



## APPLICATION FOR AUTHORIZATION TO USE STATE-OWNED SUBMERGED LANDS FOR AGRICULTURE OR CONSERVATION

Walker Lake, Washoe Lake, Colorado River, Virgin River  
Carson River, and Truckee River

Revised July, 2022

<b>REQUIRED APPLICATION FEES</b> (NRS 322.110)			
<u>NEW APPLICATIONS</u>		<u>AMENDMENTS</u>	
<input type="checkbox"/>	\$500 Commercial Uses	<input type="checkbox"/>	\$150 Commercial Uses
<input type="checkbox"/>	\$300 Agricultural Uses	<input type="checkbox"/>	\$100 Agricultural Uses
<input type="checkbox"/>	\$250 All Other Uses	<input type="checkbox"/>	\$75 All Other Uses
<input type="checkbox"/>	\$10 Recreational Dredging		

**Notes:** The required application fee is for:

1. Filing purposes
2. Amending pending applications and/or existing authorized uses

<b>1.</b>	<b>Application Number</b> (Division use only)		<b>2.</b>	<b>Date</b>	
<b>3.</b>	<b>Name of Applicant</b> (Filed on behalf of)				
<b>4.</b>	<b>Contact Information</b> (Designated Representative)				
	Name				
	Mailing Address				
	City, State, Zip Code				
	Telephone Number				
	Fax Number				
	Email Address				
	<b>Billing Information</b>				
	Name				
	Mailing Address				
	City, State, Zip Code				
	Telephone Number				
	Fax Number				
	Email Address				
<b>5.</b>	<b>Location of Proposed Use</b>		<b>PLSS</b>		
	Assessor's Parcel Number(s)			Subdivision	
	Physical Address			Section	
	City			Township	
	County			Range	

6.	<b>Waterbody</b>	<input type="checkbox"/> Truckee River <input type="checkbox"/> Carson River <input type="checkbox"/> Colorado River	<input type="checkbox"/> Virgin River <input type="checkbox"/> Walker Lake <input type="checkbox"/> Washoe Lake
7a.	<b>Reason for Application #1 – Emergency Work in a River:</b> If an emergency causes an immediate threat to life, health or property, work may be performed in a navigable river to the extent necessary to protect life, health or property. Call or email State Lands before proceeding with emergency work if reasonably practicable. This application must be submitted after the emergency work is completed. In the space below, provide a complete description of the emergency; how it posed an immediate threat to life, health or property; and the activities performed in the river. <i>(Complete 7b and skip to Section 17. If the reason for your application is not related to an emergency, mark N/A and continue to Section 8.)</i>		
7b.	<b>Photo Documentation – Emergency Work in a River:</b> Are photographs of the completed emergency work attached? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
8a.	<b>Reason for Application #2 – To Clear Vegetation, Debris, or Temporary Obstructions from a River Channel, and/or to Stabilize or Restore a River Bank using Natural Materials.</b> In the space below, provide a complete description of your proposed work to clear vegetation, debris or temporary obstructions from a river channel, and/or activities to stabilize or restore a river bank using appropriate natural materials. Include the best management practices that will be used to protect water quality, and how activities will not significantly disturb or alter the river bed, banks or flow of water, or alter the capacity of the channel. <i>(Complete 8b and skip to Section 17. If this is not the reason for your application, mark N/A and continue to Section 9.)</i>		
8b.	<b>Photo Documentation – Vegetation, Debris, or Temporary Obstructions in a River Channel, and/or Failing River Bank:</b> Are photographs of the river where the work will be performed attached? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		

9.	<p><b>Notifications:</b> Please give complete names, mailing addresses, email addresses (if known) and Assessor's Parcel Numbers of all abutting property owners and other interested parties. Interested parties include but may not be limited to any applicable homeowner's associations and General Improvement Districts. <i>(See Application Instructions. Use additional sheets, if necessary.)</i></p>
10.	<p><b>Reason for Application #3 – Authorize an Existing Structure:</b> Provide a description of the existing structure, such as an irrigation diversion structure, push up dam, outfall structure, or other structure that permanently occupies the bed or banks of a navigable river below the ordinary high water mark. <i>(Complete this section and then skip to Section 12. If this is not the reason for your application, mark N/A and continue to Section 11.)</i></p>
11a.	<p><b>Reason for Application #4 – Dredging or Filling, Bank Stabilization or Restoration using Man-Made Materials; Channel Clearance; Construction of Permanent Structure(s):</b> In the space below, provide a complete description of your proposed activities to dredge or fill; and/or stabilize and restore a river bank where all materials used are not appropriate natural materials; and/or conduct significant channel clearance not covered under Section 8a above; and/or construct new or significantly re-construct or repair existing permanent structures that occupy the bed or banks of a navigable river below the ordinary high water mark.</p>

