

ADMINISTRATOR'S MEMORANDUM

Permit Processing No. 4

TO: Water Allocation Section and Regional Offices

FROM: Norman C. Young *NCY*

DATE: December 12, 1980

RE: Extensions of Time for Water Right Permits.

Since a fee is now required to be submitted on extension of time requests, the following guidelines have been developed for the review and receipting of such requests in order to hopefully minimize misunderstanding with the general public.

1) Extension of time requests received by either the region or the state office should be returned to the requestor with an explanatory cover letter when:

- a. The fee is insufficient or was not submitted.
- b. Information on the extension of time is insufficient to allow proper evaluation (i.e., work accomplished is not addressed).
- c. Extension of time has previously been approved on the permit. (Note the exceptions described in Section 42-204, Idaho Code.)
- d. Extension of time is unsigned.
- e. Extension of time is received prior to six months before proof due date.
- f. Extension of time is received for the first time but will likely be denied based on lack of diligence. In this case, the cover letter should describe the reason for the return of the application and fee but should also explain that applicant may resubmit the request for further consideration if he wishes to do so.

2) Extensions of time received by the regional offices with enough information to be acceptable should be forwarded to the state office for receipting. This will allow uniform review and disposition of the requests.

3) The extension of time will be receipted by the state office and processed when:

- a. Extension of time appears to be valid and ready for approval.
- b. Extension of time was returned for a reason described in 1 above and has been resubmitted by the permit holder.