## APPLICATION FOR A PERMIT TO USE STREAM WATER

**OKLAHOMA WATER RESOURCES BOARD**  
**PLANNING & MANAGEMENT DIVISION**  
3800 North Classen Blvd., Oklahoma City, OK 73118  
Phone: (405) 530-8800  Fax: (405) 530-8900  
Website: [www.owrb.ok.gov](http://www.owrb.ok.gov) (see website for FAQs)

### OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Application No.</th>
<th>Type of Permit</th>
<th>Stream System Code</th>
<th>Reservoir Code</th>
<th>Hydrologic Unit Code</th>
</tr>
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### APPLICATION FILING FEE

<table>
<thead>
<tr>
<th>Amount of Water Requested</th>
<th>Filing Fee</th>
</tr>
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<tbody>
<tr>
<td>0 – 320 acre-feet</td>
<td>$250.00</td>
</tr>
<tr>
<td>321 – 640 acre-feet</td>
<td>$350.00</td>
</tr>
<tr>
<td>641 – 1,500 acre-feet</td>
<td>$450.00</td>
</tr>
<tr>
<td>Over 1,500 acre-feet</td>
<td>$450.00*</td>
</tr>
</tbody>
</table>

*Plus $150.00 for each 500 acre-feet (or any increment thereof) over 1,500 acre-feet (Maximum Fee $4,000.00). Add $250.00 to the filing fee if water is to be diverted from a scenic river or outstanding resource water.

### 1. NAME & ADDRESS

(Applicant name as written should be found, in part or whole, on the ownership documents. Fill in the contact info.)

Applicant Name: ___________________________  Phone (_____) ___________

Mailing Address: ___________________________  City_________________  State____  Zip____

Email: ___________________________  Fax (_____) ___________

Contact Name: ___________________________  Phone (_____) ___________

Mailing Address: ___________________________  City_________________  State____  Zip____

Email: ___________________________  Fax (_____) ___________

If correspondence needs to be sent during application review, it should be sent as:  
- ☐ Postal Mail  ☐ Email  ☐ Fax

Contact Name: ___________________________  Phone (_____) ___________

Mailing Address: ___________________________  City_________________  State____  Zip____

Email: ___________________________  Fax (_____) ___________

### 2. TYPE OF STREAM WATER PERMIT REQUESTED

(Check one and provide the requested information if applicable.)

- ☐ Regular Permit – Priority permit that holds seniority over seasonal, term, and 90-day provisional temporary permits and which authorizes the diversion and use of water on a year-round basis.

- ☐ Seasonal Permit – Permit does not vest the holder with any permanent right and authorizes the diversion and use of water for specific periods of time during a calendar year. **Attach a separate statement justifying the requested period of time.**

  I request the permit be active each year from __________________ (month/day) to __________________ (month/day).

- ☐ Term Permit – Permit does not vest the holder with any permanent right and authorizes the diversion and use of water for a specific term of years. **Attach a separate brief statement justifying the requested length of time.**

  I request that the permit be active for __________________ years from the date of Board approval.
3. QUANTITY OF WATER AND PURPOSE
(List the purposes to be added and the amount of water assigned to each purpose. If additional space is needed, list on a separate sheet of paper. Note: One acre-foot of water will cover one acre of land one foot deep and is equal to 325,851 gallons. Non-consumptive uses and consumptive uses cannot be included on the same application. The amount of water requested is limited to the owner’s proportionate share when located on multi-owner ponds and NRCS ponds.)

_____________ acre-feet of water per year will be used for the purpose of ____________________________________________________________
+ _______________ acre-feet of water per year will be used for the purpose of ____________________________________________________________
+ _______________ acre-feet of water per year will be used for the purpose of ____________________________________________________________
= _______________ Total acre-feet of water requested per year.

For Irrigation Only: __________________________ acres will be irrigated. Note: If multi-cropping, attach a separate rotation schedule.

Proposed Crops: ________________________________________________________________

4. DIVERSION OF WATER (For each diversion point, state the amount of water in acre-feet to be diverted annually and give the legal description to the nearest ten (10)-acre tract. An explanation of legal descriptions can be found on the OWRB website FAQs page. Diversion point legal descriptions must match the area drawn on the attached plat. If additional space is needed, list on a separate sheet of paper.)

Will the water be used as a non-consumptive use in a pond, lake, or reservoir and will not be pumped or moved from one location to another?  ○ Yes  ○ No (If yes, use the location of the dam or spillway as the point of diversion below.)

