

Water Right Permits: Standard application processing flow

Application submission and intake

- Applications must use updated forms and map requirements, in compliance with divisions 305 and 310
- 60% of application exam fees are required
- If the application proposes a restricted use, source, or area the application will be returned along with all or a portion of fees (a list of restrictions is available on OWRD website)
 - For groundwater: Does not apply to artificial recharge or aquifer storage and recovery projects or permits requesting basin program exceptions

Initial Review (IR)

- If the application is accepted the Department will continue to the Initial Review (IR)
- IR is sent to applicant electronically
- No public notice at this time

Applicant response and remaining fee payment to continue

- Applicant has 90 days to notify OWRD in writing that processing should continue
- All remaining exam and recording fees must also be received
- If remaining fees are not received or applicant does not request to continue application processing, the file is closed and no further work will be done

Public notice and comment period

- If the Department receives all information and fees necessary to continue processing the application IR placed on Public Notice and 30-day comment period begins
- Division 33 reviews requested (as needed)
- Administrative hold can be requested, if reasonable and necessary, to provide additional information

Proposed Final Order (PFO) and protest period

- PFO sent to applicant by certified mail
- PFO placed on Public Notice and 45-day protest period begins
- If the PFO is withdrawn a new PFO will be issued with 45-day protest period

- If a protest is received the contested case process is initiated

PFO becomes final order

- If no protest is received and the PFO is not withdrawn, the PFO becomes a final order 33 days after the end of the protest period
- If approved, the permit is sent to applicant by standard mail
- If denied, the permit recording fee is refunded