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1. **Introduction**

1.1 **Purpose**

The Arizona Department of Water Resources (ADWR) has developed and designed the eNOI application to help facilitate and accept electronic processing of the following Notice of Intent (NOI) drilling applications over the Internet:

- new exempt water production wells inside an Active Management Area (AMA) and outside of any contamination area,
- all new water production wells outside an AMA, and outside any contamination area,
- new Monitor/Piezometer/Environmental wells, and
- new Mineral Exploration/Geotechnical wells

All other types of NOIs must be submitted to ADWR via the normal, manual process.

1.2 **Structure of Document**

This document is organized into two major sections:

- Introduction
- Operational Overview

1.3 **System Requirements**

Required Software:

- Internet Explorer 5.5 or higher
- Adobe Acrobat Reader
2. Operational Overview

2.1 Introduction

This document outlines the detailed steps necessary to submit an NOI application and print out the required drill cards/packets over the Internet. For additional support you may contact the Notice of Intent (NOI) Unit at 602-771-8500.

2.2 Driller Requirements

To begin using the eNOI application a valid password must be obtained from the ADWR’s NOI Unit. To apply for or to change a password, you must submit the eNOI Password Request form (DWR 55-75) to ADWR. This form is available through the ADWR website http://www.azwater.gov/dwr by clicking on “Permits, Forms, and Applications” and looking under the header entitled Well Permitting/Notice of Intent (NOI), or the form can be sent to you upon telephone or written request.

2.3 How to Submit an Electronic Notice of Intent (eNOI)

To begin processing an electronic NOI from ADWR’s website at http://www.azwater.gov/dwr, click on the eNOI menu item in the left-hand portion of the page. The Online Filing Center main page, illustrated
above, will be displayed.

The **Online Filing Center** page displays background information pertaining to the drilling of a well, and commonly used terminology and definitions as outlined in the Arizona Revised Statutes and/or the Arizona Administrative Code.

To log into the eNOI application scroll to the bottom of the **Online Filing Center** page and click on the **Logon To NOI Application** button as illustrated in Figure 1.

---

**Well driller report and well log**: means a report that must be filed by the well driller within 30 days of the completion of a well that describes the "as built" well construction information and provides a well log of the well. The well driller report and well log are required by A.R.S. § 45-600.

**Well drilling contractor**: "means an individual, public or private corporation, partnership, firm, association, or any other public or private organization or enterprise that holds a well driller’s license pursuant to A.R.S. § 45-599(b)” A.A.C. R12-15-001(30).

**Well spacing and well impact rules**: means rules that govern the location of new wells and replacement wells in new locations in active management areas to prevent unreasonably increasing damage to surrounding land or other water users from the concentration of wells. Well spacing and well impact rules are authorized pursuant to A.R.S. § 45-590(A) and are set forth in A.A.C. R12-15 030.

---

2.3.1 **Logging on to the eNOI Application**

After clicking on the **Logon To NOI Application** button in the main **Online Filing Center** page, the following screen will be displayed:

---

Figure 2

Enter your ADWR driller license number and eNOI password, which are both issued by ADWR, and click on the **LOGON** button.
2.3.2 Registrar of Contractor Information

Upon successful login, enter your Registrar of Contractor’s (ROC) license number and the corresponding ROC category of the qualifying party.

The Driller Certification checkbox must be checked before proceeding to the next web page. If there is an attempt to go to the next page without checking the certification, a message box appears requesting that the certification box be checked in order to continue.

![Figure 3](image)

Once all of the required ROC information has been provided, the following page will be displayed (Figure 4) which shows the current information that ADWR has on record for the drilling contractor.

![Figure 4](image)

The drilling contractor information may not be changed within the eNOI application. If any information is incorrect, please contact the NOI Unit, otherwise click on the Continue button.
2.3.3 Well Owner Information

Indicate whether the well owner is an individual or company (or other type of business) by selecting the appropriate value in the Owner Type field.

Once the well owner information has been completed, perform one of the following steps:
- If the landowner is different from the well owner, provide the name and address of the landowner.
  
  Note: if the landowner is different from the well owner, check the certification checkbox at the bottom of the page before continuing to the next page. The Continue button becomes available for selection once you begin to enter the landowner information.
- Or, alternatively, check the Same Owner? checkbox. When this checkbox is checked, it is not necessary to enter values into the landowner fields – the eNOI application will automatically copy the well owner information to the landowner information.

Figure 5
Well Location Information

Enter the location of the well. For most types of wells, a valid location down to the 10-acre quarter section level must be supplied before continuing to the next page. The only exception to this requirement is for mineral exploration or geotechnical wells. For these two well types, there is an option of only providing a location value down to the section level. If the 160, 40 and 10-acre quarter section level values are not provided for these well types, the checkbox must be checked at the bottom of the page in order to proceed. Click on the Continue button to proceed.

![Well Location Information](image)

Figure 6

The next page displayed is the Legal Description page. It converts the location into a legal description format. To correct any of the location information displayed, you must use the Back button at the bottom of the page. If an invalid location is entered, you will be directed back to the data entry page to correct the location information, otherwise, click on the Continue button. If the location being provided is correct but you continue to get an error message, contact the NOI Unit.

![Legal Description](image)

Figure 7
2.3.4 **Notice of Intent Type Information**

Indicate which type of eNOI you will be processing by clicking on one of the buttons displayed below.

The electronic NOI application only accepts NOI applications for new wells (i.e., NOI applications for drilling a new well or drilling and immediately abandoning an Exploration/Specialty well).

<table>
<thead>
<tr>
<th>Notice of Intent Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select the type of NOI.</td>
</tr>
<tr>
<td>* Required Fields</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NOI Category 1 - Notice of Intent to Drill a well</th>
<th>Drill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use this notice to obtain authorization to drill an Exempt well within an AWA or to drill any type of water production well, including a domestic well, outside an AWA.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NOI Category 2 - Notice of Intent to Drill a Monitor/Piezometer/Environmental well</th>
<th>Drill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use this notice to obtain authorization to drill a Monitor/Piezometer/Environmental well at any location in Arizona.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NOI Category 3 - Notice of Intent to Drill or Drill and Abandon an Exploration/Specialty well</th>
<th>Drill and Abandon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use this notice to obtain authorization to drill, or drill and abandon an exploration well at any location in Arizona.</td>
<td></td>
</tr>
</tbody>
</table>

Figure 8

Once the appropriate NOI type is selected click on the **Continue** button to proceed to the next page.
2.3.4.1 NOI Category 1 – Drill a (Water Production) Well

If the NOI Category 1 option is selected (e.g., to drill a new exempt well inside of an Active Management Area (AMA) or to drill any water production well, including a domestic well, outside of an AMA), a primary water use code and a county assessor’s parcel number in book/map/parcel format must be selected before proceeding to the next page.

