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**DESCRIPTION OF PROPOSED WORKS**

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<Description of water diversion/withdrawal, conveyance, and distribution system>

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**DEVELOPMENT SCHEDULE**

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BEGIN PROJECT BY THIS DATE: <At least 75 days after Board's ROD issuance>	COMPLETE PROJECT BY THIS DATE:	COMPLETE CHANGE AND PUT WATER TO FULL USE BY THIS DATE:
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**REPORT**

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**NOTE TO AUTHOR:** This form reflects the minimum regulatory requirements as required in WAC 173-153-130(6). In accordance with WAC 173-153-130(5), "It is the responsibility of the water conservancy board to ensure that all relevant issues identified during its evaluation of the application, or which are raised by any commenting party during the board's evaluation process, are thoroughly evaluated and discussed in the board's deliberations. These discussions must be fully documented in the report of examination." **Completion solely of the minimum regulatory requirements may not constitute a fully documented decision.**

**BACKGROUND** [See WAC 173-153-130(6)(a)]

On <Month, day, year> <name of applicant> of <city>, <state> filed an application for change <to do what e.g., POU, POD, POW, etc> under <Water right number, e.g., certificate, permit, claim, superseding document #, cert of change #>. The application was accepted at an open public meeting on <Month, day, year>, and the board assigned application number <XXXX-YR-##>.

*Attributes of the water right as currently documented*

Name on certificate, claim, permit:

Water right document number: <e.g., cert #, claim #, permit #, superseding document #>

As modified by certificate of change number:

Priority date, first use: <Date of priority or claimed date water was originally first put to beneficial use>

Water quantities: Qi: <Instant. qty>                      Qa: <Annual qty> acre ft./ year

Source: <well, river, etc.>

Point of diversion/withdrawal: <Distance from 1/4, Section, Township, Range EWM>

Purpose of use: <Use and number of acres if irrigation>

Period of use:

Place of use:

Existing provisions: <family farm act, interruptable, etc.>

*Tentative determination of the water right*

The tentative determination is provided on the front page of this report.

*History of water use*

<Describe the historical water use information that was considered by the board>

*Previous changes*

<Describe any previous change decisions associated with the water right>

**SEPA**

The board has reviewed the proposed project in its entirety. <Provide a detailed explanation of how the board complied with the State Environmental Policy Act>

*Other*

<Provide any other pertinent information relative to the background of this water right>

**The information or conclusions in this section were authored and/or developed by <Name of person(s)>.**

**COMMENT AND PROTESTS** [See WAC 173-153-130(6)(b)]

Public notice of the application was given in the <name of publication(s)> on <Dates published>. Protest period ended on <end date of protest period>.

There were < # or no> protests received during the 30 day protest period. In addition, <no or #> oral and written comments were received at an open public meeting of the board or other means as designated by the board.

Date: <Date protest/comment received>

This was recognized by the board as a  Protest  Comment

Name/address of protestor/commenter: <name/address of protestor/commenter>

Issue: <describe issues raised>

Board’s analysis: <board's response to the protest/comment>

**NOTE to author:** *Repeat this table as necessary to describe each protest or comment*

*Other*

<Provide any other pertinent information relative to the comments and protests received>

**The information or conclusions in this section were authored and/or developed by <Name of person(s)>.**

**INVESTIGATION** [See WAC 173-153-130(6)(c)]

The following information was obtained from a site inspection conducted by <person(s)> on <date of field exam>, technical reports, research of department records, <list other references, if any> and conversations with the applicant and/or other interested parties.

