

## FILING AN EXCHANGE APPLICATION

- ✓ The application form must be completed and signed by all owners.
- ✓ A contract or receipt in the applicant’s name must be provided to the Division of Water Rights. (Usually the contract will be from a water conservancy like Weber Basin Conservancy District.)
- ✓ A fee must be submitted with the application. Cash, check or money order only.
- ✓ Include a hereafter 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*

*	The Division of Water Rights completes exchange number, priority of right, and the filing date.
1.	List owners, County Tax ID for property, and a mailing address.
<b>CURRENT RIGHT—the following questions pertain to the reservoir or source this exchange application is based</b>	
2.	List the water right that is the basis for this exchange application.
3.	<b>Quantity:</b> Amount of water exchanged in cubic feet per second (cfs) and/or in acre-feet (af). <b>Source:</b> Name of a reservoir or river where water is located before the exchange. <b>Tributary to:</b> Name of the river system or lake the exchanged water is part of. <b>County:</b> Where the exchanged water is currently located.
4.	<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.
5.	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).
6.	Fill in the blanks for each type of water use as listed on current water right. This describes the specific beneficial use the water right is based on before the exchange.
7.	Describe the 40-acre tracts of land where the water is 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.
8.	Fill in the blanks describing the reservoir and use a legal description for the 40-acre tracts where the reservoir is located, if applicable.
9.	If there is further explanation needed fill this section out or write, “see attachment” and include additional information on another page.
<b>PROPOSED EXCHANGE—the following questions pertain to the proposed exchange on this application.</b>	
10.	<b>Quantity:</b> Amount of water exchanged in cubic feet per second (cfs) and/or in acre-feet (af). <b>Source:</b> Name of a river, stream, ditch or spring where water will be used. This could also be an underground well. <b>County:</b> Where the exchanged water will be located.
11.	<b>Point of Exchange (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 exchange.
12.	<b>Point of Release (If different from the Point of Exchange):</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>Quantity:</b> Amount of water released in cubic feet per second (cfs) and/or in acre-feet (af). <b>Period of Release:</b> The day and month that defines the yearly period of release (e.g. April 1 – October 31)
13.	List the nature and period of use for each type of water use being exchanged on this application (e.g. Irrigation from April 1 – October 31).
14.	Fill in the blanks for each type of water use to be exchanged. This describes the specific beneficial use the exchange application will be based on. For unit measurement help, see <a href="#">The Flow Calculator</a> or <a href="#">The Use Calculator</a> .
15.	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.
16.	Fill in the blanks describing the reservoir and use a legal description for the 40-acre tracts where the reservoir is located, if applicable.
17.	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