

**INSTRUCTIONS FOR RIGHT-OF-USE APPLICATION FOR  
BOR OWNED DAVIS AQUEDUCT AND WEBER AQUEDUCT EASEMENTS AND  
PROPERTIES**

**Application Process**

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- 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 and Bureau of Reclamation (BOR) as needed to determine the feasibility of the proposed encroachment.
  
- 2. Applicant Completes the Right-of-Use Application & BOR Form SF 299**  
Complete all parts of the applications. 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 BOR and 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 BOR/District pipeline is usually required for design to verify location and to confirm that existing BOR/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 and a \$100 processing fee payable to the United States Bureau of Reclamation.**  
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.**

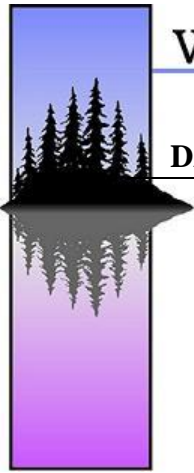
## **Fees and Associated Costs**

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You must submit an initial minimum deposit of \$200 payable to Weber Basin Water as well as the \$100 to the United States Bureau of Reclamation. 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 BOR 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

## DAVIS AQUEDUCT AND WEBER AQUEDUCT 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

**FROM:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### APPLICATION INFORMATION:

1. License to be issued to: \_\_\_\_\_
2. Legal name, address, telephone number, and email address of entity to whom this License is to be presented:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Full legal name and title of individuals who will sign the Right-of-Use document:

\_\_\_\_\_  
\_\_\_\_\_

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

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5. Detailed description of the proposed use of Reclamation's land or facility (example: 8" PVC water line; 22" RCP storm drain; 6" sewer line inside 10" steel casing, etc.)

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6. Address of proposed use: \_\_\_\_\_

7. Location: Section, Township and Range: \_\_\_\_\_

8. Corresponding Aqueduct Stationing (to be filled out by District):

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

10. 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).

11. Anticipated date of completion is \_\_\_\_\_.

