

**Department of State Lands
Joint Application Completeness Checklist**

Application No:	<input type="checkbox"/> New or <input type="checkbox"/> Re-submittal	Date Received:
Reviewed By:	Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Reviewed:

The following items are required for a complete application: (<input checked="" type="checkbox"/> Indicates information is in the application)	Comments (Please provide additional information and/or address the issues)
Applicant/property owner information (Block 1) <input type="checkbox"/> Name <input type="checkbox"/> Address <input type="checkbox"/> Phone <input type="checkbox"/> Agent	
Project location information (Block 2) <input type="checkbox"/> T.R.S <input type="checkbox"/> 1/4, 1/4 sec (eg. AB, NW/NW) <input type="checkbox"/> Tax lot <input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Street/descriptive location <input type="checkbox"/> Lat/long <input type="checkbox"/> Waterway <input type="checkbox"/> River mile	
Proposed project impacts (Block 3) <input type="checkbox"/> Type (fill, removal, in-water structure etc.) <input type="checkbox"/> Brief description <input type="checkbox"/> Fill volumes in wetlands/waters (cubic yards) <input type="checkbox"/> Types of fill material <input type="checkbox"/> Total fill impact area (acres) <input type="checkbox"/> Removal volumes in wetlands/waters (cubic yards) <input type="checkbox"/> Types of material removed <input type="checkbox"/> Total removal impact area (acres) <input type="checkbox"/> Identification of disposal area location <input type="checkbox"/> Known threatened/endangered species <input type="checkbox"/> Known archeological information	
Project Details (Block 4) <input type="checkbox"/> Purpose and need <input type="checkbox"/> Description of project <input type="checkbox"/> Volumes/acreage of each impact separately <input type="checkbox"/> Permanent/temporary impacts <input type="checkbox"/> Types of materials <input type="checkbox"/> Construction methods <input type="checkbox"/> Location map (with project site indicated) <input type="checkbox"/> Plan view drawing: <input type="checkbox"/> Project site and activity areas <input type="checkbox"/> Existing and proposed contours <input type="checkbox"/> OHW and/or wetland boundaries <input type="checkbox"/> Proposed temporary impacts identified <input type="checkbox"/> Proposed permanent impacts identified <input type="checkbox"/> Staging areas <input type="checkbox"/> Construction access <input type="checkbox"/> Temporary impacts <input type="checkbox"/> Location of cross section(s) <input type="checkbox"/> Mitigation area, if applicable <input type="checkbox"/> Cross-section drawings: <input type="checkbox"/> Existing and proposed elevations <input type="checkbox"/> OHW and/or wetland boundaries <input type="checkbox"/> Recent aerial photo <input type="checkbox"/> Material entry into wetland/waterway <input type="checkbox"/> Hydrological characteristics: <input type="checkbox"/> Description of any possible changes <input type="checkbox"/> Measures to avoid and minimize effects of the changes	

<p align="center">The following items are required for a complete application (continued):</p>	<p align="center">Comments (Please provide additional information and/or address the issues)</p>
<p>Alternatives Analysis (Block 5)</p>	
<ul style="list-style-type: none"> <input type="checkbox"/> Alternative sites evaluation <input type="checkbox"/> Alternative designs evaluation <input type="checkbox"/> Description of how selected design avoids or minimizes impacts 	
<p>Minimizing impacts (Block 5)</p>	
<ul style="list-style-type: none"> <input type="checkbox"/> Identification of measures to minimize impacts during and after construction: <ul style="list-style-type: none"> May include but not be limited to: <ul style="list-style-type: none"> <input type="checkbox"/> Discussion of specific erosion and sediment control methods or BMPs. <input type="checkbox"/> Work area isolation (required for work in a waterway where migratory fish are present) <input type="checkbox"/> Identify use of ODFW fish passage criteria 	
<p>Project site resource description (Block 5)</p>	
<ul style="list-style-type: none"> <input type="checkbox"/> Description of existing biological and physical characteristics of the wetland/waterway <ul style="list-style-type: none"> <input type="checkbox"/> Wetlands (include as appropriate): <ul style="list-style-type: none"> <input type="checkbox"/> Type (eg. Cowardin and HGM class) <input type="checkbox"/> Dominant plant species <input type="checkbox"/> Freshwater or tidal <input type="checkbox"/> Functional assessment (as appropriate) <input type="checkbox"/> Waterways (include as appropriate): <ul style="list-style-type: none"> <input type="checkbox"/> Describe channel/bank conditions <input type="checkbox"/> Type and condition of riparian vegetation <input type="checkbox"/> Channel morphology <input type="checkbox"/> Stream substrate <input type="checkbox"/> Fish and wildlife species and use <input type="checkbox"/> Describe navigation, fishing and recreational use 	
<p>Mitigation/Restoration (Block 5)</p>	
<ul style="list-style-type: none"> <input type="checkbox"/> Work site rehabilitation/restoration plan <input type="checkbox"/> Compensatory mitigation plan <input type="checkbox"/> Compensatory wetland mitigation plan <ul style="list-style-type: none"> <input type="checkbox"/> Mitigation Data Form 	
<p>Additional Information (Blocks 6, 7, 8 & 9)</p>	
<ul style="list-style-type: none"> <input type="checkbox"/> Adjoining property owners' names and addresses (include wetland mitigation site, if applicable) <ul style="list-style-type: none"> <input type="checkbox"/> Mailing labels (required if more than five) <input type="checkbox"/> Previous state or Corps of Engineers issues <input type="checkbox"/> Wetland delineation <ul style="list-style-type: none"> <input type="checkbox"/> Delineation concurrence <input type="checkbox"/> City or county planner review and signature <input type="checkbox"/> Coastal Zone Certification <input type="checkbox"/> Application fees received <input type="checkbox"/> Signature of applicant <input type="checkbox"/> Signature of agent <input type="checkbox"/> Signature of property owner 	
<ul style="list-style-type: none"> <input type="checkbox"/> Completed Supplement for Fish Habitat and Wetland Restoration and Enhancement projects 	