

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

Permit Amendment Application – ORS 537.211 Completeness Checklist

Applicant's Name: _____ (Form last revised: August 18, 2009)

Section A – Status of Permit

Is this a permit that can be amended?

NOTE: The Department **CANNOT accept** a Permit Amendment application for any permit that has:
 _____ 1) a permit completion date that has expired; **or**
 _____ 2) a pending permit extension of time application on file with the Department; **or**
 _____ 3) a pending claim of beneficial use report on file with the Department.

If the subject permit falls 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 Permit Amendment process? [ORS 537.211(4)]

NOTE: Only **POD, POA or POU** changes are allowed on Permit Amendments.

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

- \$900 - Base (1st CFS of water)
- + \$300 - Base fee for any change involving wells
- + \$700 - Each additional type of change requested
- + \$400 - Each additional water right or permit
- + \$250 - For each CFS, or fraction thereof, requested beyond 1st CFS
(for POU, Type of Use, or Exchange)

Total Fees Paid: _____

Fees Due (if any): _____

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 Permit Amendment application complete?

All required elements necessary for a complete permit amendment 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.

- Applicant's name, mailing address and contact information. (Page 1)
- Agent's name, mailing address and contact information, if applicable. (Page 1)
- Are multiple permits being amended? **YES NO** (Page 2)
If **YES**..... the applicant must supply a **separate "set"** of pages 3 through 7 of the application form for **each** permit to be amended.
- The type of amendment being proposed. (Page 2)
- Reason for the permit amendment. (Page 2)

	<ul style="list-style-type: none"> • Current permit information – <i>permit number, use, priority date, source(s), etc.</i> (Page 3)
	<ul style="list-style-type: none"> • <i>If for a change in POU.....</i> Are there any “layered” irrigation rights, permits, or GR registrations appurtenant to the same place of use as the permit proposed to be amended? YES NO If YES..... the other “layered” water uses subject to transfer must either change concurrently or be cancelled, except as provided in OAR 690-380-2240(5). (Page 3)
	<ul style="list-style-type: none"> • Location description of the authorized POA/POD to be amended. (Page 4) NOTE: 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), or _____ 2) if well logs are not available, describe the construction of the well(s) in the table provided on page 4 of the application.
	<ul style="list-style-type: none"> • Location description of the existing authorized POU and associated acres (if applicable). (Page 5) NOTE: Ensure that the location and number of acres listed per ¼ ¼ in the application match those illustrated on the application map.
	<ul style="list-style-type: none"> • Location description of the proposed POA/POD. (Page 6) NOTE: 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), or _____ 2) if well logs are not available or the well is not yet constructed, describe the construction of the well(s) in the table provided on page 6 of the application.
	<ul style="list-style-type: none"> • Location description of the proposed POU and associated acres (if applicable). (Page 7) NOTE: Ensure that the location and number of acres listed per ¼ ¼ in the application match those illustrated on the application map.
	<ul style="list-style-type: none"> • Affected districts and local governments. (Page 8) If within a district/local government jurisdiction, ensure that name & mailing address is provided.
	<ul style="list-style-type: none"> • Is the applicant the permit holder of record? YES NO (Page 8) If NO..... the applicant must either submit: _____ 1) a Request for Assignment form & fee in order to be assigned to the permit, or _____ 2) an Affidavit of Consent from the permit holder giving permission for the amendment.
	<ul style="list-style-type: none"> • If the permit holder of record does not own or control the land TO which the place of use is being moved, has a Request for Assignment form been submitted to assign the owner of the TO land to the permit? YES NO (Page 9)
	<ul style="list-style-type: none"> • Map..... (NOT required to be prepared by a CWRE). (Page 10) __ north arrow __ size & scale __ other: _____ __ authorized acreage per ¼ ¼ matches the permit __ authorized POD/POA and POU (<i>clearly shown, labeled & matches application listing</i>) __ point plotted for the authorized POD/POA agrees with location coordinates __ proposed POD/POA and/or POU (<i>clearly shown, labeled & matches application “proposed” listing</i>) __ location coordinates accurately describe the point identified as the proposed POD/POA
	<ul style="list-style-type: none"> • Land Use form, <i>if applicable</i>. (Page 10) May be needed if the POD/POA or POU is moving a great distance and off of land originally involved in permit.
	<ul style="list-style-type: none"> • Signature(s) of applicant(s): (Page 11) All applicants listed on page 1 of the application must sign the application.

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WRD Completeness Reviewer's Name: _____	Date: _____
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