ARIZONA DEPARTMENT OF WATER RESOURCES

PROCEDURES FOR ESTABLISHMENT OF NEW SERVICE AREAS

The following procedures must be followed in order to be considered for a new service area right:

1) The Initial Request to Establish a New Service Area Right must be filed on the form provided by the Department. Requirements of the Groundwater Code and management plans are published by the Department and are available from the applicable AMA office. Applicants should carefully review the requirements prior to filing the Initial Request.

2) A well impact analysis must be prepared for any proposed "new wells" (as defined in A.R.S. § 45-591). The analysis must demonstrate that the well's maximum projected pumping volume will not unreasonably impact other surrounding land or water users and that the well meets all other requirements in A.R.S. §§ 45-591 through 604.

3) In order to establish a Service Area Right, applicants must first serve water pursuant to one or more of the rights listed below for a 12 month period (Service Area Development Period) and must serve a minimum of 4 or more residential or commercial services at the end of that 12 month period.

4) During the Service Area Development Period, water must be withdrawn and used only pursuant to one or more of the following rights: Type 2 Non-Irrigation Grandfathered Right(s); Type 1 Non-Irrigation Grandfathered Right(s); recovery well permit(s); or surface water used pursuant to a statement of claim, a permit to appropriate public water, or a CAP contract. Copies of all ownership or lease agreements should be submitted with the Initial Request To Establish A New Service Area Right application form.

5) All water withdrawn must be measured using a measuring device and measuring method approved by the Department. See Arizona Administrative Codes R12-15-901, 903.

6) The allotments of the rights or permits during the Service Area Development Period cannot be exceeded. Additional rights or permits must be obtained if it reasonably appears that the rights or permits to withdraw groundwater will be inadequate to serve the needs of the development prior to classification as a service area.

7) The Department must be notified in writing within 30 days of the date on which water was first served for service area development.

8) After the 12 month service area establishment process, the Final Petition to Establish a Service Area Right form must be submitted to the Director.

9) The applicant shall track and submit with the Final Petition to Establish a New Service Area Right, a list of uses to which the water was put and the amount of water delivered for municipal uses for the 12 month Service Area Development Period. Two copies of the current water distribution system map should also be submitted with the petition. Upon approval by the Director, a Service Area Right will be granted by the Department.

10) Although the Department of Water Resources may grant a service area right, other state agencies such as the Arizona Corporation Commission and the Department of Environmental Quality may also have regulations and policies that affect Applicants.

11) Please direct any questions, comments or requests for further assistance to one of the Department personnel in the Active Management Area (AMA) in which the application is filed as indicated in the following table:

PHOENIX AMA	PINAL AMA	PRESCOTT AMA	SANTA CRUZ AMA	TUCSON AMA
500 N. 3RD ST PHOENIX 85004	1729 N. TREKELL RD. SUITE 105 CASA GRANDE 85222	2200 E HILLSDALE RD SUITE A PRESCOTT 86301	857 W BELL ROAD SUITE 3 NOGALES 85621	400 W CONGRESS ST SUITE 518 TUCSON 85701
PHONE (602) 417-2465 FAX (602) 417-2467	PHONE (520) 836-4857 FAX (520) 836-9208	PHONE (928) 778-7202 FAX (928) 776-4507	PHONE (520) 761-1814 FAX (520) 761-1869	PHONE (520) 770-3800 FAX (520) 628-6759
CONTACT SCOTT MILLER	CONTACT CYNTHIA POGUE	CONTACT JACK MCCORMACK	CONTACT EDWARD SHAFFER	CONTACT JEFF TANNLER OR VIRGINIA WELFORD

ARIZONA DEPARTMENT OF WATER RESOURCES

INITIAL REQUEST TO ESTABLISH A NEW SERVICE AREA RIGHT

(Please print)

I, _____ , representing _____hereby affirm that water will be used on a regular basis for service area development commencing _____ pursuant to the following rights: (Attach additional sheets if necessary)
(Date)

