

Permanent District Transfer Process

POU Changes Only

OAR 690 Division 385

OREGON



WATER RESOURCES
DEPARTMENT

The vision of the Water Resources Department is to assure sufficient and sustainable water supplies are available to meet current and future needs.

OWRD

Main Office

725 Summer St. NE
Salem, OR 97301

District Transfers

503-986-0858

Ann. L. Reece

@Oregon.gov

Eligibility Restricted

- Must be an irrigation, drainage, water improvement or water control district
- Formed under ORS Chapter 545, 547, 552, 553, or 554

District Obtains Landowner Authorization

- District keeps authorization on file for all affected users
- District notifies water user change is subject to OWRD approval

District Notifies OWRD of POU Changes

- District sends "District Notice Form" and map to both Watermaster & Salem office
- WATER USE MAY BEGIN at "ON" lands

Public Notice for "District Notice"

- OWRD Weekly Notice

District Submits Transfer Application by Dec 31

- Includes copies of all "District Noticed" lands in transfer
- May include district "non-noticed" lands for POU changes needed for the upcoming irrigation season

Alternate Timing of Application

- Any lands not included in a "District Notice" may not be irrigated until a Final Order is issued
- Application may be submitted at any time during the year

Public Notice for Application

- 30 day comment period
- 30 day protest period for filing a protest against approval of the Application request

(Protest Resolution)

- Protest filed by water user within the district is resolved with the district
- All other protests may lead to a contested case hearing

Application Reviewed

- All lands are within district boundaries
- Subject to Watermaster review
- No injury or enlargement

Final Order Issued

- OWRD will Approve or Deny Application
- Subject to judicial review

Completing the Changes

- Given 1 year + time until next October 1 to complete changes or request an extension of time

Proof to Department Satisfaction (DSP)

- District submits Final Proof Maps and Site Reports certified by the district



FOUR (4) FORMS FOR PERMANENT DISTRICT TRANSFERS

1. Notice of District Transfer (when irrigating before application approval) . . .



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

Notice of District Permanent Water Right Transfer

Filing of this notice must occur prior to making the change and must be included in the district's permanent transfer application, which is due no later than the end of the calendar year.

I. APPLICANT INFORMATION

District: _____

Contact Person: _____

Phone: _____

Mailing Address: _____

City: _____ State: _____

Zip: _____

2. Application Form for Permanent District Transfer (due by Dec.31 for "noticed" lands). . .



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

Application for District Permanent Water Right Transfer

Please type or print legibly in dark ink. If your application is incomplete or inaccurate, we will return it to you. If any requested information does not apply to your application, insert "N/A" to indicate "Not Applicable." As you complete this form, please refer to notes and guidance included on the application. A summary of review criteria and procedures that are generally applicable to the application is available at www.wrd.state.or.us/OWRD/PCBS/forms.shtml#app_criteria_review.

Change in Place of Use Only

3. Supplemental A Form for Permanent District Transfer . . .



District Permanent Water Right Transfer Application Supplemental Form A

DESCRIPTION OF PROPOSED CHANGE(S) TO A WATER RIGHT

List only one water right per page. A separate Supplemental Form A must be completed for each certificate, permit, decree, or other right involved in the proposed transfer.

Attach additional copies of Supplemental Form A as needed to describe other certificates, permits, decrees or other rights involved in this transfer.

I. CURRENT WATER RIGHT INFORMATION

4. Land Use Form (check to see if needed). . .

Land Use Information Form



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

NOTE TO APPLICANTS

In order for your application to be processed by the Water Resources Department (WRD), this Land Use Information Form must be completed by a local government planning official in the jurisdiction(s) where your water right will be used and developed. The planning official must choose to complete the form, either by mail, or return the receipt stub to you. Applications received by WRD without the Land Use Form or the receipt stub will be returned to you. Please be aware that your application will not be approved without land use approval.

This form is NOT required if:

- 1) Water is to be diverted, conveyed, and/or used only on federal lands; OR
- 2) The application is for a water right transfer, allocation of conveyed water, exchange, permit amendment, or ground water conversion modification, and all of the following apply:
 - a) The existing and proposed water use is located entirely within lands owned for exclusive farm use or within an irrigation district;
 - b) The application involves a change in place of use only;
 - c) The change does not involve the placement or modification of structures, including but not limited to water diversion, measurement, distribution facilities, water wells and well lines; and
 - d) The application involves irrigation water uses only.