

Application Processing Guidelines Check List For Lead and Second

(Approved July 18, 2011, Amended May 21, 2012, Amended March 18, 2013)

1. Application is presented during SCWCB Meeting:

- Date Received: _____
-
- Chairman assigned: _____ as Lead; _____ as Second
- WRIA(s) Involved: _____
- Check Number: _____ Check Amount: _____ Copy check and place in file

2. Prior to next SCWCB Meeting:

- Lead and Second meet and complete the Application Check List.
- Lead and Second secure any missing information/data so Application Check List is completed in its entirety prior to the coming SCWCB meeting.

3. SCWCB Meeting following receipt of Application:

- Make copies of completed Application Check List for all SCWCB members.
- Lead/Second review & discuss Application Check List with SCWCB members.

Board votes

- To decline to process: (Within 14 days Lead will write a letter to applicant, explain why declined and the process for Ecology to process. Also send copy of letter and file to Ecology in same time frame.)
- To Accept:
- Chairman assigns application number _____
- SEPA Status: _____
- Select/schedule date/time for site visit with applicant and participants _____
- **Tracking - All amended applications shall be dated and signed by all parties.**

4. Notifications: Within 5 business days of acceptance, the Lead shall:

- Send cover letter and original application to Ecology
- Upon receipt of Ecology water right file the Lead shall distribute a copy/link to Second & Board
- As soon as possible - within 30 days - send cover letter, copy of application to agencies/entities

5. Site Visit Letter:

- ASAP after accepting application but no later than 5 days prior to site visit, the Lead shall notify applicant, representative, all parties to application of the acceptance of the application and site visit information.

6. Site Visit:

- Remind Board/Alternates/Applicant/other participants to attend site visit
- Attend site visit
- Complete site visit checklist
- Review site visit checklist at next Board meeting

7. SEPA:

- If SEPA is required, the Lead shall contact Stevens Co. Planning or other to coordinate.

8. Public Notice:

- ASAP following the site visit, the Lead shall prepare a draft public notice
- The Lead shall send a copy of the draft public notice to Ecology for review/input
- Email draft public notice to Chairman, all Board members and Alternates
- The Lead shall send a copy of Ecology reviewed public notice to applicant/representative for authorization and documentation to proceed
- The Lead shall place of copy of the authorization and public notice in permanent file

- The Lead shall transmit a copy of authorized public notice to appropriate newspaper to publish once a week for two weeks - request they bill application directly, but send Affidavit of Publication to SCWCB and applicant
- Lead shall place the original Affidavit of Publication in the official file

9. Public Comment Period:

- The Lead shall notify the Chairman as to which meeting public has been invited to so he can provide adequate agenda time.

10. Hearing:

- If transfer involves areas outside of Stevens County, the Lead and Chairman shall:
 - Schedule a public hearing
 - Provide public notice and billing instructions
 - Bill applicant for Hearing fees

11. Draft ROE:

- The Lead/Second shall review draft ROE prepared by applicant/representative
- The Lead shall insert information and edit as appropriate
- Lead shall prepare final draft of ROE

12. Board Updates:

- The Lead/Second will review the status of the application at each SCWCB meeting
- Lead will notify Chairman if more time on the agenda is anticipated for discussion

13. Technical Assistance: (Request from Ecology any time during the process)

- Request Ecology project file
- Request visit with Ecology in Spokane
- Request Ecology review of draft public notice
- Request Ecology technical review of final draft of ROE before presenting to SCWCB

14. Final Draft ROE:

- Lead/Second will provide copies of final ROE to Board prior to Board meeting
- Lead/Second will review final ROE with Board during meeting

15. Final ROE:

- Lead will notify Chairman at least 7 days prior to the meeting where voting on ROE will occur
- Lead will remind Chairman to complete ROD
- Lead will transmit electronic copy to all SCWCB members requesting their confirmation at least 7 days prior to meeting
- All Board members will transmit correction/comments to Lead so they can be addressed prior to the meeting
- Vote on the ROE will occur at regular meeting
- Upon acceptance, the Lead will sign and date ROE

16. ROD:

- The Chairman will prepare ROD and have ready for signature at meeting where vote will be taken
- Upon acceptance, all SCWCB members will sign the ROD

17. File Reporting/File Transmission:

- Within 15 day of the ROD approval, the Lead shall send a copy of the ROE and ROD to the applicant, any person filing a protest, any person requesting same, the Spokane Tribe, Colville Tribe and any commenting agency.
- The Lead shall send the original ROE, ROD and complete original file to Ecology. Electronic copies, if available, shall be sent also.
- A copy of all files and documents will be retained in the SCWCB file

18. Withdrawal of ROD:

- The Lead will notify Ecology if the SCWCB has voted to withdraw the ROE.
- The Lead will send to Ecology the original Ecology form for withdrawal the day following the meeting