You may also, optionally, select one or more secondary water uses. To select multiple secondary water uses, hold down the <Ctrl> key and click on the appropriate water use(s) in the display box. If a secondary water use is selected that inadvertently matches the value of the primary water use, an error message will be displayed when the Continue button is clicked, and the secondary water use selection(s) must be corrected before continuing to the next page.

To reset any water use code(s), click on the Reset button. All water use codes that had been entered in this page will be reset to the default settings, and may be selected again.

When all of the necessary information has been entered, click on the Continue button to proceed to the next page.
Variances and Design Pumping Capacity:

**NOI Category 1 - Notice of Intent to Drill a well**

Use this notice to obtain authorization to drill an exempt well within an AMA or to drill any type of water production well, including a domestic well, outside an AMA.

* Required Fields

| Is a variance requested? | Yes | No |

| Design Pumping capacity: | $\leq 35$ GPM | $> 35$ GPM |

| Is the water to be used solely for **domestic purposes**? | Yes | No |

By checking this box, I certify that the proposed well’s water use meets the criteria of domestic purposes as outlined in the A.R.S. §45-454 and that the water will be used solely for domestic purposes.

Continue

**Figure 10**

If a “Yes” response is given to the question: “Is a variance requested”, the NOI must be processed via the manual NOI process, and you will be directed to the NOI Termination page. A brief message will then be displayed explaining the reason for the web NOI termination (See section 2.3.6 for additional information).

If the well location specified is inside an AMA (as determined by the eNOI application) and it has been specified that the design pumping capacity is greater than ($>$) 35 gallons per minute (GPM) then the NOI must be process via the manual NOI process, and you will be directed to the NOI Termination page.

The question: “**Is the water to be used solely for domestic purposes?**” is strictly used for fee determination purposes and is enabled if the design pumping capacity is less than or equal to ($\leq$) 35 GPM.

If a “Yes” response is given to “solely for domestic purposes” and the well location is outside an AMA/INA (as determined by the eNOI application), and the current year is between:

- 7/1/2003 and 6/30/2004, then the fee is set at $50.
- 7/1/2004 and 6/30/2005, then the fee is set at $75
- 7/1/2005 and beyond, then the fee is set at $100.
- All other well types will have a fee of $150

The “solely for domestic purposes” certification checkbox is only enabled when a “Yes” is specified to the question: “**Is the water to be used solely for domestic purposes?**”. When this checkbox is enabled, you must check the certification checkbox before continuing to the next page.
2.3.4.1.1 Exempt Wells Inside of an AMA

The **Exempt Well Certification** page is displayed when the design pumping capacity is less than or equal to (< =) 35 GPM and the well location is inside of an AMA (as determined by the eNOI application).

You **must** check the checkbox in order to proceed to the next page.

<table>
<thead>
<tr>
<th>NOI Category 1 - Notice of Intent to Drill a well</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use this notice to obtain authorization to drill an exempt well within an AMA or to drill any type of water production well, including a domestic well, outside an AMA</td>
</tr>
<tr>
<td>* Required Fields</td>
</tr>
<tr>
<td>Exempt Well Certification:</td>
</tr>
<tr>
<td>* <strong>I</strong> By checking this box, I certify that the proposed well meets the criteria of an <strong>exempt</strong> well as outlined in the A.R.S. §45-454.</td>
</tr>
</tbody>
</table>

![Figure 11](image1)

If the **Continue** button is clicked without checking the checkbox, an error message stating, **“You must certify”** is displayed as illustrated below in Figure 12:

<table>
<thead>
<tr>
<th>NOI Category 1 - Notice of Intent to Drill a well</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use this notice to obtain authorization to drill an exempt well within an AMA or to drill any type of water production well, including a domestic well, outside an AMA</td>
</tr>
<tr>
<td>* Required Fields</td>
</tr>
<tr>
<td>Exempt Well Certification:</td>
</tr>
<tr>
<td>* <strong>I</strong> By checking this box, I certify that the proposed well meets the criteria of an <strong>exempt</strong> well as outlined in the A.R.S. §45-454.</td>
</tr>
</tbody>
</table>

![Figure 12](image2)
Second Exempt Well for the Same Non-Irrigation Use at the Same Location:

In this page, if the **Continue** button is clicked and you have indicated that the application is for a second exempt well for the same non-irrigation use at the same location, you will be directed to the NOI Termination screen, and the NOI must be completed via the manual paper process.

If an attempt is made to proceed without selecting either “Yes” or “No”, an error message is displayed and you may not proceed to the next web page until a Yes or No value is selected.

Proximity to a Designated Provider’s Operating Water Distribution System:

Effective 01/01/2006, landowners must verify that no portion of the land on which the exempt well is to be drilled is within 100 feet of the operating water distribution system of a municipal provider with an assured water supply designation as shown on the municipal provider’s most recent digitized service area map filed by the municipal provider with the director of ADWR. Additional information regarding **A.R.S. § 45-454(C)** (a.k.a SB1190) can be found on ADWR’s website.

---

**Table 1 - Notice of Intent to Drill a well**

<table>
<thead>
<tr>
<th>NOI Category 1 - Notice of Intent to Drill a well</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use this notice to obtain authorization to drill an exempt well within an AMA or to drill any type of water production well, including a domestic well, outside an AMA.</td>
</tr>
<tr>
<td>* Required Fields</td>
</tr>
<tr>
<td>* Is this application for an exempt well which will be used to serve the same non-irrigation use at the same location (same parcel) as another exempt well?</td>
</tr>
<tr>
<td>☐ Yes (Yes, the document to be signed by well owner: 45-454.A Supplement to 55-44)</td>
</tr>
<tr>
<td>☐ No</td>
</tr>
<tr>
<td>Proximity to a Designated Provider’s Operating Water Distribution System:</td>
</tr>
<tr>
<td>☐ Yes</td>
</tr>
<tr>
<td>☐ No</td>
</tr>
<tr>
<td>☐ Unknown</td>
</tr>
</tbody>
</table>

---

You must select either Yes, No, or Unknown for the “**Proximity to a Designated Provider’s Operating Water Distribution System**” question before continuing to the next page.

If the **Continue** button is clicked and you have indicated that:

a) the land on which the exempt well is to be drilled falls within 100 feet of the operating water distribution system of a municipal provider with an assured water supply designation as shown on the municipal provider’s most recent digitized service area map filed by the
municipal provider with the director of ADWR, you will be directed to the NOI Termination screen, and the NOI must be completed via the manual paper process;

OR

b) it is unknown whether the land on which the exempt well is to be drilled falls within 100 feet of the operating water distribution system of a municipal provider with an assured water supply designation as shown on the municipal provider’s most recent digitized service area map filed by the municipal provider with the director of ADWR, you will be directed to the NOI Termination screen, and the NOI must be completed via the manual paper process.

