

HOW TO FILL OUT A STREAM ALTERATION APPLICATION

PURPOSE

In order to obtain Stream Alteration Permits in a timely and efficient manner, it is necessary for project proponents to fill out complete and accurate applications. Often, applications received by the Division of Water Rights (Division) are either incomplete or lack appropriate detail to process. This frequently results in applications being returned to project proponents causing costly delays in project implementation. This document is intended to provide applicants with the necessary information to submit a complete and accurate application.

ORGANIZATION

What follows below is a breakdown of the individual sections of the stream channel application form with instructions on what information must be provided and where this information may be obtained. Example diagrams and figures are also provided.

General Information

The form that must be filled out and submitted to the Division is called the **Joint Permit Application Form**. Blank applications may be obtained directly from the Division of Water Rights main and regional offices or from the Division's Website at <http://waterrights.utah.gov/strmalt/forms.asp>. As this web address may change with updates to the Division's Website, you may navigate to this site or any others presented in this document from the Division's Homepage at: <http://waterrights.utah.gov>.

Applicant's Name (Last, First M.I or entity if not and individual)

Please enter the full name of the applicant. The applicant is the person, agency, or other organization that will be responsible for the work and meeting all conditions of an approved application. Therefore, contractors or consultants should not be listed within the applicant box.

Authorized Applicant Representative (if any)

If a consultant or contractor or other individual besides the applicant has been retained to either design or conduct the actual stream alteration project and will act as a primary contact person for the Division, please enter the name of that person in this box. If the applicant is to act as his or her own agent, leave this box blank.

Applicant's Telephone Number and Area Code

Please enter the phone number of the applicant.

Representative's Telephone Number and Area Code

Please enter the phone number of the authorized applicant agent if any.

Applicant's Address (Street, RFD, Box Number, City, State, Zip)

Please enter the address of the applicant. This is the address to which all correspondence regarding the application will be sent to including letters of approval or denial.

PROJECT LOCATION

Quarter Section(s), Section, Township, Range, Base and Meridian

These are the coordinates for the proposed stream channel alteration known as the Public Land Survey coordinate system (PLS). The Public Land Survey System consists of a grid system of 1-mile square sections organized into townships of 36 sections around a common base and meridian line. Two meridians exist in Utah. One is located in the middle of Salt Lake City and is called the (SL) Salt Lake Base and Meridian. It is used for the majority of the state. A second meridian has been established in eastern Utah called the (US) Uintah Special Meridian, which is the origin for public land surveys in the Uintah Basin. Monuments are established at corners of each section and often at midpoints of section lines from which surveys within a section are referenced.

If the location of the proposed alteration can be identified on a standard U.S. Geological Survey topographic map, then the PLS coordinates can be determined quite easily. The Division's Website has an easy to use, location calculator that can be used to help applicants find PLS coordinates. To use this location calculator, please use the following link:
<http://waterrights.utah.gov/gisinfo/default.asp>. Click on the link that says Location Calculator and follow the instructions on this page.

County

Please enter the county in which the proposed stream alteration project is to occur.

Associated Watercourse

Please enter the name of the stream, river, or creek that is to be altered. If the project will not physically alter the channel of a natural stream, but only occurs adjacent to it, enter the name of the watercourse anyway. If the project will alter more than one watercourse, please fill out separate applications for each watercourse.

Check one: ___ Within city limits,
___ Outside city limits, List town or nearest town

Please make a check over the first line if the proposed project will occur within city limits or the second line if the project falls outside of city limits. Additionally, enter the city or town which the proposed alteration will occur or the nearest city or town if the project is outside of city limits.

Project location or address:

If the project falls within city limits, please enter the address or approximate address of the proposed stream alteration activity. If the proposed alteration falls outside of any address system, then applicants may need to enter a highway number and milepost or some other means of identifying the project location. This information is valuable to the Division, as it will be used for Division personnel to conduct site visits.

Brief description of project:

Please describe the proposed stream alteration project. For example, if the project involves bank stabilization, applicants must describe the length of bank to be stabilized, the methods to be employed, and methods for minimizing impacts to the stream. If a project involves installation of a new culvert, applicants should indicate the dimensions of the culvert, how the appropriate dimensions were determined, and the material and design of the culvert. Applicants should not worry about describing the project in as few words as possible nor should they assume that Division personnel will somehow know what they intend to do. It is extremely important that Division personnel have a clear understanding of what the project entails. The less time the Division needs to contact the applicant for clarification, the quicker the application can be processed.

