

Completing a Water Act Application Other

Intended User: *Water Act* approval applicants

Overview

This quick reference guide (QRG) describes how to complete a [Water Act](#) application in OneStop for other water activity approval.

This guide assumes the following:

- You have already started an application and completed the General screens (Contact Information, Application Information, Proposed Activity, Additional Information, Activity Details).
- In the General – Activity Details screen, you have selected **Water Approval** as the application type in the Water Authorizations table and selected **Other** as the application's purpose, which then generated an activity ID.

Water Authorizations			
Filter by...			
<input type="button" value="Add"/>		<input type="button" value="Remove"/>	
<input type="checkbox"/>	Application Type ▾	Application Purpose ▾	Activity ID ▾
<input type="checkbox"/>	Water Approval	Other	32545050
<input type="checkbox"/>	Water Approval	Reservoir	32545051


- You have completed the Water – General Application screen. See *Initiating a Water Act Application – General QRG*.

Water – Water Source

1. In the impacted Water Body section – If a water body is impacted by the activity, select the water source type: **Surface Water** or **Groundwater**. A table appears.

Impacted Water Body	
Water Source ⓘ	<input type="button" value="Surface Water"/> <input type="button" value="Groundwater"/>

Tip

Click  icon to learn more about a requirement.

Leave blank if no impacts; surface water may include unnamed, surface runoff, ephemeral, etc., but not wetlands; groundwater must indicate a water well ID or description

Water Source ⓘ

- a) Based on your water source, click to include the **impacted water body** or **water well ID** to the application.
- b) **Surface Water**: The **Impacted Water Body Search** screen displays. Enter the name of the water body. Click **Search**.

Impacted Water Body Search

Water Body

- i) Search results appear in a table below. Check the **box** beside the water body you wish to add. Click **Add**.

<input checked="" type="checkbox"/>	Water Body
<input checked="" type="checkbox"/>	Adair Creek

The water body is added to the table.

Impacted Water Body

Water Source Surface Water Groundwater

Impacted Water Body * Filter by...

<input type="checkbox"/>	Water Body
<input type="checkbox"/>	Adair Creek

- c) **Groundwater**: Click to add a row to the table.

- i) Enter the **name of the water well** in the space provided.

<input type="checkbox"/>	Water Well
<input type="checkbox"/>	Test Water Well

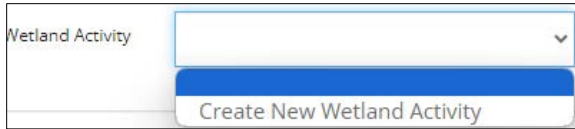
- 2. Optional: To remove any item from the table, check the box beside the item you wish to remove. Click **Remove**.

<input checked="" type="checkbox"/>	Water Well
<input checked="" type="checkbox"/>	Test Water Well

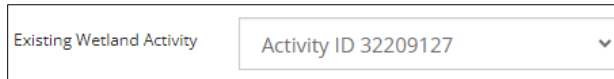
- 3. Select **Yes** or **No** if this activity impacts wetlands.

Does this activity impact wetlands?

- a) If **Yes**: Select **Create New Wetland Activity** from the drop-down list.



- i) Click **Create New**. OneStop will generate an activity ID.



- b) If **No**: Proceed to the next step.

- 4. Click **Save** to save your entry. Click **Next >** to go to Water – Additional Information Screen.

Water – Additional Information

This screen does not apply to this activity type.

- 1. Click the next water activity tab at the top of the screen or click **Next >** to proceed to the Confirmation screen and submit your application.