# Application for a Surface Reservoir Permit

Form No. ECY 040-1-60 (Rev 3-2023)

* Schedule a pre-application meeting before you apply.
* Refer to accompanying guidance to complete this form.
* Incomplete applications will be returned.
* All fees are non-refundable (RCW 90.03.470(13)).

## Processing option you are choosing:

**[ ]  Standard Processing (Department of Ecology)**. A minimum $50 fee is required to apply. Additional fees may apply.

[ ]  **Cost Reimbursement Processing (Ecology approved contractor).** Contact Department of Ecology to obtain information on this option.

**Submit all applications and fees to:**

DEPARTMENT OF ECOLOGY

CASHIERING SECTION

PO BOX 47611

OLYMPIA, WA 98504-7611

Check the box for the region/office where your project is located.

**[ ]** Central Region

[ ]  Eastern Region

[ ]  Northwest Region

[ ]  Office of Columbia River (OCR)\*

[ ]  Southwest Region

**\* OCR has jurisdiction for designated OCR projects, and new projects located within one mile of the Columbia River.**

To request ADA accommodation including materials in a format for the visually impaired, call Ecology Water Resources Program at 360-407-6872. People with impaired hearing may call Washington Relay Service at 711. People with speech disability may call TTY at 877-833-6341.

**WATER RESOURCES PROGRAM**Application for a
Surface Reservoir Permit

**Date of pre-application consultation:**

**Required submittals:**

* A $50 filing fee. For cost reimbursement applications, refer to instructions.
* A map showing the proposed reservoir location, any associated points of diversion/withdrawal and any associated place(s) of use.
* If platted property, a complete copy of the plat map.
* A copy of the legal description of property where the reservoir is located (taken from a real estate contract, property deed, or title insurance policy).

**Name of Ecology contact for pre-application:**

## 1. Applicant Information

|  |  |  |
| --- | --- | --- |
| Applicant/business name: | Phone no:      | Other no: |
| Address: |
| City: | State: | Zip: |
| Email address (if available): |

|  |  |  |
| --- | --- | --- |
| Contact name (if different from above): | Phone no: | Other no: |
| Relationship to applicant: |
| Address: |
| City:  | State:  | Zip:  |
| Email address (if available):  |

## 2.Reservoir Storage and Capacity

Provide cross-sections and plans for the impoundment. Demonstrate how the volume and depth were calculated, in acre-feet (volume) and feet (depth).

|  |  |
| --- | --- |
| Project name:      | Dam name (if applicable):      File number:       |
| Maximum reservoir capacity for a new reservor project:Volume       depth        | Maximum storage capacity for a project that increases existing storage:Existing capacity:  volume       depth      Proposed additional storage: volume       depth       |

## 3. Water Right Information

List all water rights related to the storage or beneficial use of water from this reservoir. If related permit applications are pending, provide application numbers. Attach additional sheets as needed.

|  |  |
| --- | --- |
| Water right or claim number:  | Recorded name(s):  |
| Has the water been used as described on your water right document in the last five (5) years? [ ]  yes [ ]  no |
| Water right owner: | Phone no. | Alt phone no. |
| Address: |
| City: | State: | Zip code: |
| Email address (if available): |

### Water right summary

| Water Right Number | Rate (CFS) Additive | Rate (CFS) Non-Additive | Volume (AFY) Additive | Volume (AFY)Non-Additive | Irrigated AcresAdditive | Irrigated AcresNon-Additive |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Subtotal |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Proposed Total |  |  |  |  |  |  |

## 4. Proposed Reservoir Location

| QTR QTR | QTR | Sec | Twp | Rge | County | Parcel no. |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |

|  |
| --- |
| Lat/long of impoundment structure:  |
| Description of inundated lands where the proposed reservoir will be located:  |
| Do you own this property?[ ]  yes [ ]  noIf no, have you secured authorization for the lands to be inundated? [ ]  yes [ ]  noAre any of lands to be inundated owned by the state of washington?[ ]  yes [ ]  noIf yes, has the state department of natural resources granted overflow rights? [ ]  yes [ ]  no |

|  |  |  |
| --- | --- | --- |
| Legal landowner of proposed place of use (if different than applicant): | Phone no.: | Other phone no.: |
| Address: |
| City: | State: | Zip code: |
| Email address (if available):      |