Purpose (justification) of project:

Filling out this section of the project is very important. Division personnel will review this

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section to determine if the project is reasonable and necessary and if it represents the best possible solution to whatever problem is to be resolved by the project. Keep in mind that if applicants cannot clearly convey the purpose of the project, the Division cannot determine if the project will have minimal effects to the natural stream environment.

Is this a single and complete project or is it part of a larger project, or other related activities? Is so, please describe the larger project or other related activities.

Please describe if this is part of a larger, multifaceted, or phased project. Division personnel review this section of the application in order to get a sense of how a portion of a project fits into the entire project. This information is useful in that it allows Division personnel to determine if the smaller project will meet the future needs of the project as a whole. Additionally, it allows for a determination of the cumulative impacts of a particular project.

If project includes the discharge of dredged or fill material:

If the project involves addition of fill material (dirt, rock, gabion baskets, etc.) to the channel or adjacent wetland areas you will need to fill out this portion of the application.

Cubic yards of material:

Please estimate the volume, in cubic yards, that is proposed to be added to the channel.

Acreage or square footage of waters of the United States, including wetlands, affected by the project:

Please estimate the area over which fill is proposed to be added to wetlands or within natural channels.

Source and type of fill material:

Please enter what the fill material is and where the material will be obtained.

Length of stream bank that will be impacted by project

Please enter the length of stream bank that will be impacted by the project. If impacts will occur on both sides of the channel and both banks are impacted the number entered should reflect the total length of impact for both banks.

Alternatives (other ways to accomplish the project purpose):

Please enter what alternative methods have been considered for achieving project goals and the reason why these methods were not selected. In most cases, applicants will be required to select the least damaging practicable alternative to achieve project goals.

Name and addresses of adjacent property owners or other individuals who may be affected by this project:

Please enter the name and full address of adjacent property owners and any other persons or organizations that may be impacted by the project. Adjacent properties are considered to be those on either side of the project area and across the natural stream. The Division will send notices of the stream alteration proposal to these property owners and other individuals for comment. It is important to list all of those entities that may be impacted by the project. Failure to list affected or potentially affected entities may result in delays to the processing of applications.

Cultural resource impacts

Are you aware of any cultural resources or any historic properties that will be impacted by the proposed project?

Please enter yes or no as appropriate.

If yes, please explain

Describe the historic properties and cultural resources and how the project may or may not impact these properties and resources.

Has a cultural resource survey been conducted on the property where the proposed project is to occur?

Enter yes or no as appropriate

If yes, please briefly explain the survey results

A cultural resource survey should be conducted by a qualified archaeologist or historian. Please indicate if the Utah Division of State History has reviewed the survey and concurred with the results.

List other authorizations required by Federal, state, or local governments (i.e., National Flood Insurance Program), and the status of those authorizations.

If other permits are required for the proposed project, please list these in this box. By listing these authorizations and their status, Division personnel can process applications more rapidly and efficiently.

Estimated starting date of project
Estimated completion date

Please enter the anticipated or desired work dates for the project. In doing so, Division personnel will be able to determine if the project conflicts with spawning dates of sensitive fish species or spring runoff.

Signature of applicant/Date

All applicants must sign and date the application and indicate whether they are a commercial, non-commercial, or governmental entity. Applications left unsigned will be returned.

I hereby certify that _____ is acting as my agent for this project

If an authorized agent is used to coordinate with Division personnel, applicants may authorize that agent to work in their behalf by entering the agents name on this line.

Agent's address and telephone number

Please enter the name, address, and telephone number of the authorized agent. Division personnel will utilize this contact information for coordinating site visits or relaying correspondence.

ADDITIONAL INFORMATION TO BE SUBMITTED WITH APPLICATION

Page 3 indicates the supplemental information that must be submitted with the application form. Failure to supply this information will result in applications being returned unprocessed.

All supplemental information must be provided on paper no larger than 11-inches by 17-inches. All maps and drawings must be legible

1. An accurate location map (USGS quadrangle map preferred)

Please provide an accurate location map with the application. The Division's location calculator located on the Division's Website at: <http://waterrights.utah.gov/gisinfo/default.asp> can generate location maps that can be printed out and provided with your application. Location maps should clearly indicate the location where the proposed alteration is to occur (See Figure 1). Please avoid using highlighter pens to indicate project location, as they cannot be reproduced when photocopied.

