

Application for Change/Transfer of a Water Right

Form No. ECY 040-1-97 (Rev 01/2023)



- We strongly encourage applicants to seek pre-application consultation prior to applying.
- Refer to accompanying guidance to complete this form.
- Incomplete applications will be returned.
- All fees are non-refundable (RCW 90.03.470(13)).

Processing option you are choosing:

Standard Processing

(Department of Ecology)

A minimum \$50 fee is required to apply. Additional fees may apply. Drought applications are exempt.

Cost Reimbursement

Processing (Ecology Contractor)

Contact Department of Ecology to obtain information on fees for this option.

County Water Conservancy Board Processing

(not available in all counties)

Fees charged by boards vary. Consult with the appropriate board to determine the fee.

Where to mail your application:

Submit all applications for Department of Ecology and Cost Reimbursement processing to the Ecology's Cashiering Section address below. County Water Conservancy Board applications should be submitted directly to the appropriate board, if one exists.

DEPARTMENT OF ECOLOGY
 CASHIERING SECTION
 PO BOX 47611
 OLYMPIA, WA 98504-7611

Check the box for the region where your project is located.

- Central Region
- Eastern Region
- Northwest Region
- Office of Columbia River (OCR)*
- Southwest Region



*** OCR has jurisdiction for designated OCR projects, and new projects located within one mile of the Columbia River.**

To request ADA accommodation including materials in a format for the visually impaired, call Ecology Water Resources Program at 360-407-6872. People with impaired hearing may call Washington Relay Service at 711. People with speech disability may call TTY at 877-833-6341.



WATER RESOURCES PROGRAM

Application for Change/Transfer of a Water Right

For Ecology Use
(Date Stamp)

A minimum filing fee of \$50.00 is required for most applications. Additional fees may be required.

I am applying to (check all that apply):

- Change purpose(s) of use
- Add purpose(s) of use or acres
- Change/transfer place of use
- Change point(s) of diversion/withdrawal
- Add point(s) of diversion/withdrawal
- Add or modify period of use
- Other (i.e., consolidation, intertie, trust water)
Describe: _____

No filing fee is required for applications for:

- Drought
 - Cost Reimbursement Processing
 - Water Conservancy Board Processing
- County: _____

FOR OFFICIAL USE ONLY

DATE APPLICATION RECEIVED _____

CHECK NO. _____ FEE \$ _____

DATE ACCEPTED _____ BY _____

CHANGE NO. _____

COUNTY _____ WRIA _____

SPECIAL AREA _____

SEPA: EXEMPT NOT EXEMPT

ECY CODING: 001-002-WR10285-000011

DOC ID NO: _____

APP NO. _____ PERMIT NO. _____

CERT NO. _____ CERT OF CHG NO. _____

Date of pre-application consultation with Ecology: _____

Ecology staff contact: _____

1. Water Right Information

WATER RIGHT OR CLAIM NUMBER	RECORDED NAME(S)	
HAS THE WATER BEEN USED AS DESCRIBED ON YOUR WATER RIGHT DOCUMENT IN THE LAST FIVE (5) YEARS? <input type="checkbox"/> YES <input type="checkbox"/> NO		
WATER RIGHT OWNER	PHONE NO.	ALT PHONE NO.
ADDRESS		
CITY	STATE	ZIP CODE
EMAIL ADDRESS (IF AVAILABLE)		

2. Applicant Information

APPLICANT/BUSINESS NAME	PHONE NO.	ALT PHONE NO.
ADDRESS		
CITY	STATE	ZIP CODE
EMAIL ADDRESS (IF AVAILABLE)		

CONTACT (IF DIFFERENT FROM ABOVE)	PHONE NO.	ALT PHONE NO.
ADDRESS		
CITY	STATE	ZIP CODE
EMAIL ADDRESS (IF AVAILABLE)		

3. Purpose(s) and Period of Use

A. Existing

PURPOSE OF USE	GPM or CFS	ACRE-FT/YR	PERIOD OF USE

B. Proposed (if different from 3A)

PURPOSE OF USE	GPM or CFS	ACRE-FT/YR	PERIOD OF USE

4A. Existing Locations of Point(s) of Diversion or Withdrawal

Describe your existing water use in Section 4A: source description, and either surface water or groundwater. Describe your proposed water use in Section 4B: source description, and either surface water or groundwater. Refer to accompanying guidance document for more information. Attach additional sheets if needed.

Source Name	Source Location Information (Legal Description)						
	SOURCE NAME (Reference by number below)	QTR QTR	QTR	SEC	TWP	RGE	PARCEL NO.
1.							
2.							
3.							
4.							

