

EMERGENCY DROUGHT MINIMUM APPLICATION REQUIREMENTS

All applications submitted to the Department must meet minimum requirements to be accepted for filing. Incomplete applications may be returned or rejected if not made complete within 30 days. In order to ensure an application will be processed, the following information must be received by the Department at time of filing:

For Surface or Groundwater applications:

- **Name and mailing address of the applicant(s).** If the applicant is an public entity, private corporation or business, the Organizations section must be completed.
- **Property ownership must be listed.** If an applicant does not own all the land where water will be diverted, conveyed and/or used, the name and mailing address of each landowner must be provided to the Department. This ownership includes any conveyance crossing railroads, roads, or irrigation district canals or ditches.
- **Written authorization or easement** for lands and/or conveyances must be provided. The Department cannot issue a permit until all required information has been submitted.
- **The application must be signed in ink.**

SPECIFIC TO GROUNDWATER APPLICATIONS:

- The number of wells; the distance from each well or sump to the nearest surface water source, if less than one mile; and the difference in land surface elevation.
- The WELL CHARACTERISTICS section must be completed. If the well has already been constructed, you may submit a copy of the well log. If no well log is available, or if the well has not yet been constructed, you may be able to get information on well characteristics from a licensed well constructor or from Department well logs.
- List the amount of water you propose to use, as well as the production rate of the well. *These amounts may not be the same.* If for irrigation, the Department will limit the maximum rate of water allowed based on the total number of acres to be irrigated. Generally the maximum amount allowed per acre is 0.0125 Cubic Foot per Second (CFS) per acre; one CFS is approximately 448.83 Gallons per Minute (GPM).
- Complete the **Water Management Section**. This includes the diversion, transport and application/distribution method subsections.

SPECIFIC TO SURFACE WATER APPLICATIONS:

- When listing the source of water, make sure to list the name of the storage facility ie; Lost Creek Reservoir (if a Bureau of Reclamation storage project) or the reservoir permit number.
- The amount of water must be listed in acre-feet if the source is stored water, in CFS or GPM if from live flow.
- Complete the RESOURCE PROTECTION section.

ADDITIONAL INFORMATION REQUIRED:

- The **Application Supplement for Drought Emergency Water Use Permit** form must be completed, signed, and returned with the application forms.
- A map that meets the minimum requirements outlined on the **MAP REQUIREMENTS FOR EMERGENCY DROUGHT PERMIT APPLICATIONS**.
- If the proposed use of water for an Emergency Drought Water Use is for commercial or industrial use, complete and submit supplemental **Form Q**. For mining, use supplemental **Form R**; and for municipal or quasi-municipal uses complete and submit supplemental **Form M**. Domestic and certain livestock watering uses do not require a permit.
- Fees as outlined below:

EXAMINATION FEE **\$200.00 plus**

RECORDING FEE **\$400.00 1st CFS or Fraction thereof; plus**

\$100.00 each additional CFS or fraction

Please note: Generally, the use of ‘live flow’ surface water and/or the storage of water are not uses approved under Emergency Drought Permits due to the nature of the source. However, this does not preclude an applicant from applying for any use of water under an emergency drought application.

In order to ensure your application will be processed as quickly as possible, make sure all the above information is included when you submit your application to the Department. If you have any questions, please contact your local watermaster or, in Salem, Jeana Eastman at 503-986-0859 or Anita Huffman at 503-986-0815. For general information regarding water rights or other Department functions please visit our web site at www.wrd.state.or.us, or call the Customer Service Group at 503-986-0801.