

Application for a Permit to
Store Water in a Reservoir
(Standard Review Process)

Oregon Water Resources Department
725 Summer Street NE, Suite A
Salem, Oregon 97301-1266
503-986-0900
www.oregon.gov/OWRD



IMPORTANT NOTICES: Before you prepare your application, please read the below notices.

Application Form Updates:

Chapters 282 and 575, Oregon Laws 2025, amended statutes governing water right permit application processing. In addition, the Water Resources Commission adopted amended rules on March 19, 2026. As a result, this application form has been updated and is required to be used for any application received on or after April 1, 2026. Please note, modification of this form is not permitted. If a section does not contain the necessary space or response options for your situation, please provide your information in “Section 12: Remarks” or on additional pages.

Applications Restricted under ORS 536.415 will be Returned:

For applications received on or after April 1, 2026, the Department will return the application, and all or a portion of the fees, if the source of water is withdrawn from appropriation under ORS 538 or by rule or order of the Water Resources Commission under ORS 536.410.

The Department will conduct this review at intake and based upon the information provided when the application is received. **IMPORTANT:** The Department has published a list of sources subject to the above restrictions. You are strongly encouraged to review this list carefully before submitting your application. The list can be found here: www.oregon.gov/owrd/programs/WaterRights/Permits/Pages/Obtain.aspx

Fee Submission Updates:

For applications received on or after April 1, 2026, partial payment (equaling 60 percent of the examination fee) is due at application submission, and the remaining portion (equaling 40 percent of the examination fee and the permit recording fee) is due following issuance of the Initial Review if the applicant notifies the Department to continue processing the application (see below). Please use the Department’s online Fee Calculator (apps.wrd.state.or.us/apps/misc/wrd_fee_calculator/) to determine the fees for your application.

Processing Updates:

Response required following Initial Review—Following issuance of the Initial Review (IR), if an applicant would like the Department to continue processing the application to reach a final decision, the applicant must notify the Department in writing within 90 days of IR issuance AND pay any remaining fees due.

Proposed Final Order will become a Final Order under certain circumstances—If the Department does not receive a timely protest of a Proposed Final Order (PFO) and does not withdraw the PFO, the PFO will become a Final Order 33 days after the close of the period of time in which to file a protest.

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 (wrd_automated_email@water.oregon.gov). Consider adding this email address to your safe sender list. The Department will send Proposed Final Orders by certified mail and any permit that may be issued by standard mail.

Minimum Requirements Checklist

Minimum Requirements (OAR 690-310-0040, OAR 690-305-0010 and ORS 537.140)

Include this checklist with the application

Check that each of the following items are included. The application will be returned as incomplete if all required items are not included. Please submit the original application and signatures to the Oregon Water Resources Department. Applicants are encouraged to keep a copy of the completed application. If you have questions, please call the Water Rights Customer Service Group at (503) 986-0900.

- ☐ SECTION 1: Applicant Information and Signature
- ☐ SECTION 2: Property Ownership and Signatory Authority
- ☐ SECTION 3: Source of Water
- ☐ SECTION 4: Sensitive, Threatened or Endangered Fish Species Public Interest Information
- ☐ SECTION 5: Water Use
- ☐ SECTION 6: Dam Height and Composition
- ☐ SECTION 7: Primary Outlet Works
- ☐ SECTION 8: Emergency Spillway
- ☐ SECTION 9: Water Quality
- ☐ SECTION 10: Project Schedule
- ☐ SECTION 11: Within a District
- ☐ SECTION 12: Remarks

A COMPLETE APPLICATION INCLUDES THE FOLLOWING ITEMS:

Additional information may be required.

- ☐ Completed ***Application for a Permit to Store Water in a Reservoir*** (including Sections 1-10, as described above).
- ☐ Completed ***Land Use Information Form*** with original signature of local planning department. This form must be dated no more than one year prior to application submission.
- ☐ **Legal Description** of: (1) the property(ies) from which the water is to be diverted, (2) any property(ies) crossed by the proposed ditch, canal or other work, and (3) any property(ies) on which the water is to be used as depicted on the map.
- ☐ **Evidence of signatory authority** or a signed statement that such authority exists for applications submitted on behalf of an entity (e.g., organization).
- ☐ **Application Map** that includes all required elements as described in [OAR 690-305-0010](#).
- ☐ **Application Fees** – Please use the Fee Calculators at apps.wrd.state.or.us/apps/misc/wrd_fee_calculator/ or contact the Customer Service Group at wr_d_customerService@water.oregon.gov or (503) 986-0900.