2. A plan view of the proposed activity (as seen from above) including dimensions.

All applications must be accompanied by a plan view drawing of the proposed stream alteration project. Plan view drawings should be accurately scaled and contain enough information that the nature and extent of the project is easily understandable. All drawings should show the proposed work with respect to the channel being altered. Depending on the nature of the project, before and after plan view drawings may need to be provided. For complex projects a professional engineer or hydrologist may need to be retained to design and provide appropriate drawings. An example plan view drawing is shown in Figure 2.

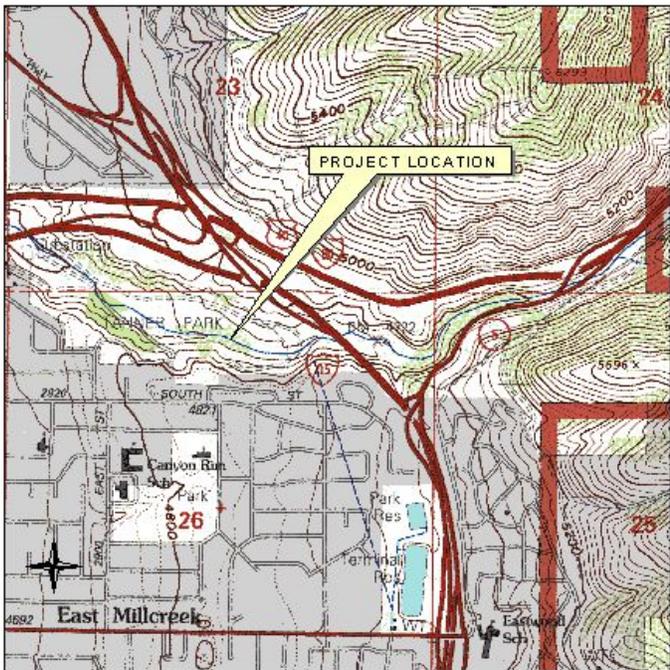


Figure 1. Example of location map.

