 97814

Benton County
(541) 766-6855
4077 SW Research Way
Corvallis, Oregon 97333

Clackamas County
(503) 655-8671
150 Beavercreek Rd
Oregon City, OR 97045

Clatsop County
(503) 325-8522
820 Exchange St, Ste 210
Astoria, OR 97103

Columbia County
(503) 397-2240
230 Strand Street
St. Helens, OR 97051

Coos County
(541) 396-7900
250 N Baxter
Coquille, OR 97423

Crook County
(541) 447-4133
200 NE 2nd, Ste 200
Prineville, OR 97754

Curry County
(541) 247-3294
94235 Moore St, Ste 221
Gold Beach, OR 97444

Deschutes County
(541) 388-6508
1300 NW Wall St, Ste 200
Bend, OR 97701

Douglas County
(541) 440-4222
1036 SE Douglas
Roseburg, OR 97470

Gilliam County
(541) 384-3781
221 S Oregon St
Condon, OR 97823

Grant County
(541) 575-0107
201 S Humbolt
Canyon City, OR 97820

Harney County
(541) 573-8365
450 N Buena Vista #13
Burns, OR 97720

Hood River County
(541) 386-4522
601 State Street
Hood River, OR 97031

Jackson County
(541) 774-6059
10 S Oakdale Ave, #300
Medford, OR 97501

Jefferson County
(541) 475-2443
66 SE D Street, Ste D
Madras, OR 97741

Josephine County
(541) 474-5260
500 NW 6th St
Grants Pass, OR 97526

Klamath County
(541) 883-5111
305 Main Street
Klamath Falls, OR 97601

Lake County
(541) 947-6000
513 Center Street
Lakeview, OR 97630

Lane County
(541) 682-4321
125 E 8th Ave
Eugene, OR 97401

Lincoln County
(541) 265-4102
225 W Olive St, Rm 207
Newport, OR 97365

Linn County
(541) 967-3808
300 4th Ave SW
Albany, OR 97321

Malheur County
(541) 473-5117
251 B Street W
Vale, OR 97918

Marion County
(503) 588-5144
555 Court St NE, Ste 2233
PO Box 14500
Salem, OR 97301

Morrow County
(541) 676-5607
100 Court Street
PO Box 788
Heppner, OR 97836

Multnomah County
(503) 988-3326
501 SE Hawthorne Blvd,
Suite 175
Portland, OR 97214

Polk County
(503) 623-8391
850 Main Street
Dallas, OR 97338

Sherman County
(541) 565-3606
500 Court Street
PO Box 283
Moro, OR 97039

Tillamook County
(503) 842-3400
201 Laurel Ave
Tillamook, OR 97141

Umatilla County
(541) 276-7111
216 SE 4th St
Pendleton, OR 97801

Union County
(541) 963-1002
1001 4th St, Ste A & B
La Grande, OR 97850

Wallowa County
(541) 426-4543
101 S River St, Rm 104
Enterprise, OR 97828

Wasco County
(541) 506-2510
511 Washington St #208
The Dalles, OR 97058

Washington County
(503) 846-8741
Public Services Building
155 N 1st Ave, Ste130
Hillsboro, OR 97124

Wheeler County
(541) 763-4266
701 Adams St, Ste 203
PO Box 447
Fossil, OR 97830

Yamhill County
(503) 434-7521
535 NE 5th St, Rm 42
McMinnville, OR 97128

Oregon
Kate Brown, Governor

Water Resources Department
725 Summer St NE, Suite A
Salem, OR 97301
(503) 986-0900
Fax (503) 986-0904

Instructions

Well ID Number Application

Use a separate application for EACH well on the property. If the well already has an existing Well ID Number (L-xxxxx), you do not need to complete this application.

I. OWNER INFORMATION

Print the current owner's name, mailing address (including city, state, and zip), and the address where the Well ID packet should be sent. If the property has closed in escrow, the packet may be sent directly to the buyer. The packet should be sent to the party who currently has access to the well.