<b>11b.</b>	<b>Proposed Start Date:</b>	<b>Proposed Completion Date:</b>
<b>12.</b>	<b>Parcel Map:</b> Is a copy of the current Assessor's parcel map included?	Yes      No
<b>13.</b>	<b>Site Plan:</b> Is a site plan attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>14.</b>	<b>Schematic:</b> For existing or proposed new structures, is a schematic drawing attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>15.</b>	<b>Description of Regular Maintenance:</b> If the proposed activity or use will require ongoing maintenance, describe the regular and ordinary maintenance that will be conducted. Include the location and extent of state land needed for maintenance, access and permission to the site, types of maintenance activities that will be conducted, when (time of year) and how long activities will be conducted, and the equipment and tools that will be utilized. <i>(Use additional sheets, if necessary.)</i>	
<b>16.</b>	<b>Division of Environmental Protection Permit</b>	
	Permit No.	Date Granted
		Permit Copy Attached
		<input type="checkbox"/> Yes <input type="checkbox"/> No – Permit Pending <input type="checkbox"/> N/A
	<b>U.S. Army Corps of Engineers Permit</b>	
	Permit No.	Date Granted
		Permit Copy Attached
		<input type="checkbox"/> Yes <input type="checkbox"/> No – Permit Pending <input type="checkbox"/> N/A
	<b>Division of Water Resources Authorization</b> <i>(Required for Water Intake Lines. Mark N/A if not applicable.)</i>	
	Permit or Proof No.	Date Granted
<b>17.</b>	<b>Applicant acknowledges and certifies that:</b>	
	<ol style="list-style-type: none"> <li>1. This application is hereby made for a state authorization for the activities described herein.</li> <li>2. I am familiar with the information contained in this application, and that to the best of my knowledge and belief such information is true, complete and accurate.</li> <li>3. I possess the authority to undertake the proposed activity.</li> <li>4. I understand that annual fees may be assessed for the authorized use of state land and I will be responsible for payment of those fees on or before the due date.</li> <li>5. I understand that maintaining liability insurance coverage that names the State of Nevada as additionally insured for the entire term of the authorization is required.</li> <li>6. I agree to indemnify, defend, and hold harmless the State of Nevada and its agents from and against any and all liability, damages, losses, debts, obligations, judgments, expenses or actions, including reasonable attorney's fees, for personal injuries, property damage or for loss of life or property resulting from, or in any way connected with the condition or use of the premises covered herein, including any hazard, deficiency, defect or other matter, known or unknown, arising out of or in any way connected with the projects and related activities. This does not include the State of Nevada's right to participate in its own defense in any litigation that may arise from this authorized use.</li> <li>7. I understand that an issuance of an authorization from the Division of State Lands does not relieve me from also acquiring all local, regional, state, and federal permits and approvals as required by law. The</li> </ol>	

activity, for which this application is submitted for (construction of irrigation diversion structures, dredging, filling, etc.), shall not be authorized and made legal until all local, regional, state, and federal permits and approvals have been granted. Failure to do so will constitute a violation of the terms and conditions of the authorization and may be revoked.

           ***Initial Here***

\_\_\_\_\_  
Name of Applicant (Print)

\_\_\_\_\_  
Signature of Applicant

***You must submit ONE (1) original application packet including a completed and signed application form, checklist, site plan, and other attachments to:***

Nevada Division of State Lands  
901 S. Stewart Street, Suite 5003  
Carson City, NV 89701-5246