Complete one of the following tables: A) for surface water, or B) for groundwater

A) For existing surface water diversions

SPRING
 CREEK
 RIVER
 LAKE
 OTHER:

SOURCE from 4A above	TRIBUTARY TO:	GPS/ LAT-LONG
1.		
2.		
3.		
4.		

DO YOU OWN THE POINT(S) OF DIVERSION? YES NO

B) For existing groundwater diversions

WITHDRAWAL DEVICE: <input type="checkbox"/> WELL <input type="checkbox"/> OTHER:			
EXISTING WELL: <input type="checkbox"/> YES <input type="checkbox"/> NO			
SOURCE from 4A above	WELL NO.	WELL TAG NO.	GPS/ LAT-LONG
1.			
2.			
3.			
4.			

DO YOU OWN THE POINT(S) OF WITHDRAWAL? YES NO

4B. Proposed Point(s) of Diversion or Withdrawal

Source Name	Source Location Information					
SOURCE NAME (Reference by number below)	QTR QTR	QTR	SEC	TWP	RGE	PARCEL NO.
1.						
2.						
3.						
4.						

Complete one of the following tables: A) for surface water, or B) for groundwater

A) For proposed surface water diversions

<input type="checkbox"/> SPRING <input type="checkbox"/> CREEK <input type="checkbox"/> RIVER <input type="checkbox"/> LAKE <input type="checkbox"/> OTHER:		
SOURCE from 4B above	TRIBUTARY TO:	GPS/ LAT-LONG
1.		
2.		
3.		
4.		

DO YOU OWN THE POINT(S) OF DIVERSION? YES NO

B) For proposed groundwater diversions

WITHDRAWAL DEVICE: <input type="checkbox"/> WELL <input type="checkbox"/> OTHER:			
EXISTING WELL: <input type="checkbox"/> YES <input type="checkbox"/> NO			
SOURCE from 4B above	WELL NO.	WELL TAG NO.	GPS/ LAT-LONG
1.			
2.			
3.			
4.			

DO YOU OWN THE POINT(S) OF WITHDRAWAL? YES NO

5. Place of Use

A. Existing

QTR QTR	QTR	SEC	TWP	RGE	COUNTY	PARCEL #	# OF IRRIGATED ACRES
LEGAL DESCRIPTION OF LANDS WHERE WATER IS PRESENTLY USED:							

LEGAL LAND OWNER OF <u>EXISTING</u> PLACE OF USE (IF DIFFERENT THAN APPLICANT)	PHONE NO.	ALT PHONE NO.
ADDRESS		
CITY	STATE	ZIP CODE
EMAIL ADDRESS (IF AVAILABLE)		

B. Proposed (if different than 5.A)

QTR QTR	QTR	SEC	TWP	RGE	COUNTY	PARCEL #	# OF IRRIGATED ACRES
LEGAL DESCRIPTION OF LANDS WHERE NEW USE IS PROPOSED:							

LEGAL LAND OWNER OF <u>PROPOSED</u> PLACE OF USE (IF DIFFERENT THAN APPLICANT)	PHONE NO.	ALT PHONE NO.
ADDRESS		
CITY	STATE	ZIP CODE
EMAIL ADDRESS (IF AVAILABLE)		

All applicants must also complete Sections 6 through 11, **except** drought and Quincy Basin Artificially Stored Groundwater applications (see below).

If you do not have the required information, make an appointment with your Ecology regional office to discuss your application. Applications submitted without the required information will be returned as incomplete.

- If your water right change would impair an existing right, complete Section 6 through 11, and Attachment A, **mitigation plan**. Changes to water rights that will impair an existing right will be denied unless a mitigation plan is approved.
- If you are applying to **consolidate permit-exempt wells**, complete Sections 6 through 11, and Attachment B.
- If you are applying for a change related to the **Quincy Basin Artificially Stored Groundwater**, stop here. Complete only Sections 7 & 11, and continue with Attachment C.
- If you are applying for a change related to **drought**, stop here. Complete only Section 11, and continue with Attachment D.

6. Project Description

(Provide your answers in a separate report, and reference the section number in your responses)

Section	Required information	Reference(s)
6.1	Provide a brief narrative explaining the general nature and intent of the proposed change(s) to the water right.	
6.2	Are you aware of any compliance/enforcement actions that concern this water right? If so, describe.	
6.3	If this water right has previously been changed, summarize whether the previously authorized changes have been completed.	
6.4	If the water right includes a diversion from a permitted reservoir, list all the associated water rights, the maximum volume of water stored in the reservoir, and the means of withdrawal.	
6.5	Attach a copy of any SEPA checklists or environmental analyses related to this project with this application.	
6.6	<u>For period of use change proposals</u> , indicate the time of the year that the water use is proposed.	POL 1200
6.7	<u>For temporary change proposals</u> , indicate the timeframe that the proposed change would be in effect.	POL 1035
6.8	<u>For municipal change proposals</u> , provide the most recent water right self-assessment, if one exists, as submitted to the Department of Health (DOH).	

