



Water Resources Program
Application for Change/Transfer
of Water Right

For Ecology Use
(Date Stamp)

**For filing with the Department of Ecology or with
County Water Conservancy Boards**

**A NON-REFUNDABLE MINIMUM FEE OF \$50.00 MUST ACCOMPANY THIS APPLICATION
IF FILED WITH THE DEPARTMENT OF ECOLOGY**

(Check all that apply.)

- Change purpose(s) of use
- Add purpose(s) of use
- Change point(s) of diversion/withdrawal
- Add point(s) of diversion/withdrawal
- Change/transfer place of use
- Other (i.e. consolidation, intertie, trust water)

Explain: _____

FOR OFFICIAL USE ONLY	
DATE APPLICATION RECEIVED _____	
CHECK NO. _____	FEE \$ _____
DATE ACCEPTED _____	BY _____
CHANGE NO. _____	
COUNTY _____	WRIA _____
SPECIAL AREA _____	
SEPA: <input type="checkbox"/> EXEMPT <input type="checkbox"/> NOT EXEMPT	
ECY CODING: 001-002-WR10285-000011	
APP NO. _____	PERMIT NO. _____
CERT NO. _____	CERT OF CHG NO. _____

****IF MORE SPACE IS NEEDED, ATTACH ADDITIONAL SHEETS (PLEASE PRINT OR TYPE CLEARLY)****

1. Applicant Information

APPLICANT/BUSINESS NAME	PHONE NO.	FAX NO.
ADDRESS		
CITY	STATE	ZIP CODE
CONTACT (IF DIFFERENT FROM ABOVE)	PHONE NO.	FAX NO.
ADDRESS		
CITY	STATE	ZIP CODE
LEGAL LAND OWNER or PART OWNER OF PROPOSED PLACE OF USE	PHONE NO.	FAX NO.
ADDRESS		
CITY	STATE	ZIP CODE

2. Water Right Information

WATER RIGHT OR CLAIM NUMBER	RECORDED NAME(S)
DO YOU OWN THE RIGHT TO BE CHANGED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
IF NO, PROVIDE OWNER(S) NAME and ADDRESS: _____	
HAS THE WATER BEEN PUT TO BENEFICIAL USE IN THE LAST FIVE (5) YEARS? <input type="checkbox"/> YES <input type="checkbox"/> NO	

Please attach copies of any documentation that demonstrates consistent, historical use of water since the right was established. Also, if you have a water system plan or conservation plan, please include a copy with your application.

3. Point(s) of Diversion/Withdrawal:

A. Existing

SOURCE	NO.	¼	¼	SEC.	TWP.	RGE.	PARCEL #	WELL TAG #

B. Proposed

SOURCE	NO.	¼	¼	SEC.	TWP.	RGE.	PARCEL #	WELL TAG #

DO YOU OWN THE EXISTING AND PROPOSED POINT(S) OF DIVERSION/WITHDRAWAL?

EXISTING: YES NO PROPOSED: YES NO – IF NO, PROVIDE OWNER(S) NAME: _____

Please include copies of all water well reports involved with this proposal. Also, if you know the distances from the nearest section corner to the above point(s) of diversion/withdrawal, please include that information in Item No. 6 (remarks) or as an attachment.

4. Purpose of Use:

A. Existing

PURPOSE OF USE	GPM or CFS	ACRE-FI/YR	PERIOD OF USE

B. Proposed

PURPOSE OF USE	GPM or CFS	ACRE-FI/YR	PERIOD OF USE

5. Place of Use:

A. Existing

LEGAL DESCRIPTION OF LANDS WHERE WATER IS PRESENTLY USED:							
¼	¼	SEC.	TWP.	RGE.	COUNTY	PARCEL #	# OF ACRES
DO YOU OWN ALL THE LANDS IN THE EXISTING PLACE OF USE? <input type="checkbox"/> YES <input type="checkbox"/> NO							
IF NO, PROVIDE OWNER(S) NAME: _____							

B. Proposed

LEGAL DESCRIPTION OF LANDS WHERE NEW USE IS PROPOSED:							
¼	¼	SEC.	TWP.	RGE.	COUNTY	PARCEL #	# OF ACRES
DO YOU OWN ALL THE LANDS IN THE PROPOSED PLACE OF USE? <input type="checkbox"/> YES <input type="checkbox"/> NO							
IF NO, PROVIDE OWNER(S) NAME: _____							

Attach a detailed map of your proposed change/transfer. The map should show existing and proposed point(s) of diversion/withdrawal, place of use and any other features involved with this application. If platted property, please include a certified copy of the plat map.

