

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: _____

Check when completed

- | | | |
|---|---------|--------|
| 1. Water source identified | ___ Yes | ___ No |
| 2. Purpose of application identified | ___ Yes | ___ No |
| a. New irrigation (for new developments) | ___ Yes | ___ No |
| b. Supplemental irrigation (water that will be used in conjunction with other water rights or authorizations) | ___ Yes | ___ No |
| c. Both new irrigation and supplemental irrigation | ___ Yes | ___ No |
| 3. Are there maps? | ___ Yes | ___ No |
| 4. Does the application appear to be complete? | ___ Yes | ___ No |

Application on board meeting agenda on: _____ (date)

- | | | |
|---|---------|--------|
| 5. Authorization is a beneficial use of reserved water? | ___ Yes | ___ No |
| 6. Planned project is compatible with CD and DNRC planning efforts? | ___ Yes | ___ No |
| 7. Engineering specifications are included in the application? | ___ Yes | ___ No |
| a. All proposed infrastructure is adequate? | ___ Yes | ___ No |
| b. The proposed use meets reasonable soil and water conservation needs? | ___ Yes | ___ No |
| 8. Is planned project in the original public notice area? | ___ Yes | ___ No |
| 9. Is planned project outside the original public notice area? | ___ Yes | ___ No |
| 10. Board accepts application to forward for WR Contractor review | ___ Yes | ___ No |

TRACKER

CD contacts CD Specialist on: _____ (date)

- | | | |
|---|---------|--------|
| a. Emailed application to CD Specialist | ___ Yes | ___ No |
| 11. CDB WR Technical Assistance letter received | ___ Yes | ___ No |
| 12. WR Contractor makes initial contact with CD on: _____ (date) | | |
| 13. WR Contractor provides public notice information to CD on: _____ (date) | | |
| 14. CD will public notice abstract to water users | | |
| a. Contacted local paper for publication day information | ___ Yes | ___ No |
| b. Sent PN to paper editor/staff on: _____ (date) | ___ Yes | ___ No |

- c. Mailed PN to agencies and individuals in the notice area ___ Yes ___ No
- d. Certificate of Service document created, signed, and dated when PN is mailed ___ Yes ___ No
- e. Received Affidavit of Certification of Publication from the publisher ___ Yes ___ No
- f. Objection forms are available and provided if requested ___ Yes ___ No
 PN and objection period is 30 days.
- 15. Determine when the application hearing will be held based on public notice periods (for application and board meeting), and the objection period.
- 16. CD board meeting to be held on: _____ (date)
- 17. 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.
 - a. PN board meeting ___ Yes ___ No
 - b. Meeting notice and agenda sent to Applicant and WR Contractor ___ Yes ___ No
 - c. Meeting notice and agenda sent to Objector, if applicable ___ Yes ___ No
 - d. Meeting agenda and packet sent to Supervisors ___ Yes ___ No
- 18. WR Contractor will present application and detailed development plan at meeting
- 19. Review application at board meeting
 - a. Approved as presented ___ Yes ___ No
 - b. Approved with project moving forward to DNRC 606-CD process ___ Yes ___ No
 - c. Denied as presented ___ Yes ___ No
 - d. Denied with ability to submit a new application ___ Yes ___ No
- 20. 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.
- 21. **Yellowstone River Basin CDs only:**
 - a. CD received a signed and approved application for a final review and DocuSign from the DNRC Director ___ Yes ___ No
- 22. CDs retains original file and update as needed.
 - A. Create tracker for authorization maintenance
 - a. Notice of Completion
 - b. Notice of Extension
 - c. Annual Water Users Report
 - d. Others as needed