*Proposed project plans and specifications*

<Describe proposed use of water to include # of connections, method of irrigation, type of crop, commercial use, etc.>. Also describe any issues related to development, such as the proposed development schedule and an analysis of the effect of the proposed transfer on other water rights, pending change applications & instream flows established under state law>

*Other water rights appurtenant to the property (if applicable)*

<Describe any other water rights or other water uses associated with both the current and proposed place of use and an explanation of how those other rights or uses will be exercised in conjunction with the right proposed to be transferred>

*Public Interest (groundwater only)*

The proposed transfer is subject to RCW 90.44.100 and therefore, cannot be detrimental to the public interest, including impacts on any watershed planning activities. <Provide an analysis of the transfer as to whether it is detrimental to the public interest, including impacts on any watershed planning activity. Public interest is not considered if the proposed water right is authorized under RCW 90.03.380 exclusively>

*Tentative Determination*

In order to make a water right change decision, the Board must make a tentative determination on the validity and extent of the right. The Board has made the tentative determination as displayed upon the first page of this report. There are several circumstances that can cause the board’s tentative determination to differ from the stated extent of the water right within water right documentation. Water right documents attempt to define a maximum limitation to a water right, rather than the actual extent to which a water right has been developed and maintained through historic beneficial use. Additionally, except for a sufficient cause pursuant to RCW 90.14.140, water rights, in whole or in part, not put to a beneficial use for five consecutive years since 1967 may be subject to relinquishment under Chapter 90.14.130 through 90.14.180 RCW. Water rights may additionally be lost through abandonment. The Board’s tentative determination was based upon the following findings: <Describe any information indicating that an existing water right or portion of a water right has been relinquished or abandoned due to nonuse and the basis for the determination>

*Geologic, Hydrogeologic, or other scientific investigations (if applicable)*

<Describe the results of any geologic, hydrogeologic, or other scientific investigations that were considered by the board and how this information contributed to the board's conclusions>

*Other*

<Provide any other pertinent information relative to the investigation of this application>

**The information or conclusions in this section were authored and/or developed by <Name of person(s)>.**

**CONCLUSIONS** [See WAC 173-153-130(6)(d)]

*Tentative determination (validity and extent of the right)*

<Describe whether, and to what extent, a valid water right exists>

*Relinquishment or abandonment concerns*

Continued

<Describe any relinquishment or abandonment of the water right associated with the water right transfer application as discussed in the investigation section of this report>

*Hydraulic analysis*

<Describe the result, as adopted by the board, of any hydraulic analysis done related to the proposed water right transfer>

*Consideration of comments and protests*

<Discuss the board's conclusions of issues raised by any comments and protests received>

*Impairment*

<Describe how or if the transfer proposal will impair existing rights of others>

*Public Interest*

<If the proposed transfer is authorized pursuant to RCW 90.44.100, describe whether it is detrimental to the public interest. Public interest shall not be considered if the proposed transfer is authorized pursuant to RCW 90.03.380 exclusively>

*Other*

The board also considered the previous provisions associated with the water right as identified in the background section of this report when making its decision. <Provide any other pertinent information relative to the board's conclusions>

**DECISION** [See WAC 173-153-130(6)(e)]

<Provide a complete description of the board's decision, fully and comprehensively addressing the entire application proposal>

<Provide any other pertinent information relative to the board's decision>

**The information or conclusions in this section were authored and/or developed by <Name of person(s)>.**

**PROVISIONS** [See WAC 173-153-130(6)(f)]

*Conditions and limitations*

<Identify any conditions and limitations recommended as part of an approved transfer, and/or any other corrective action necessary to maintain the water use in compliance with state laws and regulations>

*Mitigation (if applicable)*

<Describe any requirement to mitigate adverse effects of the project. Mitigation may be proposed by the applicant or the board and be required in the board's decision>

*Construction Schedule*

<Provide a schedule for development and completion of the water right transfer, if approved in part or in whole, that includes a definite date for completion of the transfer and application of the water to an authorized beneficial use>

*Other*

<Provide any other pertinent information relative to provisions>

**The information or conclusions in this section were authored and/or developed by <Name of person(s)>.**

The undersigned board commissioner certifies that he/she understands the board is responsible "to ensure that all relevant issues identified during its evaluation of the application, or which are raised by any commenting party during the board's evaluation process, are thoroughly evaluated and discussed in the board's deliberations. These discussions must be fully documented in the report of examination." [WAC 173-153-130(5)] The undersigned therefore, certifies that he/she, having reviewed the report of examination, knows and understands the content of this report and concurs with the report's conclusions.

Signed at City, Washington  
This Date day of Month, Year

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Board Representative's Name, Board Representative  
Board Name Water Conservancy Board

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