

## Application for Extension of Time for a Water Right Permit (NON-Municipal/NON Quasi-Municipal water Use)



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

### Criteria for a Permit Extension of Time

The Department can accept requests for an extension of time on permits to (1) complete construction, and/or to (2) apply water to beneficial use.

In order to approve a permit extension request the Department must be able to find:

**1) Construction has begun:**

**A. For Groundwater Permits**

Construction of the well began within 5 years of the date the permit was issued or by the actual construction date specified in the permit.

**B. For Surface Water or Reservoir Permits**

Construction of the water system began within 5 years of the date the permit was issued or by the actual construction date specified in the permit.

The Department will also confirm that:

- 2) A required fish screen, fish passage or fish by-pass device was installed before or prior to diversion of any water. An exception to the need to confirm installation prior to diversion of any water would be a waiver submitted to the Department from ODFW stating that a fish screen, fish passage or fish by-pass device was not required, provided your permit allows for a waiver.**

If you have questions, please call the Department at (503)-986-0900 and ask to speak with a permit extension specialist.

Instructions are in Attachment A.

TO THE DIRECTOR OF THE OREGON WATER RESOURCES DEPARTMENT  
***A separate extension application must be submitted for each permit as per  
OAR 690-315-0020(2).***

I, \_\_\_\_\_  
NAME OF PERMIT HOLDER [OAR 690-315-0020(1) and (3)(a)]

\_\_\_\_\_  
ADDRESS CITY STATE ZIP

\_\_\_\_\_  
PHONE E-MAIL ADDRESS

the permit holder of: Application Number \_\_\_\_ - \_\_\_\_\_

Permit Number \_\_\_\_ - \_\_\_\_\_  
[OAR 690-315-0020(3)(b)]

do hereby request that the time in which to:

complete construction (of diversion/appropriation works and/or purchase and installation of the equipment necessary to the use of water), which time now expires on **Month:** \_\_\_\_\_ **Day:** \_\_\_\_\_ **Year:** \_\_\_\_\_, be extended to October 1, \_\_\_\_\_, [OAR 690-315-0020(3)(i)]

N/A (Check this box if the permit does not specify a date by when construction must be completed.)

and/or the time in which to:

apply water to full beneficial use under the terms and conditions of the permit, which time now expires on **Month:** \_\_\_\_\_ **Day:** \_\_\_\_\_ **Year:** \_\_\_\_\_, be extended to October 1, \_\_\_\_\_ . [OAR 690-315-0020(3)(i)]

I am the permit holder, or have written authorization from the permit holder (attached to this Application for Extension of Time), to apply for an extension of time under this permit. I understand that false or misleading statements in this extension application are grounds for OWRD to suspend processing of the request and/or reason to deny the extension.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name Title

**Before submitting your Application for Extension of Time, make sure the following items are included:**

- This completed Application for Extension of Time.
- Statutory fee of \$575.
- Signature page (Second page of this Application for Extension of Time).
- All supporting documentation and/or evidence referenced in the Application for Extension of Time.

**MAIL COMPLETED APPLICATION  
along with the Supporting documents and/ or evidence**

**\$575 STATUTORY FEE TO:**

**Water Resources Department  
Attn: Water Right Permit Extensions  
725 Summer Street NE, Suite A  
Salem, Oregon 97301**



**GENERAL TIPS:**

- Permit holders of **municipal or quasi-municipal water use permits DO NOT use this form**. The correct form is APPLICATION FOR EXTENSION OF TIME FOR MUNICIPAL AND QUASI-MUNICIPAL WATER USE PERMITS, available at the following link:  
[http://www.oregon.gov/owrd/PUBS/docs/forms/fillable\\_muni\\_quasi\\_ext\\_app\\_form\\_2014.doc](http://www.oregon.gov/owrd/PUBS/docs/forms/fillable_muni_quasi_ext_app_form_2014.doc)
- Request the reasonable amount of time necessary to fully complete construction of the water project and/or to fully use the permitted quantity of water under the terms and conditions of your permit. Should this request be approved, it will be OWRD's expectation that you will complete your project within the new time period allowed. Future extensions may not be granted.
- A separate APPLICATION FOR EXTENSION OF TIME must be submitted for each permit. OAR 690-315-0020(2).
- An instruction sheet, INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR EXTENSION OF TIME FOR A WATER RIGHT PERMIT (Attachment A), provides details that will help you answer each question on the application. Permit extensions are evaluated under OAR Chapter 690, Division 315. These rules may be viewed at:  
[http://arcweb.sos.state.or.us/pages/rules/oars\\_600/oar\\_690/690\\_315.html](http://arcweb.sos.state.or.us/pages/rules/oars_600/oar_690/690_315.html)
- You may provide OWRD with any additional information or evidence that will aid us in making our decision. Please note that OWRD may require other information that is necessary to evaluate the application. OAR 315-0020(3)(n).

