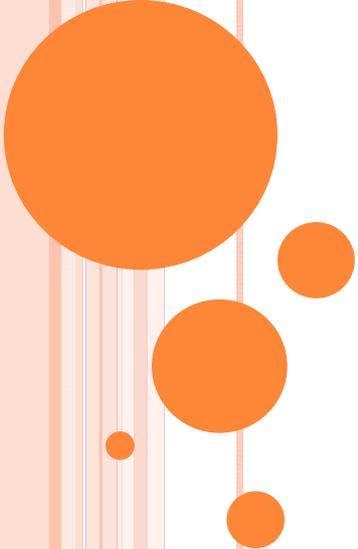


**ASSURED AND ADEQUATE
WATER SUPPLY
APPLICATION REVIEW
PROCESS –**

HYDROLOGY DIVISION

MARCH 2010



ASSURED AND ADEQUATE WATER SUPPLY APPLICATION PROCESS - HYDROLOGY DIVISION

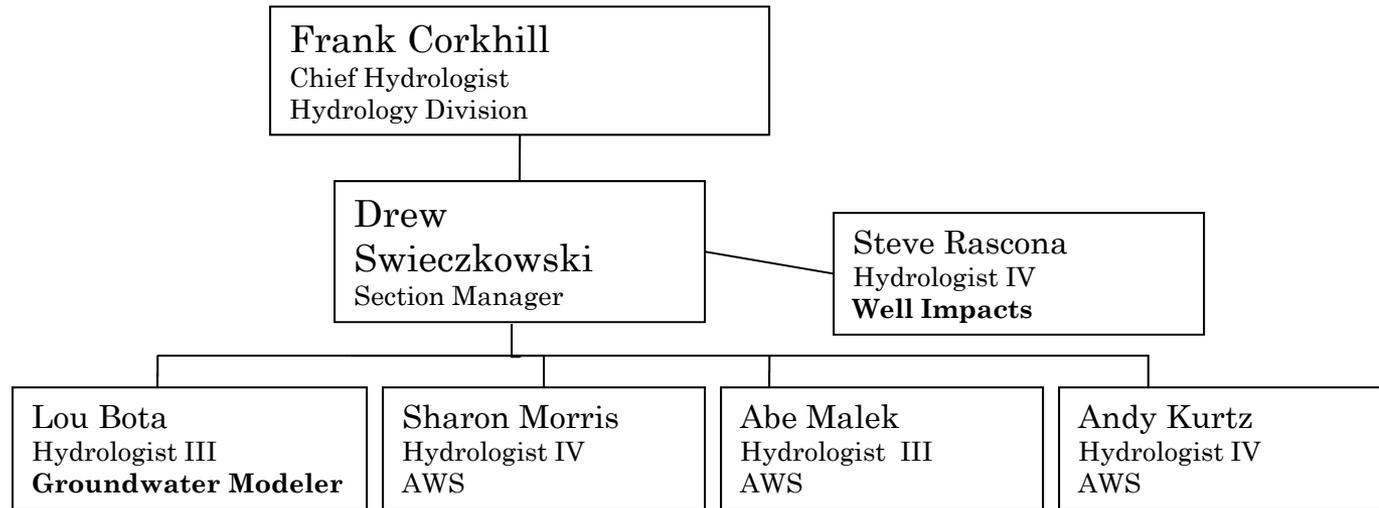
Office of Assured and Adequate Water Supply is the lead on all applications:

- ✓ All Assured and Adequate Water Supply applications to be reviewed by the Hydrology Division are received from the OAWS
- ✓ Hydrology Division reviews applications that require a physical availability determination.
- ✓ All inquiries on future and pending AAWS applications should be routed through the OAWS



WATER RESOURCES SECTION

ASSURED WATER SUPPLY, WELL IMPACTS, RECHARGE



ASSURED AND ADEQUATE WATER SUPPLY APPLICATION PROCESS - HYDROLOGY DIVISION

Fours main steps in review process:

1. Pre-application
2. Completeness review
3. Correctness review
4. Permit issuance / denial –file clean-up



PRE-APPLICATION STEP

Before the pre-application meeting an email is sent to the applicant in order to help ADWR prepare for the meeting. Questions asked include:

- Name of project –
- Purpose of the meeting(type of application) –
- Owner –
- County –
- Legal description or cadastral location –
- Who will be attending the meeting? –
- Owner – Owner Rep –
- Consultant and company affiliation –
- Hydro consultant and company affiliation –
- Legal representation and law firm affiliation –
- Have you met with DWR previously for this project? If so, provide date(s) if known –
- Project information –
- Size –
- Number of lots –
- Water provider –
- Approximate water demand –
- Source of water (groundwater, surface water, Colorado River, etc.) –
- AMA status (inside or outside?) –
- Are there any specific issues you wish to discuss? –
- Can you provide background material on specific issues prior to meeting? –
- Is there anyone in particular from ADWR you want to attend? –



PRE-APPLICATION STEP

Hydrology Pre-Application Meeting Checklist

Before a pre-application meeting Hydrology generally prepares by collecting the following information:

- **Proposed Project Details**
 - Other studies in the area
 - Project demand
 - Water provider (if known)
 - Existing/Issued demands (if known)
- **Maps**
 - General location
 - Proposed study area
 - Water levels
 - Below Land Surface
 - Above Mean Sea Level (contoured)
 - Land ownership and well locations
- **Study Area Characteristics**
 - Geology
 - Hydrogeology
 - Water-level trends
- **Type of Impact Analysis Used Previously in the Area**
 - Availability of existing models (ADWR, previous applications)
 - Analytical
 - Numerical



PRE-APPLICATION STEP

After the pre-application meeting is held, meeting notes are prepared by the Department and reviewed by the Hydrology Division. They are then sent to all individuals that attended the meeting. The notes contain the following information:

- **Today's Date:**
- **Date of Meeting:**
- **Application or Project Name:**
- **Type of Application:**
- **Application Number:**
- **Purpose of Meeting:**
- **AMA Status:**
- **County:**
- **Type of Development:**
- **Number of Lots:**
- **Demand Estimate:**
- **Water Provider:**
- **Source of Water:**

Attendees:

Rick Obenshain: ADWR-OAWS, 602-771-8512, robenshain@azwater.gov

Doug Dunham: ADWR-Deputy Asst. Director 602-771-8590 dwdunham@azwater.gov

Drew Swieczkowski: ADWR-Hydrology 602-771-8550 dmswieczkowski@azwater.gov

Meeting Notes:

Action Items:

Drafted by: Rick Obenshain, OAWS File Manager

Approved by:

Sent to: Applicant:
Consultant:



POST PRE-APPLICATION MEETING

- Applicant may send **email questions or place a call** regarding the preparation of the hydrologic report to the Department
- Applicant may provide a detailed **proposal** for the hydrologic report. This proposal is reviewed and comments are provided to the applicant
- A **draft hydrologic report** may also be submitted for review before the official report.
 - This has allowed for more informal discussions
 - Once the draft review has been reviewed and commented on, the final is usually accepted with little to no comment
- This is all contingent on availability of time and manpower.



COMPLETENESS REVIEW STEP

- Application is forwarded from the OAWS to Hydrology.
 - Dated stamped and application folder made
 - LTF review deadlines on the routing slip
 - 15 day completeness review
 - 30 day review required before
 - 60 day review required before
 - Manager review for completeness.

 - Application examined for:
 - Needed information for correctness review (per Hydro Guidelines)
 - All needed electronic data files included
 - Pull all pre-application meeting notes/proposals/draft reports for inclusion of correctness review

 - If all required information is not in the application, then the OAWS is contacted and a memo prepared of items that are needed
 - If a simple item was omitted from the application then the applicant may be contacted to provide the missing item

 - If all information necessary to review application for correctness is available then application is considered complete by Hydrology
- 

CORRECTNESS REVIEW STEP

- This step is the most time consuming
- Section Manager assigns a staff hydrologist to review the hydrologic report
 - Database is updated with Hydrology review staff and comments on the new application
- Assignments are made based on:
 - Experience that the hydrologist has in the application general area
 - Workload
 - Type of groundwater flow model used in the analysis
- Main review tool is the Hydrologic Guidelines
- Review meetings with the OAWS project manager and program manager (updates are generally given on a weekly basis)



CORRECTNESS REVIEW STEP

Steps in correctness review include:

1. Initial review by the Section Manager before sent to the reviewing hydrologist to catch any large technical issues
2. Initial discussion between reviewing hydrologist and the Section Manager
3. Draft review memo provided to Section Manager from reviewing hydrologist
4. If application is deficient or sensitive, discussion of issues with Chief Hydrologist
5. If no issues - approval of application. Email sent to the OAWS and OAWS database (Hydrology Tab) completed
6. If issues are found - final incorrect review memo prepared by the Section Manager is provided to the OAWS
7. Letter sent to applicant from the OAWS
8. Future actions - meeting with applicant / review of re-submittal



CORRECTNESS REVIEW STEP

The reviewing hydrologist provides a review memo that includes at a minimum the following hydrologic items (as referenced in the Hydrologic Guidelines) Comments are also provided as to what necessary items are needed to continue the review.

1) Introduction:

2) Water Provider:

3) Project Wells;

4) Water Supply Information:

5) Define Study Area:

6) Previous Studies Used/Available:

7) Source Aquifer and Characteristics:

8) Depth to Water:

9) Decline Rates:

10) Depth to Bedrock:

11) Saturated Thickness:

12) Existing and AWS Issued Demands (AFY):

13) Modeling Analysis:

14) Miscellaneous:

15) Conclusions:

16) References:



PERMIT ISSUANCE / DENIAL (FILE CLEAN-UP) STEP

This step is after the application has been issued or denied and is done to organize the application file

- ✓ File is organized in chronological order
- ✓ All electronic files are copied and placed in file
- ✓ Application and supporting hydrologic report are filed

