



A. Instructions for Completing the Joint Permit Application

This section includes line-by-line instructions for each block of the application as well as a fee schedule and the addresses to send your completed application.

B. Joint Permit Application Form (JPA)

The Joint Permit Application Form (Blocks 1-10) must be completed for all projects, whether or not they qualify for an individual permit or a General Authorization (excluding applications for recreational placer mining which can be found on-line at www.statelandsonline.com). Applicants must supply all pertinent information, i.e., any projects that may qualify for a Fish Habitat Enhancement or Wetland Restoration and Enhancement General Authorization must also complete the supplemental form attached to the JPA.

C. Joint Application Completeness Checklist

This section contains the checklist that DSL uses to screen permit applications for completeness.

D. Supplement for Fish Habitat and Wetland Restoration Enhancement

For projects that qualify for either the General Authorization for Fish Habitat Enhancement or the General Authorization for Wetland Restoration and Enhancement, or both please use and attach this supplement to the JPA.



Oregon
Department
of State Lands

**Instructions for
Completing the Joint
Permit Application Form**
(Designed for State and Federal Permits)

Prior to conducting removal or filling (i.e., dredging, excavation or discharge) in any waters in the State of Oregon, you may be required to obtain a removal-fill permit from the Oregon Department of State Lands (DSL) and/or the U.S. Army Corps of Engineers (Corps). DSL and the Corps have specific and different regulatory requirements designed to protect the waters in Oregon. DSL administers the Removal-Fill Permit Program (ORS 196.800-196.990). The Corps administers certain regulatory programs under Federal Laws including Section 10 of the Rivers and Harbors Act, and Section 404 of the Clean Water Act.

The Joint Permit Application Form in this package is designed to be used in applying for both the Federal and State permits. **This is a joint application, but you must obtain separate authorizations. Accordingly, copies of the completed Joint Application Form should be sent to both DSL and the Corps.**

This application package includes instructions designed to help applicants fully complete their application. More details about the JPA requirements are listed in the Removal-Fill administrative rules in [OAR 141-085-0025](#). Imbedded in this document and the Joint Permit Application are links to various internet resources that should aid in completing the application form, to access them click on any blue underlined text while the document is open. For instructions on any additional requirements for the Federal permit, contact the Corps of Engineers at (503) 808-4373 or visit their website at <https://www.nwp.usace.army.mil/op/g/home.asp> (you must copy this link to you web browser for it to work.)

Once submitted, your application must be reviewed for completeness by DSL within 30 days of receipt for an individual permit (15 days for a General Authorization). At that time we will send you a completeness review summary indicating any missing information and request that you re-submit your application. If all of the information on the checklist is provided, including the [fee](#), if required, we will continue to process your application. A permit decision will be made on your application within 90 days after it has been determined to be complete. At any time you may check on the status of your DSL application by checking on-line at <http://www.statelandsonline.com/>.

Additional information regarding DSL's permit program, including the state removal-fill statute and administrative rules, is available at www.oregonstatelands.us or by contacting us directly at 503-378-3805.



Instructions for Completing the Joint Application Form

Please type or legibly print the application. Please do not use pencil. Answer each question thoroughly. Use additional sheets as needed. Please attach, and reference in the application any supplemental information or any other pertinent support documents.

Block 1: Applicant and Property Owner Information

- (a) Enter applicant's name and official mailing address, business and home phone numbers, fax, and e-mail address. The applicant will become the permit holder and must have full authority to execute the conditions of the permit. If the applicant is a government agency or other organization, include the name and phone number of the contact person. The applicant (or government agency contact person) must also sign the application in Block 9.
 - (b) Authorized agent: List the authorized agent, (e.g., consultant or contractor) if appropriate. The authorized agent is someone who has the permission of the applicant to provide information to DSL and negotiate permit conditions on behalf of the applicant. If an agent is indicated on the application, we must also have the signature of the agent in Block 9 of the application. The applicant is the responsible party for complying with the permit, however.
 - (c) Property Owner: If someone other than the applicant owns the project site, enter his or her name, address, business and home phone numbers. We must also have a signature from the property owner in Block 9. If the proposed project is on a state-owned waterway, the applicant must obtain permission from DSL's Property Management Section <http://www.oregonstatelands.us/DSL/NAV/index.shtml>.
-

Block 2: Project Location

- (a) Street Address: Please provide the street address of the project. If there is no street address, provide the nearest cross streets, highway milepost, or other descriptive location information.
- (b) City and County: Please provide the name of the nearest city or town, along with the county.
- (c) Waterway and River-mile: If the project is located on a river, stream, or lake, please indicate the name of the waterway and river-mile, if available. If it is an unnamed tributary to a waterway or a wetland directly connected to a waterway, please write "unnamed tributary or wetland adjacent to ____." If it is a wetland not directly connected to a waterway, please write "wetland."

