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| **CONSERVATION DISTRICT WATER USE AUTHORIZATION APPLICATION CHECKLIST TRACKER** |

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_

Phone Numbers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CD Water Reservation Application No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internal Priority Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CHECKLIST**

Preliminary review conducted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
|  | Check when completed |
|  |
| 1. Water source identified
 | \_\_\_ Yes | \_\_\_ No |
| 1. Purpose of application identified
 | \_\_\_ Yes | \_\_\_ No |
| 1. New irrigation (for new developments)
 | \_\_\_ Yes | \_\_\_ No |
| 1. Supplemental irrigation (water that will be used in conjunction with

other water rights or authorizations) | \_\_\_ Yes | \_\_\_ No |
| 1. Both new irrigation and supplemental irrigation
 | \_\_\_ Yes | \_\_\_ No |
| 1. Are there maps?
 | \_\_\_ Yes | \_\_\_ No |
| 1. Does the application appear to be complete?
 | \_\_\_ Yes | \_\_\_ No |
|  |
| Application on board meeting agenda on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) |
| 1. Authorization is a beneficial use of reserved water?
 | \_\_\_ Yes | \_\_\_ No |
| 1. Planned project is compatible with CD and DNRC planning efforts?
 | \_\_\_ Yes | \_\_\_ No |
| 1. Engineering specifications are included in the application?
 | \_\_\_ Yes | \_\_\_ No |
| 1. All proposed infrastructure is adequate?
 | \_\_\_ Yes | \_\_\_ No |
| 1. The proposed use meets reasonable soil and water conservation needs?
 | \_\_\_ Yes | \_\_\_ No |
| 1. Is planned project in the original public notice area?
 | \_\_\_ Yes | \_\_\_ No |
| 1. Is planned project outside the original public notice area?
 | \_\_\_ Yes | \_\_\_ No |
| 1. Board accepts application to forward for WR Contractor review
 | \_\_\_ Yes | \_\_\_ No |
| **TRACKER** |
| CD contacts CD Specialist on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) |
| 1. Emailed application to CD Specialist
 | \_\_\_ Yes | \_\_\_ No |
| 1. CDB WR Technical Assistance letter received
 | \_\_\_ Yes | \_\_\_ No |
| 1. WR Contractor makes initial contact with CD on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)
 |
| 1. WR Contractor provides public notice information to CD on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)
 |
| 1. CD will public notice abstract to water users
 |
| 1. Contacted local paper for publication day information
 | \_\_\_ Yes | \_\_\_ No |
| 1. Sent PN to paper editor/staff on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)
 | \_\_\_ Yes | \_\_\_ No |
| 1. Mailed PN to agencies and individuals in the notice area
 | \_\_\_ Yes | \_\_\_ No |
| 1. Certificate of Service document created, signed, and dated when PN is mailed
 | \_\_\_ Yes | \_\_\_ No |
| 1. Received Affidavit of Certification of Publication from the publisher
 | \_\_\_ Yes | \_\_\_ No |
| 1. Objection forms are available and provided if requested

PN and objection period is 30 days. | \_\_\_ Yes | \_\_\_ No |
| 1. Determine when the application hearing will be held based on public notice periods (for application and board meeting), and the objection period.
 |
| 1. CD board meeting to be held on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)
 |
| 1. Create the agenda

*The application hearing should be placed at the beginning of the CD board meeting, (e.g.: after roll call, review of minutes, review of financials). A CD may also choose to hold the application review a half hour to an hour prior to a regularly scheduled board meeting. The date/time must be public noticed.* |
| 1. PN board meeting
 | \_\_\_ Yes | \_\_\_ No |
| 1. Meeting notice and agenda sent to Applicant and WR Contractor
 | \_\_\_ Yes | \_\_\_ No |
| 1. Meeting notice and agenda sent to Objector, if applicable
 | \_\_\_ Yes | \_\_\_ No |
| 1. Meeting agenda and packet sent to Supervisors
 | \_\_\_ Yes | \_\_\_ No |
| 1. WR Contractor will present application and detailed development plan at meeting
 |
| 1. Review application at board meeting
 |
| 1. Approved as presented
 | \_\_\_ Yes | \_\_\_ No |
| 1. Approved with project moving forward to DNRC 606-CD process
 | \_\_\_ Yes | \_\_\_ No |
| 1. Denied as presented
 | \_\_\_ Yes | \_\_\_ No |
| 1. Denied with ability to submit a new application
 | \_\_\_ Yes | \_\_\_ No |
| 1. CD emails original application documents to CD Specialist on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

*Contents include application, maps, variance, or modifications if applicable, and Detailed Development Plan and associated documents, public notice, Certificate of Services, and others.* |
| 1. **Yellowstone River Basin CDs only:**
 |
| 1. CD received a signed and approved application for a final review and DocuSign from the DNRC Director
 | \_\_\_ Yes | \_\_\_ No |
| 1. CDs retains original file and update as needed.
2. Create tracker for authorization maintenance
3. Notice of Completion
4. Notice of Extension
5. Annual Water Users Report
6. Others as needed
 |