

[Date]

[Name]

[Address]

[City, State Zip]

Dear **[Name]**:

RE: Permit No. **[permit #]**/**[Ground/Surface]** Water Superseding Certificate No.**[certificate #]**

Our information indicates that your water project is complete and the water is being put to full beneficial use. In order to receive your water right certificate, please send the following to the Water Resources Program at Ecology's Southwest Regional Office:

- The completed Water Right Certificate Fees Form (enclosed).
 - Include your parcel numbers(s) in the space provided.
 - If appropriate, make corrections to your name and address in the space provided.
- The \$5.00 filing fee: a check or money order payable to the Department of Ecology; and
- The **[\$0.00]** recording fee: a check or money order payable to **[County Name]** County Auditor.

Upon receipt of the fees, your **[Superseding]** Certificate of Water Right will be prepared by Ecology, sent to the county auditor for recording, and then forwarded to you by the Auditor.

If we can provide any further assistance, please contact our office at (360) 407-6300.

Sincerely,

Thomas Loranger
Water Resources Section Manager
Southwest Regional Office

TL:th

Enclosure: Water Right Certificate Fees Form

after inspection, cert fees.doc



Water Right Certificate Fees Form

Name: [Name]
Address: [Address]
[City, State Zip]

*Is this address correct? If not,
make corrections in the box on the right.*

<i>Address correction:</i>	
Name:	_____
Street 1:	_____
Street 2:	_____
City:	_____ State: _____
Zip-code:	_____

[Water Right/Permit] number: [#]

In order to receive your water right certificate, please:

- Enter the parcel number(s) for the point(s) of withdrawal/diversion (that is, where your well or surface water diversion is located); and
- The parcel number(s) for the property where the water is actually being used (the place of use, if different from the point of withdrawal/diversion).

Parcel numbers can be found on your property tax statement.

Parcel number(s) for point(s) of diversion/withdrawal: _____

Parcel number(s) for place of use (if different): _____

Remember to enclose the following two checks/money orders:

- \$5.00 payable to the Department of Ecology
- \$[amount] payable to the [County] Auditor

Send this form and the payments to:

Department of Ecology
Water Resources Program
Southwest Regional Office
PO Box 47775
Olympia, WA 98504-7775