



WATER RESOURCES

Application for Change/Transfer of a Water Right

For Ecology Use
(Date Stamp)

You must include a \$50.00 minimum filing fee with this application for:

(Check all that apply.)

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

Explain: _____

No filing fee is required for applications for:

- Drought
- Cost Reimbursement
- Water Conservancy Board

FOR OFFICIAL USE ONLY

DATE APPLICATION RECEIVED _____

CHECK NO. _____ FEE \$ _____

DATE ACCEPTED _____ BY _____

CHANGE NO. _____

COUNTY _____ WRIA _____

SPECIAL AREA _____

SEPA: EXEMPT NOT EXEMPT

ECY CODING: 001-002-WR10285-000011

APP NO. _____ PERMIT NO. _____

CERT NO. _____ CERT OF CHG NO. _____

I have completed a pre-application consultation with Ecology.

1. Applicant Information

APPLICANT/BUSINESS NAME	PHONE NO.	FAX NO.
ADDRESS		
CITY	STATE	ZIP CODE
EMAIL ADDRESS (IF AVAILABLE)		

CONTACT (IF DIFFERENT FROM ABOVE)	PHONE NO.	FAX NO.
ADDRESS		
CITY	STATE	ZIP CODE
EMAIL ADDRESS (IF AVAILABLE)		

LEGAL LAND OWNER or PART OWNER OF PROPOSED PLACE OF USE	PHONE NO.	FAX NO.
ADDRESS		
CITY	STATE	ZIP CODE
EMAIL ADDRESS (IF AVAILABLE)		

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 USED AS AUTHORIZED IN THE LAST FIVE (5) YEARS? <input type="checkbox"/> YES <input type="checkbox"/> NO	

- Attach copies of any documentation that shows the historical use of water that has occurred since the right was established.
- 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 (if different from 3.A.)

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

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

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

- Include copies of all associated water well reports.
- 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-FT/YR	PERIOD OF USE

B. Proposed (if different from 4.A.)

PURPOSE OF USE	GPM or CFS	ACRE-FT/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 NAME(S):							

B. Proposed (if different than 5.A.)

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 NAME(S):							

- 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.

D. Are there any additional water rights or claims related to the same property as the one proposed for change/transfer?

YES 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 Phone (360) 570-3265
 Real Estate Excise Tax
 PO Box 47477
 Olympia, WA 98504-7477

ECY 040-1-97 (Rev 04-2015) To request ADA accommodation including materials in a format for the visually impaired, call Ecology Water Resources Program at 360-407-6872. Persons with impaired hearing may call Washington Relay Service at 711. Persons with speech disability may call TTY at 877-833-6341.

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 hereby grant 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.

Applicant Printed Name – Title	Applicant Signature	(Date: MM/DD/YYYY)
Water Right Holder Printed Name	Water Right Holder Signature	(Date: MM/DD/YYYY)
Land Owner of Existing Place of Use Printed Name	Land Owner of Existing Place of Use Signature	(Date: MM/DD/YYYY)
Land Owner of Proposed Place of Use Printed Name	Land Owner of Proposed Place of Use Signature	(Date: MM/DD/YYYY)

<p>*Submit your application to:</p> <p>DEPARTMENT OF ECOLOGY CASHIERING SECTION PO BOX 47611 OLYMPIA, WA 98504-7611</p>	<input type="checkbox"/> Central Regional Office 1250 W. Alder Street Union Gap, WA 98903-0009 (509) 575-2490	<input type="checkbox"/> Eastern Regional Office 4601 N. Monroe Street Spokane, WA 99205-1265 (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

**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 hereby grant 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.

Applicant Printed Name – Title
 Water Right Holder Printed Name
 Land Owner of Existing Place of Use Printed Name
 Land Owner of Proposed Place of Use Printed Name

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

(Date: MM/DD/YRZR)

Applicant Printed Name – Title
 Water Right Holder Printed Name
 Land Owner of Existing Place of Use Printed Name
 Land Owner of Proposed Place of Use Printed Name

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(Date: MM/DD/YRZR)

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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: MM/DD/YRZR)

Applicant Printed Name – Title
 Water Right Holder Printed Name
 Land Owner of Existing Place of Use Printed Name
 Land Owner of Proposed Place of Use Printed Name

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

(Date: MM/DD/YRZR)

Applicant Printed Name – Title
 Water Right Holder Printed Name
 Land Owner of Existing Place of Use Printed Name
 Land Owner of Proposed Place of Use Printed Name

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

(Date: MM/DD/YRZR)

Applicant Printed Name – Title
 Water Right Holder Printed Name
 Land Owner of Existing Place of Use Printed Name
 Land Owner of Proposed Place of Use Printed Name

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

(Date: MM/DD/YRZR)



INSTRUCTIONS FOR Application for Change/Transfer of a Water Right

We encourage you to contact the Ecology Regional Office in your area to request a **pre-application conference** PRIOR to filing your application. Contacts are listed on the last page of these instructions.

