



Submitting a Notice of Intent on the ADWR Constituent Portal

Objective

This guide outlines the steps to create a business account on the [ADWR Constituent Portal](#).

Key Steps

1. Log into the ADWR Constituent Portal 0:18

A screenshot of a web browser displaying the ADWR Constituent Portal. The browser's address bar shows "adwrorg1.my.site.com/ConstituentPortal/s/". The website has a dark blue header with the ADWR logo on the left and a "Log In" button on the right. Below the header, there is a navigation bar with "Home" and "Search for SOCs". The main content area features a welcome message: "Welcome to the Arizona Department of Water Resources Constituent Portal. Save time and paper by discovering our efficient solutions that simplify applying for, renewing, and tracking your individual applications, licenses and well information." To the right of the text is an illustration of a woman sitting at a laptop, surrounded by various icons representing documents, a calendar, and a gear. At the bottom of the page, there is a dark blue footer with the "Contact" section, including the Arizona state seal, the text "ARIZONA Official Website of the State of Arizona", and contact information for both the main office and a mailing address. Social media icons for Facebook, X, LinkedIn, YouTube, and Twitter are also present. The Windows taskbar is visible at the very bottom, showing the search bar, taskbar icons, and system tray with the date and time (4:30 PM 5/27/2025).

- Access the ADWR constituent portal.
- Enter your login credentials.

2. Navigate to Forms and Applications 0:18

The screenshot shows the homepage of the Arizona Department of Water Resources Constituent Portal. The header includes the department's logo and a navigation menu with options: Home, Forms & Applications (dropdown), My Water Assets, My Authorizations, Protests, and Search for SOCs. A red box highlights the 'Submit a Form or Application' option in the 'Forms & Applications' dropdown. Below the navigation is a welcome message: 'Welcome to the Arizona Department of Water Resources Constituent Portal. Save time and paper by discovering our smart solutions that simplify applying for, renewing, and tracking your individual applications, licenses and well information.' A 'Get Started' button is visible. To the right is an illustration of a person working on a laptop. At the bottom is a 'Contact' section with the Arizona state logo, address (1110 West Washington Street, Suite 310, Phoenix, AZ 85007), phone (602.771.8500), fax (602.771.8689), and mailing address (1802 W Jackson St. Box #79, Phoenix, Arizona 85007). Social media icons for Facebook, X, LinkedIn, YouTube, and Twitter are also present.

- Click on the 'Forms and Applications' dropdown menu.
- Select 'Submit a Form or Application'.

3. Select the Appropriate Form 0:36

The screenshot shows the 'Submit a Form or Application' page. The header is the same as the previous screenshot. Below the header is the title 'Submit a Form or Application' and a note: 'All applicants are encouraged to contact ADWR prior to selecting and starting a form at (602) 771-8500.' The main content area is divided into two columns. The left column is titled 'I know which form I need to complete' and contains a 'Business Unit' dropdown menu set to 'Wells' and a 'Form/Application' dropdown menu. The 'Form/Application' dropdown is open, showing a list of form options: '55-0001 Application for a Permit to Drill or Operate a Non-Exempt Well Within an AMA', '55-38 Notice of Intent to Abandon a Well', '55-40 Notice of Intention to Drill, Deepen, Replace or Modify a Well', '55-41 Notice of Intention to Deepen, Replace or Modify a Non-Exempt Well', '55-41A Notice of Intention to Drill a Non-Exempt Well', '55-43 Notice of Intention to Drill and Abandon an Exploration/Specialty Well', '55-44 Notice of Intention to Drill, Deepen, or Modify a Monitor/Piezometer/Environmental Well', and '55-36 Well Owner's Notification of Abandonment'. The right column is titled 'Help me determine which form I need to complete' and contains three buttons: 'Wells - Notice of Intention', 'Wells - Groundwater Withdrawal Permit', and 'Surface Water Forms & Applications'. At the bottom of the page is the 'Contact' section, including the Arizona state logo, address, phone, fax, mailing address, and social media icons.

