

APPLICATION FOR AN AMENDMENT TO A GROUNDWATER PERMIT OR PRIOR RIGHT

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 (see website for FAQs)

OFFICE USE ONLY

Permit No. _____
 Type of Permit _____
 Groundwater Basin _____
 Equal Proportionate Share _____

APPLICATION FILING FEE

Application review will not begin until the proper filing fees have been received. If unauthorized water is used before application approval, additional fees may apply.

<u>Amendment</u>	<u>Filing Fee</u>
Public Notice Not Required.....	\$100.00
Public Notice Required.....	\$200.00*

(See Page 3 for an explanation.)

*Public notice is always required if water is to be added. If adding water, use the following fee schedule based on the amount of water requested:

<u>Amount of Water Requested</u>	<u>Filing Fee</u>
1 – 320 acre-feet.....	\$200.00
321 – 640 acre-feet.....	\$350.00
641 – 1,500 acre-feet.....	\$450.00
Over 1,500 acre-feet.....	\$450.00**

**Plus \$150.00 for each 500 acre-feet (or any increment thereof) over 1,500 acre-feet (Maximum Fee \$4,000.00).

1. NAME & ADDRESS (Print the applicant name exactly as listed on the ownership documentation and fill in the contact information.)

Applicant Name _____ Phone (____) _____ - _____

Mailing Address _____ City _____ State _____ Zip _____

Email _____ Fax (____) _____ - _____

Contact Name
 (during application review) _____ 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
 (after permit approval) _____ Phone (____) _____ - _____

Mailing Address _____ City _____ State _____ Zip _____

Email _____ Fax (____) _____ - _____

2. TYPE OF AMENDMENT (for Groundwater Permit # _____)

Mark the Appropriate Boxes (Note: The water amount cannot be increased and dedicated land cannot be added to a prior right.):

- ☐ Increasing or Decreasing Water Amount (complete sections 3, 8, and 9)
- ☐ Adding or Removing Uses (complete sections 3, 8, and 9)
- ☐ Adding or Removing Dedicated Land (complete sections 4, 5, 7, 8, and 9)
- ☐ Adding or Removing Wells (complete sections 6, 7, 8, and 9)
- ☐ Changing Area of Use (complete sections 7 and 9)

NOTE: Changing ownership of a permit requires a separate “Petition to Transfer Ownership” form that can be obtained from OWRB offices or at www.owrb.ok.gov.

3. QUANTITY OF WATER & PURPOSE

A. Is additional water requested on the permit? ☐ Yes ☐ No

If yes, _____ acre-feet of groundwater per year.

B. Is water to be decreased on the permit? ☐ Yes ☐ No

If yes, _____ acre-feet of groundwater per year.

C. Are additional uses requested on the permit? ☐ Yes ☐ No If yes, please specify (*e.g. irrigation, agriculture, oil & gas, etc.*):

D. Are uses to be removed from the permit? ☐ Yes ☐ No If yes, please specify (*e.g. irrigation, agriculture, oil & gas, etc.*):

E. If the permit currently authorizes multiple uses or if new uses are to be added, do you want to assign a specific quantity of water to each use (*this limits the amount of water you can use for each use to the amount you assign*)? ☐ Yes ☐ No If yes, please specify:

For Irrigation Only:

_____ acres will be irrigated. Proposed Crops: _____

4. OWNERSHIP & LEGAL DESCRIPTION OF LAND DEDICATED (List the legal description of all dedicated land to be added to the existing permit. Do not use city lot and block numbers or metes and bounds. If additional space is needed, list on a separate sheet of paper. An explanation of legal descriptions can be found on the OWRB website FAQs page. **Dedicated land must be drawn on attached plats.**)

_____ acres owned; _____ acres leased; _____ acres platted (**municipal only**) and dedicated to the application.

_____ acres in _____ 1/4 of _____ 1/4 of _____ 1/4 of Section _____ Twp. _____ ☐ N ☐ S Rng. _____ ☐ EIM ☐ OWIM in _____ County
☐ ECM

_____ acres in _____ 1/4 of _____ 1/4 of _____ 1/4 of Section _____ Twp. _____ ☐ N ☐ S Rng. _____ ☐ EIM ☐ OWIM in _____ County
☐ ECM