OR

c) the land on which the exempt well is to be drilled does NOT fall within 100 feet of the operating water distribution system of a municipal provider with an assured water supply designation as shown on the municipal provider’s most recent digitized service area map filed by the municipal provider with the director of ADWR, you will be required to check both certification checkboxes at the bottom of the page before continuing.
Proposed (Domestic) Water Use:

If domestic water use is selected as either the primary or secondary water use code (see Figure 9), then the Proposed Water Use page will be displayed, as illustrated below, and you must indicate whether the proposed well will be used for domestic purposes on a parcel of land less than or equal to 5 acres. If “Yes” is selected then a county health authority review is required prior to submitting the NOI.

Note: If domestic water use is not specified as either the primary or secondary water use code, this page will not be displayed, and you will proceed directly to the 100 Foot Setback page (see Figure 16).

A “Yes” or “No” must be selected before proceeding to the next page. If the Continue button is clicked without specifying a value, an error message is displayed and you will remain in this page until a value is provided.

NOI Category 1 - Notice of Intent to Drill a well

Use this notice to obtain authorization to drill an exempt well within an AMA or to drill any type of water production well, including a domestic well, outside an AMA.

* Required Fields

Proposed Water Use:

* Domestic purposes on a parcel of land <= 5 acres?

- Yes
- No

Continue
County Health Authority Review

If the proposed water use (either primary or secondary use) is for domestic purposes on a parcel of land that is less than or equal to 5 acres, then you should have already provided the necessary NOI information to the appropriate county health authority for review.

The county health authority will indicate one of three possible decisions regarding the NOI review:

- They may indicate that they have approved the NOI. Upon approval, they will assign an approval code to the NOI before returning the NOI to you for processing via ADWR’s eNOI application;
- They may indicate that they have not approved the NOI. These NOIs may not be completed via the eNOI application, and the NOI must be manually submitted using the paper forms as in the past; or,
- They may indicate that they did not have enough information to make a determination. These NOIs may not be completed via the eNOI application, and the NOI must be manually submitted using the paper forms as in the past.

If county health authority approval is obtained you must:

- Enter a valid approval code into the County Approval Code field. If an invalid county approval code is entered an error message will be displayed, and the code must be corrected before continuing.
- Indicate from which county the approval code was obtained.
- Check both of the certification checkboxes before continuing.

NOI Category 1 - Notice of Intent to Drill a well

Use this notice to obtain authorization to drill an exempt well within an AMA or to drill any type of water production well, including a domestic well, outside an AMA.

* Required Fields

Indicate whether written approval was obtained from the applicable county or local health authority to drill the proposed well:

- **County or local health authority approval and endorsement of well site plan, showing proposed well location, obtained.**
- **County or local health authority approval and endorsement of well site plan, showing proposed well location, not obtained.**
- **County or local health authority determined that there was insufficient information to make determination.**

For additional information refer to the following:

100 foot separation between well and septic
Supplement to DWRF from 25-40
45-5964(3) & (5) and MAC 112-12-318

County Approval Code: *

County where approval was obtained: *

By checking this box, I certify that I have received county health authority approval for the proposed well location associated with this NOI application within the past year.

By checking this box, I certify that I shall submit the well site plan, showing written approval and endorsement by the county or the local health authority, to ADWR with the Well Driller Report/Log within 30 days of completion of drilling.

Figure 15

Once all of the required information has been provided, click on the Continue button in order to proceed to the next page.
100 Foot Setback Requirement:

In the **100-Foot Setback Requirement** page, one of the certification checkboxes must be checked, but not both.

The first certification indicates that you personally verify that the setback requirements have been met. The second certification indicates that you have obtained written certification from the landowner that the setback requirements have been met.

If an attempt is made to click on the **Continue** button before checking one of the certification boxes, an error message will be displayed, and you may not proceed to the next page until one of the boxes has been checked.

**NOI Category 1 - Notice of Intent to Drill a well**

Use this notice to obtain authorization to drill an exempt well within an AMA or to drill any type of water production well, including a domestic well, outside an AMA.

* Required Fields

**100 Foot Setback Requirement:**

* □ By checking this box, I certify that the proposed well site is not within 100 feet of any septic tank system, sewage disposal area, landfill, hazardous waste facility, storage area of hazardous materials or petroleum storage areas and tanks.

* □ By checking this box, I certify that I have obtained written certification from the landowner stating that the proposed well site is not within 100 feet of any septic tank system, sewage disposal area, landfill, hazardous waste facility, storage area of hazardous materials or petroleum storage areas and tanks. A copy of the landowner’s written certification shall be submitted to AGWAR with the Well Driller Report and Well Log or Well Abandonment Completion Report within 30 days of completion of drilling or abandonment.

**Figure 16**
2.3.4.1.2 Exempt and Non-Exempt Wells Outside of an AMA

If the well location is outside an AMA and you have indicated that you will be drilling a new exempt or non-exempt (water production) well (i.e., you indicated either less than or equal to 35 GPM or greater than 35 GPM earlier in the process), then you must indicate the required information as follows:

**Proposed (Domestic) Water Use:**

The water use requirements for water production wells outside of an AMA are identical to those outlined in the following section: 2.3.5.1.1 Exempt Wells Inside of an AMA.

**County Health Authority Review**

The county health authority requirements for water production wells outside of an AMA are identical to those outlined in the following section: 2.3.5.1.1 Exempt Wells Inside of an AMA.

**100-Foot Setback Requirement:**

The 100-Foot Setback requirements for water production wells outside of an AMA are identical to those outlined in the following section: 2.3.5.1.1 Exempt Wells Inside of an AMA.
### 2.3.4.2 NOI Type 2 – Drill a Monitor/Piezometer/Environmental Well

When drilling a Monitor, Piezometer, or Environmental well, a “Yes” or “No” value must be selected for the "Is this NOI an application to replace, deepen, or modify an existing well?" question before proceeding to the next page. If the Continue button is clicked without specifying a value, an error message is displayed and you will remain in this page until a value is provided.

Next, select a primary water use code from the dropdown list. A county assessor’s parcel number in Book/Map/Parcel format may also be entered.

<table>
<thead>
<tr>
<th>NOI Category 2 - Notice of Intent to Drill a Monitor/Piezometer/Environmental well</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Required Fields</td>
</tr>
<tr>
<td>Is this NOI an application to replace, deepen, or modify an existing well?</td>
</tr>
<tr>
<td>Yes/No *</td>
</tr>
<tr>
<td>No</td>
</tr>
<tr>
<td>Select the Water Usage Code</td>
</tr>
<tr>
<td>Primary Water Use Code</td>
</tr>
<tr>
<td>REMEDIATION</td>
</tr>
<tr>
<td>Enter County Assessor’s Parcel Number in Book, Map and Parcel format.</td>
</tr>
<tr>
<td>Book: 123</td>
</tr>
<tr>
<td>Map: 44</td>
</tr>
<tr>
<td>Parcel: 1234</td>
</tr>
</tbody>
</table>

* By checking this box, I certify that this NOI application is not an application to replace, deepen, or modify an existing well.