- After careful review of the Application for Extension of Time, you may contact OWRD at (503) 986-0900, to ask questions and request assistance from a Permit Extensions Specialist in the Water Rights Services Division.
- An Application for an Extension of Time will be reviewed for completeness. OWRD will return any incomplete or deficient applications to the applicant. OAR 690-315-0040(1)(a).

**Reference Materials Needed to Complete this Application:**

- **The water right permit.** If needed, a copy of the water right permit can be downloaded from the Department’s Website at <http://apps.wrd.state.or.us/apps/wr/wrinfo/> (using the link to the Water Rights Information System (WRIS)). Or, a copy of the permit (or other documents) may be requested by water right application number from the Water Rights Division at 503-986-0900 (copy fees will apply).
- **Documentation which demonstrates compliance with permit conditions** (for example, well construction logs; static water level measurement reports; annual water use reports; ODFW fish screen certification; a plan to monitor the effect of water use on ground water aquifers utilized under the permit; etc.).

**Questions to complete this application for an Extension of Time**

Please see the instruction sheet to help you answer these questions.

**1. Beginning Construction within required deadlines.** OAR 690-315-0020(3)(d)

For Groundwater Permits

**Has construction of the point of appropriation (well) authorized under this permit begun?**

Yes  No

**Date construction began Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_**

**Details of construction and attach documentation:**

For Surface/Reservoir Permit

**Has construction of the water system begun?  Yes  No**

**Date construction began Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_**

**Details of construction and attach documentation:**

2. Permits typically contain standard or special conditions that must be fully satisfied to lawfully develop and use permitted water. Review the permit subject to this extension to identify which of the conditions listed in the 2<sup>nd</sup> column are contained within it. Using the extra row labeled “other” to specify any other additional conditions specified in a final order approving a permit amendment or prior extension of time. In the 1<sup>st</sup> column check the box for each condition (row) identified as relevant. In the 3<sup>rd</sup> column check “Yes” if you have completed or met the permit condition. Check “No” if the condition is not yet satisfied. In the 4<sup>th</sup> column, give the date when the condition was satisfied or will be satisfied. Attach any pertinent documentation. Note: a pump test condition does not need to be addressed here; however, you must submit the results of the test to the Department for approval prior to certification.

**CHART-A**

Permit Conditions in this Permit		Have Completed or Met?	Date satisfied/ or will be satisfied
Checkbox	Ground water Check those included on this permit		
<input type="checkbox"/>	Installation of a meter/totalizing flow meter	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/>	Submittal of annual water usage report	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/>	Submittal of initial static water level measurement	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/>	Submittal of annual static water level measurements in the month required	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/>	Submittal of Seven consecutive static water level measurements in the month required	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/>	Special well construction standards	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/>	Submittal of a monitoring plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/>	Other (Specify):	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/>	Other (Specify):	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/>	Other (Specify):	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Surface Water or Reservoir</b>			
<input type="checkbox"/>	Installation of a meter/ totalizing flow meter/ in-line meter	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/>	Installation a staff gauge	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/>	Installation of a fish screen	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/>	Installation of a fish by-pass device	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/>	Installation of a fish passage	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/>	Installation of an outlet gate/pipe/ conduit	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/>	Submittal of a letter from ODFW that fish screen, fish by-pass device, and or fish passage is not required	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/>	Submit as-built plans and specification	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/>	Submittal of a letter from an engineer prior to storage	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/>	Other (Specify):	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/>	Other (Specify):	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/>	Other (Specify):	<input type="checkbox"/> Yes <input type="checkbox"/> No	

If you have NOT complied with Permit conditions, explain the reasons why and indicate a date certain, when you will be in compliance.