## 5. Proposed Point(s) of Diversion and/or Withdrawal used to fill the Reservoir

Identify the source name, facility name, and location information for each point of diversion or withdrawal on accompanying plats or maps. Identify the proposed point(s) of diversion and/or withdrawal associated with your proposed project on attached maps.

|  |
| --- |
| For in-channel projects, indicate whether the project will be operated as run-of-the-river (inflow=outflow) after the initial fill:  |
| Type and capacity of diversion or withdrawal works, if water would be diverted or withdrawn to fill the reservoir:  |
| Months of year the reservoir will be filled:  Number of times the reservoir will be filled: |

**Proposed points of diversion or withdrawal.**

| **Surface water source:** | **QTR****QTR** | **QTR** | **Sec** | **Twp** | **Rge** | **Latitude** | **Longitude** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Groundwater source:** | **QTR****QTR** | **QTR** | **Sec** | **Twp** | **Rge** | **Latitude** | **Longitude** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Describe how you propose to convey water from the source to the reservoir:  |

# 6. Project Description

**Provide your answers in a separate report, and attach to your application.**

Reference the section number in your responses.

| **Section** | **Required information** |
| --- | --- |
| 6.1 | Describe your project, including any new uses, or changes to existing uses. |
| 6.2 | Provide a timeline for your development schedule. |
| 6.3 | Provide documentation of any third-party mitigation agreements. |
| 6.4 | Describe the length of bypass reach (if any). |
| 6.5 | Describe how you plan to maintain instream flows below impoundment. |
| 6.6 | Describe the ramping rates during initial fill and during periods of refill. |
| 6.7 | Describe plans for development and related water uses around the reservoir. |
| 6.8 | Provide documentation of other required permits (local, state, and federal). |

**Project Considerations**

| **Section** | **Required information** | **Reference(s)** |
| --- | --- | --- |
| 6.9 | If your project qualifies for **expedited processing**, describe which of the following conditions are met:* Development of storage facilities that will not require a new water right for use of the stored water
* Adding or changing one or more purposes of use of stored water
* Adding to the storage capacity of an existing storage facility
* Applications for secondary permits to secure use from existing storage facilities (application for secondary permit required)
 | RCW 90.03.370(1)(b) |
| 6.10 | If your project is proposed for **consideration as a resource management technique**, describe: * The benefits and costs, including environmental effects
* Whether the project will recharge groundwater
* Whether the impoundment will offset the impact of a proposed surface water diversion
 | RCW 90.03.255 |
| 6.11 | **For hydroelectric projects**, provide the following:* FERC project number
* Maximum Pool Elevation (feet above mean sea level)
* Generator Elevation (feet above mean sea level)
* Maximum head used for generation (the difference, in vertical feet, between the elevation of maximum pool elevation and the generating units)
* Maximum capacity of Generator Units (CFS)
 | RCW 90.16.06016 U.S. Code § 817 |
| 6.12 | **Certain projects require a dam construction permit**. If your reservoir can impound ten or more acre-feet of water above natural ground level as measured at the dam crest elevation, you may be required to apply for a [Dam Construction Permit](https://app.leg.wa.gov/RCW/default.aspx?cite=90.16.060). Indicate whether you have, or intend to apply, for a dam construction permit.  | RCW 90.03.350RCW 90.16.060 |

# 7. Environmental Assessment

| **Section** | **Required information** | **Reference(s)** |
| --- | --- | --- |
| 7.1 | Describe the aquatic uses of any related surface water bodies (i.e., fish and wildlife, recreation and aesthetic, water quality, etc.).  | RCW 90.54.020 |
| 7.2 | Indicate whether the related surface water is fish-bearing, including whether it is inhabited by salmonids. List species and the times of year they are present. Refer to [Salmonscape](https://apps.wdfw.wa.gov/salmonscape/) at https://apps.wdfw.wa.gov/salmonscape/ | RCW 90.54.020 |
| 7.3 | A copy of SEPA Threshold Determination. | RCW 43.21CWAC 173-802 |