(d)

Legal Description: Provide Township, Range, Section(s), and ¼, ¼ section. Also include the Tax Map # and Tax Lot #. If you are unsure of the legal description, see your county assessor's or planning office. It is very important that this information be accurate. You must also attach a tax map to your application.

You can find your tax lot number and print out a map of your lot by going to the following website: <http://www.ormap.org>. On the left hand side of the page, click "Maps Online" – this will take you to a map of Oregon. Click the mouse on your county. To zoom into the part of the county where you live, hold the left button of your mouse and drag the mouse until you make a square around the area you want to enlarge. You should see a map code appear when you have zoomed into your neighborhood. Look to the right side of the screen at the "Map List" and click on the correct one for your neighborhood. When this tax lot is displayed, print it, highlight the project area, and attach it to your application.

- (e) Latitude and Longitude: The latitude and longitude (lat/long) of your site can be estimated using Google earth or Google maps. The following links provides details on how to determine lat/long with these methods
http://oregonstatelands.us/DSL/PERMITS/docs/latlong_consultants.doc
http://oregonstatelands.us/DSL/PERMITS/docs/latlong_consultants.pdf

Block 3: Proposed Project Information

- (a) Type: Check the box(es) that best describe(s) the work you will perform.
- (a) Brief Description: Provide a brief description of the project (e.g., construction of a boat dock, bank protection, road construction, subdivision development, maintenance dredging, etc.).
- (b) Removal/fill impacts: This portion of the application is intended to be a summary of the totals involved for the project, details of specific sites/activities and breakdowns of specific volumes/material should be clearly spelled out in the project description.

Volumes of removal and fill are cumulative and include any time material is removed, filled, or altered. For example: if 30 cubic yards is excavated to create a hole or trench and that same 30 yards is used to back fill the trench the volumes Block 3 should identify 30 yards of removal and 30 yards of fill. To calculate cubic yards take the volume in square feet (length x width x height) and divide the total by 27.

- Fill Volume: Indicate the type of material proposed for filling. Provide the volume of fill (in cubic yards) proposed to be placed within a jurisdictional waterway (below ordinary high water or highest measured tide) and/or within the wetland boundary. Differentiate between temporary fill (placed for less than 1 year) and permanent fill in jurisdictional waters or wetlands.
- Fill Impact Area: For projects within a jurisdictional waterway (below the ordinary high water line or highest measured tide) provide the area (in acres or square feet) or dimensions of fill. For project impacts within the jurisdictional wetland boundary please provide the acreage for the entire project. Differentiate between temporary fill (placed for less than 1 year) and permanent fill in jurisdictional waters or wetlands.

- Total cubic yards fill for project: Estimate the total volume associated with the project including activities above ordinary high water/wetlands. This should be limited only to aspects of the project that involves work within wetlands/OHW. For example: If there were a linear transportation project only the volumes associated with the bridge and approach that included work within the OHW would need to be shown and not the entire length of the 5 mile long transportation project. For bank stabilization projects this would include all material placed on/around the banks above OHW as part of the stabilization project.
 - Removal Volume: Indicate the type of material proposed for removal. Provide the volume you propose to remove within a jurisdictional waterway (below ordinary high water line or highest measured tide) and/or within the wetland jurisdictional boundary. Differentiate between temporary removal (placed for less than 1 year) and permanent removal in jurisdictional waters or wetlands.
 - Removal Impact Area: For projects within a jurisdictional waterway (below the ordinary high water line or highest measured tide) provide the area (in acres or square feet) or dimensions of proposed dredging or excavation. For project impacts within the jurisdictional wetland boundary please provide the acreage for the entire project. Differentiate between temporary removal (placed for less than 1 year) and permanent removal in jurisdictional waters or wetlands.
 - Total cubic yards Removal for project: Refer to Total cubic yards fill for project, above.
- (c) Total acres of construction related ground disturbance. This should be an estimate of all construction activities including clearing, grading, excavation, and stockpiling. If there is more than one acre of disturbance a 1200-C permit may be required from the Department of Environmental Quality. A 1200-C permit may also be required if the project includes activities that disturb less than one acre but they are part of a common plan of development or sale if the larger common plan of development or sale will ultimately disturb one acre or more. More information on the NPDES 1200-C permits can be obtained by visiting the DEQ website_ <http://www.deq.state.or.us/wg/wqpermit/stminfo.htm> or by contacting DEQ at 503-229-5696.
- (d) Disposal Area: Indicate whether any material will be disposed of in an upland site or if the material you propose to be place in a waterway or wetland. Provide a location map of the dredged material disposal site.
- (e) Impervious Surface Created: If the project results in a new impervious surface or if the project is associated with impervious surface, a storm water plan may be required by DEQ or during the 401 review. For more information on storm water requirements please contact DEQ at 503-229-5696 or visit their website at <http://www.deq.state.or.us/wg/stormwater/stormwater.htm>
- (f) Listed Species: Identify any known information concerning the presence of any species listed under the Endangered Species Act, that you know of that occur on or near the project location. Information may include but is not limited to: A site survey; a database query completed by the Oregon Natural Heritage Program; or a project-

