

Application to Split A Permit and Request for Issuance of Replacement Permits (ORS 537.225)

This application will be returned if Part 1 through Part 5 and all required attachments are not completed and included upon submittal.

Part 1 of 5 – Application to Split a Permit Minimum Requirements Checklist

Check all items included with this application. (N/A = Not Applicable)	
☐	Part 1 – Completed Minimum Requirements Checklist.
☐	Part 2 – Completed Application to Split a Permit Map Requirements Checklist.
☐	Part 3 – Completed Application with non-refundable \$125.00 Application Fee, Applicant(s)' Information and Signature(s). NOTE: If the applicant is a public agency, corporation or business, trust, or other organization, the title or authority of the person who signs the application on behalf of the entity and evidence of signatory authority or a signed statement that such authority exists must be included.
☐	Part 4 – Other Landowner Information and proportionate rate(s)
☐	Part 5 – Permit Information. List the permit number to be assigned here: _____
Required Attachments:	
☐	Completed Application Map prepared by a Certified Water Right Examiner (CWRE).
☐	Completed Affidavit(s) from the applicant(s): ☐ Certifying the permit has not been conveyed or withheld and remains appurtenant to the applicant's land. ☐ Certifying the applicant has read the permit.
☐ YES ☐ N/A	Affidavit(s) of Consent are required from all permit holder(s) of record if the permit is not assigned to the applicant or other permit holders of record that are not listed as applicants.
☐	Copy(s) of current recorded deed(s) showing that the applicant(s) is/are an owner of the land(s) to which the permit is appurtenant.

Part 2 of 5 – Application to Split a Permit Map Requirements Checklist

Please be sure that the map you submit includes all the required items listed below and matches the existing water right permit map.

Check all boxes that apply.

- | | |
|--------------------------|---|
| ☐ | Certified Water Right Examiner (CWRE) stamp and original signature. A digital stamp or seal and signature are acceptable, provided they meet OAR 690-014-0050. For a list of CWRE's see http://apps.wrd.state.or.us/apps/wr/cwre_license_view/ . |
| ☐ | The map must be based on the original water right application map or permit amendment map. |
| ☐ | Permanent quality printed with dark ink on polyester film or good quality paper. Maps may also be submitted as a PDF (portable document format) if they meet all other requirements. |
| ☐ | The preferred size is 8½ x 11 inches and should be no larger than 30 x 30 inches (one extra map copy is required for 30 x 30-inch maps). To request a waiver for a map larger than 30 x 30 inches, please send an email to mapwaiver@water.oregon.gov . |
| ☐ | A north arrow and a legend. |
| ☐ | Include the scale, which must be even-numbered and not exceed 1 inch = 1,320 feet. To request a waiver for a map scale that exceeds 1 inch = 1,320 feet, please send an email to: mapwaiver@water.oregon.gov . |
| ☐ | Township, Range, Section, quarter-quarter (¼-¼) section, tax lot boundaries (property lines and tax lot numbers, DLC, Government Lot, and other recognized public land survey lines. |
| ☐ | Major physical features including rivers, creeks, streams, lakes, reservoirs, ponds, roads and railroads. For any surface water on the map, indicate the direction of flow. |
| ☐ | All point(s) of diversion (POD for surface water), point(s) of appropriation (POA for wells/groundwater), or dam location(s) authorized by the permit, clearly labeled, shown by distance and bearing, or by coordinates (distance north/south and distance east/west) from a recognized public land survey corner. (This information can be found in the permit.) In addition, include latitude and longitude for each POD or POA in degrees-decimal with five or more digits after the decimal (example – 44.53764°) and the datum used (example – NAD 83, NAD 27 or WGS 84). |
| ☐ | General location of main canals, ditches, flumes, pipelines, pumps, or other water delivery features used to transport water from the point(s) of diversion, point(s) of appropriation, and/or reservoir/pond to the place of use, including delivery features at the place of use. |
| ☐ | The place of use of each applicant's portion of the permit must be clearly defined by outline and separate shading or hachuring and indicate the number of acres for each applicant's portion in each ¼-¼ section, government lot, or ¼-¼ section as projected within government lots, donation land claims, or other recognized public land survey subdivisions. If the permit has multiple priority dates or uses, the lands to be served by each priority date and on which use is authorized, must be separately identified. |
| ☐ | The place of use of any part of the permit not being assigned must be clearly defined by outline and separate shading or hachuring and indicate show the number of acres in each ¼-¼ section, government lot, or ¼-¼ section as projected within government lots, donation land claims, or other recognized public land survey subdivisions. If the permit has multiple priority dates or uses, the lands to be served by each priority date and on which use is authorized, must be separately identified. |
| ☐ | Each applicant's portion of the permit must be referenced, by either alphabet letter or number, to each applicant(s) listed in the application form. |
| ☐ | The rate and any applicable acre-feet allowance of water use under the permit for each applicant's portion of the permit must be clearly labeled on the map. |