Total Examination Fee: \$ _____

Recording Fee: \$ _____

Amount required to be paid at this time (60% of total examination fee): \$ _____

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You must use this form for any reservoir storing more than 9.2 acre-feet and with a dam more than 10 feet high.

SECTION 1: APPLICANT INFORMATION AND SIGNATURE

Applicant (may be an individual(s) or organization)

Name(s) (as it should appear on any permit that may be issued)	Primary Contact (required if applicant is an organization)		
Mailing Address	City	State	Zip
Email Address *	Phone		

Applicant (may be an individual(s) or organization)

Name(s) (as it should appear on any permit that may be issued)	Primary Contact (required if applicant is an organization)		
Mailing Address	City	State	Zip
Email Address *	Phone		

Agent – The agent is authorized to represent the applicant in all matters relating to this application.

Agent/Business Name			
Mailing Address	City	State	Zip
Email Address *	Phone		

* **Unless requested otherwise**, the Department will send documents and notifications associated with the processing of this application in electronic form (i.e., by email). Please note, the Department will send the applicant the Proposed Final Order by certified mail and any permit that may be issued by standard mail.

By my signature below, I confirm that I understand:

- I am asking to use water specifically as described in this application.
- Evaluation of this application will be based on information provided in the application.
- I cannot legally store water until the Water Resources Department issues a permit.
- The Department encourages all applicants to wait for a permit to be issued before beginning construction. Acceptance of this application does not guarantee a permit will be issued.
- If I begin construction prior to the issuance of a permit, I assume all risks associated with my actions.
- If I receive a permit, I must not waste water.
- If development of the water use is not according to the terms of the permit, the permit can be cancelled.
- The water use must be compatible with local comprehensive land use plans.
- Even if the Department issues a permit, I may have to stop using water to allow senior water right holders to receive water to which they are entitled.

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

Applicant Signature

Print Name and Title (if Organization)

Date

Applicant Signature

Print Name and Title (if Organization)

Date

SECTION 2: PROPERTY OWNERSHIP AND SIGNATORY AUTHORITY

A. Property Ownership

Please indicate if you own all the lands associated with the project from which the water is to be diverted, conveyed and used.

- ☐ YES, there are no encumbrances.
- ☐ YES, the land is encumbered by easements, rights of way, roads or other encumbrances.

- ☐ NO, I have a recorded easement or written authorization permitting access.
- ☐ NO, I do not currently have written authorization or easement permitting access.
- ☐ NO, written authorization or an easement is not necessary, because the only affected lands I do not own are state-owned submerged and/or submersible lands, and this application is for irrigation and/or domestic use only (ORS 274.040).
- ☐ NO, because water is to be diverted, conveyed and used only on federal lands.
- ☐ NO, written authorization or an easement is not necessary, because the application is made by or on behalf of a public corporation. ORS 537.211(7). Public corporation is defined in ORS 536.007(7).

B. Affected Landowners

List the names, mailing addresses, and, if available, email addresses of all owners of any lands that are not owned by the applicant and that are crossed by the proposed ditch, canal or other work, or any lands not owned by the applicant within the proposed place of use, even if the applicant has obtained written authorization or an easement from the owner. *(Attach additional sheets if necessary.)*

C. Legal Description

You must provide legal descriptions for all of the following: *(Attach copies)*

1. The property from which the water is to be diverted,
2. Any property crossed by the proposed ditch, canal or other work, and
3. Any property on which the water is to be used as depicted on the map.

D. Evidence of Signatory Authority

If the applicant is a public agency, corporation or business, trust, or other organization, you must provide the title or authority of the person signing the application on behalf of the entity in **Section 1**, and you must attach evidence of signatory authority or a signed statement that such authority exists. *(Attach copies)*

SECTION 3: SOURCE OF WATER

A. Reservoir Name: _____

B. Proposed Source of Water

Provide the name of the water body from which water will be diverted (“unnamed”, if appropriate) and the name of the stream or lake it flows into. Indicate if the source is runoff, seepage, or a spring.