GROUNDWATER SOURCE

__ Type 1 right(s) #58- _____

__ Type 2 right(s) #58- _____

__ Recovery Well Permit(s) #74- _____

Water will be withdrawn from the following well(s): (Attach additional sheets if necessary)

55- _____ 55- _____ 55- _____ 55- _____

55- _____ 55- _____ 55- _____ 55- _____

SURFACE WATER SOURCE

____ CAP Subcontract _____

____Surface Water Right/Permit/Claim # _____

Water will be diverted from the following location(s): (Attach additional sheets if necessary)

__ ¼ __ ¼ __ ¼ _____Sec. _____Township _____Range

__ ¼ __ ¼ __ ¼ _____Sec. _____Township _____Range

I certify that all water used by _____ will be used for purposes related to service area development. Further, I certify that groundwater code and management plan requirements for service areas, if applicable to this system, have been read and understood, and will be met as described on the attached plan.

(*Please attach a plan that demonstrates the applicant's ability to meet all groundwater code and management plan requirements for a service area.)*

Authorized Signature: _____ Title: _____ Phone:

Address: _____

Direct any questions, comments or requests for further assistance to one the Department personnel in the Active Management Area (AMA) in which the application is filed as indicated in the table on the reverse side.

Agency Contact

Revised 3/03

Please direct any questions, comments or requests for further assistance to one of the following Department personnel in the Active Management Area (AMA) in which the application is filed:

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ARIZONA DEPARTMENT OF WATER RESOURCES

FINAL PETITION TO ESTABLISH A NEW SERVICE AREA RIGHT

(to be submitted after the 12 month service area establishment period)

(Please print)

I, _____ , representing _____ hereby affirm that groundwater was withdrawn for a period of 12 months commencing _____, pursuant to:

GROUNDWATER SOURCE

__ Type 1 right(s) #58- _____, in the amount of _____ acre-feet.

__ Type 2 right(s) #58- _____, in the amount of _____ acre-feet.

__ Recovery Well Permit(s) #74- _____, in the amount of _____ acre-feet.

SURFACE WATER SOURCE

__ CAP Subcontract _____, in the amount of _____ acre-feet.

__ Surface Water Right/Claim/Permit # _____, in the amount of _____ acre-feet.

I certify that all water used by _____ during the aforementioned period was used with the intent to develop a service area.

Authorized Signature:

Title: _____ Phone:

Owner Name: _____ Phone:

Address:

Please attach a list of the volume of water withdrawn from each well, and/or volume of surface water used. If other sources of water were utilized, please attach a listing of each source and the volume used from each source. Also, please submit evidence that four or more residential or commercial uses were served during the 12 month development period, and two copies of the current water distribution system map. The service area distribution maps should include details as described on the reverse side.

***Service area maps**: According to A.R.S. 45-498 of the Arizona Groundwater Code, each city, town, private water company and irrigation district within an Active Management Area is required to maintain an accurate and current map delineating its service area and water distribution system. Please submit two copies of an updated map of your water service area to the applicable AMA office. Maps must be drawn to a scale of 1:31680 (2 inches to the mile) or larger and must contain all of the elements listed below:*

1. The principal features of the operating distribution system including wells, water treatment plants, pumping stations, reservoirs and storage tanks, canals and water mains of a diameter greater than or equal to four (4) inches.

2. The diameter and linear mileage of the mains and the capacities of other features of the operating distribution system.

3. The location and names of major streets that carry traffic through and around the service area.

4. Notations of the legal description of the area covered by the service area map. Such notations should include on the borders of the map the township(s) and range(s) covered by the map. Within the body of the map indicate the section(s) covered by the map.

Each map must be dated and signed by an authorized representative of the Applicant. A duplicate copy of the service area maps submitted to the Department should be kept on file at the Applicant's office.

Agency Contact

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