SYSTEM DESIGN AND OPERATION

Section	Required information	Reference(s)
6.9	Provide a description of the existing water supply system from the point of diversion or withdrawal to the place of use.	
6.10	Provide preliminary design plans and specifications for the proposed change, including diversion or withdrawal and conveyance facilities, if applicable, and the proposed flow rate and volume design capacity.	
6.11	<u>For change proposals adding a purpose of use or adding irrigated acres,</u> describe how the change proposal would affect return flow.	
6.12	Provide the current and projected system efficiency covered by the water right proposed for change.	
6.13	Provide an explanation of how the proposed use will not increase the authorized maximum flow rate (Qi) or annual volume (Qa).	PRO 1210 GUID 1210
6.14	<u>For surface water diversions,</u> describe how your plans comply with WDFW fish screening requirements.	RCW 77.57

DEVELOPMENT SCHEDULE

Section	Required information	Reference(s)
6.15	Provide a general timeline that includes the steps needed to begin the project, complete the project, and put the water to full beneficial use.	
6.16	<u>For changes to water rights currently under a development schedule,</u> provide a description of the current status of your project.	
6.17	Identify and discuss other land-use or environmental permits required and the timeline to obtain those permits.	

7. Related Water Rights

Section	Required information	Reference(s)
7.1	List any other water rights (applications, permits, certificates, or claims) related to this change application. Include any rights that overlap the place of use.	
7.2	Explain how the water rights listed above have been exercised.	
7.3	List all wells that have been added through a Showing of Compliance form.	POL 1260 ECY 040-74

8. Historical Use

Section	Required information	Reference(s)
8.1	Describe how the water proposed for change has been beneficially used since the water right was established.	

Section	Required information	
8.2	For the water right proposed for change and the portfolio of any related rights, provide the historical flow rate from each point of diversion or withdrawal (in cubic feet per second or gallons per minute) and explain how the amount was determined (e.g., meter data or power records). Include information on how the water right was used historically, and how it is being used currently.	
8.3	If the requested change/transfer is for a water right claim, include evidence demonstrating use of water prior to 1917 for surface water, or 1945 for ground water.	
8.4	<u>For surface water diversions</u> , explain whether streamflows were adequate to exercise the right throughout the historical period of diversion. If available, provide streamflow records to support the conclusion.	
8.5	<u>For groundwater withdrawals</u> , explain whether there has been an adequate supply of groundwater to exercise the water right throughout the historical period of withdrawal. Provide all groundwater data and methods used to support the conclusion.	
8.6	Describe your procedures for remaining in compliance with the provisions of your existing water right.	
8.7	If a water measuring device was installed, provide your measurement data.	
8.8	If a measuring device was not installed, do the pumps have a dedicated power meter(s)? If so, provide an estimate of water use using the power consumption to water consumption equation described in WAC 173-173-160(2).	
8.9	If no water use data are available, estimate annual use by using an alternative method and explain your methodology.	
8.10	Provide aerial photos, remotely sensed images, or other information and explain how they support the historical use.	

WATER USED FOR IRRIGATION

Section	Required information	Reference(s)
8.11	<u>If changing the purpose of use</u> , refer to the Provisions section of your water right document to determine whether the right is subject to the Family Farm Water Act. If so, contact the appropriate Ecology regional office prior to completing this form (refer to map on page 1).	RCW 90.66
8.12	Describe your irrigation scheduling practices (e.g., frequency and duration of irrigation sets). Describe how data from soil moisture probes, weather forecasts, crop inspection, or other irrigation scheduling techniques were used to determine irrigation practices.	
8.13	If adding the irrigation of additional acres or a new purpose of use, provide metering data for the most recent five-year period of continuous use. If metering data are unavailable, provide an estimate of water use for the most recent five-year period of continuous use and describe the methodology for this estimate.	POL 1210 GUID 1210 RCW 90.03.380

Section	Required information	Reference(s)
8.14	If water has been used from a state or federal water project (contract water) on the historical place of use, explain when and how that contract water was used.	

9. Hydrogeologic Setting

We strongly recommend that applicants consult with Ecology in a pre-application meeting prior to conducting any hydrogeologic work, to determine the scope of data required for processing this application.