	SOURCE NAME	TRIBUTARY TO
Source 1:		
Source 2:		
Source 3:		

- Is the proposed reservoir in a wetland (as determined by DSL)?
☐ Yes ☐ No ☐ Don't know
- Is the proposed reservoir an enlargement of an existing dam/reservoir?
☐ Yes ☐ No
- Is the proposed reservoir in-channel of a stream or off-channel:
☐ In-channel ☐ Off-Channel
- If the reservoir is proposed to be in-channel, is the stream:
☐ Perennial ☐ Intermittent ☐ Ephemeral ☐ N/A
- If the reservoir is proposed to be in-channel, has ODFW determined that native migratory fish are present?
☐ Yes ☐ No ☐ Don't know ☐ N/A
- Is the reservoir in the 100-year floodplain?
☐ Yes ☐ No ☐ Don't know
- If the reservoir is not in the channel of a stream, state how it is to be filled:

SECTION 4: SENSITIVE, THREATENED OR ENDANGERED FISH SPECIES PUBLIC INTEREST INFORMATION

This information must be provided for your application to be accepted as complete. The Water Resources Department will determine whether the proposed use will impair or be detrimental to the public interest with regard to sensitive, threatened or endangered fish species.

To answer the following questions, use the map provided on the last page of this application or the link below to determine whether the proposed point of diversion (POD) is located in an area where the Upper Columbia, the Lower Columbia, and/or the Statewide public interest rules apply.

For more detailed information, click on the following link and enter the T,R,S,QQ or the Lat/Long of a POD and click on "Submit" to retrieve a report that will show which section, if any, of the rules apply:

https://apps.wrd.state.or.us/apps/misc/lkp_trsqg_features/

If you need additional help, please call the customer service desk at (503) 986-0900.

Upper Columbia - OAR 690-033-0115 through -0130

Is the POD located in an area where the Upper Columbia Rules apply?

☐ Yes ☐ No

If yes, you are notified that the Water Resources Department will consult with numerous federal, state, local and tribal governmental entities so it may determine whether the proposed use is consistent with the "Columbia River Basin Fish and Wildlife Program" adopted by the Northwest Power Planning Council in 1994 for the protection and recovery of listed fish species. The application may be denied, heavily conditioned, or if appropriate, mitigation for impacts may be needed to obtain approval for the proposed use.

If yes,

- I understand that the permit, if issued, will not allow appropriation during the time period of April 15 to September 30, except as provided in OAR 690-033-0140.
- I understand that I will install, operate and maintain a fish screen and fish passage as listed in ORS 498.301 through 498.346, and 509.580 through 509.910, to the specifications and extent required by Oregon Department of Fish and Wildlife, prior to diversion of water under any permit issued pursuant to this application.
- I understand that the Oregon Department of Environmental Quality will review my application to determine if the proposed use complies with existing state and federal water quality standards.
- I understand that I will install and maintain water use measurement and recording devices as required by the Water Resources Department and comply with recording and reporting permit condition requirements.

Lower Columbia - OAR 690-033-0220 through -0230

Is the POD located in an area where the Lower Columbia rules apply?

☐ Yes ☐ No

If yes, you are notified that that the Water Resources Department will determine, by reviewing recovery plans, the Columbia River Basin Fish and Wildlife Program, and regional restoration programs applicable to threatened or endangered fish species, in coordination with state and federal agencies, as appropriate, whether the proposed use is detrimental to the protection or recovery of a threatened or endangered fish species and whether the use can be conditioned or mitigated to avoid the detriment.

If a permit is issued, it will likely contain conditions to ensure the water use complies with existing state and federal water quality standards; and water use measurement, recording and reporting required by the Water Resources Department. The application may be denied, or if appropriate, mitigation for impacts may be needed to obtain approval of the proposed use.

If yes, you will be required to provide the following information, if applicable.