_______ acre-feet of water per year at a maximum pumping rate of _______________ gallons per minute will be diverted from:

  1/4 of _______ 1/4 of _______ 1/4 of Section _______ Twp.______ OS Rng.______  WIM in ____________
    ○ EIM  ○ WIM in ____________
    ○ ECM  ○ County

_______ acre-feet of water per year at a maximum pumping rate of _______________ gallons per minute will be diverted from:

  1/4 of _______ 1/4 of _______ 1/4 of Section _______ Twp.______ OS Rng.______  WIM in ____________
    ○ EIM  ○ WIM in ____________
    ○ ECM  ○ County

Source of Water (Check all that apply and provide the requested information.):

□ Direct Diversion from a River or Creek – Name: ________________________________________________________________

□ Natural Resources Conservation Service Pond (formerly Soil Conservation Service) – Name and Site Number:

□ Reservoir, Lake, or Pond – Name: ________________________________________________________________

  Name of River or Creek the Reservoir, Lake, or Pond is located on: __________________________

  Storage: _______________ acre-feet; Average Depth: _______________ feet; Surface Area: _______________ acres

  If on a Reservoir (Check one):  ○ Planned  ○ Under Construction  ○ Existing (Date Completed: _______________)

Method of Diversion (Check one):  ○ Gravity  ○ Pump

Do you own or lease the land on which the point of diversion will be located?  ○ Yes  ○ No
(If existing, attach a copy of the deed, lease agreement, etc. showing the right to access the point of diversion.)

Will water lines cross public right-of-ways or another landowner’s property?  ○ Yes  ○ No
(If yes existing, attach a copy of the easement.)

Note: If the deed, lease agreement, easement, etc. do not exist and cannot be submitted during application review the permit, if issued, will contain a condition requiring submittal of the information before water use begins.

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5. LEGAL DESCRIPTION OF AREA OF USE

(List the legal description of the area of use. Do not use city lot and block numbers or metes and bounds. If additional space is needed, list on a separate sheet of paper.

Legal description must be drawn on the attached plat and must match the area of use described below. Municipal and rural water entities refer to #6 below.)

_________ acres in ______ 1/4 of ______ 1/4 of ______ 1/4 of Section_____ Twp._____ OS Rng._____ OIM in _________________

_________ acres in _____ 1/4 of _____ 1/4 of ____ 1/4 of Section____ Twp._____ OS Rng._____ OIM in _________________

_________ acres in _____ 1/4 of __ 1/4 of ___ 1/4 of Section_____ Twp._____ OS Rng._____ OIM in _________________

_________ acres in ____ 1/4 of ____ 1/4 of _____ 1/4 of Section_____ Twp._____ OS Rng._____ OIM in _________________

ECM               County
N                       EIM

For Irrigation Only: Do you own or lease the land to be irrigated? ☐ Yes ☐ No (Provide a copy of the deed, lease agreement, or easement for the land to be irrigated.)

6. JUSTIFICATION OF PRESENT AND FUTURE NEED (Check all of the purposes in which you plan to use water and separately provide the requested information.)

☐ Agriculture (e.g. non-irrigation animal farms, aquaculture, dairy operations, etc.): Submit methodology, calculations, and additional information used to determine the amount of water requested. Make sure to specify the following: 1) The different types of animals in the operation, 2) approximate number of each animal raised per year, and 3) approximate water requirements for each type of animal.

☐ Commercial: Submit methodology, calculations, and additional information used to determine the amount of water requested.

☐ Industrial (e.g. manufacturing): Submit methodology, calculations, and additional information used to determine the amount of water requested.

☐ Irrigation: Completion of Section #3 serves as your justification for the amount of water requested per year for irrigation of common crops grown in Oklahoma. The Board will use appropriate publications as well as take into consideration any information submitted by the applicant in determining the amount of water needed.

☐ Mining (e.g. oil & gas, quarries, etc.): Submit methodology, calculations, and additional information used to determine the amount of water requested. For oil & gas operations make sure to specify the following: 1) what the water will be used for (e.g. hydraulic fracturing), 2) how many separate wells will be provided water, and 3) how many barrels or gallons of water are needed for each well (1 gallon = 42 barrels).

☐ Other: Submit methodology, calculations, and additional information used to determine the amount of water requested. Make sure to provide a statement with enough detail to clearly describe the proposed use of water.