specific or programmatic Biological Assessment and/or approved Biological Opinion and/or a letter from the pertinent state or federal agency

- Species information for your project area can be obtained by contacting the Oregon Natural Heritage Information Center by calling (503) 731-3070 or visiting them on the web at <http://oregonstate.edu/ornhic/about-us.html>.
- A list of federally listed species in Oregon can be obtained at http://ecos.fws.gov/tess_public/StartTESS.do

A list of state listed species in Oregon can be obtained at

http://www.dfw.state.or.us/wildlife/diversity/species/threatened_endangered_candidate_list.asp

- (g) Cultural/Historic Resources: Please provide any known information concerning historical, cultural and/or archeological resources. Information may include but is not limited to a statement on the results of consultation with affected Tribal governments and/or the Oregon State Historic Preservation Office.
<http://www.oregon.gov/OPRD/HCD/SHPO/index.shtml>
- (h) Federal Wild and Scenic Rivers: Indicate if the project is located on a Federal Wild and Scenic River. A list of wild and scenic rivers can be found at <http://www.nps.gov/rivers/wildriverslist.html>.
- (i) State Scenic Waterways: Indicate if your project is located within ¼ mile of a State Scenic Waterway,. Information on state scenic waterways can be obtained at <http://www.oregonstatelands.us/DSL/PERMITS/scenicwaterways.shtml>
-

Block 4: Proposed Project Purpose and Description

- (a) Project Purpose and Need: Describe the project purpose (i.e., an intended or desired result or goal) and need (i.e. a condition requiring supply or relief). Provide information that supports why the project is being pursued. Provide reason(s) that support why the impacts are acceptable based on the project's importance. Explain what the problem is or what opportunity exists that the project addresses. Is the project identified as part of a Capital Improvement Program, development plan, or transportation plan? Is there a social, economic, or environmental benefit of the project?
- (b) Project Description: Describe the project, including the construction methods and equipment, the source of fill material, access to the construction site or work area, facilities for handling construction and operating wastes, and any other pertinent information. If the project has multiple impacts to waters of the state, provide a table that lists each individual removal-fill activity and includes the impact acreage, dimensions (if appropriate), impact volume, whether it involves temporary or permanent impacts and reference to a location on the site plans.
- Make sure to describe how the project may impact the hydraulic and hydrologic characteristics of the wetlands/waterway. This should include how the project may restrict, impede or increase water flows, whether the project will relocate or redirect water flow, the effects of the project on downstream or upstream flooding, whether the project will result in erosion on adjacent land, and any other changes the project could have on the hydrology/hydraulics of the waterway. If there are no anticipated impacts please explain why, including what design consideration or

other measures were incorporated into the project to avoid or minimize any possible adverse affects.

- For fish habitat and wetland restoration or enhancement activities, please refer to the Supplement for Fish Habitat and Wetland Restoration Enhancement Activities.