Section	Required information	
9.1	Provide a description of existing authorized points of withdrawal and proposed wells, their locations, water well report, static water levels, pumping rates and schedules, etc.	
9.2	If known, describe: <ul style="list-style-type: none"> • Geographic recharge and discharge areas • Seasonal variations of groundwater elevations • Interrelationships between surface water and groundwater, and between aquifers • Barriers to flow • Hydrologic boundaries 	
9.3	Attach any available well information including: <ul style="list-style-type: none"> • Water well report • Well diameter and depth • Motor and pump specifications (i.e., make, horsepower, and type) • Pump test data • Well locations (must be identified as outlined in Section 11) 	
9.4	If known, describe the following characteristics of the aquifer, and cite the source of that information: <ul style="list-style-type: none"> • Aquifer transmissivity • Aquifer storage coefficient and specific yield • Saturated thickness • Aquitard leakage • A detailed description of groundwater-flow boundaries • Water-level hydrographs for wells • Associated water-quality information 	
9.5	Additional hydrogeologic work may be required to process your application.	

10. Environmental Assessment

Section	Required information	
10.1	Describe the aquatic uses of any related surface water bodies (i.e., fish and wildlife, recreation and aesthetic, water quality, etc.).	

Section	Required information	
10.2	Indicate whether the related surface water is fish-bearing, including whether it is inhabited by salmonids. List species and the times of year they are present. https://apps.wdfw.wa.gov/salmonscape/	

11. Maps and Other Documentation

Section	Required information	
11.1	<p>Attach detailed map(s) clearly indicating the following:</p> <ul style="list-style-type: none"> • The existing places of use for all rights related to this proposed change. If any overlapping water rights for the place of use, or multiple rights that share the same point(s) of diversion/withdrawal exist, provide one map depicting all of the historical points of diversion, means of conveyance, and places of use. Identify related rights as such by water right number. • The county parcel numbers for the existing and proposed place(s) of use, unless the place(s) of use are for large service area such as that served by an irrigation district or municipal water system. Identify the name of the irrigation district or the water system. • The existing and proposed locations of the point(s) of diversion/withdrawal. • The names, informal or formal, used to identify each point of diversion/withdrawal (e.g., Well No. 1, River Well, S01, Smith Dam, etc.). • The proposed place(s) of use. • A grid layer referencing Section, Township, and Range of the area. • The location of the water delivery system and other such features relevant to your proposed change/transfer (e.g., mainlines, reservoirs, booster pumps, etc.) 	

Certain applications may incur a Real Estate Excise Tax liability for the seller of the water rights. The Department of Revenue has requested notification of potential taxable water right related actions and therefore may be provided with a copy of this request. For further information, contact:

Department of Revenue
Real Estate Excise Tax
PO Box 47477
Olympia, WA 98504-7477
Phone (360) 570-3265

12. Signatures:

I certify that the information above is true and accurate to the best of my knowledge. I understand that in order to process my application, I hereby grant staff from the Department of Ecology or the County Water Conservancy Board access to the above site(s) for inspection and monitoring purposes. If assisted in preparing this above application, I understand that all responsibility for the accuracy of the information rests with me.

_____	_____	_____
Applicant Printed Name – Title	Applicant Signature	(Date: MM/DD/YYYY)
_____	_____	_____
Water Right Holder Printed Name	Water Right Holder Signature	(Date: MM/DD/YYYY)
_____	_____	_____
Landowner of Existing Place of Use Printed Name	Landowner of Existing Place of Use Signature	(Date: MM/DD/YYYY)
_____	_____	_____
Landowner of Proposed Place of Use Printed Name	Landowner of Proposed Place of Use Signature	(Date: MM/DD/YYYY)
_____	_____	_____
Authorized Representative Printed Name	Authorized Representative Signature	(Date: MM/DD/YYYY)

For additional information, contact the Ecology regional office where your project is located:

Region	Counties served	Mailing Address	Phone
Central	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima	1250 W Alder St Union Gap, WA 98903	509-575-2490
Eastern	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman	4601 N Monroe Spokane, WA 99205	509-329-3400
Northwest	Island, King, Kitsap, San Juan, Skagit, Snohomish, Whatcom	PO Box 330316 Shoreline, WA 98133	206-594-0000
Southwest	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, Wahkiakum	PO Box 47775 Olympia, WA 98504	360-407-6300

ADA Requests

To request ADA accommodation including materials in a format for the visually impaired, call Ecology Water Resources Program at 360-407-6872. People with impaired hearing may call Washington Relay Service at 711. People with speech disability may call TTY at 877-833-6341.

