Submitting an Initial Notification


2. If you are a new user click on the Create New Notification button.
3. Complete portion 1 by filling in the appropriate local agency information. The Name field will attempt to populate automatically with local agency names. If your agency does not appear on the list, click on the button to add a new agency to the list.

4. Complete portion 2 of the notification by filling in the appropriate point of contact information for the notification. You can copy the address information from portion 1 by clicking the button. The e-mail that you select for this portion will become your new username for future logins. Your password must meet certain safety requirements, namely it must be at least 8 characters, at least 1 uppercase, at least 1 lowercase, at least 1 number, and at least 1 special character (chosen from one of the following: !@#$%^&*).

5. Complete portion 3 of the application by providing a link to a location on the local agencies website where the public can find general information related to the potential basin boundary modification.
6. Complete portion 4 of the application by providing a brief description of the modification request and what you intend to modify.

4. Provide brief description of potential basin boundary modification request (Max characters: 4000) *

7. Complete portion 5 of the application by starting to type either the basin name or number and then choosing the appropriate basin from the list. If your request modifies more than one basin, once you had selected the first basin, type the next basin into the search and select it the same way. To remove a basin that you’ve already selected, simply click the “x” next to the basin.

5. Select potential basin(s)/subbasin(s) *

Search by basin/subbasin number or name...
1-01 SMITH RIVER PLAIN
1-02.01 Klamath River Valley - Tulelake

8. Complete portion 6 of the application either by clicking on the hyperlink to open the map and drawing on the basin(s) in question or by uploading a map of the proposed boundary change.

6. Draw an approximate delineation of the proposed basin boundary *

Click here to open an interactive map to draw the approximate delineation

or upload a map: <input type="file">

Uploaded document:
9. You will receive an e-mail confirmation of your Initial Notification. You can log back in to view or edit your notification by going back to the “Submit Initial Notification” button and then logging in in the Returning users section using the username (e-mail) and password you created at the time you submitted the notification. Once you log back in you will be able to view/edit your old submittals or create a new submittal.