Is the proposed use for more than **one** cubic foot per second (448.8 gpm) and not subject to the requirements of OAR 690, Division 86 (Water Management and Conservation Plans)?

☐ Yes ☐ No

If yes, please provide a description of the measures to be taken to assure reasonably efficient water use:

Statewide - OAR 690-033-0330 through -0340

Is the POD located in an area where the Statewide rules apply?

☐ Yes ☐ No

If yes, the Water Resources Department will determine whether the proposed use will occur in an area where endangered, threatened or sensitive fish species are located. If so, the Water Resources Department, Department of Fish and Wildlife, Department of Environmental Quality, and the Department of Agriculture will recommend conditions required to achieve “no loss of essential habitat of threatened and endangered (T&E) fish species,” or “no net loss of essential habitat of sensitive (S) fish species.” If conditions cannot be identified that meet the standards of no loss of essential T & E fish habitat or no net loss of essential S fish habitat, the agencies will recommend denial of the application unless they conclude that the proposed use would not harm the species.

SECTION 5: WATER USE

- A. The use(s) of the impounded water will be: _____
- B. The amount of water to be stored is _____ acre-feet.
- C. The area submerged by the reservoir, when filled, will be _____ acres.

SECTION 6: DAM HEIGHT AND COMPOSITION

The maximum height of the structure will be _____ feet above streambed or ground surface at the centerline of the crest of the dam.

The dam will be (check one): ☐ Earthfill ☐ Concrete ☐ Flash board ☐ Other

If "other," provide the description:

Attach preliminary plans, specifications and supporting information for the dam and impoundment area including:

- (a) dam height,
- (b) width,
- (c) crest width,
- (d) surface area, and
- (e) preliminary fish passage design

*Note: If your dam height is greater than or equal to 10.0' above land surface **AND** your reservoir will store equal to or greater than 9.2 acre-feet of water, engineered plans and specifications must be approved by the Department's Dam Safety Section prior to storage of water.*

SECTION 7: PRIMARY OUTLET WORKS

- A. Describe the location and the dimensions of the outlet conduit through the dam.
NOTE: Most dams across a natural stream channel will need an outlet conduit having a minimum diameter of 8 inches or greater.
- B. How and when will the outlet be operated?

- C. If ODFW has determined fish are present in the stream, how do you propose to protect fish through the outlet conduit (the conduit does not constitute fish passage)?

SECTION 8: EMERGENCY SPILLWAY

- A. Describe the location and the dimensions of the spillway channel.
- B. How will the emergency spillway be designed to prevent erosion?
- C. What is the maximum design flow for the spillway? (10-year flood events? 50-year flood events?)

SECTION 9: WATER QUALITY

- A. Describe how the reservoir will be managed to maintain water quality in the reservoir and downstream.
- B. Describe how the perimeter of the reservoir will be buffered to limit nutrient and bacteria contamination.

- C. Describe how annual maintenance of the reservoir will be accomplished without discharging contaminated water instream.

SECTION 10: PROJECT SCHEDULE

- a) Date construction will begin:

Note: Fish passage approval is necessary prior to construction.

- b) Date construction will be completed:

- c) Date water use will be completed:

Please note, the above items (a)-(c) must be provided for an application to be accepted. It is understood that these proposed dates may be approximate (i.e., month-year).

SECTION 11: WITHIN A DISTRICT

- ☐ Check here if the point of diversion or place of use are located within or are served by an irrigation or other water district.

Irrigation District Name		Mailing Address	
City	State	Zip	

SECTION 12: REMARKS

Use this space to clarify any information you have provided in the application. (*attach additional sheets if necessary*)

General Information on Processing of Water-Use Permit Applications

Before Applying: If you are considering applying for a *Permit to Store Water in a Reservoir*, it is recommended that you review *Water Rights in Oregon* (www.oregon.gov/owrd/WRDPublications1/aquabook.pdf). Please also review the list of restricted sources available on the Department's website (www.oregon.gov/owrd/programs/WaterRights/Permits/Pages/Obtain.aspx). If the Department receives an application for a restricted source identified on this list, the application will be returned along with all or a portion of the fees that were submitted. Please contact the Customer Service Group at 503-986-0900 or wr_d_l_customerservice@water.oregon.gov with any questions.