Attachment A: Mitigation Plan

Section	Required information	Reference(s)
A1	Identify any water rights (including permits, certificates, claims, instream flows, or legal permit-exempt wells), you expect to be impaired and identify the expected nature of that impairment.	
A2	Identify the source of supply for the proposed mitigation water.	
A3	Describe how this mitigation water source will offset the impacts of the proposed change. This should specifically address how the change in the amount of water in Section A4 will be offset by the source identified in Section A5.	
A4	Estimate the change in consumptive quantity that would be available for the use being impaired. Describe the methodology used to support your estimate.	
A5	Describe actions that will be taken to ensure mitigation will be maintained for the duration of the water right change authorization.	
A6	List each water right being proposed for transfer, relinquishment, or conveyance to the Trust Water Rights Program. Provide a history of beneficial use of each water right listed above and identify whether a separate water right change application has been filed for these water rights.	
A7	Provide copies of any agreements between you and other parties regarding mitigation for impacts, if applicable.	
A8	Describe the benefits and costs, including environmental effects, of any water impoundment or other resource management technique that is included as a component of the application.	RCW 90.03.255 RCW 90.44.055
A9	For surface water, analyze whether there will be any increased water supply from the impoundment or technique, including recharge of groundwater, as a means of making water available or otherwise offsetting diversion impacts.	
A10	For groundwater, analyze whether there will be any increased water supply from the impoundment or technique, including recharge of groundwater, as a means of making water available or otherwise offsetting the impact of the diversion of surface water.	
A11	If you intend to offset your new use, describe how and when non-consumptive water returns to ground water or surface water, and explain how this volume was estimated. Specifically describe how the quantity, timing and location of return flow would change if the proposed change is approved.	WAC 173-500-050(5) WAC 173-500-050(9) POL 1020

Attachment B: Consolidation of Exempt Wells

RCW 90.44.105 provides that permit-exempt uses (RCW 90.44.050) may be consolidated with a valid right to withdraw groundwater only if all the following conditions are met.

Section	Required information	Reference(s)
B1	Provide evidence that water from the exempt wells tap the same body of public groundwater as the well with the water right to withdraw public ground waters.	RCW 90.44.105(1)
B2	Show that suitable arrangements have been made to discontinue use of the permit exempt well established under the exemption upon approval of the consolidation amendment.	RCW 90.44.105(2)
B3	Provide copies of legally enforceable agreements that bind present and future owners of the land from drilling and using another permit exempt well through appropriate title limitations.	RCW 90.44.105(3)
B4	Show that suitable arrangements have been made to properly decommission the permit exempt well(s) in accordance with RCW 18.104 and relevant Ecology rules.	RCW 90.44.105(4) RCW 18.104.048 WAC 173-160-381 RCW 18.104.043 RCW 18.104.040(4)(b)
B5	Describe impacts to other existing rights, including ground and surface water rights and minimum stream flows adopted by rule.	RCW 90.44.105(5)
B6	Provide evidence that the amount of water used is consistent with the average amount of water used for similar uses in the general area and explain how this was determined.	
B7	Is there an adopted Coordinated Water System Plan (CWSP) or Comprehensive Land Use Plan or another comprehensive watershed management plan in place for this location? Please indicate yes or no. If yes, please document whether your project is consistent with this plan.	RCW 70.116.030(1) RCW 36.70A.070

Attachment C: Quincy Basin Change Authorizations

Complete this attachment and the following sections of the Application for Change/Transfer of a Water Right:

- Sections 1 through 5
- Section 7. Related Water Rights
- Section 11. Maps and other Documentation

Section	Required information	Reference
C1	Provide a brief narrative explaining the general nature and intent of the proposed change(s) to the water right.	WAC 173-124
C2	If this water right has previously been changed, summarize whether the previously authorized changes have been completed.	

Attachment D: Drought Change Authorizations

Complete this attachment and the following sections of the Application for Change/Transfer of a Water Right:

- Sections 1 through 5
- Section 11. Maps and other Documentation

Note: In order to apply for a Drought Change Authorization, your water source must be within an area covered by a formal drought declaration.

Section	Required information	Reference(s)
D1	Describe the specific circumstances pertaining to your water shortage. Describe how existing water rights are insufficient to address these impacts due to the drought.	
D2	Describe how the water right proposed for change will address these impacts.	
D3	Have you had any previous drought-specific authorizations for the subject parcels? If yes: <ul style="list-style-type: none"> • What are the Drought Authorization numbers? • Did those former authorizations cause impairment to other water users? 	RCW 43.83B.410
D4	<u>For irrigation changes</u> , indicate what types of crop(s) or orchard(s) you will be growing this year. Describe how the crop(s) or orchard(s) may be impacted by this year's drought.	