

Application Process for Permits

All construction within federal easements and facilities, by third parties, requires a permit by the United State Bureau of Reclamation (Reclamation) and the Truckee-Carson Irrigation District (TCID). This guide has been created to provide information regarding the procedure to obtain a construction permit.

1. Complete the TCID Application - Fill out as much information as you can. You should include any drawings or rough sketches that depict the construction that you would like to do or the area that will be affected by your request.
2. Complete and submit Reclamation's Application – Reclamation's application and instructions are included in this package. TCID does not submit applications to Reclamation. It is the responsibility of the applicant to follow through with Reclamation applications. A TCID permit can not be issued without the approval of Reclamation in most construction requests. Reclamation recommends that before you fill out an application it is important that you contact the local Reclamation office to discuss your proposed use. This discussion can help expedite your application process. Reclamation requires a non-refundable \$100 application fee, payable to the Bureau of Reclamation. The address of the local area office is:

Bureau of Reclamation
Lahontan Basin Area Office LO-600
705 North Plaza Street, Rm. 320
Carson City NV 89701-4015

3. Make sure to attach all plans, specifications, maps, and drawings as required under either application.
4. Submit the TCID Application to the office in person or mail it to:
- 5.

Truckee Carson Irrigation District
P.O. Box 1356
Fallon, NV 89406

The Application must include the appropriate application fee. If the application is not approved by TCID or Reclamation, TCID will refund their application fee but the \$100 application fee to Reclamation is non-refundable.

6. Review and Approval of the O&M Committee - All applications will be reviewed by the O&M Committee. The O&M Committee consists of three members of the Board of Directors the General Manager, Construction and Maintenance Manager and District Water Master. Your presence is not required at the meeting but it is an open public meeting. The Committee meeting is usually the 3rd Thursday of each month.
7. Review and Approval of the Board of Directors - In most cases the Committee will make a recommendation to the Board of Directors at their next meeting as to approve or disapprove the application. Most crossings do not require Board approval. In some cases such as a reduction or release of easement there will have to be a public hearing as well as Board approval. If a public hearing is required, the notification requirement will add time to the process. All easements belong to the United States so Reclamation approval is required.
8. Issue of Permit – After approval by the Committee, Board and Reclamation depending on the requirements of the application a permit will be issued. It is usually good for one year following the date of the signature of the applicant. When the applicant picks up the permit an Inspection fee of \$300 plus a Construction deposit of 20% of the cost of the project is expected. If it is a large project the inspection fee is 1% of the total cost of the project. The Construction deposit is refunded after an inspection has been performed.

TRUCKEE CARSON IRRIGATION DISTRICT
APPLICATION FORM

DRAIN: PIPE AND REDUCE EASEMENT PIPE CROSSING RELOCATE
CANAL: PIPE AND REDUCE EASEMENT BOX CULVERT TAKEOUT
EASEMENT: ROAD DRAIN CANAL REDUCE FENCE/GATE
ABANDONMENTS

NAME: _____ DATE: _____

PHONE: _____

MAIL ADDRESS: _____

JOB ADDRESS: _____

SERIAL #: _____ APN: _____ COUNTY: _____

SECTION: _____ TOWNSHIP: _____ North, RANGE: _____ East,

QUARTERS: _____ ACRES: _____ PART ACRES: _____

CONSTRUCTION TYPE: _____

EASEMENT AFFECTED: _____

LAND STATUS: WATER RIGHTED NON- WATER RIGHTED

EFFECT ON OTHER LANDOWNERS/WATERUSERS: _____

EFFECT UPON DISTRICT'S OPERATIONS: _____

DESCRIPTION/PROPOSAL IN DETAIL: _____

OTHER CONDITIONS: _____

CONSTRUCTION AMOUNT: _____

AFFECTED WATER USERS:

NAME: _____

ADDRESS: _____

SERIAL #: _____

OFFICE USE ONLY

APPLICATION FEE: \$300 PAID RECEIPT NO. _____

INSPECTION FEE: \$300 PAID RECEIPT NO. _____

FENCE/GATE FEE: \$120 PAID RECEIPT NO. _____

CONSTRUCTION DEPOSIT: _____ PAID RECEIPT NO: _____

NAME OF PERSON _____ DATE: _____

RECEIVING APPLICATION: _____