(c) Project Drawings: Drawings must be legible, in black ink on standard weight paper. Drawings must be able to be reproduced in black and white while remaining legible and understandable. The preferred size is 8½" x 11". More than one sheet may be required to illustrate the project, but match-lines should be provided. If using multiple sheets or reducing the size of the drawing (or map) makes it difficult to read, include a larger-sized version, maximum 11" x 17" along with an 8½" x 11". Do not place project drawings (or other documents, such as mitigation plans) in spiral bindings, which are difficult to remove. All drawings need to be scaled or include dimensions and when applicable include a legend/key, and north arrow. The following drawings must be provided:

- Location Map: The location map should be of sufficient scale and detail to allow someone, who has never been to the area, to drive to the site from the nearest city/town or major highway intersection. The location map should show the nearest main road, crossroads, and route to project site. Indicate the source of the map. More than one map may be needed to clearly show all necessary information. The location map should also show the boundaries of the entire project, including both impact sites and mitigation sites
 - Typically ½-1 inch to the mile maps (i.e. USFS/BLM district maps or ODF district fire maps) clearly show the route and relative location with enough detail.
 - Maps of a large scale (i.e. USGS quad) may also be necessary to provide specific project details like the location of individual sites or project boundary.
- Site Plan View Drawing: The plan view drawing must be legible enough so that a third party who is unfamiliar with the site can understand where the waterway and wetland resources are and how they will be impacted by the removal-fill activities. The plan view drawing must match the project boundaries shown on the location map and should include the following, as appropriate:
 - Entire project (including roads, buildings, utilities, etc.);
 - Existing and proposed contours, as applicable;
 - Jurisdictional boundaries by resource type (i.e., wetland boundary by Cowardin class or location of ordinary high water);
 - Clear identification of the areas proposed for all impacts, temporary or permanent. Cross-hatch the portions of the jurisdictional area that are included in the project footprint;
 - Areas of removal and fill activities in wetlands and waterways including staging areas or access for equipment, construction access, and location of the cross sections;
 - Compensatory wetland mitigation sites, compensatory mitigation areas and restoration of temporarily disturbed sites.
- Cross-section Drawings: Provide cross sections that show:
 - Existing and proposed elevations
 - Jurisdictional boundaries (e.g., ordinary high water or wetland boundary).
 - Any structures or construction limits. Clear identification of the areas proposed for all impacts, temporary or permanent. Cross-hatch the portions of the jurisdictional area that are included in the project footprint

- The location of the cross sections must be shown on the plan view drawing.
 - The cross section must be of a scale sufficient to evaluate proposed removal and/or fill impacts and include map scale or dimensions.
 - Recent aerial photo, at least 1':200', or the highest resolution available that provides a clear view of the entire site. There are aerial photo services provided on the internet and elsewhere for public use. Some web resources that may assist are <http://earth.google.com/>, or <http://terraserver-usa.com/>
- (d) Material Entering the Wetland/Waterway: Indicate whether or not any construction debris, runoff water or other material will enter the wetland or waterway during or after construction. Describe any discharges resulting from operation of the project (e.g., storm drains, sewer outfall, etc. Show these structures on the site plan and label appropriately.
- (e) Project Start/End Date: Indicate when you want to begin work and expect work to be completed. If the project is expected to take more than 1 year to complete, specify the term of the permit you are seeking (up to five years).
- Please note: Removal-fill permits typically limit work to the ODFW recommended in-water work period. These periods can be found at http://www.dfw.state.or.us/lands/inwater/Oregon_Guidelines_for_Timing_of_InWater_Work2008.pdf
-

Block 5: Project Site Information, Impacts and Alternatives

- a) Alternative Sites and Designs. Describe the alternative plans and/or sites that were considered that had less impact on wetlands and waterways. Provide a sketch or specific description of alternative site plans or designs or materials that could be considered that have less impact on the water resources. Explain why the alternatives were either chosen or not chosen.
- As provided in OAR 141-085-0025 (3(j)) - *A complete application must include a written analysis of alternatives that were evaluated to determine the practicable alternative to avoid and minimize impacts to waters of this state, including water resources and navigation, fishing and public recreation uses. A practicable alternative is one that is capable of being done (i.e., feasible) and proposed on a site that is available to the applicant for the project purpose. Sites that are not presently owned or controlled by the applicant, but could be reasonably obtained, utilized, expanded, or managed to fulfill the project purpose may be considered if otherwise feasible. The analysis must explain why the applicant chose the option identified in the application.*
 - A thorough alternative analysis must be provided when a project involves any estuarine fills or conversion to upland of rare wetland types (such as forested bogs and vernal pools).
 - An application for a removal-fill that meets the following criteria need not include an elaborate explanation of the applicant's process to determine the practicable alternative for projects:
 - Located in waters of the state with limited aquatic life and habitats and limited navigation, fishing and public recreation uses.
 - Which are small in size in relationship to the affected waters of the state.
 - Cause only temporary impacts.
- b) Minimize Impacts: Describe what measures, project designs, or best management practices that were included in the project design or are proposed to minimize

impacts to wetlands and/or waterways. At a minimum the following measures should be included, when applicable.