- Under 'I know which form I need to complete', choose 'Wells' as the 'Business Unit' from the dropdown.
- Select the desired 'Notice of Intent' application (e.g., 55-40) to complete and click 'Start Application'.

4. Acknowledge Licensing Timeframe 1:12

The screenshot shows a web browser window displaying the 'Licensing Time Frame Acknowledgment' form. The form is titled 'Licensing Time Frame Acknowledgment' and contains a section for 'Acknowledgment'. Below the title, there is a text area with the following text: 'I acknowledge that the Licensing Time Frame review period will be paused if I have submitted inaccurate or insufficient information to complete a review of my application.' Below this text is a checkbox that is currently checked. To the right of the text area is a blue button labeled 'Complete'. The website header includes the Arizona Department of Water Resources logo and navigation links: Home, Forms & Applications, My Water Assets, My Authorizations, Protests, and Search for SOCs. The footer contains contact information for the Arizona Department of Water Resources, including the address (1110 West Washington Street, Suite 310, Phoenix, AZ 85007), mailing address (1802 W Jackson St. Box #79, Phoenix, Arizona 85007), telephone number (602.771.8500), and fax number (602.771.8689). Social media icons for Facebook, X, LinkedIn, YouTube, and Twitter are also present.

- In the acknowledgment section, click the 'Get Started' button.
- Check the box to acknowledge the licensing timeframe and click 'Complete'.

5. Enter Co-Applicant Information (if applicable) 1:25

The screenshot shows a web application interface for managing water resources. The top navigation bar includes links for Home, Forms & Applications, My Water Assets, My Authorizations, Protests, and Search for SOCs. The main content area displays application details for BLA-0000947370, including account information (AZwater Comms), application status (Draft), license type (Well Permit), and applied date (5/27/2025, 4:31 PM). The 'Application Details' section is expanded to show 'Acknowledgment', which is marked as 'Completed'. Below this, the 'Co-Applicants' section is visible, with a note that users can review co-applicants and add additional ones. A '+ Add' button is present. The 'Forms' section is also visible, with instructions on how to start and save an application. The bottom of the screen shows a Windows taskbar with various application icons and system information.

- If there are co-applicants, enter their first name, last name, and email address.
- Click 'Start Application'.

6. Fill Out Proposed Action and Well Type 1:35

The screenshot shows the 'Registry Information - Proposed Action' form. The form is titled 'Registry Information - Proposed Action' and features a dropdown menu for selecting a proposed action. The dropdown menu is open, showing a list of options: '-- Clear --', 'Drill New Well', 'Deepen', 'Replace', 'Modify', 'Abandon', 'Drill and Abandon Exploration / Specialty Well', and 'Increase in Permitted Maximum Annual Volume for Existing Well'. To the right of the form, there is a 'Steps' section with a list of steps: 'Registry Information - Proposed Action', 'Registry Information - Well Type', 'Registry Information - Additional Well Information', 'Water Site Information', 'Place of Water Use', 'Place Of Use Details', 'Applicant Information', 'Driller Information', 'Well Information Questionnaire', '55-40 Questionnaire', 'Proposed Well Construction - Borehole', 'Proposed Well Construction - Casing', and 'Permission To Access'. The top navigation bar is the same as in the previous screenshot. The bottom of the screen shows a Windows taskbar with various application icons and system information.

- Select the proposed action from the dropdown (e.g., 'Drill New Well').
- Choose the well type (e.g., 'Exempt Domestic Well').

7. Specify Well Location 2:12

Choose Location from the Map

Location of Well
Zoom in to the location on the map and click the exact location where the well is proposed to be located

Location Inputs

Map Coordinates Detail

Cadastral

Latitude 33.557

Longitude -112.0912

Save for later Next

Steps

- Registry Information - Proposed Action
- Registry Information - Well Type
- Choose Location from the Map**
- Location Details
- Registry Information - Additional Well Information
- Water Site Information
- Place of Water Use
- Place Of Use Details
- Applicant Information
- Driller Information
- Well Information Questionnaire
- 55-40 Questionnaire
- Proposed Well Construction - Borehole
- Proposed Well Construction - Casing
- Permission To Access

- Zoom into the map and click on the exact location for your well.
- Scroll down and click 'Save'.