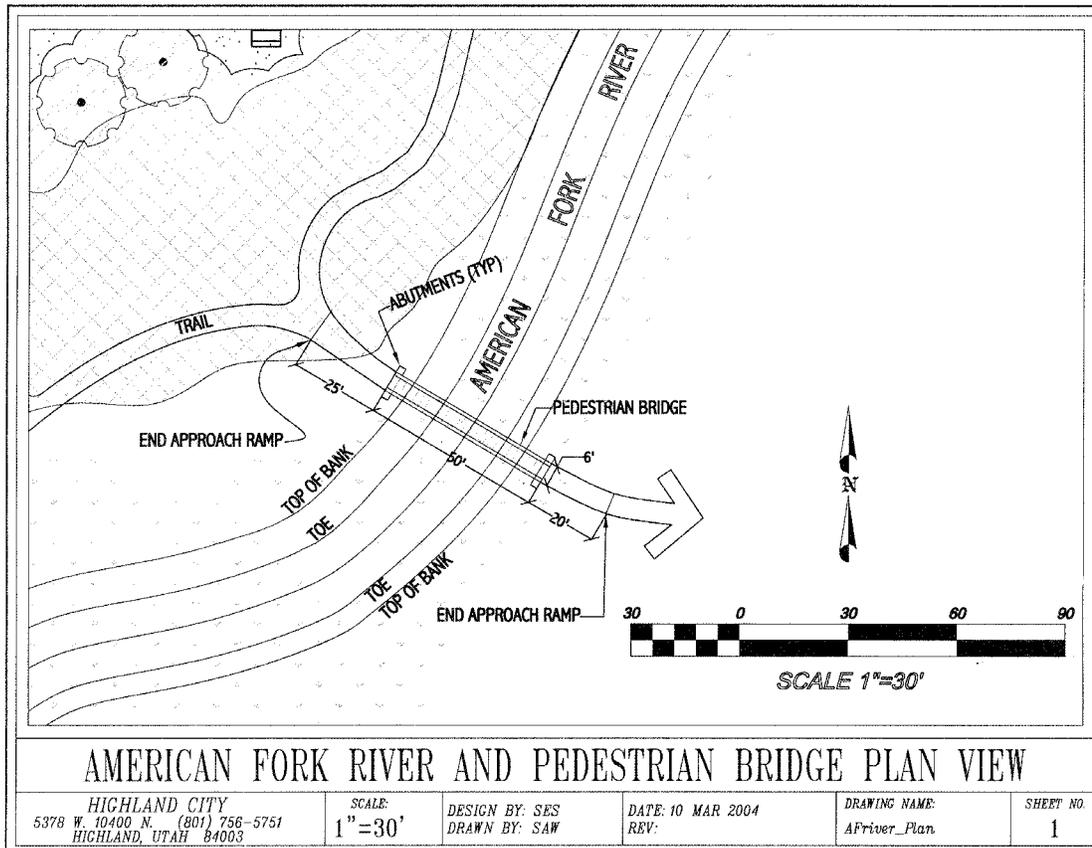


Figure 2. Example of plan view drawing submitted for pedestrian bridge crossing

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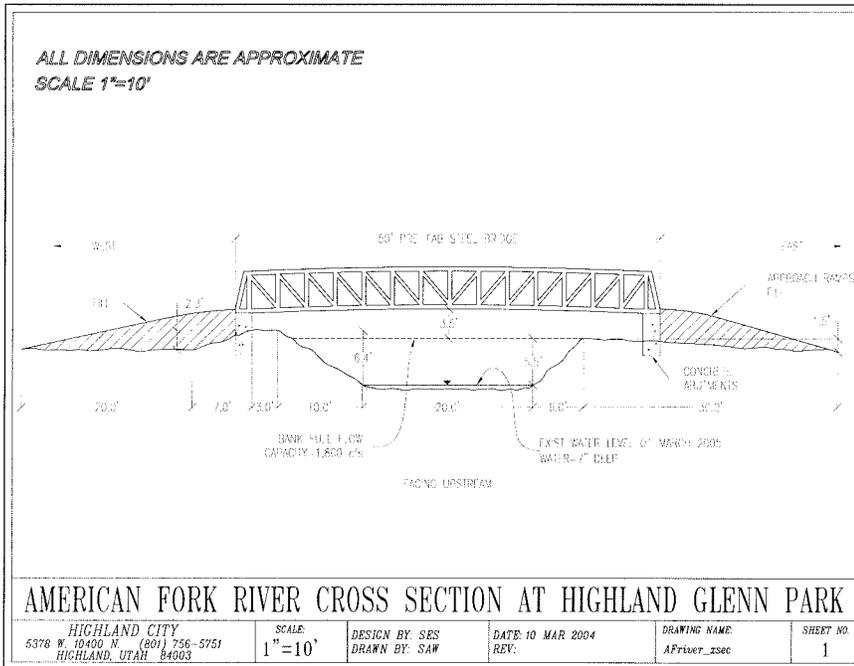


Figure 3. Example of cross-section for pedestrian bridge crossing

3. A cross-section of the proposed activity (may use typical cross-section for large projects) including dimensions.

All applications must be accompanied by a cross-sectional view of the proposed stream alteration activity. Cross-sectional view drawings should be accurately scaled and contain enough information that the nature and extent of the project is easily understandable. All drawings should show the proposed work with respect to the channel being altered. Depending on the nature of the project, before and after plan view drawings may need to be provided. For complex projects a professional engineer or hydrologist may need to be retained to design and provide appropriate drawings. An example plan view drawing is shown in Figure 3.

4. For projects that include wetlands, an accurate wetland delineation must be prepared in accordance with the current method required by the Corps.

If the project site contains wetlands that may be impacted by proposed activities, applicants should retain the services of a competent wetlands consultant to delineate the extent and type of wetlands on site. In most cases wetland impacts will require separate permitting from the U.S. Army Corps of Engineers and applicants are encouraged to contact the

Corps directly for additional information.

5. Re-vegetation or rehabilitation plan for areas disturbed during construction.

A plan which includes the type of vegetation that will be planted where construction activities have disturbed the area and what measures will be employed in order to ensure survival of re-vegetated areas.

Additional information that should be submitted with application form

Depending on the nature of the proposed stream alteration project, additional information may need to be submitted with the application. For example, hydraulic calculations and stream profile drawings may be required for projects involving culvert installation or channel realignment. Applicants should keep in mind that Division personnel need to fully understand the nature of the proposed project and should therefore supply any additional information that may make the proposal clearer. Supplying this information with the application form will reduce complications and delays in processing applications.