- Sediment/erosion control measures: Keeping sediment out of waterways and wetlands during construction is important to maintain water quality and to protect fish and wildlife habitat. For projects with ground disturbance describe what erosion and sediment control measures or best management practices (BMPs) that will be utilized to keep construction related sediment/erosion from entering the waterways and wetlands.
 - If you have obtained or will be obtaining a 1200-C permit from DEQ please reference that in the application:
 - DEQ's *Oregon Sediment and Erosion Control Manual*, 2004, can assist in preparing the Sediment and Erosion Control Plan. The manual can be found at <http://www.deq.state.or.us/wq/stormwater/ESCManual.htm>
 - Erosion/sediment control measures may include but are not limited to the following options:
 - Measures to prevent movement of soil from uplands into waterways or wetlands, e.g. filter bags, sediment traps or catch basins, vegetative strips, berms, Jersey barriers, fiber blankets, bonded fiber matrices, geotextiles, mulches or compost, wattles and sediment fences
 - Measures to prevent stockpile erosion during rain events or when the stockpile site is not moved or reshaped for more than 48 hours, e.g., surrounding piles with compost berms, covering piles with impervious materials or other equally effective methods.
 - Measures to prevent construction vehicles from tracking sediment offsite or onto roadways where it is subject to washing into storm drains, waterways, or wetlands; including gravel access pads, wheel wash stations, or other equally effective methods.
 - Measures to protect existing storm drain inlets from receiving sediment laden runoff including filtering inserts, surrounding with filter bags, or other equally effective methods.
- Work Area Isolation: If work is proposed to occur within flowing water or where fish may be present during construction please discuss how the work site will be isolated from the waters. This should also include how you plan to dewater the work site and salvage fish from the isolation area. If you are not planning to dewater the work area please explain why.
 - Isolation measures can be found in DEQ's *Oregon Sediment and Erosion Control Manual*, 2004, (<http://www.deq.state.or.us/wq/stormwater/ESCManual.htm>)
 - Fish salvage must be planned and coordinated with the local District Fish Biologist with the Oregon Department of Fish and Wildlife. http://www.dfw.state.or.us/fish/directory/local_offices.asp
- Fish passage: When a project involves work on any artificial obstruction (i.e., culvert, weir, road in a waterway, dam/diversion) explain how you will ensure the ODFW fish passage requirements will be met. If fish passage consultation has already occurred with ODFW, include a summary of how you will meet the requirement and any approvals from ODFW.
 - More information on the ODFW fish passage program can be obtained at <http://www.dfw.state.or.us/fish/passagel/> or by contacting your local District Fish Biologist with the Oregon Department of Fish and Wildlife http://www.dfw.state.or.us/fish/directory/local_offices.asp

c) Impact area: check the appropriate box or boxes.

d) Biological and Physical Characteristics: Provide a brief description of the type of habitat(s) and plant communities in the project area.

- **Wetlands**: List dominant vegetation, Cowardin and HGM class for each wetland area. To identify Cowardin wetland types in your project area, go to <http://wetlandsfws.er.usgs.gov/wtlnds/launch.html> and use the map tool to find your project area. (IMPORTANT NOTE: If this map tool does not identify wetlands on your property, it does **not** necessarily mean that there are no wetlands on your site – contact DSL’s Wetlands Program staff for information on local wetland inventories, wetland determinations, and wetland delineations.) Describe whether the site is degraded from a hydrologic and/or plant community perspective, hydrology source, position in the landscape, prior disturbance, soil condition (i.e., disturbed or not), and a summary of the functional assessment. Describe fish and wildlife use of the wetland.
- **Waterways**: Describe the condition (i.e., eroded or not) of the bank slopes, riparian vegetation, channel morphology, stream substrate (i.e., sediment or rocky), prior disturbance, flooding history, water depths at various times of the year, and typical intensity of water flows. Describe fish and wildlife use of the project site.