[OAR 690-315-0020(3)(e)]

3. Provide evidence of physical work made toward completion of the water system, and of progress made toward making beneficial use of water within the permitted time period (CHART-B); and if applicable, within the time period of the most recent extension granted (CHART-C). CHART-B (below) must be completed for all Application for Extension of Time requests. Use *chronological order*. (this does NOT include planning, formulating a business plan, securing financing, letting contracts, purchasing but not installing equipment, surveying, clearing land, or planting crops)

**CHART-B**

DATE	WORK ACCOMPLISHED BEFORE PERMIT WAS ISSUED <i>List any work done before the permit was issued – eg. well drilled.</i>	COST*
DATE	WORK ACCOMPLISHED AFTER PERMIT WAS ISSUED <i>and</i> PRIOR TO DATE SPECIFIED IN PERMIT FOR COMPLETE APPLICATION OF WATER <i>List work/actions done during the permitted time period.</i>	COST*
	Date the permit was signed - find date above signature on last page of permit.	
	Date the permit specified complete application of water to the use shall be made- all permits contain this date.	
DATE	WORK ACCOMPLISHED AFTER the date the permit specified complete application of water <i>COMPETE ONLY IF THIS IS YOUR 1st APPLICATION FOR AN EXTENSION OF TIME: List work done after the date specified in the permit for complete application of water up to the date of this Application for Extension of Time.</i>	COST*
<b>Total Cost for Chart-B</b>		

\* If exact cost is not known, you must provide your best estimate.

4. If this is not your 1st Application for Extension of Time request, fill out CHART-C below in addition to CHART-B above. Use *chronological order*.

**CHART-C**

DATE	WORK ACCOMPLISHED DURING THE LAST EXTENSION PERIOD <i>List all work done during the last authorized extension period.</i>	COST*
	"Extended From" date for complete application of water used in the 1 <sup>st</sup> (or the most recent) Application for Extension of Time.	
	"Extended To" date for complete application of water resulting from the 1 <sup>st</sup> (or the most recent) Application for Extension of Time.	
DATE	WORK ACCOMPLISHED AFTER THE LAST EXTENSION PERIOD EXPIRED <i>List all work done after the last authorized date for complete application of water up to the date of this Application for Extension of Time.</i>	COST*
<b>Total Cost of Chart-C</b>		

\* If exact cost is not known, you must provide your best estimate. [OAR 690-315-0020(3)(f)]

5. Cost of project to date: \_\_\_\_\_  
 (The total combined cost from CHART-B and CHART-C) [OAR 690-315-0020(f)]

[OAR 690-315-0020(3)(e)(B)]

Provide evidence of the maximum rate (or duty, if applicable) of water diverted for beneficial use under this permit and/or prior extensions of time (if any) made to date.

*TIP: Report the rate used to date. Unless full beneficial use has been made, this rate will be less than the rate authorized on the permit.*

**6. For Surface Water Permit Extensions (e.g. S-XXXX or R-XXXX):**

*TIP: Report the rate in the same units of measurement as specified in the permit.*

Maximum rate used to date = \_\_\_\_\_ cfs (cubic feet per second) or,

Maximum rate used to date = \_\_\_\_\_ gpm (gallons per minute) or,

Acre-feet stored to date = \_\_\_\_\_ AF

**7. For Ground Water Permit Extensions (e.g. G-XXXX):**

*TIP: Include information from ALL wells that pertain to this permit, including drilled wells not currently used.*

**CHART-D**

Well # as identified on Permit	Water User's Well #	Has this well been drilled?	IF DRILLED					If yes, provide the Permit, Certificate, or Transfer No.
			Well Log Number e.g. MORR 50473	Well Tag Number e.g. # 27566 or N/A	Is the actual drilled location authorized on this permit or on a permit amendment? (See 8 below)	Maximum instantaneous rate used to date from this well - - under this permit only (CFS or GPM)	Is this well authorized or utilized under any OTHER water rights?	
		Yes <input type="checkbox"/> No <input type="checkbox"/>			Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>			Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>			Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Yes <input type="checkbox"/> No <input type="checkbox"/>			Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Total instantaneous rate from all wells utilized under this permit								

