

Indicate in this column whether or not the item is satisfied.

## Historic Point of Diversion Transfer Application – OAR 690-380 3000 & 3100 **Completeness Checklist**

Applicant's Name: \_\_\_\_\_ (Form last revised: Sept 1, 2009)

### Section A – Status of Right

**Is this a Water Right that can be transferred?** [OAR 690-380-0100(14)]

**NOTE:** The Department can **accept** a Transfer application for any right that:

- \_\_\_\_ 1) an adjudication with a court decree; *or*
- \_\_\_\_ 2) a certificate that is not cancelled; *or*
- \_\_\_\_ 3) a transfer that's been approved **&**, a proper COBU has been received by the Department

If the subject right **does not** fall into **any** of the above categories, **RETURN** the application & fee to the applicant.

### Section B – Type of Change

**Is the proposed change(s) allowed under the Historic POD Transfer process?** [ORS 540.532]

**NOTE:** POD/POA change to reflect the historical use of water at a point of diversion or appropriation other than that described in the water right certificate or decree.

If the application proposes a change **other** than those listed above, **RETURN** the application & fee to the applicant.

### Section C - Fees

**Have the appropriate fees been paid?** Total Required Fees: \_\_\_\_\_

*Fee Schedule – ORS 536.050(1)(h) [www.wrd.state.or.us/OWRD/PUBS/forms.shtml#fees](http://www.wrd.state.or.us/OWRD/PUBS/forms.shtml#fees)*

- |  |                            |
|--|----------------------------|
| \$900 - Base fee (1 <sup>st</sup> change and 1 <sup>st</sup> CFS of water)   | Total Fees Paid: _____     |
| + \$700 - Each additional type of change requested   |                            |
| + \$400 - Each additional water right  | Fees Due (if any): _____   |
| + \$250 - For each CFS, or fraction thereof, requested beyond 1 <sup>st</sup> CFS<br>(for POU, Type of Use, or Exchange) | Refund Due (if any): _____ |

If the applicant has **NOT** submitted the total fees required, **RETURN** the application & deficient fee to the applicant.

### Section D – Completeness

Indicate in this column whether an item is incomplete, and if so, identify the deficiency.

**Is the Historic Point of Diversion Transfer application complete?**

All required elements necessary for a complete transfer application are listed below.

**Indicate whether or not the applicant has answered and/or supplied attachments to adequately address each of the following items.** If any one of the items is deficient, then the application is incomplete.

**NOTE:** For reference, the application page number upon which each item is requested is identified.

If the application is **NOT** complete, **RETURN** the application & fee to the applicant.

• Type of transfer application clearly marks “Other” for “Historic” Change in POD/POA. (Page 1)

• Applicant’s name, mailing address and contact information. (Page 1)

• Agent’s name, mailing address and contact information, if applicable. (Page 1)

• Are the water rights to be affected by this transfer listed? (Page 2)

If there are multiple water rights listed..... The applicant must supply a **separate “set”** of Supplemental Form A for **each** water right to be transferred.