(e) Navigation, fishing, and recreation. Provide information on the public use of the waterway and/or wetland in the project area. If there is no public use please identify that and briefly explain why.

(f) Site Restoration/Rehabilitation. If the project will involve temporary disturbance of soils and/or vegetation in wetlands, waterways, or riparian areas, provide a plan for rehabilitating the site. Temporary disturbance may include areas disturbed by equipment access, stockpile areas, etc. The rehabilitation plan should be designed to re-establish the pre-impact conditions of the site as rapidly as is reasonably possible, and to restore self-sustaining native plants to resist soil erosion. Provide a planting plan and grading plan, as applicable. The planting plan should specify species, number and spacing of plantings. See 141-085-0171 for more detail: http://arcweb.sos.state.or.us/rules/OARS_100/OAR_141/141_085.html

- (g) Compensatory Wetland Mitigation. For permanent wetland impacts provide a Compensatory Wetland Mitigation (CWM) Plan. Refer to the Compensatory Wetland Mitigation Plan Checklist http://www.oregonstatelands.us/DSL/PERMITS/docs/app_mit_ck.doc and OAR 141-085-0121 et seq. http://arcweb.sos.state.or.us/rules/OARS_100/OAR_141/141_085.html
- (h) Compensatory Mitigation for Impacts to waterways and other waters. For permanent impacts to waterways provide a Compensatory Mitigation (CM) Plan. Such compensatory mitigation may include, but is not limited to, off-project site or on-project site enhancement (e.g., planting or seeding riparian vegetation or exposing enclosed culverted systems) or improvements to enhance navigation, fishing or public recreation uses of waters of the state. See OAR 141-085-0115 http://arcweb.sos.state.or.us/rules/OARS_100/OAR_141/141_085.html.
- (j) Estuarine Mitigation for Impacts to Estuarine Wetlands. For permanent impacts to estuarine wetlands provide an Estuarine Resource Replacement Plan. See OAR 141-085-240 to 141-085-257 http://arcweb.sos.state.or.us/rules/OARS_100/OAR_141/141_085.html.
- (k) Mitigation Location Information. This section is to be completed whenever mitigation is proposed or required.
- Check one or more boxes as applicable under Proposed mitigation and Type of mitigation.
 - Street, road or other descriptive location: Please provide the street address of the project. If there is no street address, provide the nearest cross streets, highway milepost, or other descriptive location information.
 - City and County: Please provide the name of the nearest city or town, along with the county.
 - Waterway and River-mile: If the project is located on a river, stream, or lake, please indicate the name of the waterway, river-mile, and 5th field HUC (<http://www.oregonstatelands.us/DSL/PERMITS/docs/huc5.pdf>) if available. If it is an unnamed tributary to a waterway or a wetland directly connected to a waterway, please write “unnamed tributary or wetland adjacent to _____.” If it is a wetland not directly connected to a waterway, please write “wetland.”
 - Legal Description: Provide Township, Range, Section(s), ¼, ¼ section, Tax Map # and Tax Lot #. If you are unsure of the legal description, see your county assessor or planning office. You must also attach a plat map to your application (<http://www.ormap.org>).
 - Latitude and Longitude: Include the lat/long for the mitigation site in decimal degrees. http://oregonstatelands.us/DSL/PERMITS/docs/latlong_consultants.pdf
 - Name of Mitigation Bank: If applicable, provide the name of the mitigation bank from which mitigation credits will be purchased. Location information above need not be filled in for a bank credit purchase.

Block 6: Additional Information

- (a) List adjoining property owners' names, and mailing addresses. Provide mailing labels if there are more than 5 adjacent property owners. Only the adjacent property owners to the removal-fill activities in jurisdictional wetlands or waterways should be provided. ("Adjacent" means those properties that either share or touch upon a common property line or, in the absence of point of contact do not have another property in between.) A list of property owners can be obtained by contacting your county tax assessor's office.
 - (b) Previous Corps of Engineers or DSL Issues: List other actions or activities on the site that have had Corps or DSL involvement in the past. Provide accurate identification numbers for known permitted activities or wetland delineations.
 - (c) Wetland Delineation: Indicate if a wetland delineation has been completed for the site, by whom, if the wetland delineation has been approved by the Department, and attach the concurrence letter.
-

Block 7: City/County Planning Department Affidavit

This section is to be completed by the local city or county planning office. State law requires DSL assure that the project is zoned for the proposed use and that the use is consistent with the local comprehensive plan and land use regulations. The local planning official does not have to approve the project in order to sign the affidavit. Local land use approvals are not required for a complete application, but will be required prior to beginning work. DSL may delay or deny an application that requires a zone change or comprehensive plan amendment. Contact DSL if the local planning office indicates these land use changes are needed for the proposed project.