_____ acres in _____ 1/4 of _____ 1/4 of _____ 1/4 of Section _____ Twp. _____ ☐ N ☐ S Rng. _____ ☐ EIM ☐ OWIM in _____ County
☐ ECM

_____ acres in _____ 1/4 of _____ 1/4 of _____ 1/4 of Section _____ Twp. _____ ☐ N ☐ S Rng. _____ ☐ EIM ☐ OWIM in _____ County
☐ ECM

Water will be used in _____ County

5. MUNICIPALITIES (Only municipalities are required to complete this section. If platted lands are dedicated, please provide a map of the service area and water lines.)

If platted lands are dedicated within the municipal boundaries:

Will the municipality make water available to the platted lands area? ☐ Yes ☐ No

Will the well(s) be located at least 600 feet within the boundaries of the municipal limits? ☐ Yes ☐ No

Will the well(s) be drilled on the platted lands that are dedicated? ☐ Yes ☐ No

6. WELL INFORMATION

(Please specify the number of wells to be added or deleted from the permit. For existing wells, write the 10-acre tract legal description where each well is located. For wells that have not been drilled, please describe the proposed well area where the wells may be drilled. If additional space is needed, list on a separate sheet of paper.)

Are there existing wells on land owned by others that are within applicable well spacing of the wells to be added to the permit? Spacing restrictions are 660 feet in alluvium & terrace and 1,320 feet in bedrock groundwater basins (not all groundwater basins have well spacing). If there is, an exception may be required. ☐ Yes ☐ No

Water is to be withdrawn from _____ additional well(s) located in (All well locations must be drawn on the attached plat.):

_____ wells in _____ 1/4 of _____ 1/4 of _____ 1/4 of Section _____ Twp. _____	<input type="radio"/> N <input type="radio"/> S Rng. _____	<input type="radio"/> EIM <input type="radio"/> WIM in _____ <input type="radio"/> ECM _____	County _____	Existing <input type="radio"/> Yes Well? <input type="radio"/> No
_____ wells in _____ 1/4 of _____ 1/4 of _____ 1/4 of Section _____ Twp. _____	<input type="radio"/> N <input type="radio"/> S Rng. _____	<input type="radio"/> EIM <input type="radio"/> WIM in _____ <input type="radio"/> ECM _____	County _____	Existing <input type="radio"/> Yes Well? <input type="radio"/> No

For Existing Wells to be Added: (Please specify the depth and yield of the wells requested to be added to the permit. If multiple additional wells are requested, provide a range of values (e.g. 400 – 500 feet).)

Depth: _____ feet; Pumping Rate: _____ gallons per minute

Are wells or proposed well locations being deleted? ☐ Yes ☐ No (If yes, list the legal description of the wells or proposed well locations to be deleted as described on the current permit.)

_____ wells in _____ 1/4 of _____ 1/4 of _____ 1/4 of Section _____ Twp. _____	<input type="radio"/> N <input type="radio"/> S Rng. _____	<input type="radio"/> EIM <input type="radio"/> WIM in _____ <input type="radio"/> ECM _____	County _____	Existing <input type="radio"/> Yes Well? <input type="radio"/> No
_____ wells in _____ 1/4 of _____ 1/4 of _____ 1/4 of Section _____ Twp. _____	<input type="radio"/> N <input type="radio"/> S Rng. _____	<input type="radio"/> EIM <input type="radio"/> WIM in _____ <input type="radio"/> ECM _____	County _____	Existing <input type="radio"/> Yes Well? <input type="radio"/> No

APPLICATION FILING FEES EXPLAINED

Public notice is not required with an amendment when the applicant is only requesting additional wells and those wells meet one of the following conditions:

1. If well spacing is applicable (660 feet for alluvium and terrace or 1,320 feet for bedrock groundwater basins), the applicant has done a diligent search and found no other wells within applicable spacing of the wells to be added.
2. If well spacing is not applicable, the applicant either owns all the land within 1,320 feet (1/4 mile) of the wells to be added or has written permission from each surrounding surface estate owner within 1,320 feet.

Public notice is required for all amendments that do not meet the above requirements.