**Part 3 of 4 –Application to Split a Permit
Applicant(s) Information and Signature(s)**

Applicant Information

APPLICANT/BUSINESS NAME	PHONE NO(S).	EMAIL ADDRESS	
ADDRESS	CITY	STATE	ZIP

DOCUMENTS AND NOTIFICATIONS WILL BE SENT BY E-MAIL UNLESS REQUESTED OTHERWISE. ANY PROPOSED FINAL ORDER WILL BE SENT BY CERTIFIED MAIL AND ANY PERMIT(S) BY STANDARD MAIL.

*** IMPORTANT NOTE - Electronic forms of documents:** Beginning on April 1, 2026, and unless requested otherwise by the applicant, the Department will send documents and notifications associated with processing of applications in electronic form (i.e., by email). These emails may come from an automated system (wrld_automated_email@water.oregon.gov). **Consider adding this email address to your safe sender list.**

- ☐ Yes ☐ No The person signing this application is doing so on behalf of a public agency, corporation or business, trust, or other organization and must provide evidence of signatory authority or a signed statement that such authority exists must be attached to this application.
- ☐ Yes ☐ No The Completion ("C") Date of the permit or the last-approved extension of time expired? If NO, what is the completion date of the permit? _____ **NOTE: If the permit completion date expires while this Application is pending, the Department will not approve this Application until an Extension of Time Application is approved for the permit.**

ORS 536.050(1)(aa) authorizes the Oregon Water Resources Department (OWRD) to collect fees based upon the actual cost of work to process an application under ORS 537.225.

I (we) understand the following:

- Upon receipt of my complete application and the non-refundable application fee in the amount of \$125.00, OWRD will, within fifteen (15) days, notify me in writing of the estimate of the cost of work.
- The non-refundable \$125.00 fee covers the cost of OWRD's staff to evaluate and provide the cost of work estimate for processing the application.
- Upon receiving the estimate, I may agree or decline to enter into a formal contract to pay the estimated cost of work in advance to initiate the processing of the application.
- If I decline to enter into a formal contract, OWRD will close my application.
- An incomplete or inaccurate application may delay the process and increase the cost to process my request.
- OWRD does not guarantee a favorable review of the application.

I (we) affirm that the most recent water use (if any) under my (our) portion of the permit has been exercised within the relevant terms and conditions of the permit.

I (we) affirm that the information contained in this application is true and accurate.



Applicant signature	Print Name (and Title if applicable)	Date
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Applicant signature	Print Name (and Title if applicable)	Date
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Agent Information - The agent is authorized to represent the applicant in all matters relating to this application

AGENT NAME/BUSINESS NAME	PHONE NO(S).	EMAIL ADDRESS	
ADDRESS	CITY	STATE	ZIP

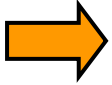
**DOCUMENTS AND NOTIFICATIONS WILL BE SENT BY E-MAIL UNLESS REQUESTED OTHERWISE. ANY PROPOSED FINAL ORDER WILL BE SENT BY CERTIFIED MAIL AND ANY PERMIT(S) BY STANDARD MAIL.
SEE *IMPORTANT NOTE ABOVE**

☐ Check here if any of the water rights proposed for transfer are or will be located within or served by an irrigation or other water district. **NOTE: Complete Supplemental Form D.**

IRRIGATION DISTRICT NAME	ADDRESS (CITY, STATE, ZIP)	EMAIL
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☐ Check here if water for any of the rights supplied under a water service agreement or other contract for stored water with a federal agency or other entity.