Figure 17

Click on the Continue button to proceed to the next page.
Indicate which type of well you will be drilling by selecting a value from the drop-down list.

**NOI Category 2 - Notice of Intent to Drill a Monitor/Piezometer/Environmental well**

Use this notice to obtain authorization to drill a Monitor, Piezometer, Environmental Well at any location in Arizona.

* Required Fields

Please select the type of well from the dropdown list.

**Well Type:** SELECT

Note: If the well to be drilled is located within an area of known groundwater contamination, and the screened or perforated interval is greater than 100 feet, then this application may not be processed via ADWR's NOI website application.

Will you be installing a dedicated pump?

**Yes/No:** Yes

Will you be installing a pump with a pumping capacity of greater than 25 GPM, or the well will be used to withdraw greater than 10 Acre Feet/yr?

**Yes/No:** Yes

I request the following variances:

- **Thermoplastic Casing Surface Seal Variance in upper 20' of well.**
  
  *This variance option is appropriate under the following condition:*
  
  The well must be constructed in a vault.

- **100’ Setback Variance for Environmental Wells –** Well may be located within 100 feet of any septic tank system, service disposer area, landfill, hazardous waste facility, storage area of hazardous materials or petroleum storage areas and tanks.

  *This variance option is appropriate under the following condition:*
  
  Wells cannot be used for any water production purposes except to provide water samples.

- **Shortened Surface Seal Variance –** Surface seal casing may be less than 20 feet, but not be less than 5 feet.

  *This variance option is appropriate under the following conditions:*
  
  Shallow groundwater conditions exist;

  or

  Soil monitoring, groundwater monitoring or remediation activities require shortened seal;

  or

- **Groundwater recharge activities require shortened seal.**

  - **Well Screen > 10’ Variance –** Monitor well’s screen may be screened greater than 10 feet above the highest seasonal static water level.

    *This variance option is appropriate under the following condition:*

    Monitoring or recharge activities require this type of well design. Not allowed in areas of soil or groundwater contamination.

**Variance Reference:**

- Substantive policy statements re: Well Construction and Well Abandonment Variances.
- Well Construction and Well Abandonment variance.

By checking this box, I certify that I have read the applicable substantive policy statement regarding each variance that I am requesting, and that I shall comply with all of the requirements set forth therein.
a) If the well location is inside an AMA (as determined by the eNOI application), you must indicate whether you will be installing a dedicated pump; and if a pump will be installed, you must also indicate whether the pump will have a pumping capacity greater than 35 GPM or if the well will be used to withdraw more than 10 acre feet/Yr. If the response to the second question is “Yes”, you may not continue to process this NOI via the web application and will be directed to the NOI Termination screen, and the NOI must be processed via the manual paper process.

b) If the well location is outside of an AMA (as determined by the eNOI application), you will not see the questions regarding a dedicated pump and pumping volume and can simply click on the Continue button, when you are satisfied with the information you have provided in this page.

Note on Variances:

If the well location is within the boundaries of a contamination site (as determined by the eNOI application), the fourth variance titled “Monitor Well Screen greater than 10’ Variance” will be disabled.

If you indicate that you will be drilling either a Monitor or Piezometer well, the 100-Foot Setback for Environmental Well variance will not be available for selection. The 100-Foot Setback for Environmental Well variance is available for selection for all other types of wells in this category.

Except as noted above, all other variance types will remain enabled and available for selection.

If one or more variances are selected, the certification checkbox must also be checked before continuing on to the next page.

Note on Dedicated Pump Information:

The information that you will next be required to provide will vary depending on whether a dedicated pump will be installed and whether the pumping volume is greater than 35 GPM or greater than 10 acre feet/yr.

- If you indicated that a dedicated pump will be installed and that the pumping volume will be less than or equal to 35 GPM and will be less than or equal to 10 acre feet/yr, you will see a page as described in section 2.3.4.2.1 after you click the Continue button.

- If you indicated that a dedicated pump will not be installed, you will see a page as described in section 2.3.7 after you click the Continue button.

Lastly, if the well location is within the boundaries of a contamination site, and the screened or perforated interval is greater than 100 feet, you may not continue to process this NOI via the web application, and the NOI must be processed via the manual paper process.
2.3.4.2.1 Proximity to a Designated Provider’s Operating Water Distribution System:

Effective 01/01/2006, a remediation well drilled for the purpose of remediating groundwater (a monitor, soil vapor extraction, or vadose zone well with an anticipated level of production high enough to require establishing an end use, for example re-injection or beneficial use; generally, a pump and treat, or plume control operation) is exempt from A.R.S. § 45-454(C) if it meets one of the following:

- The remediation well is for an approved Department of Environmental Quality or United States Environmental Protection Agency remediation program.
- A registered geologist certifies that the remediation well is for the purpose of remediation.

---

**NOI Category 2 - Notice of Intent to Drill a Monitor/Piezometer/Environmental well**

Use this notice to obtain authorization to drill a Monitor, Piezometer, Environmental Well at any location in Arizona.

* Required Fields

**Proximity to a Designated Provider’s Operating Water Distribution System:**

- Is any portion of the land on which the well is to be located within 100 feet of the operating water distribution system of a municipal provider with an assured water supply designation as shown on the municipal provider’s most recent digitized service area map filed by the municipal provider with the director of ADWR?

  - Yes
  - No
  - Unknown

  - By checking this box, I certify, on behalf of the landowner, that no portion of the land on which the well is to be drilled is within 100 feet of the operating water distribution system of a municipal provider with an assured water supply designation as shown on the municipal provider’s most recent digitized service area map filed by the municipal provider with the director of ADWR.

  - It is understood that the location of the water distribution system may change between now and the time of drilling. Prior to drilling the well, it is the responsibility of the landowner to review the most up-to-date digitized service area maps of all nearby municipal providers on file with ADWR, to verify whether any portion of the land on which the well will be drilled is within 100 feet of the operating water distribution system of a municipal provider with a designation of assured water supply. If any portion of the land is within 100 feet of the operating water distribution system of a designated water provider, as shown on the municipal provider’s most recent digitized service area map on file with ADWR, the drilling of the well is prohibited unless one of the exemptions in A.R.S. § 45-454(E) or A.R.S. § 45-454(F) is requested and granted.

  - By checking this box, I certify that the landowner has met the conditions applicable to the selected exemption, as outlined in A.R.S. § 45-454(E). I further certify that within 30 days of completion of drilling, I will submit to ADWR the Well Driller Report and Well Log one of the following: (1) documentation demonstrating that the well is for an approved Department of Environmental Quality or United States Environmental Protection Agency remediation program, or (2) a copy of a registered geologist’s certification that the well is for the purpose of remediation.

---

**Figure 19**

You must select either Yes, No, or Unknown for the “Proximity to a Designated Provider’s Operating Water Distribution System” question and select appropriate certifications before continuing to the next page.