OFFICE USE ONLY

Uses: _____	_____ ac. ft.	Acres Dedicated: _____
_____	_____ ac. ft.	Acres Irrigated: _____
_____	_____ ac. ft.	Number of Wells: _____

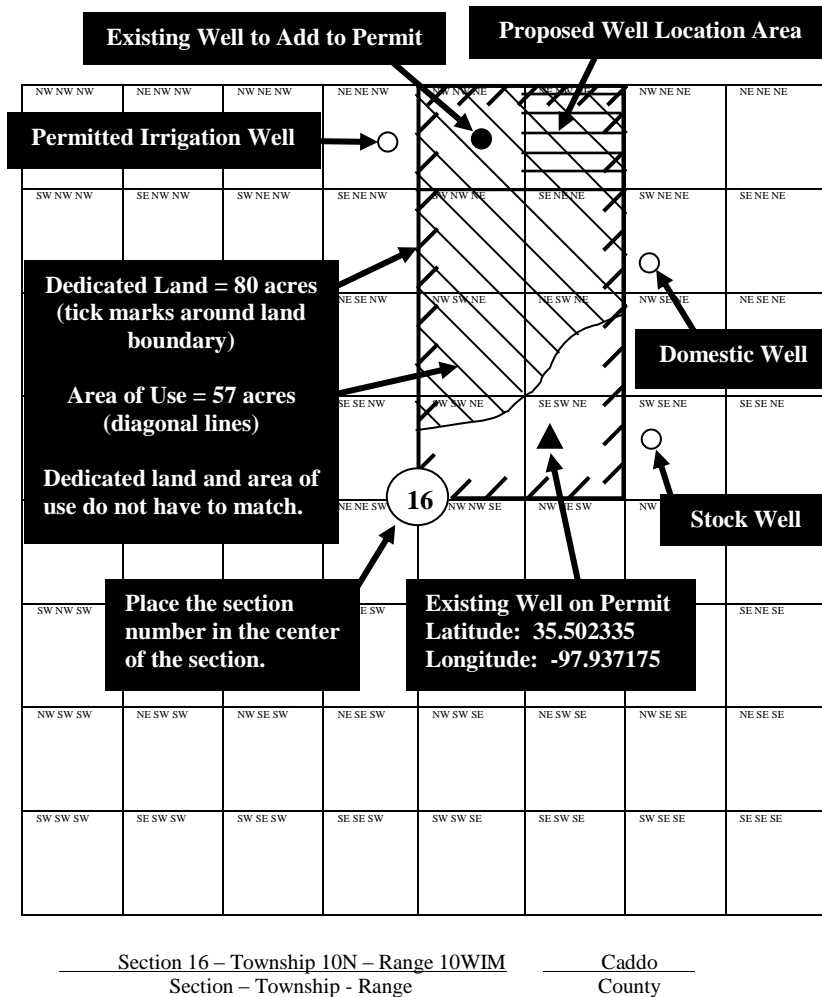
INSTRUCTIONS FOR THE NEXT PAGE

7. PLAT MAP (Sample)

Applicant Name John and Jane Doe

Permit No. _____

The plat below represents one full section (640 acres or 1 square mile). Drawings must match the legal descriptions provided in questions #4 and #6 of the application. **If adding or replacing wells, please show all wells currently authorized on the permit and which wells are to be replaced.** More than one plat map may be required.

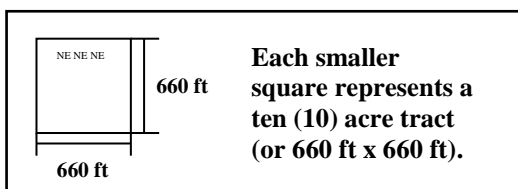


Instructions and Use of Symbols on the Application Plat

1. Write the applicant name on the top of the page (should match your ownership document).
2. Write the section # in the circle in the middle of the section and the legal description and county on the bottom of the page.
3. Draw the land you want to dedicate. Denote this with tick marks around the land boundary.
4. Draw the area you plan to use the water. Denote this with parallel diagonal lines.
5. Draw a dot at the location of each existing well to be authorized. If a well log is not on file, latitude and longitude may be required. If the wells are proposed, draw horizontal lines over the 10-acre tracts where you want to drill the wells in the future. Show the location of all wells currently authorized to the permit with a solid triangle.
6. Draw a hollow circle for all other existing water wells (e.g. stock, domestic, irrigation, permitted, etc.) within 1/4 mile of the existing wells to be permitted and the proposed well locations to be permitted.



