

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

Permanent Transfer Application – OAR 690-380 3000 & 3100 Completeness Checklist

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

- _____ 1) an adjudication with a court decree; **or**
- _____ 2) a certificate that is not cancelled; **or**
- _____ 3) a transfer that's been approved **&** A 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 Transfer process? [ORS 540.510]

NOTE: Only **POD, POA or POU or USE** changes are allowed on Transfers.

*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 (1 st CFS of water) | Total Fees Paid: _____ |
| + \$300 - Base fee for any change involving wells | Fees Due (if any): _____ |
| + \$700 - Each additional type of change requested | |
| + \$400 - Each additional water right or permit | |
| + \$250 - For each CFS, or fraction thereof, requested beyond 1 st CFS
(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 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 (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.

Checklist for Supplemental Form A – (Attachments)

	<ul style="list-style-type: none"> • Certificate # filled in on each page? (Page 1)
	<ul style="list-style-type: none"> • Type of change(s) proposed clear? (Page 1)
	<ul style="list-style-type: none"> • Current Water Right information is complete? (Page 2)
	<ul style="list-style-type: none"> • If for a change in POU or USE..... (Page 2) <p>Are there any “layered” irrigation rights, permits, or GR registrations appurtenant to the same place of use as the water right proposed to be transferred? YES NO</p> <p>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).</p> <p>If layered with GR, must submit a GR Modification application as well as this application.</p> <p>Are they included in application? If not, contact applicant or agent.</p>
	<ul style="list-style-type: none"> • Location description of the authorized POA/POD to be changed. (Page 3) <p>NOTE: Ensure that the location coordinates listed in the application match the point and location coordinates illustrated on the application map.</p> <p>Additionally, if the existing authorized source is ground water (POA), the applicant must either:</p> <p>_____ 1) supply a copy of the well log(s), <u>or</u></p> <p>_____ 2) if well logs are not available, describe the construction of the well(s) in the table provided on page 3 of the supplemental form A application.</p>
	<ul style="list-style-type: none"> • Location description of the existing authorized POU and associated acres (if applicable). (Page 4) <p>NOTE: Ensure that the location and number of acres listed per ¼ ¼ in the application match those illustrated on the application map.</p>
	<ul style="list-style-type: none"> • Location description of the proposed POA/POD. (Page 5) <p>NOTE: Ensure that the proposed location coordinates listed in the application match the proposed point and location coordinates illustrated on the application map.</p> <p>Additionally, if the proposed source is ground water (POA), the applicant must either:</p> <p>_____ 1) supply a copy of the well log(s), <u>or</u></p> <p>_____ 2) if well logs are not available <u>or</u> the well is not yet constructed, describe the construction of the well(s) in the table provided on page 5 of the application.</p>
	<ul style="list-style-type: none"> • Location description of the proposed POU and associated acres (if applicable). (Page 6) <p>NOTE: Ensure that the location and number of acres listed per ¼ ¼ in the application match those illustrated on the application map.</p>
	<p>Return back to Page 2 of transfer application</p>
	<ul style="list-style-type: none"> • The type of changes being proposed. (Page 2)
	<ul style="list-style-type: none"> • Reason for the transfer. (Page 2)
	<ul style="list-style-type: none"> • Description of current water delivery system. (Page 2)
	<ul style="list-style-type: none"> • System Capacity. (Page 2)
	<p>Checklist for Supplemental Form B – (Attachments)</p>
	<ul style="list-style-type: none"> • Is there a box checked in #1? (Page 1)
	<ul style="list-style-type: none"> • Is there a box checked in #2? (Page 1)

	<ul style="list-style-type: none"> • Does the description of POU on page 4 of the supplemental form A application, match authorized POU in question #3? (Page 1)
	<ul style="list-style-type: none"> • In question #4 and #5 are they filled out. (Page 2)
	<ul style="list-style-type: none"> • Is there a box checked in #6? (Page 2)
	<ul style="list-style-type: none"> • Is the #6 supporting documentation included with application? (Page 2)
	<ul style="list-style-type: none"> • Is there an original signature of the notary and notary stamp? (Page 2)
	<p>Return back to Page 3 of transfer application</p>
	<ul style="list-style-type: none"> • Affected districts and local governments. (Page 3) If within a district/local government jurisdiction, ensure that name & mailing address is provided. If water right issued in name of irrigation district, ensure that supplement form D included.
	<ul style="list-style-type: none"> • Is the applicant the Landowner of the “from” and “to” Lands? YES NO (Page 4) If NO..... The applicant must list current landowner name & address.
	<ul style="list-style-type: none"> • Who will be responsible for completion of the changes? (Page 4) Is a box checked? If no box is checked the applicant or agent must be contacted.
	<ul style="list-style-type: none"> • Map..... (Page 5) (Required to be prepared by a CWRE) unless... 1. Map Waiver included with application 2. FP map with advance email or written approval 3. POD/POA without POU change and for entire right with FP map for “from” map ___ 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 than 3 copies of map is needed & an electronic pdf file of map ___ north arrow ___ size & scale ___ other: _____ ___ authorized acreage per ¼ ¼ matches the water right ___ authorized POD/POA and POU (<i>clearly shown, labeled & 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 & 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 5) Is the form signed by the local planning department staff? May be needed if the POD/POA or POU is moving a great distance and off of land originally involved in WR.
	<ul style="list-style-type: none"> • If a groundwater right is involved, are the well logs or a description included. (Page 5)
	<ul style="list-style-type: none"> • If this is an instream water right transfer, is there a form C included and filled out. (Page 5)

• Signature(s) of applicant(s):

(Page 6)

Are one of the boxes checked?

All applicants listed on page 1 of the application **must sign** the application.

WRD Completeness Reviewer's Name: _____ **Date:** _____