Are there any ADDITIONAL WATER rights OR CLAIMS RELATED to the same property as the ONE PROPOSED FOR CHANGE/TRANSFER? <input type="checkbox"/> ES <input type="checkbox"/> NO – IF YES, PROVIDE THE WATER RIGHT/CLAIM NUMBER(S): _____

6. Remarks and Other Relevant Information:

IF FOR SEASONAL OR TEMPORARY, START DATE ____/____/____ END DATE ____/____/____

Certain applications may incur a Real Estate Excise Tax liability for the seller of the water rights. The Department of Revenue has requested notification of potential taxable water right related actions and therefore may be provided with a copy of this request. For further information, contact: Department of Revenue, Real Estate Excise Tax, PO Box 47477, Olympia, WA 98504-7477. Phone (360) 570-3265.

7. Signatures:

I certify that the information above is true and accurate to the best of my knowledge. I understand that in order to process my application, I am hereby granting staff from the Department of Ecology or the County Conservancy Board access to the above site(s) for inspection and monitoring purposes. If assisted in preparing this above application, I understand that all responsibility for the accuracy of the information rests with me.

<i>Applicant Printed Name – Title</i>	<i>Applicant Signature</i>	_____/_____/_____ <i>(Date)</i>
<i>Water Right Holder Printed Name</i>	<i>Water Right Holder Signature</i>	_____/_____/_____ <i>(Date)</i>
<i>Land Owner of Existing Place of Use Printed Name</i>	<i>Land Owner of Existing Place of Use Signature</i>	_____/_____/_____ <i>(Date)</i>
<i>Land Owner of Proposed Place of Use Printed Name</i>	<i>Land Owner of Proposed Place of Use Signature</i>	_____/_____/_____ <i>(Date)</i>

Please check the region in which the project is located:

*Submit your application to: DEPARTMENT OF ECOLOGY CASHIERING SECTION PO BOX 47611 OLYMPIA, WA 98504-7611	<input type="checkbox"/> Central Regional Office 15 W Yakima Avenue, Suite 200 Yakima, WA 98902 (509) 575-2490	<input type="checkbox"/> Eastern Regional Office 4601 N. Monroe Street Spokane, WA 99205-1295 (509) 329-3400
	<input type="checkbox"/> Northwest Regional Office 3190 – 160 th Avenue SE Bellevue, WA 98008-5452 (425) 649-7000	<input type="checkbox"/> Southwest Regional Office PO Box 47775 Olympia, WA 98504-7775 (360) 407-6300

WE ARE RETURNING YOUR APPLICATION FOR THE FOLLOWING REASON(S):

APPLICATION FEE NOT ENCLOSED MAP NOT INCLUDED or INCOMPLETE
 ADDITIONAL SIGNATURES REQUIRED SECTION _____ IS INCOMPLETE
 OTHER/EXPLANATION: _____

STAFF: _____ **DATE:** ____/____/____

ATTACHMENT FOR
Application for Change/Transfer of Water Right

Signatures:

I certify that the information above is true and accurate to the best of my knowledge. I understand that in order to process my application, I am hereby granting staff from the Department of Ecology or the County Conservancy Board access to the above site(s) for inspection and monitoring purposes. If assisted in the preparation of the above application, I understand that all responsibility for the accuracy of the information rests with me.

<input type="checkbox"/> Applicant Printed Name – Title <input type="checkbox"/> Water Right Holder Printed Name <input type="checkbox"/> Land Owner of Existing Place of Use Printed Name <input type="checkbox"/> Land Owner of Proposed Place of Use Printed Name	<hr/> <i>Applicant Signature</i> <i>Water Right Holder Signature</i> <i>Land Owner of Existing Place of Use Signature</i> <i>Land Owner of Proposed Place of Use Signature</i>	<hr/> <i>/ /</i> (Date)
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Applicant Signature
Water Right Holder Signature
Land Owner of Existing Place of Use Signature
Land Owner of Proposed Place of Use Signature

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Applicant Signature
Water Right Holder Signature
Land Owner of Existing Place of Use Signature
Land Owner of Proposed Place of Use Signature

/ /
(Date)



INSTRUCTIONS FOR Application for Change/Transfer of Water Right

Please type or print clearly in ink

Introduction: You must file an application for change or transfer of water right together with the required fees with the Department of Ecology to propose certain changes to an existing water right or claim. This application may be filed with a County Conservancy Board – the Department of Ecology application fee is not required if filed with a County Conservancy Board; however additional fees will be required. General information about the process and considerations involved in making changes to water rights is available from each Ecology region office. Once an application is filed, a public notice is prepared for publication in at least one designated newspaper at your cost, and the application is made available for review.