*Questions? Please call (775) 684-2720*

# APPLICATION CHECKLIST

**Submit ONE (1) copy of this checklist with the application**

<b>APPLICANT NAME</b>		
<b>ASSESSOR'S PARCEL NUMBER (APN)</b>		
<b>DATE OF APPLICATION</b>		
<b>REQUIRED INFORMATION - ALL APPLICATIONS</b>		
<b>APPLICANT (check below)</b>	<b>AGENCY REVIEW</b>	<b>APPLICATION FORM</b>
		Has the correct application fee been submitted?
		Is there adequate contact and billing information? Addresses and phone numbers?
		Is the APN and physical address included?
		Is the Reason for Application description adequate? Is the description detailed and include methodology?
		Is the application signed by all permittees?
<b>REQUIRED INFORMATION</b>		
<ul style="list-style-type: none"> <li>- <b>APPLICATIONS TO AUTHORIZE AN EXISTING STRUCTURE</b></li> <li>- <b>APPLICATIONS FOR DREDGING/FILLING; STABILIZING/RESTORING BANKS USING MAN-MADE MATERIALS; CHANNEL CLEARANCE; AND/OR TO CONSTRUCT PERMANENT STRUCTURES</b></li> </ul>		
<b>APPLICANT (check below)</b>	<b>AGENCY REVIEW</b>	<b>APPLICATION FORM</b>
		Is the notification section filled out?
		Is a copy of the current Assessor's parcel map included?
		Is the description of regular and ordinary maintenance adequate? Does it describe: <ul style="list-style-type: none"> <li>• Location and extent of state land needed</li> <li>• Access and permission to the site</li> <li>• Types of maintenance activities that will be conducted, when, and for how long</li> <li>• Equipment that will be used</li> </ul>
		<b>SITE PLAN &amp; SCHEMATIC DRAWINGS</b>
		Does the site plan contain a scale and north arrow?
		Is it clear which parcel and/or structure(s) belong to the Applicant? Is the Assessor's Parcel Number depicted?
		Is the ordinary high water elevation clearly depicted?
		Does the site plan include existing and proposed riparian/littoral structures on the applicant's parcel, as well as any existing riparian/littoral structures on adjacent properties?
		Is the area required for regular maintenance depicted?
		Are the component parts and dimensions of existing or proposed structures identified on a schematic drawing?

I understand that additional information may be requested during the application review process.

\_\_\_\_\_  
Signature of person preparing the application

\_\_\_\_\_  
Date

**Application Instructions**

- **You must submit ONE (1) original application packet including: a completed and signed application form, a completed checklist, and all other required attachments to the Nevada Division of State Lands.**
- On the first page of the Application Form, please check the appropriate required fee box under either a new Application or an Amendment.

<b>REQUIRED APPLICATION FEES</b>			
As per NRS 322.110			
<b><u>NEW APPLICATIONS</u></b>		<b><u>AMENDMENTS</u></b>	
<b>\$500</b>	<b>Commercial Uses</b>	<b>\$150</b>	<b>Commercial Uses</b>
<b>\$300</b>	<b>Agricultural Uses</b>	<b>\$100</b>	<b>Agricultural Uses</b>
<b>\$250</b>	<b>All Other Uses</b>	<b>\$75</b>	<b>All Other Uses</b>
<b>\$10</b>	<b>Recreational Dredging</b>		
<b>Notes: The required application fee is for:</b>			
<b>1. Filing purposes</b>			
<b>2. Amend pending Applications and/or existing authorized uses</b>			

- Per NRS 322.110, application fees are for filing an application with the Division of State Lands and are non-refundable. The application fee must be received with the application.
- Applications must be considered complete before the Division of State Lands will begin the application review process. Incomplete applications will be returned and the project closed if additional information requested by Division of State Lands is not received **within 30 business days**. If the project is closed, reapplication with appropriate fees will be required in order to have the project re-opened and reviewed. Any existing unauthorized improvements on state-owned land will be considered trespass and subject to appropriate enforcement by the Division of State Lands.
- Guidelines to the Nevada Division of State Lands application evaluation and permit process can be found in NRS 322 and NAC 322.
- Per NRS 322.100, the State Land Registrar may issue a permit, license or other authorization for any lawful use of state land administered by the Division of State Lands. The receipt of a permit, license or other authorization does not excuse the recipient from compliance with any other provision of law regarding the use to which the permit, license or other authorization applies.
- Issuance of a permit by another federal, state or regulatory agency does not ensure that an authorization can be issued by the Division of State Lands.
- Once the project is considered permittable, Division of State Lands staff will request the required annual fees and the necessary insurance documents as referenced below. If these items are not received as requested within 30 business days of the request, or if the Division of State Lands has not been contacted to make other arrangements, the application will be returned and the project

closed. If the project is closed, reapplication with appropriate fees will be required to continue the process.

- Annual fees to construct or install certain protective structures in a navigable body of water or structures for the diversion of water to irrigate any land for agricultural use are set in NRS 322.130. Annual fees for uses of state land not provided for in statute or regulation must be based on fair market value.
- **A certificate of liability insurance and policy endorsement naming the State of Nevada as additionally insured is required prior to a permit being issued.** Maintaining insurance coverage for the term of the authorization is also required. Minimum liability amounts vary by use and start at ONE MILLION DOLLARS (\$1,000,000.00).
- The Division of State Lands will determine the correct form of authorization (e.g. permit, license, and easement) to issue. A pre-application consultation by appointment may be necessary.