8. Verify Well Location and Provide Additional Well Information 2:27

Location Details

Cadastral Legal Description
01N 03E 20 NE NW SE

Cadastral Legal Description Full
SE 1/4 of the NW 1/4 of the NE 1/4, Section 20 Township 01.0 N Range 03.0 E

County
MARIKOPIA

Township (N/S)
01

Range (E/W)
03

Section
20

160 Acre 1/4
A

40 Acre 1/4
B

10 Acre 1/4
D

Save for later Previous Next

Steps

- Registry Information - Proposed Action
- Registry Information - Well Type
- Choose Location from the Map
- Location Details**
- Registry Information - Additional Well Information
- Water Site Information
- Place of Water Use
- Place Of Use Details
- Applicant Information
- Driller Information
- Well Information Questionnaire
- 55-40 Questionnaire
- Proposed Well Construction - Borehole
- Proposed Well Construction - Casing
- Permission To Access

- Verify the location details of your well.
- Enter the gallons per minute of the well's design pump capacity.

9. Enter Water Site Information 2:50

Water Site Information

NOTE: If this is a Notice of Intent to construct a new well that will be used for the purpose of withdrawing groundwater for transportation to an Active Management Area (AMA) pursuant to A.R.S. § 45-552, 55-553, 45-554 or 45-555(A), the authorization to drill the well issued in association with this Notice shall not be considered the approval to transport groundwater to an AMA.

* Principal Use of Water

-- Clear --

- Irrigation
- Commercial
- Domestic
- Municipal
- Industrial
- Stock
- Remediation

Steps

- Registry Information - Proposed Action
- Registry Information - Well Type
- Choose Location from the Map
- Location Details
- Registry Information - Additional Well Information
- Water Site Information**
- NOI Form Number Change Confirmation
- Place of Water Use
- Place Of Use Details
- Applicant Information
- Driller Information
- Well Information Questionnaire
- 55-40 Questionnaire
- Proposed Well Construction - Borehole
- Proposed Well Construction - Casing
- Permission To Access

Contact

Windows taskbar: 101°F Mostly sunny, 4:35 PM 5/27/2025

- Select the Principal Use of Water from the dropdown.

10. Confirm Application Fee Notification 3:04

NOI Form Number Change Confirmation

Based on your responses to the questionnaire, the Notice of Intention Form number to be filled is **55-40.01**

Save for later

Previous Next

Steps

- Registry Information - Proposed Action
- Registry Information - Well Type
- Choose Location from the Map
- Location Details
- Registry Information - Additional Well Information
- Water Site Information
- NOI Form Number Change Confirmation**
- Place of Water Use
- Place Of Use Details
- Applicant Information
- Driller Information
- Well Information Questionnaire
- 55-40 Questionnaire
- Proposed Well Construction - Borehole
- Proposed Well Construction - Casing
- Permission To Access

Contact

Windows taskbar: 101°F Mostly sunny, 4:35 PM 5/27/2025

- Based on the chosen location and well type, a notification appears regarding the application fee change to \$150 by an updated form confirmation number.
- Note if the well location and well type meets the \$100 criteria, this notification will not appear.

11. Complete Place of Water Use Section 3:30

Place of Water Use

Place of Water Use
 *Is the groundwater basin where the well will be drilled the same as the place where the water will be used?
 Yes No

Save for later

Previous Next

Steps

- Registry Information - Proposed Action
- Registry Information - Well Type
- Choose Location from the Map
- Location Details
- Registry Information - Additional Well Information
- Water Site Information
- NOI Form Number Change Confirmation
- Place of Water Use**
- Place Of Use Details
- Applicant Information
- Driller Information
- Well Information Questionnaire
- 55-40 Questionnaire
- Proposed Well Construction - Borehole
- Proposed Well Construction - Casing
- Permission To Access

Contact

Search

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- Select 'Yes' or 'No' for the Place of Water use.
- If 'No', select a location from the map and verify details.

