

**Department of State Lands  
Joint Application Completeness Checklist**

Application No:	<input type="checkbox"/> New or <input type="checkbox"/> Re-submittal	Date Received:
Reviewed By:	Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Reviewed:

<b>The following items are required for a complete application: (☒ Indicates information is in the application)</b>	<b>Comments (Please provide additional information and/or address the issues)</b>
Applicant/property owner information (Block 1)	
<input type="checkbox"/> Name <input type="checkbox"/> Address <input type="checkbox"/> Phone <input type="checkbox"/> Agent <input type="checkbox"/> Certification of authorization (partnership or corp.) <input type="checkbox"/> Applicant, if listed as an LLC, is a legal entity registered with the Secretary of State's Corporation Division	
Project location information (Block 2)	
<input type="checkbox"/> T.R.S <input type="checkbox"/> ¼,¼ sec (eg. AB, NW/NW) <input type="checkbox"/> Tax lot <input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Street/descriptive location <input type="checkbox"/> Lat/long <input type="checkbox"/> Waterway <input type="checkbox"/> River mile	
Proposed project impacts (Block 3)	
<input type="checkbox"/> Type (fill, removal, in-water structure etc.)	
<input type="checkbox"/> Brief description	
<input type="checkbox"/> Fill volumes in wetlands/waters (cubic yards)	
<input type="checkbox"/> Types of fill material	
<input type="checkbox"/> Total area of fill (acres)	
<input type="checkbox"/> Removal volumes in wetlands/waters (cubic yards)	
<input type="checkbox"/> Types of material removed	
<input type="checkbox"/> Total area of removal (acres)	
<input type="checkbox"/> Identification of disposal area location	
<input type="checkbox"/> Known threatened/endangered species	
<input type="checkbox"/> Known archeological information	
Project Details (Block 4)	
<input type="checkbox"/> Project purpose	
<input type="checkbox"/> Documented need	
<input type="checkbox"/> Description of project <input type="checkbox"/> Volumes/acreage of each r/f area separately <input type="checkbox"/> Permanent/temporary impacts <input type="checkbox"/> Types of materials <input type="checkbox"/> Construction methods	
<input type="checkbox"/> Material entry into wetland/waterway	
<input type="checkbox"/> Hydrological characteristics: <input type="checkbox"/> Description of any possible changes <input type="checkbox"/> Measures to avoid and minimize effects of the changes	
Alternatives Analysis (Block 5)	
<input type="checkbox"/> Project criteria	
<input type="checkbox"/> Alternative sites and designs that avoid all impact	
<input type="checkbox"/> Alternative sites and designs that minimize impacts	
<input type="checkbox"/> Evaluation of each against criteria with reasons why alternatives are not practicable	
Rectifying and further reducing impacts (Block 5)	

<input type="checkbox"/> Identification of measures to repair, rehabilitate or restore and further reduce or eliminate impacts during and after construction: May include but not be limited to: <input type="checkbox"/> Specific erosion and sediment control methods or BMPs. <input type="checkbox"/> Work area isolation (required for work in a waterway where migratory fish are present) <input type="checkbox"/> Identify use of ODFW fish passage criteria	
<b>Project site resource description (Block 5)</b>	
<input type="checkbox"/> Description of existing biological and physical characteristics of the wetland/waterway <input type="checkbox"/> Wetlands (include as appropriate): <input type="checkbox"/> Type (eg. Cowardin and HGM class) <input type="checkbox"/> Dominant plant species <input type="checkbox"/> Functional assessment (if no CWM plan)	
<input type="checkbox"/> Waterways (include as appropriate): <input type="checkbox"/> Describe channel/bank conditions <input type="checkbox"/> Type and condition of riparian vegetation <input type="checkbox"/> Channel morphology <input type="checkbox"/> Stream substrate <input type="checkbox"/> Fish and wildlife species and use	
<input type="checkbox"/> Describe navigation, fishing and recreational use	
<b>Mitigation/Restoration (Block 5)</b>	
<input type="checkbox"/> Work site rehabilitation/restoration plan for temporary impacts <input type="checkbox"/> Compensatory mitigation plan (attached) <input type="checkbox"/> Compensatory wetland mitigation plan (attached) <input type="checkbox"/> If bank credit purchase, FIL or PIL, description of how proposal meets principal objectives	
<b>Additional Information (Blocks 6, 7, 8 &amp; 9)</b>	
<input type="checkbox"/> Adjoining property owners' names and addresses (include wetland mitigation site, if applicable) <input type="checkbox"/> Mailing labels (required if more than five)	
<input type="checkbox"/> Previous state or Corps of Engineers issues <input type="checkbox"/> Wetland delineation <input type="checkbox"/> Delineation concurrence	
<input type="checkbox"/> City or county planner review and signature <input type="checkbox"/> Coastal Zone Certification	
<input type="checkbox"/> APPLICATION FEES RECEIVED	
<input type="checkbox"/> Signature of applicant <input type="checkbox"/> Signature of agent <input type="checkbox"/> Signature of property owner	
<input type="checkbox"/> For state owned property RC's must seek signature on correct form noting that DSL signature only grants applicant consent to apply for authorization	
<input type="checkbox"/> Completed Supplement for Fish Habitat and Wetland Restoration and Enhancement projects	
<input type="checkbox"/> In water Work Period required	
<b>Drawings (attached)</b> <input type="checkbox"/> Location map (with project site indicated)	

<input type="checkbox"/> Plan view drawing: <ul style="list-style-type: none"> <li><input type="checkbox"/> Entire project and r/f activities identified</li> <li><input type="checkbox"/> Existing and proposed contours</li> <li><input type="checkbox"/> OHW and/or wetland boundaries</li> <li><input type="checkbox"/> Proposed temporary impacts identified</li> <li><input type="checkbox"/> Proposed permanent impacts identified</li> <li><input type="checkbox"/> Staging areas</li> <li><input type="checkbox"/> Construction access</li> <li><input type="checkbox"/> Location of cross section(s)</li> <li><input type="checkbox"/> Mitigation area, if applicable</li> </ul>	
<input type="checkbox"/> Cross-section drawings: <ul style="list-style-type: none"> <li><input type="checkbox"/> Existing and proposed elevations to scale</li> <li><input type="checkbox"/> OHW and/or wetland boundaries</li> </ul>	
<input type="checkbox"/> Recent aerial photo	
<input type="checkbox"/> Completed Supplement for Fish Habitat and Wetland Restoration and Enhancement projects	