**8. If the drilled location of a well is not authorized on this permit, please specify its location below, or provide a map showing its location.**

Has or will a Permit Amendment Application been/be filed? Yes  No

If a Permit Amendment Application has been filed: Transfer No. T-\_\_\_\_\_

Well # \_\_\_\_\_ Actual location: \_\_\_\_\_ Well # \_\_\_\_\_ Actual location: \_\_\_\_\_

[OAR 690-315-0020(3)(e)(C)]

9. Provide the total number of acres irrigated to date under this permit (if applicable).

List by year, the number of acres irrigated each year since permit issuance, and provide a copy of the application map identifying the acres irrigated.

Total acres irrigated to date: \_\_\_\_\_

**Ground Water Permits:** Please specify which wells are being utilized for this irrigation.

Well # \_\_\_\_\_ Acres \_\_\_\_\_ Well # \_\_\_\_\_ Acres \_\_\_\_\_

Well # \_\_\_\_\_ Acres \_\_\_\_\_ Well # \_\_\_\_\_ Acres \_\_\_\_\_

[OAR 690-315-0020(3)(i)(j)]

10. Provide a summary of your future plans and schedule to complete the construction of the water system, and/or apply water to full beneficial use under the terms and conditions of the permit.

CHART-E

APPROXIMATE DATE RANGE (projected)	WORK OR ACTION TO BE ACCOMPLISHED (projected)	ESTIMATED COST (projected)
Year:	Date intend to apply water to full beneficial use under the terms and conditions of this permit.	
<b>Total Cost</b>		

[OAR 690-315-0020(3)(g)]

11. Estimated remaining cost to complete the project: \_\_\_\_\_

*(The total cost from CHART-E)*

[OAR 690-315-0020(3)(h)]

**12. Describe the reasons why the construction was not completed, and/or water was not beneficially used within permit time limits. Provide supporting information for the reason(s) that best fits your circumstances. Include any additional unforeseen events and/or other governmental regulation or requirements.**

[OAR 690-315-0020(3)(k)]

**13. Justify the time requested to complete the project and/or apply the water to full beneficial use.** Include any other information or evidence to establish that the requested amount of time is sufficient and that you will be able to complete the project within the amount of time requested.

[OAR 690-315-0020(3)(m)(n)]

**14. Provide any other information you wish OWRD to consider while evaluating your Application for Extension of Time.**

**Attach permit, and documentation to the application.**



For Surface/Reservoir Permit

Has construction of the water system begun?  Yes  No

Date construction began Month:          Day:          Year:         

Details of construction and attach documentation:         

The following information will help you answer these questions.

**Construction** - any physical work performed toward completion of the water system which demonstrates the water right permit holder's good faith and intention to complete the project with reasonable diligence. Actual construction does not include planning a diversion system, formulating a business plan, securing financing, letting contracts, purchasing but not installing equipment, surveying, clearing land or planting crops. OAR 690-315-0020(3)(d)(A)and(B).

Each water right permit contains specific dates by which permit holders are to have completed a certain level of development of the right. Generally, these dates appear toward the end of a permit. Among the dates that may be cited are the following:

- A. Actual construction work shall begin on or before [date certain]; if no date for Actual construction work specified in the permit, the applicant has five years from the permit issuance date to begin construction. ORS 537.230(1) and 537.630(1)
- B. Construction shall be completed on or before [date certain]; not all permits specify a construction completion date.
- C. Complete application of the water shall be made on or before [date certain] ALL PERMITS will specify a date for complete application of water.

By statute, a permit extension for a non-municipal water right **cannot** be granted when there is no evidence of actions taken to **begin construction** within 5 years of permit issuance or sooner if specified in the permit. Permit extensions may be granted **only** for completing construction and/ or completing application of water.