- **Existing Wells to Add to the Permit**
- ▲ **Existing Wells on the Permit**
- **Existing Wells Owned by Others**
(i.e. domestic, stock, permitted, etc.)



7. PLAT MAP

Applicant Name _____

Permit No. _____

Follow the instructions on the previous page. Drawings must match the legal descriptions provided in questions #4 and #6 of the application. **If adding or replacing wells, please show all wells currently authorized on the permit and the wells to be replaced.** More than one plat map may be required.


One Mile


NW NW NW	NE NW NW	NW NE NW	NE NE NW	NW NW NE	NE NW NE	NW NE NE	NE NE NE
SW NW NW	SE NW NW	SW NE NW	SE NE NW	SW NW NE	SE NW NE	SW NE NE	SE NE NE
NW SW NW	NE SW NW	NW SE NW	NE SE NW	NW SW NE	NE SW NE	NW SE NE	NE SE NE
SW SW NW	SE SW NW	SW SE NW	SE SE NW	SW SW NE	SE SW NE	SW SE NE	SE SE NE
NW NW SW	NE NW SW	NW NE SW	NE NE SW	NW NW SE	NE NW SE	NW NE SE	NE NE SE
SW NW SW	SE NW SW	SW NE SW	SE NE SW	SW NW SE	SE NW SE	SW NE SE	SE NE SE
NW SW SW	NE SW SW	NW SE SW	NE SE SW	NW SW SE	NE SW SE	NW SE SE	NE SE SE
SW SW SW	SE SW SW	SW SE SW	SE SE SW	SW SW SE	SE SW SE	SW SE SE	SE SE SE


660 feet


Section – Township – Range


County


 Land Dedicated

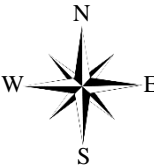
 Area of Use

 Proposed Well Location Area

 Existing Wells to Add to the Permit

 Existing Wells on the Permit

 Existing Wells Owned by Others (i.e. domestic, stock, permitted, etc.)