**Application Form:**

To assist with completing the application form, follow the instructions below. This list is numbered according to the items on the application.

1. **Application Number:** Leave blank. *For Division of State Lands use only.*
2. **Date:** Enter the current date.
3. **Name of Applicant:** Fill out the name of the applicant exactly as you wish it to appear on the permit or authorizing document.
4. **Contact Information:** Please include contact information, including name, mailing address, phone number, fax and email address. **In the case of an agent acting on behalf of an owner, corporation or other business entity; please include a copy of the corporate resolution or other document giving that person the authority to sign on their behalf.** Please also include the billing address if different from the mailing address.
5. **Location of Proposed Use:** Include the Assessor’s Parcel Number(s) of the littoral or riparian parcels adjacent to where the proposed activity or structure is located, along with the physical (street) address. **A copy of the current county Assessor’s Parcel Map must be included with the application packet.**

A legal description (PLSS) is also required. For example:

Subdivision:	<i>NWNW</i>
Section:	<i>6</i>
Township:	<i>14 North</i>
Range:	<i>18 East</i>



6. **Waterbody:** Check the name of the applicable state waterway or waterbody.
7. **Reason for the Application #1:** Complete this section only if you are submitting an application for emergency work in a navigable river. Describe the nature of the emergency and the activities conducted on state-owned submerged land. Attach separate pages if necessary and write the words ATTACHED in the box. Submit photo documentation of the completed emergency work.
8. **Reason for the Application #2:** Complete this section only if you are proposing to conduct the following activities in a navigable river: clear vegetation, debris or temporary obstructions from a river channel, and/or stabilize or restore a river bank using appropriate natural materials. The application must provide a narrative summary of the proposed activities and/or use of state-owned submerged land. Attach separate pages if necessary and write the words ATTACHED in the box. Submit photographs of the river where the proposed work will be performed.
9. **Notifications:** This information enables the Division of State Lands to seek comment from any interested parties. All applications are sent out for a 30-day Review and Comment period. Please give complete names, mailing addresses, and if available, email addresses for all:
  - A. Adjacent property owners. Include names, mailing addresses, email addresses (if known) and Assessor's Parcel Numbers (found on the applicable county Assessor's website)
  - B. Governmental bodies and local jurisdictions
  - C. Homeowner's Associations and General Improvement Districts

Additional notification may be required on a case by case basis.

10. **Reason for the Application #3:** Complete this section only if you are submitting an application to authorize an existing structure that permanently occupies the bed or banks of a navigable river. The application must provide a narrative description of the structure.
11. **Reason for the Application #4:** Complete this section only if you are submitting an application to authorize significant channel clearance, bank restoration (including the use of any man-made materials) and/or construction activities in a navigable river. The application must provide a detailed description of the project including methodology. In addition, discuss the impacts of the project and the proposed actions to mitigate these impacts, removal or addition of fill material, and the proposed time frame for construction activities.

A pre-application consultation meeting with Division of State Lands staff is recommended for complex projects. Please call (775) 684-2720 with any questions or to schedule a meeting.

12. **Parcel Map:** Check the "Yes" box and attach a copy of the current Assessor's Parcel map.
13. **Site Plan:** Check the "Yes" box and attach a site plan that includes the elements identified on the application checklist.

14. **Schematic:** Check the “Yes” box if your application is to authorize an existing structure or a proposed new structure. Attach schematic drawings that include the elements identified on the application checklist.

15. **Description of Regular Maintenance:** Please indicate the regular and ordinary maintenance that will be required after your construction activity is complete, and/or for your existing structure, and/or for your proposed new structure. Include a description of all of the maintenance elements identified on the application checklist. Note that maintenance activities above and beyond what is considered “regular and ordinary” may require additional separate authorization from the Division of State Lands.

16. **Other Agency Authorizations:** If the United States Army Corps of Engineers or the Nevada Division of Environmental Protection has issued a permit for the proposed activity or use, include the permit number and date when the permit was issued. Please also include COMPLETE copies of these permits with this application if applicable.

Division of Water Resources Authorization applies only to applications for water intake lines. A Nevada Division of Water Resources Permit Number or Proof Number must be included to show evidence of an active water right to divert water from a sovereign waterway or waterbody. Mark the box “N/A” if you are not applying for a water intake line.

17. **Applicant name and signature.** Print and sign the application. Note: if the application is for a recreational purpose by an individual, the application cannot be signed by the applicant’s representative (i.e. consultant) due to the requirements of NRS 322.1003.