[OAR 690-315-0020(3)(A)(e)(A)]

2. **Permits typically contain standard or special conditions that must be fully satisfied to lawfully develop and use permitted water. Review the permit subject to this extension to identify which of the conditions listed in the 2<sup>nd</sup> column are contained within it. Using the extra row labeled "other" to specify any other additional conditions specified in a final order approving a permit amendment or prior extension of time. In the 1<sup>st</sup> column check the box for each condition (row) identified as relevant. In the 3<sup>rd</sup> column check "Yes" if you have completed or met the permit**

**condition. Check “No” if the condition is not yet satisfied. In the 4<sup>th</sup> column, give the date when the condition was satisfied or will be satisfied. Attach any pertinent documentation. Note: a pump test condition does not need to be addressed here; however, you must submit the results of the test to the Department for approval prior to certification.**

Depending on the vintage of the water right permit issued by OWRD, the location of the conditions on the permit may vary. Most, but not all, permits issued before 1990, did not include conditions. If these permits contained conditions they would generally appear on the permit just above the State Engineer’s or Water Resources Director’s signature. In the early 1990’s conditions became more common. Conditions associated with the point of diversion or point of appropriation might be listed immediately following the description of the point of diversion or appropriation. Conditions associated with the place of use, might be listed immediately following the description of the place of use. From the mid-1990’s to present, conditions may be listed under separate subtitles in the permit such as “Measurement, Recording, and Reporting Conditions” or “Standard Conditions.”

Conditions may have been added to the permit as result of an approved Final Order for a permit amendment or a Final Order approving a prior extension of time. These added conditions are binding on the original permit, and must also be also addressed in this extension request.

Conditions requiring a written response in the extension of time application include those which:

- Stipulate a specific date by which the permit holder was to have accomplished a specific action, such as a condition that requires plans and specifications for a reservoir, a groundwater monitoring plan or some other document which “...shall be submitted...within (for example) *two* years of permit issuance.”
- Are triggered by the use of water, but do not stipulate a specific date. These conditions represent a milestone in development of the project and use of water, such as the permit holder “shall install...a water meter or other suitable measuring device approved by the Director...before any use of water begins.” Another common condition triggered by the use of water is that “fish screens are to be installed according to Oregon Department of Fish and Wildlife specifications.”

*TIP:* Any supporting documentation submitted to demonstrate compliance with time-sensitive permit conditions or any conditions from prior permit extension(s) must be clearly referenced and may include, but is not limited to: well construction logs; static water level measurement reports, annual water use reports; and/or a plan to monitor the effect of water use on ground water aquifers utilized under the permit.

*If needed, you may contact the OWRD for assistance in identifying and/or interpreting which conditions in the water permit are pertinent to the extension application.*

In responding to question 2 on the application:

Step (1) Read your permit and when you come to a condition, check the box in the first column that corresponds to condition as listed in the 2<sup>nd</sup> column.

Step (2) Check the Yes box to all the conditions that you have complied with and check the No box for all the conditions that you have not complied with.

Step (3) Indicate the date the condition was met or will be met.

Step (4) Repeat steps (1), (2), and (3) for any conditions contained in any order approving a permit amendment and/or prior final order for an approved extension of time.

***If you have NOT complied with all applicable conditions, explain the reasons why and indicate a date certain, when, in the near future, you will be in compliance.***

If a permit holder is not in compliance with time-sensitive conditions, OWRD may take one of three actions:

1. Suspend processing of the application until the permit holder complies with unmet conditions; or
2. Establish time certain performance deadlines by which the conditions must be complied with and include these as conditions on the extension order; or
3. Deny the permit extension.

**NOTE:** If you are considering applying for a permit extension and you **are not** in compliance with time-sensitive conditions, you may want to hold off filing the extension application until you have complied with the conditions. If you are not in compliance, but wish to proceed with the extension application, you should explain how, and the dates by which, you will comply with the conditions in Chart-A. If the extension is allowed, OWRD will likely not grant much time (less than one year) for the permit holder to comply with time-sensitive conditions.

[OAR 690-315-0020(3)(e)]

- 3. Provide evidence of physical progress made toward completion of the water system, and of progress made toward making beneficial use of water within the permitted time period (CHART-B); and if applicable, within the time period of the most recent extension granted (CHART-C).***

**Permitted Time Period** - period of time between the date when the permit was signed *and* the date specified in the permit for complete application of water

**Time Period of the Previous Extension**

*For 2nd Application for Extension of Time* - period of time between the date specified in the permit for complete application of water and the new “extended to date” for complete application of water specified in the 1st approved extension.

