

FILING A PERMANENT CHANGE APPLICATION

- ✓ 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 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 water right number.
*	Mark with an "X" the changes that are being made for this application.
1.	List owners, County Tax ID for property, and a mailing address.
2.	The Division of Water Rights completes the priority of change and filing date.
3.	List all water rights that are to be part of this Change Application, if applicable. (Like all water rights in a supplemental group or additional water rights that represent the sum of this change.) Also list any prior approved change applications for any of the included water rights.
HERETOFORE—the following questions are how currently approved water rights and changes are filed.	
4.	Quantity: The amount of water listed on the currently approved water right or change in cubic feet per second (cfs) and/or in acre-feet (af).
5.	Source: Name of a river, stream, ditch or spring where water is currently approved to be used. This could also be an underground well.
6.	County: Where the approved water right or change application is currently located.
7.	Point of Diversion: 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. Diverting Works: List the diameter and depth of a well, or list what types of diverting works are used such as headgate, dam, weir, etc.
8.	Fill in the blanks and include a legal description using direction and distance tied to the US Land Survey where the water is rediverted, if applicable.
9.	Fill in the blanks describing water and include a legal description using direction and distance tied to the US Land Survey where the water is returned, if applicable.
10.	List the nature and period of use for each type of water use on the current water right or approved change (e.g. Irrigation from April 1 – October 31).
11.	Fill in the blanks for each type of water use being applied for. This describes the specific beneficial use the water right is currently based on. For unit measurement help, see The Flow Calculator or The Use Calculator .
12.	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.
13.	Fill in the blanks describing the reservoir and use a legal description for the 40-acre tracts where the reservoir is located, if applicable.
HEREAFTER—the following questions are the changes you are proposing on this application.	
*	Note: If one of the below questions does not apply to this application, leave it blank.
14.	Quantity: The amount of water being applied for in cubic feet per second (cfs) and/or in acre-feet (af).
15.	Source: Name of a river, stream, ditch or spring being used. This could also be an underground well.
16.	County: Where the approved water right or change application will be located.

17.	<p>Point of Diversion: 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.</p> <p>Diverting Works: List the diameter and depth of a well, or list what types of diverting works are used such as headgate, dam, weir, etc.</p> <p>Common Description: List the closest town and describe approximately how many miles north, south, west, or east it is from the proposed point of diversion.</p>
18.	Fill in the blanks and include a legal description using direction and distance tied to the US Land Survey where the water will be rediverted, if applicable.
19.	Fill in the blanks describing water and include a legal description using direction and distance tied to the US Land Survey where the water will be returned, if applicable.
20.	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).
21.	Fill in the blanks for each type of water use being changed. This describes the specific beneficial use the water right will be based on.
22.	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.
23.	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.
24.	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