



Surface Water Applications

Wyoming State Engineer's Office

Submitting a Special Application Direct Diversion (Hardcopy)

March 2018

Table of Contents

Special Applications.....	3
1. S.W. 1 Special Application Form(First Facility).....	3
S.W. 2. Special Application Enlargement Applications.....	6
2.1. Special Application Enlargement Application.....	6
2. 2 Special Application Map	9

Table of Figures

Figure 1. Application Items 1-3.....	4
Figure 2. Application Items 4-9.....	5
Figure 3. Enlargement Application Items 1-3.....	6
Figure 4. Enlargement Application Items 4-6.....	7
Figure 5. Enlargement Application Items 7-8.....	8
Figure A-1. Application Item 10 and Remarks.....	11
Figure A-2. Special Application Map Example	12

Special Applications

A diversion application must be filed for a withdrawal of water that is put to beneficial use. A diversion meeting the following requirements is considered a Special Application and may follow the instructions described in this manual:

- 1) Stock or domestic use diversions from a stream where the rate of diversion does not exceed 25 gpm (0.056 cfs) and the domestic water will be used for in-house and/or non-commercial lawn and garden (area to be watered must be less than one acre).
- 2) Diversion from a spring where the appropriation does not exceed 25 gpm.
Note: A Ground Water application will be required if the appropriation is for Stock and/or Domestic and yield from the spring is less than or equal to 25 gpm.

*For Diversion Applications that do not meet special application requirements, please refer to *Submitting Diversion Application (Hardcopy)* instruction on the SEO webpage.

Diversion special applications are submitted on the S.W.1 form, which may be downloaded from the Wyoming State Engineer Office (SEO) website. The form must be printed on 8.5" x 14" bond paper in tumblehead format.



1. S.W. 1 Special Application Form (First Facility)

The instructions below describe how to complete each item of the application:

NAME OF FACILITY: enter a name for the facility (Figure 1). Short, distinct names are preferred (e.g. Dale's Stock Pump, Smith Domestic Ditch). The name of the facility that appears on the application must match the name that is shown on the accompanying map.

Items 1 and 2: Provide the name and mailing address of the applicant and agent (Figure 1). This must match the information provided on the map (see Figure A-2). The applicant is the individual or entity applying for the water right and the agent is the point of contact. Write "Same as above" in Item 2 if the agent and applicant are the same. Please provide a phone number and email address so the State Engineer's office can contact you if there are questions regarding the application

Item 3: Write the type of beneficial use (Figure 1) for which the water will be applied (i.e. domestic or stock).

Figure 1. Application Items 1-3

NAME OF FACILITY Dale's Stock Pump

1. Name(s), mailing address and phone no. of applicant(s) is/are Diversion Company
 799 Swanton Ave, Thermopolis, WY 82443
 999-999-9999
 E-mail address: Diversionco@email.com
(if more than one applicant, designate one to act as Agent for the others)

2. Name & address of agent to receive correspondence and notices Same as above
 E-mail address: _____

3. (a) The use to which the water is to be applied is Stock & Domestic
 (b) If more than one beneficial use of water is applied for, the location and ownership of the point of use must be shown in item 10 of the application and the details of the facilities used to divert and convey the appropriation must be shown on the map in sufficient detail to allow the State Engineer to establish the amount of appropriation. In multiple use applications, stock and domestic purposes are limited to 0.056 cubic feet per second.

For Items 4-9 refer to Figure 2.

- Item 4:** Write the name of the stream or spring from which the diversion is being made. Leave blank if unknown.
- Item 5:** Leave the spaces referring to the corner tie blank, as this information is not required. Specify the legal description and geographic coordinates of the point of diversion (POD) in the spaces following the corner tie information. The legal description may be found on your property deed.
- Item 6:** Specify the legal description and owner of any state or federally-owned lands that are involved in the application.
- Item 7:** Enter 0.056 cubic feet per second as this is the maximum diversion allowed for a special application.
- Item 8:** Submit the map as described in Section 2.
- Item 9:** If facilities are to be constructed, specify the time required (months) to complete construction and the time to begin applying water to the beneficial use. Write "Existing" if the facilities are completed.

Figure 2. Application Items 4-9

4. The source of the proposed appropriation is Kurtz Creek

5. The point of diversion of the proposed works is located _____ feet distant from the _____ corner of Section _____ T. _____ N., R. _____ W., and is in the _____ of Section 8 T. 44 N., R. 97 W.
 Lot _____ Block _____ Subdivision Name _____
 Latitude 44.562981 Longitude -109.564871

6. Are any of the lands crossed by the proposed facility owned by the State or Federal government? If so, describe lands and indicate whether State or Federally owned.
State: NWNE Sec. 8. T. 44N, R. 97W

7. The carrying capacity of the ditch, canal, pipeline or other facility at the point of diversion is 0.056 cubic feet per second (c.f.s.)