II. WELL LOCATION INFORMATION

Provide the Township, Range, Section, Quarter / Quarter, County and Tax Lot number. This information may be obtained from property tax statements, legal description of the property, or from the Assessor's Office. The Assessor's Office may also refer to this as the "Map and Tax Lot Number". A list of County Assessors is enclosed for your use.

III. GENERAL WELL INFORMATION

Please provide as much information as you can: depth of well, diameter of well casing, year constructed, and use of well. If you know who owned the land when the well was drilled, or when the property was developed, please also include that information in the space provided. If you have a Well Constructor's Water Well Report (look on log for: first 4 letters of the county, and some numbers), please enter that. If not, you can search our online database for the Well Report on our website: www.oregon.gov/OWRD. On the home page under the Groundwater & Wells heading, click "Find a Well Report".

For well information you don't know, simply leave those fields blank.

The information given on the application will assist the Department in locating a well report, if one has not yet been identified. Note: If no well report is found, the application will become the first record of the well in our system.

Contact the Well Identification Program Specialist at 971-287-8218 or via email at Ladeena.K.Ashley@water.oregon.gov if you have questions.

Oregon Water Resources Department
725 Summer Street NE, Suite A
Salem Oregon 97301
(503) 986-0900
www.oregon.gov/owrd

Application for
Well ID Number

Do not complete if the well already has a Well Identification Number.

I. OWNER INFORMATION

Current Owner Name *(please print)*: _____

Mailing Address: _____

City, State, Zip: _____

Mail Well ID to: ☐ SAME AS ABOVE ☐ In Care Of (C/O)

Name & Address: _____

City, State, Zip: _____

II. WELL LOCATION INFORMATION *(Please fill out as completely as possible)*

Township: _____ (North / South) Range: _____ (East / West) Section: _____ _____ 1/4 of the _____ 1/4

Tax Lot (usually last 3-5 numbers of Tax Map #): _____ County _____

GPS Coordinates: _____

Street Address of Well, City: _____

If the property had a different street address in the past: _____

III. GENERAL WELL INFORMATION *(Please fill out as completely as possible, AND attach copy of Well Report, if available)*

Use of Well (domestic, irrigation, commercial, industrial, monitoring): _____

Date Well Constructed (or property built): _____ Total Well Depth: _____ Casing Diameter: _____

Owner at time the well was constructed (if known):_____ Well Report # (if known): _____

Other Information: _____

SUBMITTED BY *(please print)*: _____

PHONE: _____ **EMAIL &/or FAX:** _____

To send the completed application, you may MAIL it to: Oregon Water Resources Dept. 725 Summer St NE, Suite A, Salem, Oregon 97301. Or EMAIL the completed PDF form to: Ladeena.K.Ashley@water.oregon.gov, or FAX it to: (503) 986-0902.

For Official Use Only by the Oregon Water Resources Department:

Received Date:	Well Report Number:	Well Identification #:
_____	_____	_____

How to Search for a Well Report

A quick step-by-step guide

Before you begin, it is helpful to gather the following information:

1. Complete property address, with zip code.

2. Names of previous owners, especially around the time the home was built or placed on the property. (Check with the County Assessor's Office or a title company for the property history.)

3. The property Map Number, map tax lot number (i.e.: a series of numbers / letters like 3S102B000105) are actually the Township, Range, Section and Tax Lot in disguise.

   Hint: *The Map number above would translate to: Township 3 South, Range 1 West, Section 2. The North/South line (Township) cuts through Portland, and the East/West line (Range) is roughly 2 miles east of the I-5 corridor.*

4. The Lot and Block numbers, if applicable. (Report might not list the current property address.)

5. Any former address the property might have been known as (such as a Route and Box number.)

6. Double-check to see if the well has a Well Identification Number (stainless steel label) on the casing.

Now you're ready to search online for a Well Report. Type www.oregon.gov/owrd in the navigation pane. Hit "Enter" to default to OWRD's home page. Under Groundwater and Wells, click "Find a Well Report". Here is the direct link to the Query: https://apps.wrd.state.or.us/apps/gw/well_log/Default.aspx. A picture of the query is shown below.