Please type or print clearly in ink

Introduction:

To change certain aspects of a water right or claim, you must file an *Application for Change/Transfer of a Water Right* together with any required fees with the Department of Ecology (Ecology), or a County Conservancy Board if available. 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/Transfer of a Water Right*. Statutory authority for County Conservancy Boards can be found within Chapter 90.80 RCW. Filing with a conservancy board does not require the Ecology application fee; however the boards also require fees.

- Spaces bordered with a dark outline are for office staff use in processing the application. Please do not mark within those spaces.
- You **must** provide all the information requested in this application, as it relates to your proposed change, or the application will be rejected.
- 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.

Once an application is filed, you will be required to publish a public notice in at least one designated newspaper at your cost, and the application is made available for review. Applications for Change/Transfer of a Water Right are subject to the State Environmental Policy Act: Chapter 43.21C Revised Code of Washington and Chapter 197-11, Washington Administrative Code. General information about the process and considerations involved in making changes to water rights is available from each Ecology regional office.

Check box for the type of change proposed:

The boxes found on the application form are shown in Example No. 1 below.

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 ask for assistance from the appropriate regional office shown on the last page of the form.

If you mark “**other**,” you **must** describe the change that you propose. Possible explanations are that the application proposes a:

- “consolidation” of a permit-exempt use under RCW 90.44.050 with a water system for which a certificate of water right has issued;
- “intertie” of two or more public water supplies; or
- placement of a water right into the “trust water right program.”

The space for explanation 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.

You must include a \$50.00 minimum filing fee with this application for:
(Check all that apply.)

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

Explain: _____

No filing fee is required for applications for:

- Drought
- Cost Reimbursement
- Conservancy Board

Example No. 1

If your application includes any of the options in the second box, the \$50 Ecology filing fee is not required.

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. Ecology will use the address and phone number provided to contact the applicant, unless an alternate contact person is listed.

Provide the name(s) 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 Certificate No. G1-26483C	RECORDED NAME(S) The person(s) name appearing on the water right document
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. Name the person(s) under which the document was filed or recorded.

Mark the appropriate box to indicate whether the applicant is the current owner of the water right proposed to be changed or transferred. If the applicant is not the current owner, provide the owner's name and address.

Mark the appropriate box to indicate whether the water right to be changed has been used, as authorized in the water right document, at any time during the last five years. 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 provide evidence of the 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 #
Well	1	NW	SW	10	15 E	25	854321-237	043986
Wilson Well	2	SE	SW	10	15 E	25	854321-238	043987

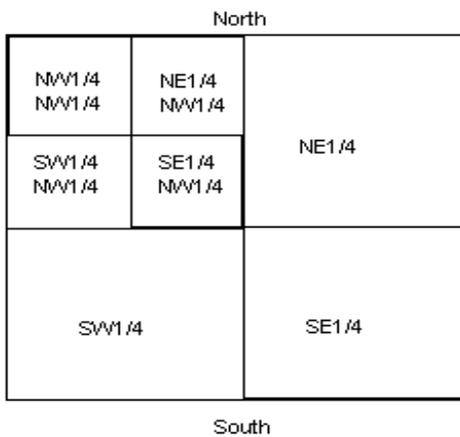
Example No. 3

Source:

You **must** describe the existing point(s) of diversion/withdrawal on your application. A point of diversion/withdrawal is the location of the well or 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.

Identify the general location of the existing point(s) of diversion/withdrawal by providing the section (SEC), township (TWP), and range (RGE) where the diversion/withdrawal is (are) located. The 1/4/4 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. The following illustration shows how a section of land is divided into 1/4/4 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.



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 Ecology’s Water Resources Program, Well Construction Unit. For specific requirements, see Washington Administrative Code (WAC) 173-160-311, What are the well

tagging requirements?. You may leave the space for the well tag # blank if you cannot find a well tag number prominently displayed on your well head. If Ecology verifies no number has been assigned, one will be assigned and a tag issued for permanent installation upon the well.

B. Proposed:

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.

