

General Authorization Notification Instructions

Applicants seeking eligibility under one or more of DSL’s GAs must submit a [GA Notification Form](#) to DSL at least 30 days in advance of starting the removal-fill activity. If the project includes any removal-fill activity that is not covered under a GA, then the applicant must use the [Joint Permit Application](#) to apply for an [IP](#) or [GP](#).

Block 1: Responsible Person Contact Information

Provide all requested contact information for the person that will be responsible for complying with the conditions of the GA.

Block 2: Landowner Information

If the owner of the land where the removal-fill activity will occur is different than the “responsible party,” then include all landowner contact information here. GAs do not authorize trespass on the land of others. The responsible party must obtain all necessary access permits or rights-of-way before entering lands owned by another. Landowner signature on the GA Notification Form is not required.

Block 3: Project Location Information

All requested information regarding the location of the proposed removal-fill activity must be provided. See [JPA instructions](#) for guidance on describing latitude/longitude and legal description.

Block 4: Project Information

Provide the anticipated start and completion dates (month/year) for the removal-fill activity. DSL may use this information to schedule a permit compliance site visit, if necessary.

Block 5: Activities for the Project

Check the box(es) for the GAs for which eligibility is sought. The notification may involve more than one eligible activity for a *single project*. However, the GA Minimal Disturbance in ESH, the GA for Removing Disposing of Sediment Behind Tide Gates, and the for Recreational Placer Mining in ESH cannot be combined with any other GA.

A project that includes any removal-fill activity that is not identified in any GA must use the JPA to apply for an IP or GP.

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For each activity checked, the appropriate supplemental page must also be attached to the notification.

Resource Gains and Losses Sheet

The resource gains and losses sheet must be completed for the Waterway Habitat Restoration GA, Wetland Ecosystem Restoration GA, Waterway Bank Stabilization GA and Temporary Impacts to Non-Tidal Wetlands GA. This information is used by DSL to help track aquatic resource gains and losses as part of our reporting obligations to the state legislature.

Supplemental Activity Pages

For each GA activity that applies to the project, a supplement page(s) must be completed and attached to the notification package. Each supplemental page lists specific fee and information requirements that allow the Department to confirm eligibility.

Attachments: For each activity, the required attachments are indicated on the supplement pages. See [JPA instructions](#) for guidance on preparing maps and drawings.

Notice for Certain Voluntary Habitat Restoration Activities Page

This page is completed only if the project will additionally include any of the following three permit-exempt habitat restoration activities:

- Ditch and drain tile removal
- Placement of large wood, boulders and spawning gravels
- Other activities customarily associated with habitat restoration in Essential Salmonid Habitat waters

Exempt voluntary habitat restoration activities are defined and further discussed in **Chapter 3: What Activities Are Exempt?**

In this case, submittal of the GA notification form will also serve as the notification requirement associated with those exempt activities.

Block 6 Signature Page

The responsible party indicated in Block 1 must sign and date the notification form. Landowners, if different than the responsible party, are not required to sign the notification form. Before signing, the responsible party must review the pre-conditions listed in Block 6; by signing the form, the responsible party is acknowledging their understanding of them.

Signature for projects on state-owned land: The Department will forward the notification package to the DSL Land Management Division to obtain the appropriate signature for projects that are located on state-owned land.

Submitting the Notification Package

Completed notifications must be submitted to the DSL office serving the area where the project is proposed. For projects located in counties east of the Cascades, applications should be submitted to the Eastern Region office in Bend. For projects located in counties west of the Cascades, applications should be submitted to the Western Region office in Salem. Addresses are listed on the application form.