- You **must** provide the information requested in this application, as it relates to your proposed change, or the application will be returned to you for completion.
- Spaces bordered with a dark outline are for office staff use in processing the application. Please do not mark within those spaces.
- This application requests information about your actual water use and the changes you propose to make. Please **do not** simply copy information about your water use from a water right document. Inaccurate information about your water use may cause substantial delays in processing a decision on your application.
- If additional space is required, you may attach additional sheets of paper or use the Application Attachment Form that is available at any Ecology regional office or from any County Conservancy Board.

A County Conservancy Board is a board established by the County Commissioners and authorized by Ecology to accept and make recommendations for approval or denial of an application for Change or Transfer of a Water Right. Statutory authority for County Conservancy Boards can be found within Chapter 90.80 RCW.

Applications for Change of Water Right are subject to the State Environmental Policy Act, Chapter 43.21C Revised Code of Washington and Chapter 197-11, Washington Administrative Code.

Check the type of change proposed: For your convenience, boxes are located within the upper left-hand corner on the first page of the application form. The following are instructions for completing the boxes that indicate the type of changes that are proposed. The boxes found on the application form are shown in example No. 1.

(Check all that apply.)

- Change purpose(s) of use
- Add purpose(s) of use
- Change point(s) of diversion/withdrawal
- Add point(s) of diversion/withdrawal
- Change/transfer place of use
- Other (i.e. consolidation, intertie, trust water)

Explain: _____

Example No. 1

Check the boxes to indicate the changes that are proposed. You may mark as many types of changes as are appropriate, but you must mark at least one box. If none of the boxes provided appear to represent the change or transfer that you wish to propose, please contact the appropriate regional office shown on the last page of the form for assistance. If you mark “**other**,” you **must** describe the change that you propose. Possible explanations are that the application proposes “consolidation” of a water use exempt from permitting requirements with a water system for which a certificate of water right has issued; that the application proposes to “intertie” two or more public water supplies; or that you propose to enter a water right into the “trust water right program.” The space for explanation

ECY 040-1-97 (Rev. 10/11) If you need this document in a format for the visually impaired, call the Water Resources Program at 360-407-6872.

Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.

may also be used to further explain any proposed change. If additional space is needed to fully explain the intent of the application you may add attachments.

In the following, the number preceding the instruction refers to the corresponding section of the application.

1. Applicant Information: Provide the name in which the application is being filed and the mailing address and telephone number(s) through which the applicant may be reached. The address and phone number provided will be the only address that will be used to contact the applicant unless an alternate contact person is listed.

Provide the name of the person(s) that should be contacted regarding the application, if contact should be made to someone other than the listed applicant. If a contact person(s) is identified, provide their mailing address and telephone number. If a contact name is provided, all mail concerning the application will be directed to the contact person unless amended by the applicant.

If you do not own the land that contains the existing point(s) of diversion/withdrawal, please provide the owner's name.

2. Water Right Information: You **must** identify a water right or water right claim to be changed.

WATER RIGHT OR CLAIM NUMBER <i>Certificate No. G1-26483C</i>	RECORDED NAME(S) <i>The person(s) name appearing on the water right document</i>
DO YOU HOLD LEGAL TITLE TO THE RIGHT TO BE CHANGED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
IF NO, PROVIDE OWNER(S) NAME and ADDRESS:	
HAS THE WATER BEEN PUT TO BENEFICIAL USE IN THE LAST FIVE (5) YEARS? <input type="checkbox"/> YES <input type="checkbox"/> NO	

Example No. 2

Identify the water right document that describes the water right including the water right number or water right claim number. Provide the name of the person(s) under which the document was filed or recorded.

Indicate whether the applicant is the current owner of the water right proposed to be changed or transferred by marking the appropriate box. If the applicant is not the current owner of the right, provide the name and address of the water right owner.

Indicate, by marking the appropriate box whether the water right to be changed has been in beneficial use at any time during the most recent five-year period. If you check "no," you may wish to describe past use of the right on a separate attachment.

Please attach copies of any documents or records that support the consistent, historical use of water since the right was established. Examples include electric bills for a pumping station, receipts for purchase of water system equipment, dated aerial photographs, and affidavit(s) of persons familiar with water use under the water right. Also, if you have a water system plan or conservation plan written for your water use, please include a copy with your application.

