

PROCESS FOR REQUESTING USE OF OR CROSSING BUREAU OF RECLAMATION LANDS, FACILITIES, OR WATERBODIES

1. Application forms are available from the Bureau of Reclamation, Lahontan Basin Area Office, at 705 N. Plaza, Suite 320, Carson City, Nevada 89701 (775-882-3436) or the website at <https://www.usbr.gov/mp/lbao/aboutus/land-use.html>.
2. The applicant fills out the form completely, including a detailed description of the proposed use, maps, engineering drawings/blue prints and other material which might help Reclamation identify the proposed use. An application will also be sent to the Truckee-Carson Irrigation District (TCID) if the proposed request is within federal easements and facilities. TCID applications and instructions can be found at <http://www.tcid.org/forms/index>. It is highly recommended the applicant ask Reclamation to review their draft application for completeness prior to submittal.
3. The applicant will mail or bring to Reclamation's Carson City Office a copy of the completed application package and the \$100 non-refundable application fee, payable to the Bureau of Reclamation. Approval is not guaranteed, it depends on current laws, conditions at the time, and Reclamation's future use of the land.
4. Within 30 days, Reclamation will review the application and make a determination whether the requested use is compatible with Reclamation needs/purposes. As appropriate, a letter detailing the estimated administrative costs in addition to the \$100 non-refundable application fee to process the request will be sent to the applicant. If payment is not received within ninety (90) days after the estimate is provided to the applicant, Reclamation will close the application. If no administrative costs are required, Reclamation will begin processing the request.
 - a. Pursuant to 43 CFR § 429, the applicant is required to pay all administrative costs associated with processing a request, as well as a land use fee. Administrative costs include, but are not limited to: appraisal costs, engineering review, realty actions, National Environmental Policy Act (NEPA) compliance, National Historic Preservation Act (NHPA) compliance, Native American Trust Assets review, and costs related to Reclamation's review, document preparation, and issuance of the right of use.
 - b. If the actual costs are more than the estimate, Reclamation will notify the applicant in writing of the additional amount needed. Payment of the additional amount must be received before Reclamation will continue processing the application.
 - c. If the actual costs are less than the estimated costs, the applicant will receive a refund after issuance of the use authorization.
5. Reclamation will determine what type of written authorization (document) will be used, i.e., grant of easement, lease, consent document, or permit/license; and the terms, limitations and conditions for use in order to protect the interest of the United States and to ensure that the use is compatible with the purposes for which the lands were acquired. Specific stipulations, in accordance with the type of use, will be included in the document.

Each case is unique and handled according to its specific needs and requirements of the policies and regulations of the United States. Average processing time is a minimum of ninety (90) days.