Application Submission: Applications must be submitted using the currently available application forms, which can be found here: www.oregon.gov/owrd/programs/WaterRights/Permits/Pages/Obtain.aspx. These forms contain a checklist of required items that must be submitted for an application to be considered complete. Effective April 1, 2026, a portion of the application exam fee is required to be paid when the application is submitted. The remaining portion of the exam fee and the permit recording fee must be paid after the applicant receives the Initial Review (below) if the applicant would like the Department to continue processing the application. Please use the Department's Fee Calculators to determine the fees required for an application (apps.wrd.state.or.us/apps/misc/wrd_fee_calculator/).

Applications submitted to the Department will be screened to identify if the proposed use is restricted under ORS 536.415. A list of sources subject to these restrictions is available online, as described in the "Before Applying" section above. For applications received on or after April 1, 2026, the Department will return the application, and all or a portion of the fees, if the source of water is subject to listed restrictions. If the Department finds the application to be complete and not subject to restricted sources, the application will receive a tentative priority date, an application number, and a Water Rights Caseworker will be assigned.

Initial Review: The Department reviews the application to determine whether water is available during the period of use requested, whether the proposed use is restricted or limited by rule or statute, and whether other issues may preclude approval of or restrict the proposed use. An Initial Review (IR) containing the Department's preliminary determinations is sent to the applicant electronically by email unless requested otherwise or an applicant email address is not available. Following issuance of the IR, the applicant has 90 days to notify the Department if they would like to continue processing the application and to pay any remaining fees due. If written notification to continue processing and payment of any remaining fees is not received by the due date described in the Initial Review, the Department will close the application file and take no further action on the application.

Public Notice and Comment Period: If the applicant notifies the Department to continue processing the application and any remaining fees due are received, the application will be put on the Department's weekly public notice. This opens a 30-day public comment period. If the IR determined the application will have an impact on surface water flows where sensitive, threatened, or endangered (STE) fish species may be present, the application will be reviewed by the Oregon Department of Fish and Wildlife and the Oregon Department of Environmental Quality.

Proposed Final Order: The Department will review any comments received, including comments from other state agencies, and issue a Proposed Final Order (PFO) explaining the proposed decision to deny or approve the application. A PFO proposing approval of an application will include a draft permit. The PFO will be put on the Department's weekly public notice, and a 45-day period within which any protests of the PFO must be received by the Department will begin. Information describing protest requirements and fees is provided within the PFO.

Decision Becomes Final: Unless a timely protest is received or the PFO is withdrawn for further consideration by the Department, the PFO shall become a final order on the date that is 33 days after the close of the time period for submitting a protest with no further action required by the Department. If the application is approved, a permit will be issued. The permit will specify the details of the authorized use and any terms, limitations, or conditions that the Department deems appropriate.

Land Use Information Form



Oregon Water Resources Department
725 Summer Street NE, Suite A
Salem, Oregon 97301-1266
(503) 986-0900
www.oregon.gov/OWRD

NOTE TO APPLICANTS

In order for your application to be processed by the Oregon Water Resources Department (OWRD), this Land Use Information Form must be completed by a local government planning official in the jurisdiction(s) where your water right will be diverted, conveyed, used, and developed. Applications received by OWRD without the Land Use Information Form will be returned to you. Please be aware that your application cannot be approved without land use approval.

This form is NOT required if:

- 1) Water is to be diverted, conveyed, and used on federal lands only; **OR**
- 2) The application is for a water right transfer, allocation of conserved water, exchange, permit amendment, or ground water registration modification, and **all** of the following apply:
 - a. The existing and proposed water use is located entirely within lands zoned for exclusive farm-use or within an irrigation district;
 - b. The application involves a change in place of use only;
 - c. The change does not involve the placement or modification of structures, including but not limited to water diversion, impoundment, distribution facilities, water wells and well houses; **and**
 - d. The application involves irrigation water uses only.

NOTE TO LOCAL GOVERNMENTS

The person presenting the attached Land Use Information Form is applying for a new water right or modifying an existing water right. The Oregon Water Resources Department (OWRD) requires applicants to obtain land use information to ensure the water right does not result in land uses that are incompatible with your comprehensive plan. Please complete the form and return it to the applicant for inclusion in their application.

