

**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:

The following items are required for a complete application. <input checked="" type="checkbox"/> Indicates information is NOT in the application	Comments (Please provide additional information and/or address the issues)
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"/> If applicant is a partnership or corporation or condemner: <input type="checkbox"/> Certification of Incumbency <input type="checkbox"/> Applicant name is consistent with the Corporation Division of the Secretary of State <input type="checkbox"/> Filed eminent domain and deposited compensation	
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 <input type="checkbox"/> Known Federal or State Scenic Waterway	
Project Details (Block 4) <input type="checkbox"/> Defined project purpose <input type="checkbox"/> Documented need <input type="checkbox"/> Description of project <input type="checkbox"/> Independent utility <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	
Project site resource description (Block 5) <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	
Mitigation/Restoration (Block 5) <input type="checkbox"/> Work site rehabilitation 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	
Additional Information (Blocks 6, 7, 8 & 9) <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"/> In-water Work Period required	

Drawings (attached) <input type="checkbox"/> Location map (with project site indicated)	
<input type="checkbox"/> Plan view drawing: <input type="checkbox"/> Entire project and r/f activities identified <input type="checkbox"/> Existing and proposed contours <input type="checkbox"/> OHW and/or wetland boundaries <input type="checkbox"/> Proposed temporary impacts identified <input type="checkbox"/> Proposed permanent impacts identified <input type="checkbox"/> Staging areas <input type="checkbox"/> Construction access <input type="checkbox"/> Location of cross section(s) <input type="checkbox"/> Mitigation area, if applicable	
<input type="checkbox"/> Cross-section drawings: <input type="checkbox"/> Existing and proposed elevations to scale <input type="checkbox"/> OHW and/or wetland boundaries	
<input type="checkbox"/> Recent aerial photo	