	<b>Checklist for Supplemental Form A – (Attachments)</b>
	<ul style="list-style-type: none"> <li>● Certificate # or decree filled in on each page? <span style="float: right;"><i>(Page 1)</i></span></li> </ul>
	<ul style="list-style-type: none"> <li>● Type of change(s) proposed clear? Historic Point of Diversion Box checked? <span style="float: right;"><i>(Page 1)</i></span></li> </ul>
	<ul style="list-style-type: none"> <li>● Current Water Right information is complete? <span style="float: right;"><i>(Page 2)</i></span></li> </ul>
	<ul style="list-style-type: none"> <li>● Location description of the authorized POA/POD to be changed. <span style="float: right;"><i>(Page 3)</i></span> <i>NOTE:</i> Ensure that the location coordinates listed in the application match the point and location coordinates illustrated on the application map. Additionally, if the existing authorized source is ground water (POA), the applicant must either: _____ 1) supply a copy of the well log(s), <u>or</u> _____ 2) if well logs are <b>not available</b>, describe the construction of the well(s) in the table provided on page 3 of the supplemental form A application.</li> </ul>
	<ul style="list-style-type: none"> <li>● Location description of the existing authorized POU and associated acres (if applicable). <span style="float: right;"><i>(Page 4)</i></span> <i>NOTE:</i> Ensure that the location and number of acres listed per ¼ ¼ in the application match those illustrated on the application map.</li> </ul>
	<ul style="list-style-type: none"> <li>● Location description of the proposed POA/POD. <span style="float: right;"><i>(Page 5)</i></span> <i>NOTE:</i> Ensure that the proposed location coordinates listed in the application match the proposed point and location coordinates illustrated on the application map. Additionally, if the proposed source is ground water (POA), the applicant must either: _____ 1) supply a copy of the well log(s), <u>or</u> _____ 2) if well logs are <b>not available</b> <u>or</u> the well is <b>not yet constructed</b>, describe the construction of the well(s) in the table provided on page 5 of the application.</li> </ul>
	<b>Return back to Page 2 of transfer application</b>
	<ul style="list-style-type: none"> <li>● The type of change(s) being proposed. <span style="float: right;"><i>(Page 2)</i></span></li> </ul>
	<ul style="list-style-type: none"> <li>● Reason for the transfer. <span style="float: right;"><i>(Page 2)</i></span></li> </ul>
	<ul style="list-style-type: none"> <li>● Description of current water delivery system. <span style="float: right;"><i>(Page 2)</i></span></li> </ul>
	<ul style="list-style-type: none"> <li>● System Capacity. <span style="float: right;"><i>(Page 2)</i></span></li> </ul>
	<ul style="list-style-type: none"> <li>● Did the applicant include evidence that the current POD/POA for the water right(s) in question has been in use for more than 10 years?</li> </ul>
	<ul style="list-style-type: none"> <li>● Did the applicant include a statement from the watermaster that no complaint of injury has been made due to the use of the water at the actual, current POD/POA?</li> </ul>
	<b>Checklist for Supplemental Form B – (Attachments)</b>
	<ul style="list-style-type: none"> <li>● Is there a box checked in #1? <span style="float: right;"><i>(Page 1)</i></span></li> </ul>
	<ul style="list-style-type: none"> <li>● Is there a box checked in #2? <span style="float: right;"><i>(Page 1)</i></span></li> </ul>
	<ul style="list-style-type: none"> <li>● Does the description of POU on page 4 of the supplemental form A application, <span style="float: right;"><i>(Page 1)</i></span></li> </ul>

	match authorized POU in question #3?	
	<ul style="list-style-type: none"> <li>● In question #4 and #5 are they filled out. <span style="float: right;">(Page 2)</span></li> </ul>	
	<ul style="list-style-type: none"> <li>● Is there a box checked in #6? <span style="float: right;">(Page 2)</span></li> </ul>	
	<ul style="list-style-type: none"> <li>● Is the #6 supporting documentation included with application? <span style="float: right;">(Page 2)</span></li> </ul>	
	<ul style="list-style-type: none"> <li>● Is there an original signature of the notary and notary stamp? <span style="float: right;">(Page 2)</span></li> </ul>	
	<b>Return back to Page 3 of transfer application</b>	
	<ul style="list-style-type: none"> <li>● Affected districts and local governments. <span style="float: right;">(Page 3)</span>  If within a district/local government jurisdiction, ensure that name &amp; mailing address is provided.  If the water right is issued in the name of an irrigation district, ensure that supplemental form D is included.</li> </ul>	
	<ul style="list-style-type: none"> <li>● Map (does <u>not</u> have to be prepared by a CWRE) <span style="float: right;">(Page 5)</span>  ___ if more than 3 rights are included in transfer, is there a separate map for each water right?  ___ If larger than 8 ½ X 14 - then 3 copies of map is needed  ___ north arrow ___ size &amp; scale ___ other: _____  ___ authorized acreage per ¼ ¼ matches the water right  ___ authorized POD/POA and POU (<i>clearly shown, labeled &amp; matches application listing</i>)  ___ point plotted for the authorized POD/POA agrees with location coordinates on supplemental form A and WR  ___ proposed POD/POA and/or POU (<i>clearly shown, labeled &amp; matches application "proposed" listing</i>)  ___ location coordinates accurately describe the point identified as the proposed POD/POA</li> </ul>	
	<ul style="list-style-type: none"> <li>● Land Use form, <i>if applicable</i>. <span style="float: right;">(Page 5)</span>  Is the form signed by the local planning department staff?  May be needed if the POD/POA or POU is moving a great distance <b><u>and</u></b> off of land originally involved in WR.</li> </ul>	
	<ul style="list-style-type: none"> <li>● If a groundwater right is involved, are the well logs or a description included. <span style="float: right;">(Page 5)</span></li> </ul>	
	<ul style="list-style-type: none"> <li>● Signature(s) of applicant(s): <span style="float: right;">(Page 6)</span>  Are one of the boxes checked?  <u>All</u> applicants listed on page 1 of the application <b><u>must sign</u></b> the application.</li> </ul>	
<b>WRD Completeness Reviewer's Name: _____ Date: _____</b>		