12. Fill Out Applicant and Driller Information 3:41

Applicant Information

*Who is completing this form today?

Well Owner & Land Owner (same individual)

Well Owner Only

Land Owner Only

Driller

Consultant

Owner of Withdrawal Authority Lessee

Attorney

Steps

- Registry Information - Proposed Action
- Registry Information - Well Type
- Choose Location from the Map
- Location Details
- Registry Information - Additional Well Information
- Water Site Information
- NOI Form Number Change Confirmation
- Place of Water Use
- Place Of Use Details
- Applicant Information**
- Driller Information
- Well Information Questionnaire
- 55-40 Questionnaire
- Proposed Well Construction - Borehole
- Proposed Well Construction - Casing
- Permission To Access

Contact

Search

101°F Mostly sunny 4:33 PM 5/27/2025

- Select who is completing the form from the dropdown.
- Enter the driller's license number or name to auto-populate their information.

13. Complete Well-Information Questionnaire 4:10

14. Authorize ADWR Access (Optional) 4:44

- Check the box to authorize ADWR to measure your well's water level.
- Note ADWR Field Hydrologists collect water level measurements for thousands of wells across Arizona. By checking this box, you authorize ADWR to measure your well's water level to support important scientific planning, management studies, groundwater modeling and water budget development.

15. Upload Additional Documents 5:04

Additional Documents

Based on your responses in the form, you may need to upload additional documents. Please provide them in this section.

Name	Instructions	Status
Well Site Plan	If this well will be a domestic well on 5 acres or less, please draw the following: (1) the boundaries of your property; (2) the proposed well location; (3) the locations of all septic tank systems and sewer systems on the property or within 100 feet of the well location, even if on neighboring properties; and (4) any permanent structures on the property that may aid in locating the well. If the parcel is vacant land or lacks a septic tank or sewer system, please indicate this. Indicate the distance between the proposed well location and any septic tank system or sewer system.	New
Optional Documents	Contact the Department if you have files larger than 25 MB. Please either: (1) Mail a copy of the file(s) to 1802 W Jackson St. Box 79, Phoenix, Arizona 85007 with a cover letter including the well registry number and/or application number, or (2) Hand deliver a copy of the file(s) to ADWR headquarters at 1110 W Washington St. Suite 310, Phoenix, Arizona 85007 with a cover letter including the well registry number and/or application number, or (3) Email a link to a copy of the file to permit-wells@azwater.gov and include the well registry number and/or application number in the subject line of your email.	New
55-40A	Effective January 1, 2006, Arizona Revised Statute (A.R.S.) § 45-454(c) prohibits the drilling of an exempt well (a well that has a maximum pump capacity of not more than thirty-five gallons per minute and that is used only for non-irrigation purposes) on land if any part of the land is	New

- Click 'Upload Files' to add any required documents (up to 50 MB, in specified formats).

15. Submit Payment 5:39


Payment

- Each NOI form must be accompanied by a filing fee as required by Arizona Revised Statutes (A.R.S.) § 45-596.
- If the well is located within an AMA or an Irrigation Non-Expansion Area (INA), the amount of the fee is one hundred fifty dollars (\$150.00).
- If the well is not located within an AMA or an INA, AND the well will be used solely for domestic purposes, AND will have a pump with a maximum capacity of not more than 35 gallons per minute THEN the amount of the fee is one hundred dollars (\$100.00).
- Otherwise, the fee is one hundred fifty dollars (\$150.00).
- An additional thirty dollars (\$30.00) will be added to your application fee if you are operating a non-exempt well in an AMA.

The fee due for your application is: \$150


Next

Contact


ARIZONA
 Official Website of the State of Arizona

Address
 1110 West Washington Street, Suite 310
 Phoenix, AZ 85007
 Tel: 602.771.8500

Mailing Address
 1802 W Jackson St. Box #79
 Phoenix, Arizona 85007
 Fax: 602.771.8689



- Click on the 'Not Started' button to enter payment information.
- Complete the payment process.