Block 8: Coastal Zone Certification

The certification statement must be signed by the applicant for all projects in the Coastal Zone (west of the Coast Range summit). More information on the Coastal Zone is available at http://www.oregon.gov/LCD/OCMP/CstZone_Intro.shtml

Block 9: Signature for Joint Application

Provide Applicant, Agent, and Property Owner Signatures. Also provide Mitigation Site Property Owner Signature if applicable. **Read carefully before signing to ensure that you understand all of the details and to confirm that the information is correct.**

Application Fees

The application fee is required for a complete application. Include the fee with the application to avoid unnecessary delays.

To determine the fee will be for your removal-fill permit, determine the volume of removal and/or fill and add it to the base fee listed at left below. If the project involves both removal and fill pay the fee associated with fill activities.

Removal application base fees:

Private operators (\$85)

Removal volume fees:

Less than 500 cubic yards None
500 to 4,999 cubic yards \$125
5,000 to 50,000 cubic yards \$250
Over 50,000 cubic yards \$375

Public and commercial operators (\$250)

Less than 500 cubic yards None
500 to 4,999 cubic yards \$125
5,000 to 50,000 cubic yards \$250
Over 50,000 cubic yards \$3755

Fill application base fees:

Private operators (\$250)

Fill volume fees:

Less than 500 cubic yards None
500 to 2,999 cubic yards \$125
3,000 to 10,000 cubic yards \$250
Over 10,000 cubic yards \$375

Public and commercial operators (\$620)

Less than 500 cubic yards None
500 to 2,999 cubic yards \$125
3,000 to 10,000 cubic yards \$250
Over 10,000 cubic yards \$375

Erosion-flood repair (necessary to preserve existing facilities and land from flood and high stream flows) or a voluntary habitat restoration project does not require a fee.

Emergency authorizations require a fee, based on the base and volume fees listed in the above fee schedule. The fee must be submitted within 45 days of the date the emergency authorization is granted.

Applicant categories are defined as follows:

“Commercial operator” means any person undertaking a project having financial profit as a goal.

“Private operator” means any person undertaking a project for exclusively a non-income-producing and nonprofit purpose.

“Public body” means federal, state and local governmental bodies, unless specifically exempted by law, engaged in projects for the purpose of providing free public services.

NEW FLAT FEE FOR CERTAIN GAs

Effective January 1, 2008, there is a flat fee of \$250 to process applications for the following General Authorizations:

- *Removing and Disposing of Sediment Behind Tidegates for Channel Maintenance*
- *Piling Placement or Removal Within Waters of This State*
- *Certain Transportation-Related Structures*
- *Oregon Department of Transportation Bridge Replacement and Repair Projects*
- *Minor Effects to Freshwater Wetlands Located within Urban Growth Boundaries or Urban Unincorporated Communities*

Mailing your application: Before mailing the application please make a copy of the complete application and keep it for your records. Then send a copy to DSL and a copy to the Corps of Engineers.

If your project is

<p><u>West of the crest of the cascades in:</u> Benton, Clackamas, Clatsop, Columbia, Coos, Curry, Douglas, Jackson, Josephine, Lane, Linn, Lincoln, Marion, Multnomah, Polk, Tillamook, Washington, Yamhill Counties</p>	<p><u>East of the crest of the Cascades in:</u> Baker, Crook, Deschutes, Gilliam, Grant, Harney, Hood River, Jefferson, Klamath, Lake, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco, and Wheeler Counties</p>
<p><u>Send the application to the following address</u></p>	<p><u>Send the application to the following address</u></p>
<p>Oregon Department of State Lands- Western Region 775 Summer Street NE Suite 100 Salem, Oregon 97301-1279</p> <p>Phone: (503) 378-3805</p>	<p>Oregon Department of State Lands- Eastern Region 1645 NE Forbes Road, Suite 112 Bend, OR 97701</p> <p>Phone: (541) 388-6112</p>

AND TO:

Corps of Engineers District Engineer
ATTN: CENWP-OP-GP
PO Box 2946
Portland OR 97208-2946
Phone: (503) 808-4373