

OUTLINE OF PROCEDURE FOR THE REPAIR OR ALTERATION OF DAMS AND RESERVOIRS WITHIN STATE JURISDICTION

1. To file an application for repair or alteration of a dam include:
 - a. **Application forms (DWR 4) in duplicate** to Department of Water Resources, Division of Safety of Dams, P.O. Box 942836, Sacramento, CA 94236-0001 (2200 X Street, Suite 200). **Sign both copies.**
 - b. Plans prepared by registered civil engineer (or Soil Conservation Service engineer). Such plans are filed in duplicate in the form of paper prints. Preliminary prints should be submitted for comments.
 - c. Specifications in duplicate. Preliminary specifications should also be submitted for comments.
 - d. Filing fee.
 - e. Certain additional information may be desirable, or may be required, depending upon the magnitude of the project. Such information may include soils data, logs or borings or other exploratory data, geologic reports, hydrologic data, structural and hydraulic design notes, etc.

Comply with requirements of California Code of Regulations, Title 23, 310(f)2, regarding environmental documentation.

Note: For Minor Work the application together with filing fee may be sufficient.

2. After the Division of Safety of Dams completes review of the plans, specifications, etc., and possibly inspection of the site, the application will be approved or rejected, or changes in the plans and specifications, necessary for approval, will be identified.
3. Notify the Division of Safety of Dams, through its field engineers, when construction is to begin and keep the Division informed of the status of construction work at all times. Inspections will be made during construction as deemed necessary.
4. Upon completion of the work, notify the Division by letter, and a final inspection will be made as soon as practicable.
5. As soon as possible after completion of the work and final inspection by the Division's field engineer, file the following
 - a. Affidavit of cost of construction with a breakdown of costs, including engineering.
 - b. Additional filing fee if final cost exceeds estimated cost by more than 15 percent.*
 - c. As-constructed plans in the form of paper prints.
6. All civil engineering work is to bear the seal or stamp of the responsible engineer and shall be signed across the face with the expiration of the certificate shown on or adjacent to the seal. Civil engineering work includes plans, specifications, reports, and documents which are prepared under the Civil Engineering Practice Act.

* For more complete information, refer to "Statutes and Regulations Pertaining to Supervision of Dams and Reservoirs", Section 6000 et seq. of the California Water Code.