Three potential scenarios exist. If you have indicated that:

- a) it is unknown whether the land on which the remediation well is to be drilled falls within 100 feet of the operating water distribution system of a municipal provider with an assured water supply designation as shown on the municipal provider’s most recent digitized service area map filed by the municipal provider with the director of ADWR, you will be directed to the NOI Termination screen (as illustrated in Figure 22), and the NOI must be completed via the manual paper process.

OR

- b) the land on which the remediation well is to be drilled does NOT fall within 100 feet of the operating water distribution system of a municipal provider with an assured water supply designation as shown on the municipal provider’s most recent digitized service area map filed by the municipal provider with the director of ADWR, you will notice that the first two
certification check boxes become enabled (turn white) and you will be required to check the first two certification checkboxes, as illustrated in Figure 20, before continuing to the next page.

Under scenario "b", if the Continue button is clicked without checking (i.e., clicking on) the first two certification boxes, an error message is displayed and you will remain in this page until both checkboxes have been checked.

### NOI Category 2 - Notice of Intent to Drill a Monitor/Piezometer/Environmental well

**Use this notice to obtain authorization to drill a Monitor, Piezometer, Environmental Well at any location in Arizona.**

#### Required Fields

**Proximity to a Designated Provider's Operating Water Distribution System:**

- **Is any portion of the land, on which the well is to be located within 100 feet of the operating water distribution system of a municipal provider with an assured water supply designation as shown on the municipal provider's most recent digitized service area map filed by the municipal provider with the director of ADWR?**
  - Yes
  - No
  - Unknown

* By checking this box, I certify, on behalf of the landowner, that no portion of the land on which the well is to be drilled is within 100 feet of the operating water distribution system of a municipal provider with an assured water supply designation as shown on the municipal provider’s most recent digitized service area map filed by the municipal provider with the director of ADWR.

* By checking this box, I certify that the location of the water distribution system may change between now and the time of drilling. Prior to drilling the well, it is the responsibility of the landowner to verify the most up-to-date digitized service area maps of all nearby municipal providers on file with ADWR, to verify whether any portion of the land on which the well will be drilled is within 100 feet of the operating water distribution system of a municipal provider with a designation of assured water supply. If any portion of the land is within 100 feet of the operating water distribution system of a designated water provider, as shown on the designated water provider’s most recent digitized service area map on file with ADWR, the drilling of the well is prohibited unless one of the exemptions in A.R.S. § 48-454(F) or A.R.S. § 48-464(F) is requested and granted.

* By checking this box, I certify that the landowner has met the conditions applicable to the selected exemption, as outlined in A.R.S. § 48-454(F). I further certify that within 30 days of completion of drilling, I will submit to ADWR with the Well Driller Report and Well Log one of the following: (1) documentation demonstrating that the well is for an approved Department of Environmental Quality or United States Environmental Protection Agency remediation program, or (2) a copy of a registered geologist’s certification that the well is for the purpose of remediation.

![Back | Continue](image)

**Figure 20**

**OR**

- **c) the land on which the remediation well is to be drilled falls within 100 feet of the operating water distribution system of a municipal provider with an assured water supply designation as shown on the municipal provider’s most recent digitized service area map filed by the municipal provider with the director of ADWR.**

As illustrated in Figure 21, scenario "c", you must select one of the values under the “Select an Exemption:” section.

- If you select either the F1 or F2 exemption option, you will notice that the first two certification check boxes remain disabled (are grey) and the third check box becomes enabled (turns white). You must then click on the third certification, as illustrated in Figure 21, before continuing to the next page.

**Note:** under scenario “c”, if the Continue button is clicked without checking (i.e., clicking on) the third certification box, an error message is displayed and you will remain in this page until the third checkbox has been checked.
If you select the “None of the exemptions apply” option, you will be directed to the NOI Termination screen (see Figure 22), and the NOI must be completed via the manual paper process.

**NOI Category 2 - Notice of Intent to Drill a Monitor/Piezometer/Environmental well**

Use this notice to obtain authorization to drill a Monitor, Piezometer, Environmental Well at any location in Arizona.

* Required Fields

**Proximity to a Designated Provider’s Operating Water Distribution System:**

* Is any portion of the land, on which the well is to be located within 100 feet of the operating water distribution system of a municipal provider with an assured water supply designation as shown on the municipal provider’s most recent digitized service area map filed by the municipal provider with the director of ADWR?

- Yes
- No
- Unknown

You have indicated that the property on which the well will be drilled is within 100 feet of the operating water distribution system of a designated municipal provider; therefore, you may not drill the well unless you qualify for, and are granted, one of the exemptions below.

* Select an Exemption:

- F1: Remediation well is for an approved Department of Environmental Quality of United States Environmental Protection Agency remediation program.
- F2: A registered geologist has certified that the well is for the purpose of remediation.
- None of the exemptions apply.

☐ By checking this box, I certify, on behalf of the landowner, that no portion of the land on which the well is to be drilled is within 100 feet of the operating water distribution system of a municipal provider with an assured water supply designation as shown on the municipal provider’s most recent digitized service area map filed by the municipal provider with the director of ADWR.

☐ It is understood that the location of the water distribution system may change over time and the time of drilling. Prior to drilling the well, it is the responsibility of the landowner to review the most up-to-date digitized service area maps of all nearby municipal providers on file with ADWR, to verify whether any portion of the land on which the well will be drilled is within 100 feet of the operating water distribution system of a municipal provider with a designation of assured water supply. If any portion of the land is within 100 feet of the operating water distribution system of a designated water provider, as shown on the designated water provider’s most recent digitized service area map on file with ADWR, the drilling of the well is prohibited unless one of the exemptions in A.R.S. § 45-454(D) or A.R.S. § 45-454(F) is requested and granted.

☐ By checking this box, I certify that the landowner has met the conditions applicable to the selected exemption, as outlined in A.R.S. § 45-454(F). I further certify that within 30 days of completion of drilling, I will submit to ADWR, with the Well Driller Report and Well Log one of the following: (1) documentation demonstrating that the well is for an approved Department of Environmental Quality or United States Environmental Protection Agency remediation program, or (2) a copy of a registered geologist’s certification that the well is for the purpose of remediation.

Figure 21
This is an example of the message displayed when you have indicated that the proposed remediation well falls within 100 feet of the operating water distribution system of a municipal provider with an assured water supply designation as shown on the municipal provider’s most recent digitized service area map filed by the municipal provider with the director of ADWR, but you have not requested an exemption.

**Notice of Intent Termination**

This well application (NOI) can’t be completed using the web NOI process. This application must be made on paper and submitted to:

Arizona Department Of Water Resources

NOI Section

500 North 3rd Street

Phoenix, AZ 85004

In order to drill a well on a parcel that is located within 100 feet of a water distribution system, you must have qualified for an exemption under A.R.S. §45-454.5(F). Since you did not select an exemption, this NOI application may not be processed via ADWR’s eNOI application.