16. Attest Application 6:09

The screenshot shows a web browser window with the URL `adwrorg1.my.site.com/ConstituentPortal/s/application-workspace/attestation?ContextId=a15cs000005fuKFAAJ&ApplicationId=0f0cs000001s9ddAAA`. The page features the Arizona Department of Water Resources logo and a navigation menu with items: Home, Forms & Applications, My Water Assets, My Authorizations, Protests, and Search for SOCs. The main content area is titled 'Application Attestation' and contains a text input field for 'Attestation', a statement: 'I certify under penalty of perjury that to the best of my knowledge, information, and belief, the facts set forth in this form are true and accurate.', a small icon of a hand holding a pen, and a 'Complete' button. Below the form is a 'Contact' section with the Arizona logo, address (1110 West Washington Street, Suite 310, Phoenix, AZ 85007), mailing address (1802 W Jackson St. Box #79, Phoenix, Arizona 85007), and phone/fax numbers (Tel: 602.771.8500, Fax: 602.771.8689). Social media icons for Facebook, X, LinkedIn, YouTube, and Twitter are also present. The Windows taskbar at the bottom shows the search bar, application icons, and system tray with the date 5/27/2025 and time 4:38 PM.

- Click 'Get Started' to attest the application (only the landowner can attest).

17. Check Application Status 6:37

The screenshot shows a web browser window with the URL `adwrorg1.my.site.com/ConstituentPortal/s/businesslicenseapplication/0f0cs000001s9ddAAA/bla0000947370`. The page has a 'Generate Application PDF' button at the top. Below it are several sections:

- Acknowledgment:** A text block stating 'Applicants need to acknowledge that an application may be returned to them if ADWR determines it is incomplete or information provided is insufficient.' Below this is a table with one row:

Section	Section Status	Status
55-40.01 Acknowledgment	Completed	Completed
- Co-Applicants:** A text block: 'You can review the co-applicants listed on this application. If you need to add additional co-applicants to collaborate on your application, click the "Add" button below.' Below is a '+ Add' button.
- Forms:** A table with one row:

Section	Section Status	Status
55-40.01 Form	Completed	Completed
- Additional Documents:** A text block: 'Based on your responses in the form, you may need to upload additional documents. Please provide them in this section.' Below is a table:

Name	Instructions	Status
Well Site Plan	If this well will be a domestic well on 5 acres or less, please draw the following: (1) the boundaries of your property; (2) the proposed well location; (3) the locations of all septic tank systems and sewer systems on the	Uploaded

 The Windows taskbar at the bottom shows the search bar, application icons, and system tray with the date 5/27/2025 and time 4:39 PM.

- Monitor the application status for updates (e.g., 'Under ADWR Review', 'Under Local Review', or 'Approved').

18. Contact for Assistance 7:12

The screenshot shows a web browser window with the URL adwrorg1.my.site.com/ConstituentPortal/s/businesslicenseapplication/0f0cs000001s9ddAAA/bla0000947370. The page has a 'Generate Application PDF' button at the top. Below it are sections for 'Acknowledgment', 'Co-Applicants', 'Forms', and 'Additional Documents'. The 'Acknowledgment' and 'Forms' sections each contain a table with one row: '55-40.01 Acknowledgment' and '55-40.01 Form', both with a 'Section Status' of 'Completed' and a green 'Completed' button. The 'Additional Documents' section has a table with one row: 'Well Site Plan' with 'Instructions' and 'Status' of 'Uploaded'.

- For questions, call ADWR Wells Water Specialist at 602-771-8527.

Cautionary Notes

- Ensure you have the correct URL for the ADWR Constituent Portal.
- Make sure to click 'save' after selecting your well location on the map.
- Confirm that a payment receipt has been sent to your designated email address.
- You may review or withdraw your application anytime before the application has been approved.

Tips for Efficiency

- Keep your well s information handy to expedite the account creation process.
- Have a notepad ready to jot down any important information provided by the ADWR Wells Specialist.

Link to Loom

<https://loom.com/share/ad7b3a1751ae4762970912f44827a005>