# 8. Maps and Other Documentation

| **Section** | **Required information** | **Reference(s)** |
| --- | --- | --- |
| 8.1 | A map of the proposed reservoir and all associated points of diversion and/or withdrawal, and the associated place(s) of use. | RCW 90.03.260 |
| 8.2 | A copy of the legal description of property where the reservoir is located (taken from a real estate contract, property deed, or title insurance policy). |  |
| 8.3 | If platted property, a complete copy of the plat map. |  |
| 8.4 | The site address and detailed driving instructions to the project site. |  |
| 8.5 | Cross-sections and plans for the reservoir to demonstrate how the volume and depth were calculated.  |  |

# 9. Signatures

I certify that the information above is true and accurate to the best of my knowledge. I understand that in order to process my application, I hereby grant staff from the Department of Ecology access to the reservoir and all associated points of diversion and/or withdrawal for inspection and monitoring purposes. If assisted in preparing this above application, I understand that all responsibility for the accuracy of the information rests with me, the applicant.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| APPLICANT PRINTED NAME – TITLE |  | APPLICANT SIGNATURE |  | (DATE: MM/DD/YYYY) |
|  |  |  |  |  |
| LANDOWNER OF PROPOSED RESERVOIRPRINTED NAME |  | LANDOWNER OF PROPOSED RESERVOIRSIGNATURE |  | (DATE: MM/DD/YYYY) |
|  |  |  |  |  |
| LANDOWNER OF PROPOSED PLACE OF USEPRINTED NAME |  | LANDOWNER OF PROPOSED PLACE OF USESIGNATURE |  | (DATE: MM/DD/YYYY) |
|  |  |  |  |  |
| AUTHORIZED REPRESENTATIVEPRINTED NAME |  | AUTHORIZED REPRESENTATIVE SIGNATURE |  | (DATE: MM/DD/YYYY) |

## Attachment A: Mitigation Plan (if applicable)

| **Section** | **Required information** | **Reference(s)** |
| --- | --- | --- |
| A1 | Identify any existing water rights permits, certificates, claims, minimum instream flows, or permit-exempt wells that may be impaired and the expected nature and extent of that impairment. Describe the methodology used to estimate the extent of impairment. | RCW 90.03.290RCW 90.54 |
| A2 | Identify the source of supply for the proposed mitigation water. |  |
| A3 | Describe how this mitigation water source will offset the impacts of the reservoir.  |  |
| A4 | Describe actions that will be taken to ensure mitigation will be maintained for the duration of the reservoir operation.. |  |
| A5 | Provide copies of any agreements between you and other parties regarding mitigation for impacts, if applicable. |  |
| A6 | If you intend to offset your new use, describe how and when non-consumptive water returns to ground water or surface water, and explain how this volume was estimated. Specifically describe how the quantity, timing, and location of return flow would change if the proposed reservoir permit is approved. | WAC 173-500-050(5)WAC 173-500-050(9)POL 1020 |

**For additional information, contact the Ecology office where your project is located:**

| **Region/ Office** | **Counties served** | **Mailing Address** | **Phone** |
| --- | --- | --- | --- |
| **Central** | Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima | wrCRO@ecy.wa.gov1250 W Alder StUnion Gap, WA 98903 | 509-575-2490 |
| **Eastern** | Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman | wrERO@ecy.wa.gov4601 N MonroeSpokane, WA 99205 | 509-329-3400 |
| **Northwest** | Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom | wrNWRO@ecy.wa.govPO Box 330316Shoreline, WA 98133-9716 | 206-594-0000 |
| **Office of Columbia River\*** | OCR has jurisdiction for designated OCR projects, and new projects located within one mile of the Columbia River. | wrCRO@ecy.wa.gov1250 W Alder StUnion Gap, WA 98903 | 509-575-2490 |
| **Southwest** | Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Lewis, Mason, Pacific, Pierce, Thurston, Skamania, Wahkiakum  | wrSWRO@ecy.wa.govPO Box 47775Olympia, WA 98504 | 360-407-6300 |