

OUTLINE OF PROCEDURE FOR THE CONSTRUCTION OR ENLARGEMENT OF DAMS AND RESERVOIRS WITHIN STATE JURISDICTION

1. File an application for water rights with State Water Resources Control Board, Division of Water Rights, 1001 I Street, Second Floor, Sacramento, CA 95814 or Post Office Box 2000, Sacramento, CA 95812 (California Code of Regulations, Title 23, Division 2, Article 1, section 303). Evidence of water rights is required before a construction or enlargement can be approved.
2. Compile a construction or enlargement application package that includes:
 - i. Application form (DWR 3).
 - ii. Plan sheets prepared by registered civil engineer in California. A signed and stamped digital copy of the plans will be required prior to approval of the application.
 - iii. Project specifications.
 - iv. Filing fee.
 - v. Additional information may be required depending on the project. This may include soils data, logs of borings or other exploratory data, geologic reports, hydrologic data, structural and hydraulic design notes, any models or analyses, etc.
3. Submit the application package to the Department of Water Resources, Division of Safety of Dams (DSOD).
 - i. Digital/electronic filing: Please contact DSOD for direction.
 - ii. Filing by mail: Division of Safety of Dams, 2720 Gateway Oaks Drive, Suite 300, Sacramento, CA 95833.
4. Submittal of the application form (DWR 3) to the State Department of Fish and Wildlife, Post Office Box 944209, Sacramento, CA 94244 (California Water Code, Division 3, Part 2, section 6500).
5. Additional requirements:
 - i. Evidence of compliance with the California Environmental Quality Act must be provided before a construction or enlargement can be approved (California Code of Regulations, Title 23, Division 2, Article 1, section 310(f)(2)).
 - ii. For all but low hazard dams, required inundation maps for the dam and its critical appurtenant structures must also have been submitted to DSOD for review and approval before the construction or enlargement application can be approved (California Code of Regulations, Title 23, Division 2, Article 6, section 335.2).
6. After DSOD completes its review of plans, specifications, other required information, and inspects the site, the application may be approved or rejected, or changes in the plans and specifications, necessary for approval, will be identified.
7. Notify DSOD when construction is to begin and keep DSOD informed of the status of construction work at all times. Inspections will be made during construction as deemed necessary.
8. Upon the completion of construction, notify DSOD and a final inspection will be made as soon as practicable.

9. Following the completion of work and a final inspection by DSOD, you will be asked to submit the following:
 - i. An affidavit for the actual cost of construction with a breakdown of costs. Cost items include:
 1. The cost of all labor and materials entering into the construction of the dam and appurtenant works or reservoir.
 2. The cost of preliminary investigations and surveys.
 3. The cost of the construction plant properly chargeable to the cost of the dam or reservoir.
 4. Labor costs related to the preparation of required environmental documents under the California Environmental Quality Act (CEQA).
 5. Any and all other items entering directly into the cost of the dam or reservoir.
 - ii. A digital copy of as-constructed plans.
 - iii. A final construction report as applicable.
10. Note: An additional filing fee will be required if the final cost of construction exceeds the estimated cost by more than 15 percent (California Water Code, Division 3, Part 2, section 6305).
11. A Certificate of Approval will be issued by DSOD upon a finding that the dam and reservoir are safe to impound water within the limitations prescribed in the certificate. For all but low hazard dams, an Emergency Action Plan must also have been submitted to the Governor's Office of Emergency Services for review and approval prior to the issuance of a Certificate of Approval (California Code of Regulations, Title 23, Division 2, Article 6, section 335.2). Impoundment of water must not commence until this certificate is issued.
12. All submitted civil engineering work shall be signed and sealed according to the Professional Engineer Act (Business and Professions Code sections 6700-6799) and regulations related to the practices of professional engineering and professional land surveying (California Code of Regulations, Title 16, Division 5, sections 400-476).