State of Idaho
DEPARTMENT OF WATER RESOURCES
STATE OFFICE, 450 W. State Street, Boise, Idaho

JOHN V. EVANS
Governor

A. KENNETH DUNN
Director

Mailing address:
Statehouse
Boise, Idaho 83720
(208) 334-4440

ADMINISTRATOR'S MEMORANDUM

DATE: January 24, 1986

TO: Water Allocation Section and Regional Offices

FROM: Norman C. Young NCY

RE: Acknowledgement of Submittal of an Application for Permit

Application Processing No. 36

When a customer visits one of the Department's offices to file an Application for Permit, the application is typically immediately reviewed and receipted, and the applicant is given the receipt and advised of standard application processing procedures. However, when an Application for Permit is received by mail, there is sometimes a delay of several weeks before the applicant is advised of the receipt or status of the application.

The purpose of this memorandum is to require that an applicant be advised in a timely manner regarding the disposition of an Application for Permit. Applicants who file in person must be given a receipt for the fee and have the processing procedure discussed with them. Applicants filing by mail must be sent the fee receipt by the regional office along with a letter outlining the basic processing procedures. A convenient time to send this letter is at the time of advertising, for applications ready to be advertised or for applications not yet eligible for advertisement, such as those pending review under the trust water procedure, at the time when the initial staff review is completed.

Attached is a sample letter which demonstrates the type of notice required for applications that have been received by mail and are ready for advertising. A similar letter describing the reasons for delay should be prepared if the application will be held pending additional processing prior to advertisement. This advisement procedure should begin immediately.

State of Idaho
DEPARTMENT OF WATER RESOURCES
WESTERN REGION, 450 W. State Street, Boise, Idaho

JOHN V. EVANS
Governor

A. KENNETH DUNN
Director

Mailing address:
Statehouse
Boise, Idaho 83720
(208) 334-2190

Sample of letter to be sent to each applicant who mails in an Appliction for Permit, and for which the application is ready for advertisement.

date

name
address
city state zip

Re: Application for Permit No.

Dear Water Right Applicant:

The Department of Water Resources acknowledges receipt of your water right application for permit. The application has been assigned identification no._____. Please refer to this number in all further correspondence.

This office is currently in the process of advertising the application in the _____. The advertisement will be published for two weeks, and a period of ten days following the second publication will be allowed for the submittal of protests.

If the application is protested, you will be sent a copy of the protest. The protest must be resolved before the application is approved or denied. If the protest is not resolved voluntarily, this Department will conduct a conference and/or hearing on the matter.

If the application is not protested, it will be forwarded to our state office in about five weeks. State office personnel will conduct a complete review prior to final processing of the application and will notify you of the outcome of this review. When a permit is issued, you will be sent a copy. A typical processing time for an unprotested application is about eight weeks.

Enclosed please find your receipt no. _____ for the amount of $_____.

Please feel free to contact this office if you have any questions regarding this procedure.

Sincerely,

DAVID R. TUTHILL, JR., P. E.
Western Region Manager

DRT:jp