

## FILING AN APPLICATION TO APPROPRIATE WATER

- ✓ The application form must be completed and signed by all owners.
- ✓ A fee must be submitted with the application. Cash, check or money order only.
- ✓ Include a map of the property where the water will be diverted and used. This can be a County Plat Map or other professional map that clearly shows the diversion and use of water in relation to land ownership. Water rights may become appurtenant to land on approval of this application.
- ✓ Incomplete or unclear applications will be returned to the applicant by mail.

## HOW TO FILL OUT THE APPLICATION

### *Line-by-Line Instructions*

1.	The Division of Water Rights completes water right number, priority of right, and the filing date.
2.	List owners, County Tax ID for property, and a mailing address.
3.	<b>Quantity:</b> The amount of water being applied for in cubic feet per second (cfs) and/or in acre-feet (af).
4.	<b>Source:</b> Name of a river, stream, ditch or spring being used. This could also be an underground well. <b>Point of Diversion:</b> This is the legal description using direction and distance tied to the US Land Survey, such as N 200 feet W 350 feet from the SE Corner of Sec. 1, T1S, R1E, SLB&M. <b>Diverting Works:</b> List the diameter and depth of a well, or list what types of diverting works are used such as headgate, dam, weir, etc. <b>Common Description:</b> List the closest town and describe approximately how many miles north, south, west, or east it is from the point of diversion.
5.	Fill in the blanks describing points of rediversion and include a legal description using direction and distance tied to the US Land Survey where the water will be rediverted, if applicable.
6.	Fill in the blanks describing the points of return and include a legal description using direction and distance tied to the US Land Survey where the water will be returned, if applicable.
7.	Fill in the blanks describing the reservoir and use a legal description for the 40-acre tracts where the reservoir will be located, if applicable.
8.	List supplemental water rights, if applicable.
9.	List the nature and period of use for each type of water use being applied for on this application (e.g. Irrigation from April 1 – October 31).
10.	Fill in the blanks for each type of water use being applied for. This describes the specific beneficial use the water right will be based on. For unit measurement help, see <a href="#">The Flow Calculator</a> or <a href="#">The Use Calculator</a> .
11.	Describe the 40-acre tracts of land where the water will be used (location of the beneficial use). Use a legal description for the 40-acre tracts such as NW of the SE in Sec 1, T1S, R1E, SLB&M.
12.	If there is further explanation needed fill this section out or write, "see attachment" and include additional information on another page.

## WHERE TO SUBMIT APPLICATIONS

Salt Lake City Office (Main)  
(801) 538-7240  
1594 W North Temple, #220  
Salt Lake City, UT 84114

Logan Regional Office  
(435) 752-8755  
1780 N Research Parkway, #104  
Logan, UT 84341

Richfield Regional Office  
(435) 896-2557  
2031 S Industrial Parkway  
Richfield, UT 84701

Cedar City Regional Office  
(435) 586-4231  
646 N Main St  
Cedar City, UT 84721

Price Regional Office  
(435) 613-3750  
319 N Carbonville Rd  
Price, UT 84501

Vernal Regional Office  
(435) 247-1514  
318 N Vernal Avenue  
Vernal, UT 84078