C. Ownership:

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 <input type="checkbox"/> - IF NO, PROVIDE OWNER(S) NAME:	

Example No.

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

Purpose of Use:

List each purpose of use currently made under 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 or apartments, 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 use, the geographic location, soil types, slope, and other case specific factors. The following are suggestions that may assist in estimating the volume of water used for various purposes. 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.

A. Existing

LEGAL DESCRIPTION OF LANDS WHERE WATER IS PRESENTLY USED:							
The south 500 feet of the north 600 feet of the:							
¼	¼	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. Your property deed should contain a description of your property. 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.

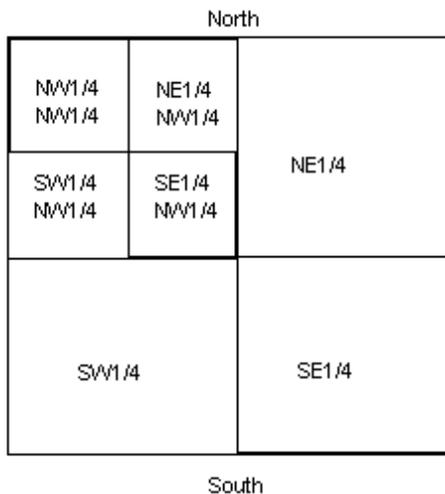


Illustration No. 1

Identify the general location of the place(s) of use, including the section, township and range. The “¼” (of the “¼”) 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 ¼¼ 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. The parcel number may be obtained from the County Assessor’s office for the county containing the 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 #.

of Acres:

If you have identified irrigation as a purpose of use, you must state the number of acres irrigated. This includes both commercial irrigation and the watering of lawn and garden.

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:

1. The lands upon which water is used for each purpose of water use.
2. The points from which water is taken from the water source.
3. Any lands of which the water use is proposed to be changed.
4. Any new points from which water is proposed to be taken.
5. Show a reference point such as a section corner.
6. Show the location of structures, the water system, and other features relevant to your proposed change/transfer.
7. The water system.
8. 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.

A. Proposed

If you are proposing to add a place of use or change/transfer place of use then you **must** complete Part 5B. of the application. Follow the instructions for Part 5A. to describe the new lands that you propose to be associated with the water right.

B. Other rights:

Below Part 5 B. in a separate border is the following question:

ARE THERE ANY ADDITIONAL WATER RIGHTS OR CLAIMS RELATED TO THE SAME PROPERTY AS THE ONE PROPOSED FOR CHANGE/TRANSFER? YES NO – IF YES, PROVIDE THE WATER RIGHT/CLAIM NUMBER(S): _____

Example No. 7

Mark the “yes” box if you are aware of other rights associated with any of the property you have described on the application, and provide the water right document number(s).

6. Remarks and Other Relevant Information:

Your application will be reviewed by several interested agencies and is available to the public for inspection. You may use this space to provide additional information or an explanation for your change proposal. Your remarks or explanation may include any information that you believe should be considered in the review of your application. You may also explain the reasons that you are proposing the change/transfer, for example, that you are updating your water distribution system or relocating a water well.

Please note:

If you are submitting this application for a seasonal or temporary water right change, whether or not in conjunction with a permanent change or transfer, you must indicate the date that you desire the change/ transfer to be effective and the date that you desire the change/transfer to end. It is recommended that you submit your application as far in advance of the date you wish the change/transfer to be effective as possible.

7. Signatures:

The applicant(s) must sign and date the application. In addition, the holder(s) of the water right and the owner(s) of the proposed place of use must sign and date the application if different than the applicant.

Submit your application to Ecology at: DEPARTMENT OF ECOLOGY
CASHIERING UNIT
PO BOX 47611
OLYMPIA, WA 98504-7611

Alternatively, you may submit your application to a Water Conservancy Board with jurisdiction. If you have questions about your application or whether a [Conservancy Board](#) with jurisdiction exists, contact the appropriate Water Resources Program regional office.

Ecology’s regional boundaries are shown in the map below and addresses and phone numbers of our regional offices are listed in the following table:

<p>Central Regional Office 1250 W. Alder Street Union Gap, WA 98903-0009 (509) 575-2490</p>	<p>Eastern Regional Office 4601 N. Monroe Street Spokane, WA 99205-1265 (509) 329-3400</p>
<p>Northwest Regional Office 3190 – 160th Avenue SE Bellevue, WA 98008-5452 (425) 649-7000</p>	<p>Southwest Regional Office PO Box 47775 Olympia, WA 98504-7775 (360) 407-6300</p>