You will receive notice via OWRD's weekly Public Notice once the applicant formally submits their request to OWRD. The notice will give more information about OWRD's water right process and provide additional comment opportunities. If you have questions concerning this form, please contact OWRD's Customer Service Group at 503-986-0900 or WRD_DL_customerservice@water.oregon.gov.

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Land Use Information Form



Oregon Water Resources Department
725 Summer Street NE, Suite A
Salem, Oregon 97301-1266
(503) 986-0900
www.oregon.gov/OWRD

NAME			PHONE
MAILING ADDRESS			
CITY	STATE	ZIP	EMAIL

A. Land and Location

Please include the following information for all tax lots where water will be diverted (taken from its source), conveyed (transported), and/or used or developed. Applicants for municipal use, or irrigation uses within irrigation districts, may substitute existing and proposed service-area boundaries for the tax-lot information requested below.

Township	Range	Section	¼ ¼	Tax Lot #	Plan Designation (e.g., Rural Residential/RR-5)	Water to be:	Proposed Land Use:
						☐ Diverted ☐ Conveyed ☐ Used	
						☐ Diverted ☐ Conveyed ☐ Used	
						☐ Diverted ☐ Conveyed ☐ Used	
						☐ Diverted ☐ Conveyed ☐ Used	
						☐ Diverted ☐ Conveyed ☐ Used	
						☐ Diverted ☐ Conveyed ☐ Used	

List all counties and cities where water is proposed to be diverted, conveyed, and/or used or developed:

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NOTE: A separate Land Use Information Form must be completed and submitted for each county and city, as applicable.

B. Description of Proposed Use

Type of application to be filed with the Oregon Water Resources Department:

- ☐ Permit to Use or Store Water
 ☐ Water Right Transfer
 ☐ Permit Amendment or Ground Water Registration Modification
☐ Limited Water Use License
 ☐ Exchange of Water
 ☐ Allocation of Conserved Water

Source of water: ☐ Reservoir/Pond ☐ Ground Water ☐ Surface Water (name) _____

Estimated quantity of water needed: _____ ☐ cubic feet per second ☐ gallons per minute ☐ acre-feet

Intended use of water:
 ☐ Irrigation ☐ Commercial ☐ Industrial ☐ Domestic for _____ household(s)
☐ Municipal ☐ Quasi-Municipal ☐ Instream ☐ Other _____

Briefly describe:

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See Page 4 ➔

For Local Government Use Only

The following section must be completed by a planning official from each county and city listed unless the project will be located entirely within the city limits. In that case, only the city planning agency must complete this form. This deals only with the local land use plan. Do not include approval for activities such as building or grading permits.

Please check the appropriate box below and provide the requested information

- ☐ Land uses to be served by the proposed water use(s), including proposed construction, are allowed outright or are not regulated by your comprehensive plan. Cite applicable ordinance section(s): _____
- ☐ Land uses to be served by the proposed water use(s), including proposed construction, involve discretionary land-use approvals as listed in the table below. (Please attach documentation of applicable land-use approvals which have already been obtained. Record of Action/land-use decision and accompanying findings are sufficient.) **If approvals have been obtained but all appeal periods have not ended, check "Being Pursued."**

Type of Land-Use Approval Needed (e.g., plan amendments, rezones, conditional-use permits, etc.)	Cite Most Significant, Applicable Plan Policies & Ordinance Section References	Land-Use Approval:	
		☐ Obtained ☐ Denied	☐ Being Pursued ☐ Not Being Pursued
		☐ Obtained ☐ Denied	☐ Being Pursued ☐ Not Being Pursued
		☐ Obtained ☐ Denied	☐ Being Pursued ☐ Not Being Pursued
		☐ Obtained ☐ Denied	☐ Being Pursued ☐ Not Being Pursued