The appropriate NOI forms can be downloaded at [http://www.water.az.gov/advr/ContentForms/default.htm](http://www.water.az.gov/advr/ContentForms/default.htm)

![Figure 22](image-url)
2.3.4.3 NOI Type 3 – Drill or Drill and Abandon an Exploration/Specialty Well

When drilling, or drilling and abandoning an exploration/specialty well, a “Yes” or “No” value must be selected for the “Is this NOI an application to replace, deepen, or modify an existing well?” question before proceeding to the next page. If the Continue button is clicked without specifying a value, an error message is displayed and you will remain in this page until a value is provided.

Next, select a primary water use. If you attempt to continue to the next page without selecting a water use code, an error message will be displayed.

![Figure 23](image)

* Required Fields

**Is this NOI an application to replace, deepen, or modify an existing well?**

Yes/No  * No

**Select the Water Usage Code.**

Primary Water Use Code

* By checking this box, I certify that this NOI application is not an application to replace, deepen, or modify an existing well.

![Figure 23](image)

**Figure 23**

Indicate which type of well will be drilled by selecting a value from the drop-down list.

Note: The well types listed in the drop-down box (i.e., Well Type box) will be limited to Mineral Exploration and Geotechnical wells.

Enter a number between 1 and 999 for the number of wells/holes to be processed on the NOI.
NOI Category 3 - Notice of Intent to Drill or Drill and Abandon an Exploration/Specialty well

Use this notice to obtain authorization to drill or drill and abandon an exploration or specialty well at any location in Arizona.

* Required Fields

Please select the type of well from the dropdown list.

| Well Type: * | GEOTEchnical |

Note: Geotechnical and mineral exploration wells that are to be drilled in areas of groundwater contamination must be properly abandoned using an appropriate grout mixture listed in Table 1 of the ADWR Well Abandonment handbook.

| Number of wells/holes: * | 1 |

I request the following variances:

<table>
<thead>
<tr>
<th>Select Variance(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>100-Foot Setback Variance for Geotechnical Wells.</strong></td>
</tr>
<tr>
<td>This variance option is appropriate under the following condition:</td>
</tr>
<tr>
<td>Well must be abandoned before drilling leaves the well site.</td>
</tr>
</tbody>
</table>

| Thermoplastic Casing Surface Seal Variance in upper 20" of well. |
| This variance option is appropriate under the following condition: |
| The well must be constructed in a vault. |

| Shortened Surface Seal Variance – Surface seal casing may be less than 20 feet, but not less than 5 feet. |
| This variance option is appropriate under the following conditions: |
| Shallow groundwater conditions exist; |
| or |
| Soil monitoring, groundwater monitoring or remediation activities require shortened seal; |
| or |
| Groundwater recharge activities require shortened seal. |

<table>
<thead>
<tr>
<th>Variance Reference:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Substantive policy statements re: Well Construction and Well Abandonment Variances.</td>
</tr>
<tr>
<td>Abandonment Handbook.</td>
</tr>
</tbody>
</table>

By checking this box, I certify that I have read the applicable substantive policy statement regarding each variance that I am requesting, and that I shall comply with all of the requirements set forth therein.

Figure 24

If the 100-Foot Setback Variance for Geotechnical Wells option is selected, the other two variance options become disabled. If the Thermoplastic Casing variance or the Shortened Surface Seal variance is selected, the 100-Foot Setback Variance option becomes disabled. If one or more variances are selected, the certification checkbox must also be checked before continuing on to the next page.
2.3.5 Notice of Intent Termination Page

The following is an example of the error message displayed when a driller tries to request a variance for an exempt or non-exempt well:

**Notice of Intent Termination**

This well application (NOI) can’t be completed using the web NOI process. This application must be made on a paper and submitted to:

<table>
<thead>
<tr>
<th>Arizona Department of Water Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOI Section</td>
</tr>
<tr>
<td>500 North 3rd Street</td>
</tr>
<tr>
<td>Phoenix, AZ 85004</td>
</tr>
</tbody>
</table>

Specific Message: NOI Applications which require a variance for water production wells may not be processed via ADWR's NOI website application.

The appropriate NOI forms can be downloaded at [http://www.azwater.gov/adx/QForms/default.htm](http://www.azwater.gov/adx/QForms/default.htm).

New NOI Application Exit

![Image](image.png)

Figure 25

You will be directed to the **NOI Termination** page under the following conditions:

**Exempt or Non-Exempt wells**

- If it was indicated that a variance is needed, you will be directed to the termination page. **Specific Message** displayed is: “NOI Applications which require a variance for water production wells may not be processed via ADWR's NOI website application”

- If the well location is inside an AMA and it was indicated that the design pumping capacity is greater than (> 35 GPM, you will be directed to the termination page. **Specific Message** displayed is: “NOI Applications for Non-Exempt wells which are inside of an AMA, may not be processed via ADWR's NOI website application”

- If the well location is inside or near a contamination site, and the well type is a water production well, you will be directed to the termination page. **Specific Message** displayed is: “NOI Applications for water production wells which fall within the boundaries of a contamination site may not be processed via ADWR's NOI website application”

- If the well location is inside an AMA and it was indicated that the well is a second exempt well at the same location for the same non-irrigation use, you will be directed to the termination page. **Specific Message** displayed is: “NOI Applications for an exempt well which will be used to serve the same non-irrigation use at the same location (same parcel) as another exempt well may not be processed via ADWR's NOI website application.”

- If the well location is inside an AMA, the type of well is exempt, and you indicated that the land on which the exempt well is to be drilled **falls within** 100 feet of the operating water distribution system of a municipal provider with an assured water supply designation as shown on the municipal provider’s most recent digitized service area map filed by the municipal provider with the director of ADWR, you will be directed to the termination page. **Specific Message** displayed is: “This well is within 100 feet of the operating water distribution system of a municipal provider with an assured water supply designation as shown on the municipal provider’s most recent digitized service area map filed by the municipal provider with the director of ADWR. This NOI application may not be processed via ADWR’s eNOI application.”
• If the well location is inside an AMA, the type of well is exempt, and you indicated that it is unknown whether the land on which the exempt well is to be drilled falls within 100 feet of the operating water distribution system of a municipal provider with an assured water supply designation as shown on the municipal provider’s most recent digitized service area map filed by the municipal provider with the director of ADWR, you will be directed to the termination page. The **Specific Message** displayed is: “In order to verify the location of the water distribution system in relation to the property boundary, you must review the digitized service area map on file at ADWR. This NOI application may not be processed via ADWR’s NOI website application.”

• If county approval is required and it was indicated that approval was not obtained, or that the county determined that there was not enough information to make a determination, you will be directed to the termination page. The **Specific Message** displayed is: “County or local health authority approval was not obtained, and it is required for this NOI.”

