

DIVISION OF WATER RESOURCES
KANSAS DEPARTMENT OF AGRICULTURE

**INSTRUCTIONS
FOR COMPLETING APPLICATIONS FOR
PERMIT TO APPROPRIATE WATER FOR BENEFICIAL USE**

Following is a brief description of general information needed on an application for permit to appropriate water for beneficial use. Separate applications must be filed if it is proposed to appropriate water from more than one source or for more than one beneficial use of water. Read all details on the application prior to filling out the form. Submit with your application only the supplemental sheets relative to your proposed use of water. Please provide complete information.

1. Give the total quantity of water desired in acre-feet or million gallons per year and the maximum proposed rate of diversion in gallons per minute or cubic feet per second.
2. Give the legal description of the location at which water is proposed to be diverted from the natural source of supply. Distances in feet North and West of the Southeast corner of the section must be shown.
3. Show the purpose or purposes for which water is to be used and the maximum amount of water for each use. The sum of these amounts should be equal to the total quantity indicated in Paragraph No. 3. A separate application may be required for different uses of water.
4. If for municipal or industrial use, a water conservation plan may be required and other information showing past, present, and future water needs. This must be supplemented by information to substantiate future population growth and/or increase of industrial production. The place of use must be shown by crosshatching the location of the property on a map, of the appropriate scale as indicated in the application, and giving a legal description showing the section, township, range and portions of the quarters or halves generally describing the area on the map. If an entity such as a city or rural water district is where the water will be used, a description and explanation of all the places where the water goes will be needed, including other entities receiving water and the areas they supply, etc. Immediate vicinity means within one-half ($\frac{1}{2}$) mile of the corporate limits of the entity.
5. If for irrigation use, a water conservation plan consistent with the guidelines developed and maintained by the Kansas Water Office may be required. For the place of use, give the legal description of all the land proposed to be irrigated under the application by showing the actual number of acres of land to be irrigated in each forty-acre tract and give the name and mailing address of each of the owners of record of the land involved. If the land is being purchased on contract, also show the name and address of the contract purchaser.
6. Give a brief description of the proposed works for diversion of water and proposed date when the well, pump site, dam, or other works for diversion of water will be completed. Show the location of water meters and other measuring devices and the location of pipeline to distribute the water.
7. Give estimated date of first actual use of water under the proposed appropriation.
8. Indicate if any pesticide or fertilizer will be injected into the water pumped from the diversion works.
9. List the file numbers of any water rights which cover the same diversion points or the same place of use described in this application. An explanation as to how all water rights will be used must be supplied. Information about the source of water at the proposed location must be supplied. All wells or diversion sites in the same source within one-half ($\frac{1}{2}$) mile must be shown on a map with the names and mailing addresses of the owners; you must sign the map and state that all of the owners have been shown, if they have all been shown.
10. If the signer of the application is not the owner of the land where the water is used, show the relationship as agent, tenant, contract buyer or otherwise.
11. If the signer of the application is not the owner of the point of diversion, you must provide evidence of legal access to or control of the point of diversion from the landowner or the landowners authorized representative. You may provide a copy of a recorded deed, lease, easement or other document with the application. In lieu of providing documentary evidence, you may sign the sworn statement contained within the application.
12. The name and address of the water use report correspondent must be shown. If other than an owner, an owner must designate the person in writing, on the appropriate form.

Example Map

NEW APPLICATION

All wells of any kind within 1/2 mile of the requested point of diversion have been plotted

Signed John C Doe
Date: 06/14/96

IRRIGATION WELL
Ken Daigneau
Rt 1, Ferris, KS 28123

R20E

DOMESTIC WELL
P.W. Herman
1513 Vine Street
Sydney, KS 28124

T13S

WELL REQUESTED
THIS APPLICATION

Scale 1"=2,000'



- LEGEND
- Place of Use
 - Proposed Well
 - DOM. Well
 - Other Well
 - Section Corner