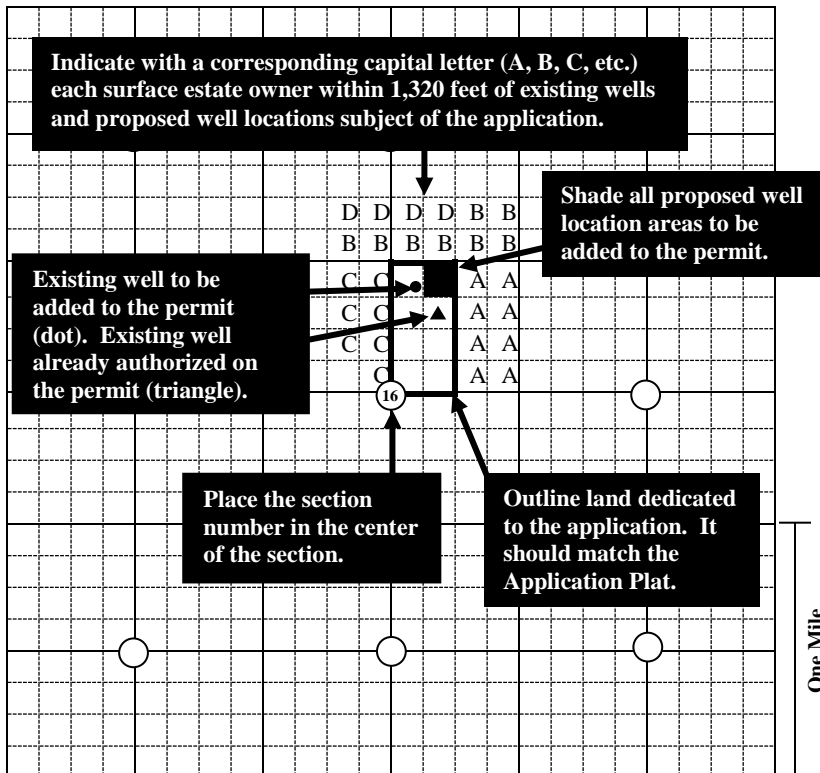
INSTRUCTIONS FOR THE NEXT PAGE

8. SURFACE ESTATE OWNERS MAP (Sample)

Applicant Name John and Jane Doe

Permit No. _____

The map below represents nine (9) full sections of land each with a circle at the center. The applicant must furnish names and mailing addresses of all surface estate owners of land located within 1,320 feet (1/4 mile) from the location of the existing wells to be added as well as from the outside boundaries of all proposed well location areas to be added, unless otherwise directed by the Board. If the applicant is changing purposes or adding water with the amendment, then the applicant must also furnish names and mailing addresses of all surface estate owners of land located within 1,320 feet of existing wells and proposed well locations currently authorized by the permit. Mark applicant's permitted wells with a solid triangle, existing wells to be added with a dot, and shade all proposed well location areas. More than one surface estate owners map may be required.



Instructions and Use of Symbols on the Surface Estate Owners Map

1. Write the applicant name on the top of the page (should match your ownership document).
2. Write section numbers in the circles at the middle of each section where land is dedicated, then draw the land you want to dedicate.
3. Draw a dot at the location of each existing well to be authorized. If the wells are proposed, shade in the 10-acre tracts where you want to drill the wells in the future. If you are adding more than just wells to the permit, you need to notify people around wells already authorized on the permit (solid triangle).
4. To denote neighboring landowners, write letters in every 10-acre tract square within 1/4 mile of the existing wells to be permitted and the proposed well locations to be permitted (up, down, side-to-side, and diagonally). Then write their name and address information at the bottom of the page. **Contact your county assessor office or county courthouse if you do not know this information.**

Name

Address

A. John and Sophie Hoover	<u>16200 N Park Hill Road, Tahlequah, OK 73000</u>
B. <u>Manuela Jones Revocable Living Trust</u>	<u>PO Box 40, Sayre, OK 75000</u>
C. <u>Metric Grains Incorporated</u>	<u>PO Box 185, Boise City, OK 76000</u>
D. <u>Commissioner of Land Office</u>	<u>204 N Robinson Ave, Suite 900, Oklahoma City, OK 73102</u>
E. _____	_____
F. _____	_____