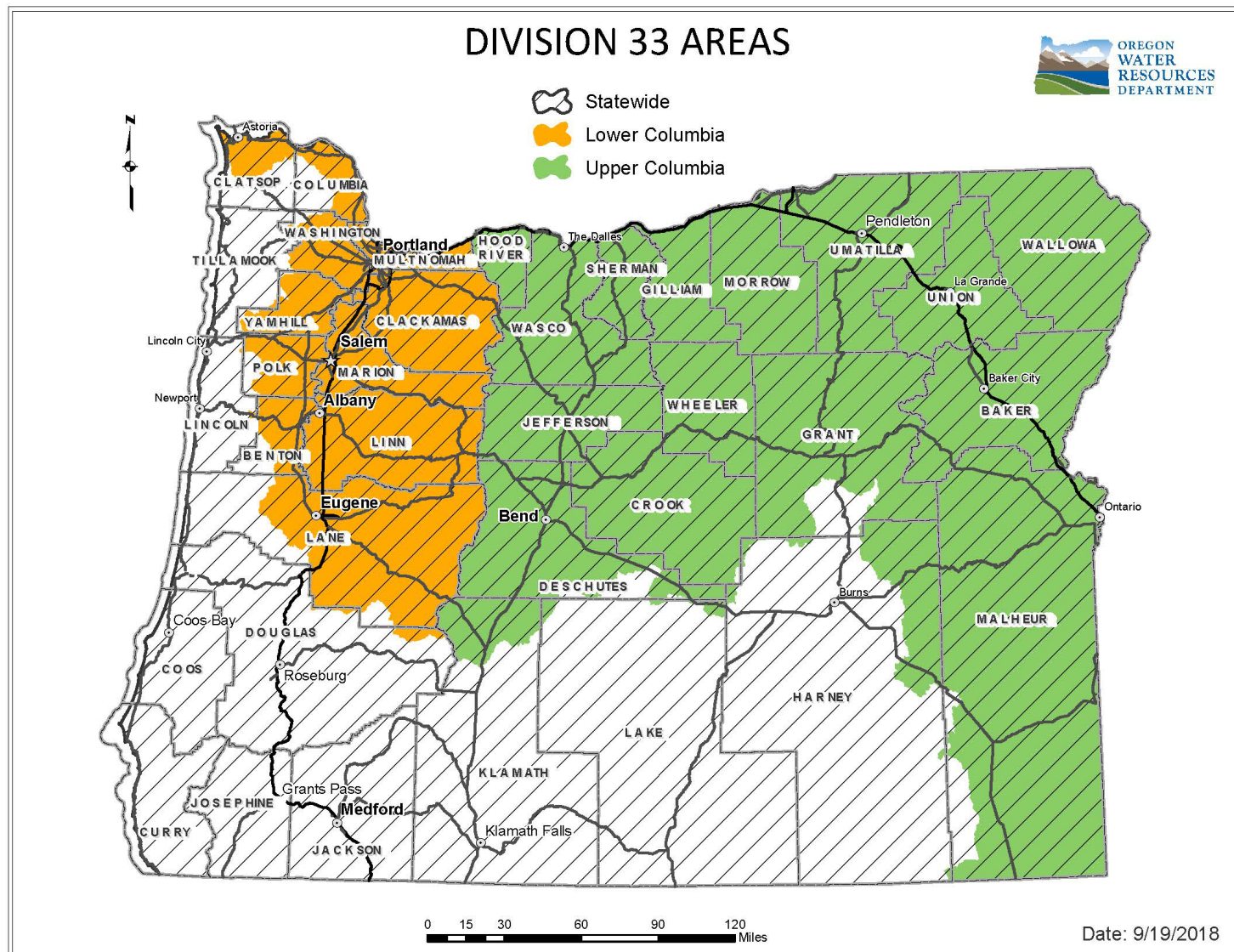
Local governments are invited to express special land use concerns or make recommendations to the Oregon Water Resources Department regarding this proposed use of water in the box below or on a separate sheet.

Name: _____ Title: _____

Signature: _____ Date: _____

Governmental Entity: _____ Phone: _____

Figure 1: Map of Division 33 Areas



For more detailed information, click on the following link and enter the TRSQQ or the Lat/Long of a POA and click on "Submit" to retrieve a report that will show which section, if any, of the Division 33 rules apply: https://apps.wrd.state.or.us/apps/misc/lkp_trsqq_features/