3. Point(s) of Diversion/Withdrawal:

A. Existing

SOURCE	NO.	¼	¼	SEC.	TWP.	RGE.	PARCEL #	WELL TAG #
<i>Well</i>	<i>1</i>	<i>NW</i>	<i>SW</i>	<i>10</i>	<i>15 E</i>	<i>25</i>	<i>854321-237</i>	<i>043986</i>
<i>Wilson Well</i>	<i>2</i>	<i>SE</i>	<i>SW</i>	<i>10</i>	<i>15 E</i>	<i>25</i>	<i>854321-238</i>	<i>043987</i>

Example No. 3

Existing: You **must** describe the existing point(s) of diversion/withdrawal on your application. The point(s) of diversion/withdrawal is the location of the well or the location of the point of withdrawal from a public water body (a lake, stream, etc.) where water is withdrawn for use .

Identify the name of the source of water that is used under your water right. If the source is surface water and has no name write “unnamed.” If the source is a well and has no name, write “well.” If you refer to the listed water sources by number, provide the number.

The spaces for ¼¼, SEC, TWP, and RGE are provided for identifying the general location of the point(s) of diversion/withdrawal. The SEC., TWP., and RGE refer to the section, township and range where the diversion/withdrawal is (are) located. The ¼¼ spaces refer to (from right to left) the quarter of the identified section and then to the quarter of the identified quarter section in which the point(s) of diversion/withdrawal are located. If you do not understand this geographic location system, please contact the appropriate Ecology regional office, County Conservancy Board, or seek professional assistance in completing your application.

Parcel #. You must provide the county assigned parcel identification number for each parcel containing a point of diversion. This number may be obtained from the County Assessor’s office for the county containing the point(s) of diversion/withdrawal.

Well Tag #. Every well within the State of Washington is required to have a well tag number displayed. The well tag number is a unique number assigned at the time of construction or upon request by the well owner to the Water Resources Program, Department of Ecology. For specific requirements, see Washington Administrative Code (WAC) 173-160-311, What are the well tagging requirements?. If no well tag number is prominently displayed on your well head, you may assume that no number has been assigned and may leave this space blank. Upon verification that no number has been assigned, Ecology will assign a number and provide a tag for permanent installation upon the well.

Complete this section of the application **only** if you propose to change or add points of diversion/withdrawal to your water right. Follow the instructions provided above for Part A to describe the point(s) you wish to add or change. Include water well reports for any constructed wells you have described and any information that describes the precise location of the point of diversion/withdrawal.

Ownership: Below Part 3B. of the application, state whether you own the land(s) that contains the existing point(s) of diversion/withdrawal. If you do not own the land, provide the owner’s name.

DO YOU OWN THE EXISTING AND PROPOSED POINT(S) OF DIVERSION/WITHDRAWAL?	
EXISTING <input type="checkbox"/> YES <input type="checkbox"/> NO	PROPOSED <input type="checkbox"/> YES <input type="checkbox"/> NO - IF NO, PROVIDE OWNER(S) NAME: _____

Example No. 4

4. Purpose of Use: You **must** complete Part 4 A., existing purpose of use, to have your application accepted

A. Existing

PURPOSE OF USE	GPM or CFS	ACRE-FT/YR	PERIOD OF USE
3 domestic uses	45	3	Throughout the year
Irrigation	150	45	April 1 to September 15

Example No. 5

In the spaces provided on the application, identify **all** the uses currently made of the water taken under the water right that you propose to change.

Purpose of Use: List each purpose of use currently made of the water right proposed for change. For example, “irrigation,” “stockwater,” and “municipal supply” are typical uses. If you are proposing a domestic use other than for a municipality, include the number of residences to be served in the description of the purpose of use. For example, if you propose to serve 10 homes, indicate this by entering “10 domestic uses” in the space provided.

GPM or CFS: State the rate of water actually used for each listed purpose. You **must** indicate whether the rate you have stated is in units of gallons per minute (GPM) or cubic feet per second (CFS) by circling the appropriate unit.

Acre-Feet/Yr: State the volume of water that is used during a calendar year in the unit of acre-feet for each listed purpose. One acre-foot is equal to 325,851 gallons or 43,560 cubic feet of water.

The volume of water that is reasonably required for beneficial use is highly variable from one water right to another. The number of acre-feet required depends upon the type of beneficial use, the geographic location of use, soil types, slope, and other case specific factors. The following are suggestions that may assist in estimating the volume of water used for purposes of filing your application. Ecology will also make a tentative determination of the extent of the existing water right that will include the number of acre-feet of water authorized per year.

For domestic water supplies, a reasonable estimate of use is 0.25 to 2 acre-feet per residence.

