

INSTRUCTIONS FOR RIGHT-OF-USE APPLICATION FOR DISTRICT OWNED EASEMENTS AND PROPERTIES

Application Process

- 1. Pre-Application Discussion** – It is recommended that the applicant contact the District Property Manager at (801) 771-1677 to discuss the proposed encroachment. The Property Manager will have additional discussions with District Engineering Staff as needed to determine the feasibility of the proposed encroachment.

- 2. Applicant Completes the Right-of-Use Application**
Complete all parts of the application. Attach additional sheets if more space is needed. If you have additional questions, please contact the District Property Manager at (801) 771-1677.

- 3. Attach Plans, Specifications, Maps, and Drawings**
Submit two (2) copies of all plans, specifications, maps, and other drawings as may be required with the application. All drawings must be neat and legible, and must include adequate information for a thorough review, including any/all District facilities and associated easements or right-of-way that may be impacted. GEO referencing (latitude and longitude) should be provided, if known, on all maps and drawings. If the application is for a bridge, building, or other types of major structures, the District may require that all plans and specifications be signed and sealed by a professional engineer licensed by the State where the work is proposed. A survey may be required at the applicant's expense. Potholing of the District's pipeline is usually required for design to verify location and to confirm that existing District infrastructure will not be negatively impacted. District personnel must be notified by calling the Property Manager at (801) 771-1677 48 hours in advance so that an inspector can be on-site during the potholing.

- 4. Enclose an initial minimum deposit fee of \$200 payable to Weber Basin Water.**
See "Fees and Associated Costs" below for more information. Failure to submit the required fee and adequate information will cause delays in evaluation of the application.

- 5. Submit the application, deposit fee, and all attachments to the Weber Basin Water Conservancy District Administrative Offices Located at 2837 East Highway 193, Layton, Utah 84040.**

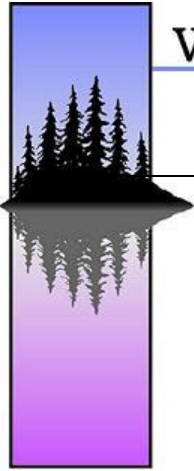
Fees and Associated Costs

You must submit an initial minimum deposit of \$200 payable to Weber Basin Water. If, after a preliminary review of the application, the District determines the granting of a right-of-use document is incompatible with the present or future uses of the land and the right-of-use cannot be granted, the District will refund the initial minimum deposit fee.

After receipt of application and preliminary review, the District will advise you of the estimated

administrative costs, which the applicant will be required to pay before processing the requested right-of use. Administrative costs include, but are not limited to: appraisal costs, National Environmental Policy Act compliance, National Historic Preservation Act compliance, and costs related to the District's review, document preparation, and issuance of the right-of-use. In the event the estimated administrative costs exceed the initial deposit, you will be required to supplement the initial deposit. No refund will be made for any deposits if you refuse to accept the right-of-use after it is prepared and offered.

In addition to the administrative costs, the applicants may be required to pay a land use fee based on the market value of the use as determined by the District prior to issuance.



WEBER BASIN WATER CONSERVANCY DISTRICT

2837 East Highway 193 • Layton, Utah 84040 • Phone (801) 771-1677 • (SLC) 359-4494 • Fax (801) 544-0103

DISTRICT RIGHT-OF- USE APPLICATION

(Fill out completely. If additional space is needed, include on a separate sheet of paper)

TO: Weber Basin Water Conservancy District
ATTN: Zeke Bardwell, Property Manager
2837 E. Highway 193
Layton, UT 84040

1. The requested right-of-use is to be issued to:

- Individual(s) Partnership/Association State Government
 Local Government Federal Government Corporation
 Other (explain) _____

2. Legal name, address, telephone number, and tax identification number (if applicable) of individual(s) or entity requested right-of-use is to be issued to.

2a. Full legal name(s) and title(s) of individual(s) who will sign and accept the terms of the requested right-of-use document.

Note: If applicant is an entity or serving in a capacity other than as an individual, attach copies of the proper papers evidencing creation, good standing, and resolution/authorization for the person signing to commit the entity.

3. Name, address, and telephone number of individual to contact for additional information, if other than No. 2.

4. Specify what the application is for:

- New Right-of-Use
- Renew/amend existing Right-of-Use (include Right-of-Use Number) _____
- Assignment of Right-of-Use Number _____

5. Location of the proposed use:

Section _____ Township _____ Range _____

Meridian _____

County _____ State _____

Farm Unit and Block _____

Longitude (if known) _____ Latitude (if known) _____

Approximate acreage: _____

[A map or drawing showing the location of the proposed use is required, along with GEO referencing (if known). A survey at the applicant's expense may be required.]

6. Length of term for which the right-of-use is requested _____. (The District will determine if the term is allowed based on information submitted.)

7. Date the applicant would begin the requested right-of-use is _____.

8. The anticipated completion date of construction is _____. (Work/use cannot begin until the right-of-use document is signed by the District and all fees have been paid).

9. Describe in detail the proposed use of the District's lands, facilities, and water surface areas and include a map of the area showing the location of the project area. This description should include: (a) type of system or facilities to be constructed (*e.g., canal, pipeline, road*), (b) related structures and facilities, (c) method of construction, (d) temporary work areas needed for construction, (e) volume or amount of product to be transported, (f) duration and timing of construction, and (g) other Federal, State or other lands needed for this project to be acquired by the applicant. Include physical data and dimensions such as facility size, pipe sizes, materials of construction, transmission line voltages, ground clearances, and clearances from the District's structures, etc. Attach plans, specifications, maps, and drawings to application, (*attach additional sheets, if additional space is needed.*) (Please review instruction No. 2 before completing.)

10. Provide a description of the likely environmental effects this use will have on air quality, visual impacts, surface and groundwater quality/quantity, threatened and endangered species, historic and cultural resources, and impacts to the District's facilities and operation/maintenance activities. Include with this application any environmental documentation or applicable permitting requirements that support the intended right-of-use. (Additional environmental documentation may be required.)

11. Give a statement of your technical and financial capability to construct, operate, maintain, and terminate the system and facilities for which a right-of-use is being requested.

12. Describe other reasonable alternative routes and modes considered. Why were these alternatives not selected? Give an explanation as to why it is necessary to cross District lands.

13. State whether any hazardous material will be used, produced, transported, or stored on or within the right-of-way or any of the right-of-way facilities, or used in the construction, operation, maintenance, or termination of the right-of-way or any of its facilities. "Hazardous material" means any substance, pollutant or contaminant that is listed as hazardous under the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended, 42 U.S.C. 9601 et seq., and its regulations.

14. Applicant Certification

I certify that the information given in this application is true, complete, and correct to the best of my knowledge and belief and is given in good faith. I understand that the fees submitted with this application represent the minimum costs of processing a successful application. **I also understand that I am responsible for all administrative costs and land use fees, which are in excess of the \$200 initial deposit.**

I understand that the submission of this application is for information purposes only and does not constitute authority to work within or trespass upon District lands; and no work will commence until a fully executed right-of use document is issued by the District.

Date

Signature(s) of Applicant(s)

Date

Signature(s) of Applicant(s)