• While in the county approval page, you will be asked to provide the county in which approval was obtained. If a county is selected that does not match the county of the well site location, you will be directed to the termination page. The **Specific Message** displayed is: “The county you selected for the county approval code does not match the county in the legal description you provided. This NOI may not be processed via ADWR’s NOI website application.”

Monitor/Piezometer/Environmental Wells:

• If the well location is inside an AMA and it was indicated that a dedicated pump will be installed which pumps greater than (> 35 GPM or that the well will be used to pump greater than 10 AF/yr, you will be directed to the termination page. The **Specific Message** displayed is: “NOI Applications which will have a dedicated pump with a pumping capacity of greater than 35 GPM or will be used to withdraw greater than 10 Acre Feet/YR may not be processed via ADWR’s NOI website application”

• If the well location is inside an AMA, and you indicated that a dedicated pump will be installed with a pumping capacity less than or equal to 35 GPM and that you will be pumping less than or equal to 10 acre feet/yr, and that the water usage will **NOT** be for remediation purposes (e.g., you selected a water usage value other than “Remediation” - see Figure 17), and you indicated that you are within 100 feet of the operating water distribution system of a municipal provider with an assured water supply designation as shown on the municipal provider’s most recent digitized service area map filed by the municipal provider with the director of ADWR, you will be directed to the termination page. The **Specific Message** displayed is: “NOI Applications for non-remediation wells, which are also located within an AMA, may not be processed via ADWR’s NOI website application.”

• If the well location is inside an AMA, and you indicated that a dedicated pump will be installed with a pumping capacity less than or equal to 35 GPM and that you will be pumping less than or equal to 10 acre feet/yr, and that the water usage **will** be for remediation purposes, and you indicated that “None of the exemptions apply” under the “Select an Exemption” section, you will be directed to the termination page. The **Specific Message** displayed is: “In order to drill a well on a parcel that is located within 100 feet of a water distribution system, you must have qualified for an exemption under A.R.S. § 45-454(F). Since you did not select an exemption, this NOI application may not be processed via ADWR’s eNOI application.”

Applies to all Well Types:

• If you indicated that your NOI application is for deepening, replacing, or modifying an existing well, you will be directed to the termination page. The **Specific Message** displayed is: “Notices of Intent to replace, deepen, or modify an existing well may not be processed via ADWR’s eNOI application.”
2.3.6 Well Location in or near a Contamination Site

If the well location entered for a Notice of Intent to Drill a Monitor/Piezometer/Environmental Well (NOI Category 2) or a Notice of Intent to Drill or Drill and Abandon an Exploration/Specialty Well (NOI Category 3) falls within or near a contamination site (as determined by the eNOI application), the page illustrated below will be displayed, and the certification checkbox must be checked before proceeding.

<table>
<thead>
<tr>
<th>Notice of Intent in or near a Groundwater Contamination Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>This well site is located within the YUMA ARMY PROVING GROUNDS contamination site.</td>
</tr>
<tr>
<td>Watershed: COLORADO RIVER</td>
</tr>
<tr>
<td>County: YUMA</td>
</tr>
<tr>
<td>Sub Basin: YUMA</td>
</tr>
</tbody>
</table>

* Required Fields

* I understand that this well site is located within the boundaries of a contamination area and that special construction or abandonment requirements are required to prevent vertical cross-contamination to the aquifer system. I certify that I have read the applicable special requirements, and that I shall comply with those standards.

Reference Materials for Special Well Construction and Abandonment Requirements in Groundwater Contamination Areas:

- DEQ's WMQRF site
- Special Construction and Abandonment Requirements documentation
- Special Requirements Document for Final Creek
- Special Requirements Document for Yuma Marine Corp
- Abandonment Handbook
- Substantive policy statements re: Well Construction and Well Abandonment Variances

[Continue]
2.3.7 Final Acknowledgement

The Final Acknowledgement page allows you to review all of the information entered up to this point in the eNOI process. If any of the information is incorrect, use the Back button at the bottom of the page to correct the necessary information.

Once you are satisfied with the information, check the two remaining certification checkboxes at the bottom of the acknowledgement page before proceeding.

---

### Final Acknowledgement

**Final Driller Acknowledgement:**

NOI Type: Type I Drill  
Well Type: Exempt  
Data Received at ADWR: 7/23/03  
The existing well's registration number (if deepening, replacing or modifying a well): N/A  
No well registration number exists for the well: N/A

**Driller Company Information:**

ADWR Driller License Number: 7  
LAYNE CHRISTENSEN COMPANY  
12030 EAST RIGGS ROAD  
CHANDLER, AZ 85249-3701  
Phone: 480-895-9404  
Email: lcbankemain@adwr.state.az.us  
ROC Entered By Driller: N  
Qualifying Party License Categories: N

**Well Owner Information:**

Smith, John  
1234 E. Somewhere St.  
Tempe, AZ 85284  
Type of land: PRIVATE OR COMPANY  
Land Owner the same as the Well Owner: N

**Land Owner Information:**

The Land Company, Inc.  
3000 W. Camelback  
Phoenix, AZ 85016

**Well Site Location:**

NE 1/4 of the NE 1/4 of the NE 1/4  
Section 01  
Township 01 N  
Range 01 W  
AMPHOENIX  
County: MARICOPA  
Contamination Site: NOT IN ANY WQAPF SITE
**Well Site Location:**

<table>
<thead>
<tr>
<th>NE 1/4 of the NE 1/4 of the NE 1/4</th>
<th>Section 01</th>
<th>Township 01</th>
<th>South</th>
<th>Range 01</th>
<th>West</th>
</tr>
</thead>
<tbody>
<tr>
<td>AEA: PHOENIX</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>County: MARICOPA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contamination Site: NOT IN Win. (WQAPF SITE)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Water Use:**

<table>
<thead>
<tr>
<th>Primary Use:</th>
<th>DOMESTIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary Use(s):</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Variance(s) Requested By Driller:**

NONE

**Certification(s) Made By Driller:**

- By checking this box, I certify that I have all necessary Arizona Contractor (ROC) licenses in all necessary license categories for this drilling or abandonment project and that those licenses are current.

- If the landowner and the well owner are NOT the same, by checking this box, I certify that I have obtained written approval from the landowner in order to conduct this drilling or abandonment project. A copy of the written approval shall be submitted to ADWR with the Driller’s Report Log or Well Abandonment Completion Report within 30 days of completion of drilling or abandonment.

- By checking this box, I certify that the proposed well meets the criteria of an exempt well as outlined in the A.R.S. §45-454.

- By checking this box, I certify that I have obtained written certification from the land owner stating that the proposed well site is not within 100 feet of any septic tank system, sewage disposal area, landfill, hazardous waste facility, storage area of hazardous materials or petroleum storage areas and tanks. A copy of the land owner’s written certification shall be submitted to ADWR with the Well Driller Report and Well Log or Well Abandonment Completion Report within 30 days of completion of drilling or abandonment.