☐ Power Generation (e.g. hydroelectric dams, natural gas plants, wind turbines, etc.): Submit methodology, calculations, and additional information used to determine the amount of water requested. A schedule of use based on population growth in the specific area served may also be submitted.

☐ Public Water Supply (e.g. municipal or rural water systems, schools, hospitals, etc.): Submit population projection figures and other methodologies, calculations, and additional information used to determine the amount of water requested. A map showing water lines and the service area is required of municipalities and rural water systems and must show points of reference or scale. A schedule of use based on population growth in the specific area served may also be submitted.

☐ Recreation Fish & Wildlife: Submit methodology, calculations, and additional information used to determine the amount of water requested.
INSTRUCTIONS FOR THE NEXT PAGE

7. PLAT MAP (Sample)

Applicant Name: John and Jane Doe

Office Use Only: Application No. ________________________________

The plat below represents one full section (640 acres). Drawings must match the legal descriptions provided in questions #4 and #5 of the application. More than one plat map may be required.

Instructions and Use of Symbols on the Application Plat

1. Write the applicant name on the top of the page (should match your ownership document).

2. Write the section number in the circle in the middle of the section and the legal description and county on the bottom of the page.

3. Draw water features including rivers, creeks, ponds, lakes, and reservoirs and write their names if known.

4. Draw the land you own or lease. Denote this with tick marks around the land boundary.

5. Draw the area you plan to use the water. Denote this with parallel diagonal lines.

Spot the location of each diversion point. Diversion points should be placed at the source of the water you want to use. For example, if you irrigate a field with water from a farm pond, but you filled the farm pond with water pumped from a nearby creek, then your diversion point should be placed on the creek. The pond would be considered part of your area of use.

Section 16 – Township 10N – Range 10WIM

Caddo

County

Each smaller square represents a ten (10) acre tract (or 660 ft x 660 ft).
The plat below represents one full section (640 acres). Drawings must match the legal descriptions provided in questions #4 and #5 of the application. More than one plat map may be required.
8. SIGNATURES

Upon my oath or affirmation, I swear or affirm (1) that all information submitted to the Oklahoma Water Resources Board in connection with this application is true and accurate to the best of my knowledge; and (2) that I or the person or entity I represent will comply with all applicable laws and regulations contained in Chapter 20 of the Oklahoma Water Resources Board rules and all other applicable regulations of the State of Oklahoma or its agencies, and any lawful conditions imposed by the Oklahoma Water Resources Board, which apply or pertain to the use of fresh stream water.

NOTARY

STATE OF__________________________________________

) ss.

COUNTY OF______________________________________

The foregoing instrument was acknowledged before me this __________ day of __________________, 20________.

____________________________________________________

Notary Public Signature

My commission expires: ________________________________

(SEAL)

9. APPLICATION SUBMISSION AND PROCESSING

The submitted application packet must include the following:

a. The original completed application, typed or printed in ink, signed and notarized (All markings must be legible.);

b. The appropriate filing fee (Application review will not begin until the proper filing fees are received. If water is used before application approval, additional fees may apply.);

c. Copies of warranty deeds, leases, and/or letters of consent as required (Copies of tax documents are not accepted. Social security numbers are not required. If any documentation contains social security numbers, please obscure them before submittal.).

d. Other documentation may be requested as needed to complete the application review.

If you believe that within the first seven (7) years after issuance of your permit you will not be able to use the full amount of water applied for, please contact Board staff to discuss possible options such as submitting a schedule of use.

Please note: Any incomplete or unresponsive answers may cause a delay in the processing of your application.

In addition, Oklahoma Administrative Code (OAC) 785:20-3-9 states: (a) “Upon filing of an application that is defective as to form or unsatisfactory as to feasibility or safety of the plan or as to the showing of the ability of the applicant to carry the construction to completion, the Board shall advise applicant of the correction, amendments, or changes required, and sixty (60) days from the date the Board so advises shall be allowed for the filing thereof. [82:105.10]” (b) “Any corrected application filed after the time allowed in (a) of this Section shall be treated in all respects as a new application on the date of its refiling [82:105.10] and the original priority date of filing shall be lost.” (c) “If an application does not correct an application or publish notice as instructed by the Board, and no further proceedings are initiated by the applicant for six months or more after last contact with the Board, the application shall be deemed withdrawn. The Board shall provide notice to the applicant that the application has been deemed withdrawn.”