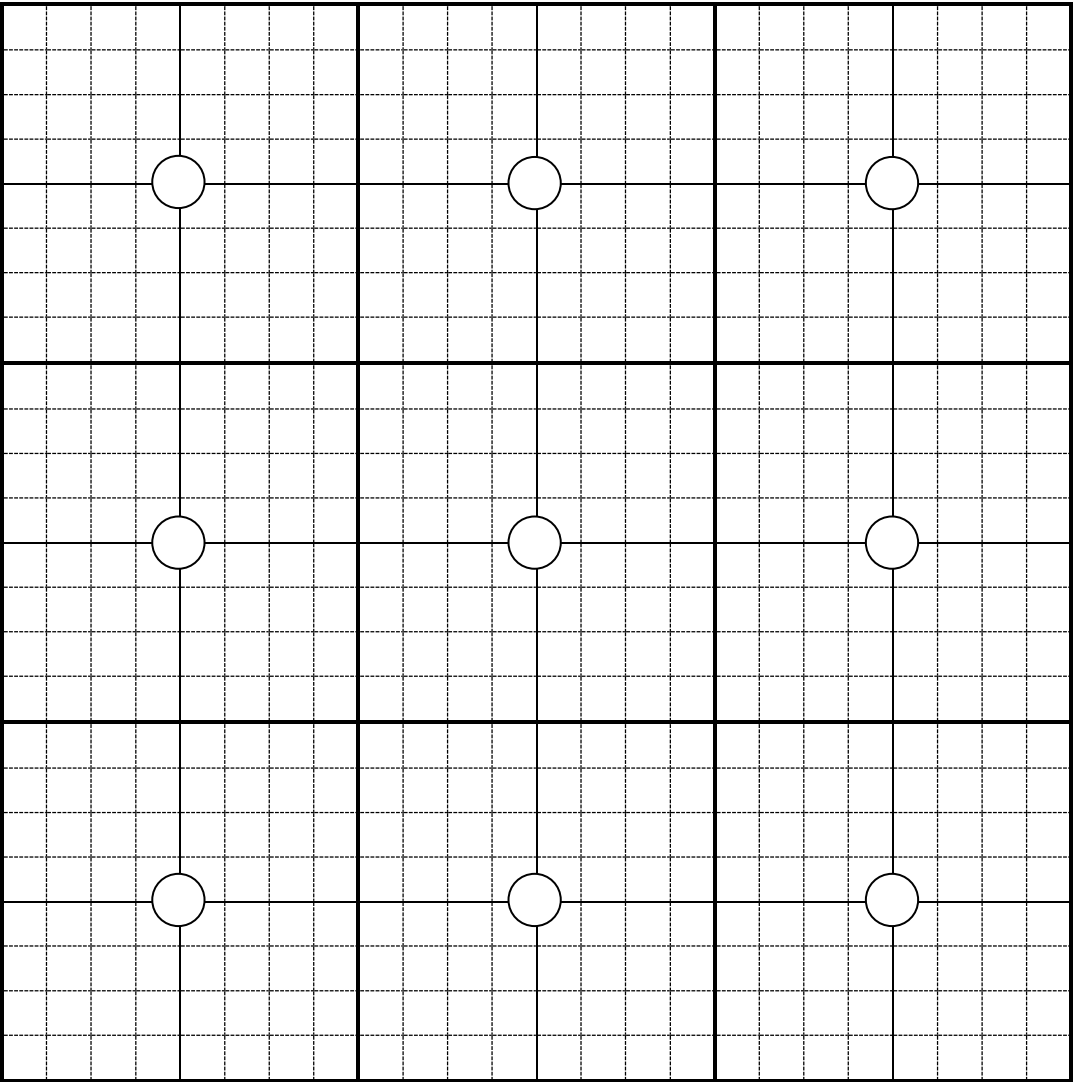
Attach a separate sheet if more space is needed.

8. SURFACE ESTATE OWNERS MAP

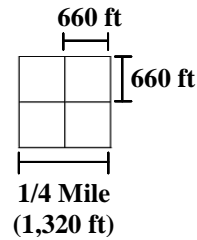
Applicant Name _____

Permit No. _____

The map below represents nine (9) full sections of land each with a circle at the center. The applicant must furnish names and mailing addresses of all surface estate owners of land located within 1,320 feet (1/4 mile) from the location of the existing wells to be added as well as from the outside boundaries of all proposed well location areas to be added, unless otherwise directed by the Board. If the applicant is changing purposes or adding water with the amendment, then the applicant must also furnish names and mailing addresses of all surface estate owners of land located within 1,320 feet of existing wells and proposed well locations currently authorized by the permit. Mark applicant's permitted wells with a solid triangle, existing wells to be added with a dot, and shade all proposed well location areas. More than one surface estate owners map may be required.



Plat Scale



Each of the smallest squares represent a 10-acre tract (660 ft x 660 ft).

One Mile

Name

Address

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____
- F. _____

Attach a separate sheet if more space is needed.

9. 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 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 groundwater.

NOTARY

SIGNATURE OF APPLICANT

PRINT NAME

TITLE (IF APPLICABLE)

OKLAHOMA BAR ASSOCIATION NUMBER
(IF APPLICABLE)

STATE OF _____)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before
me this _____ day of _____, 20_____.

Notary Public Signature

My commission expires: _____

(SEAL)

10. 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 Board approval of the application in an amount greater than what is authorized on the current permit or from wells or for uses other than what is authorized on the current permit, 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.

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

In addition, Oklahoma Administrative Code (OAC) 785:30-1-4(d) states: "If the application is defective to as to form, the Board shall advise the applicant of the corrections, amendments, or changes required and sixty (60) days shall be allowed for the refilling thereof. If the application is not corrected, amended, or changed within the time required, the Board may inactivate the application. Furthermore, OAC 785:30-3-3(b), states: "If an applicant 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.