Acre-feet per year for uses that are continuous throughout a day of use at or near the maximum rate of diversion/withdrawal, may be estimated by multiplying the rate of diversion you have provided in GPM or CFS by the number of days that water is actually used each year:

_____ (GPM or CFS) multiplied by _____ number of days of actual water use during the period of use

Multiply your answer by 2 if the diversion is in CFS

Multiply your answer by 0.005 if the withdrawal is in GPM.

Period of Use: Identify the timeframe from the beginning month and day of use to the ending month and day of use, in which water is actually used for each listed purpose.

B. Proposed

Complete Part B. of Section 4, Purpose of Use, **only** if you are proposing to change or add uses of water authorized by your water right. If you are proposing to change the purpose of use, you **must** list **all** purposes for which you wish to use water. Follow the instructions provided by Part A of Section 4 to describe each intended water use under the proposed change.

5. Place of Use: The place of use is the lands on which water is actually used. You must describe the existing place of water use and, if you proposed a change/transfer of place of use or to add place of use, you must describe the proposed place of use. Follow the instructions below to complete Section 5 of the application:

A. Existing

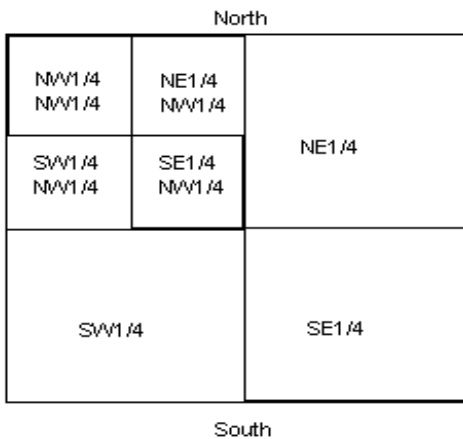
LEGAL DESCRIPTION OF LANDS WHERE WATER IS PRESENTLY USED:
<i>The south 500 feet of the north 600 feet of the:</i>

1/4	1/4	SEC.	TWP.	RGE.	COUNTY	PARCEL #	# OF ACRES
NW	SW	10	15	25 E	Grant	854321-237	15
DO YOU OWN ALL THE LANDS IN THE EXISTING PLACE OF USE? <input type="checkbox"/> YES <input type="checkbox"/> NO							
IF NO, PROVIDE OWNER(S) NAME: _____							

Example No. 6

Print or type a complete description of the area of existing water use. You may find a description of your property on a property deed. Exclude from your description any lands you own that do not have an existing water use under the right you are changing. If necessary, you may attach a description of the place of use as a separate attachment.

The spaces for 1/4, SEC, TWP, and RGE are provided for identifying the general location of the place(s) of use. The SEC., TWP., AND RGE refer to the section, township and range containing the place(s) of use. The "1/4" (of the) "1/4" spaces refer to (from right to left) the quarter of the identified section and then to the quarter of the identified quarter section of the place(s) of use. The following illustration shows how a section of land is divided into 1/4 sections:



If you do not understand this geographic location system, please contact the appropriate Ecology regional office, County Conservancy Board, or seek professional assistance in completing your application.

County: Identify every county that contains any portion of the existing place of water use.

Parcel #: Please provide the county assigned identification number for each parcel containing your place of use. If the proposed place of use contains many separate parcels of property, please indicate this by writing "multiple" in the space provided for Parcel #. The parcel number may be obtained from the County Assessor's office for the county containing the place of use.

Illustration No. 1

of Acres: If you have identified irrigation as a purpose of use, you must state the number of acres irrigated.

You must indicate whether you own the lands associated with the proposed change. If you do not, provide the landowner's name.

Map: In addition to describing the point(s) of diversion/withdrawal and place(s) of water use on the application, attach a detailed map. The map **must** have reference to the Township, Range and Section of the area illustrated. Indicate on the map: a) the lands upon which water is used for each purpose of water use; b) the points from which water is taken from the water source; c) any lands to which the water use is proposed to be changed; d) any new points from which water is proposed to be taken d) show a reference point such as a section corner e) show the location of structures, the water system and other features relevant to your proposed change/transfer. It is recommended that you base your map on a published map of your area. If your place of use is platted property, you **must** include a certified copy of the plat.

Water Resources Program regional boundaries and regional offices are located as follows:

Central Regional Office
15 W Yakima Avenue, Suite 200
Yakima, WA 98902
(509) 575-2490

Eastern Regional Office
4601 N. Monroe Street
Spokane, WA 99205-1295
(509) 329-3400

Northwest Regional Office
3190 – 160th Avenue SE
Bellevue, WA 98008-5452
(425) 649-7000

Southwest Regional Office
PO Box 47775
Olympia, WA 98504-7775
(360) 407-6300