**Additional Information:**

<table>
<thead>
<tr>
<th>Number of Wells in project: 1</th>
<th>This Authorization Expires: 11/30/2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Variance requested for Water Production well: No</td>
<td>Design Pumping Capacity: &lt;= 35 GPM</td>
</tr>
<tr>
<td>Is this application for an exempt well which will be used to serve the same non-irrigation use at the same location (same parcel) as another exempt well? No</td>
<td>Domestic purposes on &lt;= 5 acres: No</td>
</tr>
</tbody>
</table>

**Warning:** Do not click the continue button twice as doing so will result in an error.

---

**Figure 27**

NOTE: Once the **Continue** button is clicked, all NOI information is saved to the database and cannot be updated from this point forward. If the **Continue** button is clicked prior to realizing that some or all of the information is incorrect, start over and re-enter the NOI information from the beginning of the process, the NOI application has not been processed through the payment process, so there will be no charge for the NOI application. If you continued with the eNOI process and completed the payment process (even though the information is incorrect), you will be charged for the NOI application, and you must contact the NOI Unit in order to correct the NOI.
2.3.8 Payments

2.3.8.1 Billing Information

The following steps must be completed:

- Enter the first and last name of the credit card holder;
- Enter a valid email address

**Note:** when the Billing Information page is first displayed, the email address will default to the drilling firm’s email address, you may override this email address by typing over the default value;
- Enter any other information marked with a red asterisk.

A confirmation email will be sent to you at the email address provided in the billing information.

![Billing Information Form](image-url)

**Confirmation of submission**

Your submission of Notice of Intent has been received.

Do not hit back button (or browse to another site) as updates to a received application are not allowed and it may abnormally terminate the next two steps (”Make Payment” and ”Receive Drill Packet”).

<table>
<thead>
<tr>
<th>* Required Fields</th>
</tr>
</thead>
</table>

**Enter Billing Information**

- **Company:** A TEST DRILLING FIRM
- **First Name:**
- **Last Name:**
- **Email:** driller@edwinstateaz.us
- **Address:** 123 E. SOMEWHERE ST
- **City:** PHOENIX
- **Region/State:** AZ
- **Postal/Zip Code:** 85004
- **Country:** US
- **Phone:**
- **Fax:**

**Continue**

**Figure 28**

Once you are satisfied with the information displayed, click on the Continue button to proceed to the next page.
2.3.8.2 Payment Method (Credit Card Only)

The only payment method accepted in the eNOI application is payment by either a Visa or MasterCard credit card. Once you have entered your credit card number and expiration date, click on the Continue button to proceed to the next page.

Figure 29
2.3.8.3 Order Information

After you have entered a valid credit card number, expiration date and a CSC number from a Visa or MasterCard credit card, you will see the screen below.

**Figure 30**

Note: the eNOI application will automatically determine the appropriate fee based on the information provided during the eNOI process. Please be sure to print a copy of this order for your records. If you feel that the fee amount displayed is incorrect, contact the NOI Unit at ADWR.

Once the "I Authorize this transaction" button is clicked, the payment processor will determine whether the transaction will be approved.
If your payment was approved, you will see the page outlined in Figure 31. Simply click on the “Return to ADWR” button to continue processing additional NOIs.

If your payment was not approved, you must manually return to ADWR’s home page by entering the following url, www.azwater.gov/dwr, into your Internet Explorer address line.
2.3.9 Print Process for Drillers

This page will only appear if the credit card was successfully processed in the previous step.

Print NOI packet

Be sure to verify that each document was successfully printed before closing this browser window or processing a new NOI.

Adobe Acrobat Reader is required to read these files. Download the plug-in here if necessary.

Print

New NOI Application   Exit

Figure 32

Simply click on the Print button and the entire drill packet will be displayed on your screen (see Figure 33).

Note: In order to print a drill packet, you must have Adobe Acrobat installed on your PC.

You then have the option of immediately printing the packet or saving it to your PC and printing it at a later date.
ARIZONA DEPARTMENT OF WATER RESOURCES  
3550 N. Central Avenue  
Phoenix, Arizona 85012

DRILLING CARD
VARIANCE GRANTED

THIS AUTHORIZATION SHALL BE IN POSSESSION OF THE DRILLER DURING ALL DRILLING OPERATIONS

WELL REGISTRATION NO:  55-903601

AUTHORIZED DRILLER:  ST. CLAIR DRILLING  
LICENSE NO:  725

NOTICE OF INTENT TO DRILL A MONITOR WELL HAS BEEN FILED WITH THE DEPARTMENT BY:

WELL OWNER:  P&I

ADDRESS:  550 N. 25 Ave, Phoenix, AZ, 85459

THE WELLS ARE TO BE LOCATED IN THE:

NW 1/4 of the NW 1/4 of the NW 1/4  
Section 01  
Township 01S  
Range 01 W

NO. OF WELLS IN THIS PROJECT:  1

THIS AUTHORIZATION EXPIRES AT MIDNIGHT ON THE DAY OF  11/17/2006

THE DRILLER MUST FILE A WELL DRILLER REPORT AND WELL LOG WITHIN 30 DAYS OF COMPLETION OF DRILLING

This drilling or abandonment authority was granted based upon the certifications made by the

Figure 33
2.3.10 Order Confirmation Email to Driller

Once the NOI processing is completed, you will receive an email confirmation at the email address provided by the credit card holder in the Billing Information page (see Section 2.3.9.1 for additional information). A second email confirmation will be sent to the appropriate drilling firm based on the information currently on file at ADWR (see Figure 4).

The item of most importance in the confirmation screen is the Order ID number that was assigned at the time of payment. The Order ID number can be provided to the NOI Unit if there are any questions or problems with a particular NOI application.

```
* Confirmation for Order: V64E0AC0CA59
* Confirmation for Order: V64E0AC0CA59

**********
* Confirmation for Order: V64E0AC0CA59
**********

Thank you for your order, Lisa B.

Should you have any questions concerning your order, please contact us by email at wrooi@azwater.gov or by phone at (602) 771-8500 and be sure to mention your order number: V64E0AC0CA59.

Thanks again for shopping with Arizona Department of Water Resources!

Best regards,
Arizona Department of Water Resources Management.
Phone: (602) 771-8500
Email: wrooi@azwater.gov

Order ID: V64E0AC0CA59
Date: 12/20/2005
Status: Approved

Arizona Department of Water Resources
3550 N. Central Avenue
Phoenix, AZ 85012 United States
Phone: (602) 771-8500 Fax: (602) 771-8691

Bill To: XYZ DRILLING - Lisa B
P.O. BOX 408
CENTRAL, AZ 85531-0408
Email: test@azwater.gov

000600 - All Except Domestic Outside AMA/INA
qty 1 - price ea. - amount $150.00

| Subtotal | $150.00 |
| Tax Total | $0.00 |
| Shipping | $0.00 |
| Handling | $0.00 |

Total: $150.00

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Figure 34