Step-by-step directions:

1. If you found a Well ID on the well, simply enter the number in the Well Label field, and click the green "Search" button to access the related log(s).

2. If you only have the property address, click on "Find TRS by Address" box, on the left, and enter the entire address (the zip code helps, but is not necessary).

3. Click "Lookup"; the Township /Range / Section should now be filled in. (You may want to write down the numbers on a piece of paper.)

4. Now shift your attention to the right side of the page. This side is where you may enter specific information you know about the well or from a well report. If you don't have a label or know specifics, then you should skip down to "Type of Report" (see #7., below).

5. If you know who the landowner was at the time the well was constructed, you may enter “Owner Last Name” or “Company Name”, however enter the first 2-3 letters only. Some reports are hard to read, so information might appear differently than expected.

6. You may enter the Tax Lot, but it is recommended that you leave that field blank. Tax Lots can change, and on older Well Reports they may not be included at all.

7. On the “Type of Report” menu, choose “Water Well” if you are looking for a domestic water well.

8. On “Records per Page”, add a “0” to the end of 10 to make it “100”, for easy scrolling through the results page.

9. Click the green “Search” button. A list of Well Reports will appear. To sort data, click any of the column headings (blue text). It's best to sort by "Street Address of Well" first (results are listed in numerical and then alphabetical order), then look for address or Lot/Block in that column.

10. To view a Well Report image, click on the Well Log number (first 4 letters of the county and some numbers) in the far-left column.
Hint: Street addresses are not often given for older wells. This is why you should gather previous landowner names if you don’t find a log with the address. However, sometimes the PDF shows more information than what was entered in the database, so look at the log image if the address field is blank.

LESS IS MORE… Try these tricks during your search:

- Un-check the Section box, OR also click surrounding sections; the report may be filed under a nearby section
- Take out the TRS and search by County and first 2-3 letters of the Owner Last Name or Company Name
- As a last resort, try entering only the County and Tax Lot (Tax Lots change and may not be listed at all).

Note: Wells constructed prior to 1955 may not have a Well Report on file with the Department. Ask about creating a record of the well via an Application for Well ID.

Questions?
Contact the Well ID Program Specialist at (971) 287-8218, or email at Ladeena.K.Ashley@water.oregon.gov.
For more detailed assistance in navigating the Well Report Query, you can also click the “Help” link on the top right of the Well Query webpage.

OREGON WATER RESOURCES DEPARTMENT

Oregon Water Resources Dept 725 Summer St NE, Suite A Salem OR 97301 - (503) 986-0900

Certified Water Right Examiner
Contact Information Updating Procedures

To Begin:
Navigate to the CWRE License Login web page at:

https://apps.wrd.state.or.us/apps/wr/cwre_address_update/login.aspx?ReturnUrl=/apps/wr/cwre_address_update

-OR-

Follow the link on the Resources for Water Right Examiners page titled "Update Contact Information" identified under "Other Resources".

Once there, enter your user name and password (previously provided)
**Tip – the password is case sensitive

If you have properly entered your user name and password, your contact information will appear on the left side of the page.

Updating your contact information:
Review the "Our Records Indicate" fields.

If changes are necessary, make changes to any fields where the information is incorrect or incomplete in the "Changes" fields.

The amount of information you provide is your choice. For example, if you only want to include your work contact information, and do not want to provide home contact information, you do not need to include it.

If you want to change your password, this can be done on the "Changes" portion of this page.

Making your name available to the public:
On the update page, indicate "Y" or "N" for "Make available to the public"

If you choose to make your information available to the public, select the counties in which you are interested in working in from the "Available Counties" list.

To select a county, left click on the county or group of counties, and then left click on the arrow pointing right toward the "Selected Counties" table. The selected counties should move to the "Selected Counties" table.

To finalize your changes/entries, select the "Update" button and your new contact information will be displayed on the screen.