*For 3<sup>rd</sup>, or 4<sup>th</sup>, or . . . n<sup>th</sup>, Application for Extension of Time* - period of time between the “extended from date” for complete application of water and the “extended to date” for complete application of water specified in the most recently approved extension.

***CHART-B (below) must be completed for all Application for Extension of Time requests. Use chronological order.***

Chart-B must be filled out by all applicants regardless of how many extensions have been granted in the past. List all materials and equipment purchases made within the applicable time period, the system components installed and components brought into use within the time period. Identify costs by each line item to assist in responding to Question d 5 on the application for extension.

- 4. *If this is not your 1st Application for Extension of Time request, fill out CHART-C below (in addition to CHART-C above). Use chronological order.***

Chart-C must be filled out by all applicants who have been granted an extension in the past (that is, this is your 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup>, etc. request) List all materials and equipment purchases made within the applicable time period, the system components installed and components brought into use within the time period. Identify costs by each line item to assist in responding to Question 5 on the application for extension.

[OAR 690-315-0020(3)(f)]

- 5. *Cost of project to date \_\_\_\_\_.***

Indicate the amount invested in developing the water use system to date. This will be a total of the costs indicated on Chart-B and Chart-C from Questions 3 and 4. If exact cost is not known, you must provide your best estimate.

[OAR 690-315-0020(3)(e)(B)]

- 6. *Provide evidence of the maximum rate (or duty, if applicable) of water diverted for beneficial use under this permit and/or prior extensions of time (if any) made to date.***

A permit authorizes a specific rate of water that may be used within the terms and conditions of the permit. (For example a permit may authorize the use of 1.5 cubic feet per second (cfs) of water for irrigation of 60 acres. In this example 1.5 cfs is the specified authorized rate in the permit). The Department is asking you to report the portion of the full authorized rate you have beneficially used to date. (In this example,

if a maximum of 30 acres has been placed under irrigation, the portion of the rate beneficially used to date would (likely) be 0.75 cfs).

**For Surface Water Permit Extensions (e.g. S-XXXX or R-XXXX):**

Surface water permits are those where the source of water is a river, stream, lake, pond, or reservoir, etc. Report the rate (not the volume) of water you are beneficially using under this permit in cubic feet per second (CFS) or gallons per minute (GPM). Only if you are using stored water under a reservoir permit (e.g. R-XXXX), may you indicate the volume used – which is reported in acre-feet (AF).

**7. For Ground Water Permit Extensions (e.g. G-XXXX):**

The source of water for ground water permit is a well. Some permits authorize the use of water from more than one well. Fill out Chart-D with information for a single well, or if applicable, for multiple wells. Give information about all the well(s) listed on your permit, even if not yet drilled; or if drilled, even if it is not being used for some reason.

- 1<sup>st</sup> Column: For each well authorized on the permit, indicate the Well # or the well name that is listed on the permit.
- 2<sup>nd</sup> Column: If naming system you use is different than what is listed on the permit, indicate the Well # or well name you use for each of the wells.
- 3<sup>rd</sup> Column: Enter a yes or no for each well listed on the permit, indicating whether or not it has been drilled yet.

The following columns relate only to wells which have been already drilled.

- 4<sup>th</sup> Column: Enter the Well Log Number for each well. Typically this is a four letter prefix (of the county) followed by 3 to 5 digits.
- 5<sup>th</sup> Column: Enter the Well Tag Number for each well (typically 5 digits). Not all wells have been assigned a well tag number.  
*Note: Well Log Numbers and Well Tag ID Numbers can be accessed through the Department's Website at [http://apps.wrd.state.or.us/apps/gw/well\\_log/Default.aspx](http://apps.wrd.state.or.us/apps/gw/well_log/Default.aspx)*
- 6<sup>th</sup> Column: The Department is asking if the actual location of each well is the same as where the permit authorizes the location of that specific well. If the actual location is not the same as the authorized location, a permit amendment may be necessary in order to receive approval for use of the well in the new location. If the

actual location of any well is different from its authorized location, then Question 8 must also be completed. *Questions about permit amendments may be directed to the Transfer Division of the Department.*

- 7<sup>th</sup> Column: Report the rate (not the volume) of water being used to date under this permit from each well. Give the rate in cubic feet per second (CFS) or gallons per minute (GPM). If more than one well is listed on the permit, than add the rates from each individual well and enter the sum in the last box in this column for the "Total instantaneous rate from all wells utilized under this permit."
- 8<sup>th</sup> Column: Enter a yes or no for each well listed on the permit, indicating if this well is authorized under any other water right(s).
- 9<sup>th</sup> Column: If a well is authorized under any other water right(s), provide the Permit Number(s), or Certificate Number(s) or Transfer Number(s) of each water right also listing that well.