ENTITY NAME	ADDRESS (CITY, STATE, ZIP)	EMAIL
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To meet state land use compatibility requirements, you must list the names and mailing addresses of all affected local governments, including but not limited to county, city, municipal corporation, or tribal governments within whose jurisdiction water will be diverted, conveyed and/or used.

ENTITY NAME	ADDRESS (CITY, STATE, ZIP)	EMAIL
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ENTITY NAME	ADDRESS (CITY, STATE, ZIP)	EMAIL
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**Part 4 of 5 –Application to Split a Permit
Other Landowner Information**

Please use additional pages as needed.

Please list the owner(s) of land under the permit who are not submitting the assignment and request for issuance of replacement water right permit.

Landowner Information

LANDOWNER/BUSINESS NAME		MAP ID (LETTER OR NUMBER)	
MAILING ADDRESS	CITY	STATE	ZIP
TOTAL NUMBER OF ACRES UNDER THE PERMIT (AS DEPICTED ON MAP)	PROPORTIONATE RATE:		

Landowner Information

LANDOWNER/BUSINESS NAME		MAP ID (LETTER OR NUMBER)	
MAILING ADDRESS	CITY	STATE	ZIP
TOTAL NUMBER OF ACRES UNDER THE PERMIT (AS DEPICTED ON MAP)	PROPORTIONATE RATE:		

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TOTAL NUMBER OF ACRES UNDER THE PERMIT (AS DEPICTED ON MAP)	PROPORTIONATE RATE:		

Additional Remarks:

**Part 5 of 5–Application to Split a Permit
Permit Information**

PERMIT # _____

Description of Water Delivery System

System capacity: _____ ☐ Cubic Feet per Second (CFS) ☐ Gallons Per Minute (GPM) ☐ Acre-Feet (AF)

Source (live flow, stored water, etc.): _____

Describe the current water delivery system. Include information on the capacity of pumps, canals, pipelines, and sprinklers used to divert, convey, and apply the water at the authorized place of use. Please provide as much detail as possible:

Completion Date of Permit Information

Completion date of the permit: _____

Name(s) currently appearing on the permit: _____

Type(s) of use as listed on permit: _____ NOTE: type of use must be one or more of the following uses approved for assignment under ORS 537.225(1) and OAR 690-325-0010: Irrigation, Nursery, Temperature Control, Stock Watering, or Agricultural Water Use

Table 1 – For Both SW and GW Rights - Location of Existing SW POD(s) or GW POA(s)

NOTE: If the POD/POA name is not specified on the Certificate, assign it a name or number below

Authorized POA/POD Name or Number	Twp		Rng		Sec	¼	¼	Tax Lot, DLC, or Gov-Lot
Measured Distances (from a recognized survey corner)								
If authorized point is groundwater:								
☐ Well log attached and associated with the well described above and on the accompanying application map, AND/OR ☐ No well log is available - construction of the authorized well is provided in table below.								
OWRD Well ID Tag No.	Total well depth	Casing Diameter	Casing Intervals (in feet)	Seal depth(s) (intervals)	Perforated or screened intervals (in feet)	Static water level of completed well (in feet)	Source aquifer (sand, gravel, basalt, etc.)	Well -specific rate if less than full rate of water right
L-								☐ CFS ☐ GPM

**Part 5 of 5 continued –Application to Split a Permit
Permit Information**

PERMIT # _____

Please use additional pages as needed.

Table 1 continued – For Both SW and GW Rights - Location of Existing SW POD(s) or GW POA(s)

NOTE: If the POD/POA name is not specified on the Certificate, assign it a name or number below

Authorized POA/POD Name or Number	Twp		Rng		Sec	¼	¼	Tax Lot, DLC, or Gov-Lot

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If authorized point is groundwater:

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L-								☐ CFS ☐ GPM

Part 5 of 5 continued—Application to Split a Permit

PERMIT # _____

Please use additional pages as needed

Table 2- Description of Permitted Lands - List all parts of the permit (both assigned and unassigned). For the acreage or place(s) of use in each ¼¼, list the Map ID (letter or number from map and Parts 3 and 4) for each parcel. The acreage listed must equal the total acreage on the permit.

POD/POA(s) Name(s) from Table 1	Twp		Rng		Sec	¼	¼	Tax Lot, DLC, or Gov-Lot	Acres	Authorized Use	MAP ID from Page 5
TOTAL ACRES											