**8. *If the drilled location of a well is not authorized on this permit, please specify its location below, or provide a map showing its actual location. Has or will a permit amendment application been/be filed? Yes \_\_\_ No \_\_\_***

***If a Permit Amendment Application has been filed: Transfer No. T-\_\_\_\_\_***

***Well# \_\_\_\_\_ : Actual location \_\_\_\_\_***

If **NO** is marked for any well in the 6<sup>th</sup> Column of Chart-D, this question (8) must be answered. For each well that is drilled in a location NOT authorized on the permit, report its actual location (for example: 300 Feet North and 520 Feet East from SW Corner, Section 6, Township 40 South, Range 10 East, W.M.), or provide a map with the actual well(s) location(s) clearly marked.

In rare cases, a permit amendment may have been filed prior to the extension application being filed. If this is the case, please provide the transfer number that was assigned to this permit amendment request. (e.g. T-10351). Current department policy provides that if a permit amendment is needed for which the 'C-date' has passed, a Final Order approving an extension of time must be received before the Department accepts the permit amendment application. A permit amendment can only be granted if the 'C-date' specified in the permit or a new 'C-date' granted in approved extension has not expired.

[OAR 690-315-0020(3)(e)(C)]

**9. Provide the total number of acres irrigated to date under this permit (if applicable).**

**List by year, the number of acres irrigated each year since permit issuance**

If your permit authorizes irrigation, provide a listing by year of the number of acres irrigated each year since permit issuance, indicate the maximum number of acres you have irrigated under this permit, and provide a copy of the application map identifying the acres irrigated.

**Total acres irrigated to date:** \_\_\_\_\_

**Ground Water Permits: Please specify which wells are being utilized for this irrigation.**

**Well #** \_\_\_\_\_ **Acres** \_\_\_\_\_                      **Well #** \_\_\_\_\_ **Acres** \_\_\_\_\_

**Well #** \_\_\_\_\_ **Acres** \_\_\_\_\_                      **Well #** \_\_\_\_\_ **Acres** \_\_\_\_\_

If you have a ground water permit which authorizes the use of more than one well, or you are using more than one well for irrigation under this permit, please specify which wells are being utilized, and how many acres are being irrigated from that well.

[OAR 690-315-0020(3)(i)(j)]

**10. Provide a summary of your future plans and schedule to complete the construction of the water system, and/or apply water to full beneficial use under the terms and conditions of the permit.**

Fill out Chart-E, making your best estimate of the future time line and costs for work necessary to complete construction and/or apply water to full beneficial use under the terms and conditions of the permit.

[OAR 690-315-0020(3)(g)]

**11. Estimated remaining cost to complete the project** \_\_\_\_\_.

Indicate your best estimate of the remaining investment necessary to fully construct the system and to fully put water to beneficial use. This will be a total of the costs indicated in Chart-E from Question 10.

[OAR 690-315-0020(3)(h)]

- 12. Describe the reasons why the construction was not completed, and/or water was not beneficially used within permit time limits. Provide supporting information for the reason(s) that best fits your circumstances. Include any additional unforeseen events and/or other governmental regulation or requirements that may have delayed completion of the project.**

[OAR 690-315-0020(3)(k)]

- 13. *Justify the time requested to complete the project and/or apply the water to full beneficial use.***

A justification should integrate information presented in this Application for Extension of Time, but may include any other information or evidence to establish that the requested amount of time is reasonable. This can be a summary of why you need the amount of time you have requested.

[OAR 690-315-0020(3)(m)(n)]

- 14. *Provide any other information you wish the OWRD to consider while evaluating the extension of time application.***

This is your opportunity to include any other information you want the OWRD to have when considering your extension request.