8. The accompanying map is prepared in accordance with the State Engineer's Rules and Regulations for filing applications and is hereby declared a part of this application. The State Engineer may require the filing of detailed construction plans.

9. The estimated time required for the completion of construction is 6 months, and to complete the application of water to the beneficial uses stated in this application is 6 months.

Permit No. _____ Page No. _____
 (Leave Blank)

For Item 10 refer to Figure A-1.

Item 10: For each subdivision show the lands where water will be used by marking an "X" under the appropriate quarter-quarter or writing the lot or tract. Also, specify the land owner and type of use (Figure A-1).

Remarks: Include any necessary information not provided in the previous portions of the application (Figure A-1).

Once all necessary information is entered, please print, sign and date the application (Figure A- 1). A fee must be submitted with the application to be accepted. A comprehensive fee schedule can be viewed on the Wyoming State Engineer Office website. <https://sites.google.com/a/wyo.gov/seo/>

S.W. 2. Special Application Enlargement Applications

This is the application used to enlarge an existing SW-1 facility. The enlargement may physically enlarge the facility to allow the diversion of more water by adding points of use (more lands) or providing stock and domestic and < 0.056 cfs it could just add uses to the existing facility.

Special Application Enlargement applications are submitted on the S.W.2 form, which may be downloaded from the Wyoming State Engineer Office (SEO) website. The form must be printed on 8.5" x 14" bond paper in tumblehead format. →



2.1. Special Application Enlargement Application

The instructions below describe how to complete each item of the application:

- 1) Facility name: enter a name for the enlargement (Figure 3). Use a short and distinct name of the enlargement followed by the original permit (i.e. Smith* Enlargement of the Dale's Stock Pump (Permit 999999.0D). This must match the facility name provided on the map that accompanies the application.

*Note: Avoid using First, Second, etc. as these may create confusion in the event of multiple enlargements.

- 2) Item 1 and 2: Provide the name and mailing address of the applicant and agent (Figure 3). This must match the information provided on the map. The applicant is the individual or entity applying for the water right and the agent is the point of contact. Write "Same as above" in Item 2 if the agent and applicant are the same. Please provide a phone number and email address so the State Engineer's office can contact you if there are questions regarding the application.
- 3) Write the type of beneficial use for which the water will be applied (Figure 3), (e.g. stock or domestic only).

Figure 3. Enlargement Applications Items 1-3

NAME OF FACILITY TO BE ENLARGED		
Smith	ENLARGEMENT OF THE Dale's Stock Pump	P999999.0D
1. Name(s), mailing address and phone no. of applicant(s) is/are <u>Diversion Company</u>		
799 Swanton Ave, Thermopolis, WY 82443		
E-mail address: <u>Diversionco@email.com</u>		
(if more than one applicant, designate one to act as Agent for the others)		
2. Name & address of agent to receive correspondence and notices <u>Same as above</u>		
E-mail address: _____		
3. (a) The use to which the water is to be applied is <u>Stock and Domestic</u>		

Items 4-6:

- 4) Write the name of the stream from which the diversion is being made. This source should be the same as the source of the original permit. Include the name and permit number of the ditch, pipeline, or well that is being enlarged. Leave blank if unknown (Figure 4)

Figure 4. Enlargement Application Items 4-6

4. The source of the proposed appropriation is Kurtz Creek

5. (a) The headgate of the facility to be enlarged is located _____ feet distant from the _____ corner of Section _____ T. _____ N., R. _____ W., and is in the NW¼NE¼ of Section 8 T. 44 N., R. 97 W.

Lot _____ Block _____ Subdivision Name _____

Latitude 44.562981 Longitude -109.564871

(b) The said facility has a record carrying capacity of 0.056 cubic feet per second (c.f.s.)

(c) The said facility as enlarged will have a carrying capacity of 0.056 cubic feet per second (c.f.s.)

(d) Permitted uses under said facility are described in Permit Nos. Permit 999999.0D

6. If the enlarged or extended portion of the proposed facility is located on lands owned by the State or Federal government, describe lands and indicate whether State or Federally owned. State: NW¼NE¼ Sec. 8. T. 44N, R. 97W

- 5) Record point of Diversion:
 - a. Leave the spaces referring to the corner tie blank, as this information is not required. Specify the legal description and geographic coordinates of the point of diversion in the spaces following the corner tie information. The legal description may be found on your property deed.
 - b. Give maximum carrying capacity of the original ditch or pipeline as stated in the most current SEO record.
 - c. Give the maximum carrying capacity of the ditch or pipeline as a result of this enlargement. This value will be the same as 5b if the flow rate is not increased by the enlargement.
 - d. List the permit number of the original diversion, each subsequent enlargement, and any water right(s) that have been moved into the facility by petition.

Specify the legal description and owner of any state or federally-owned lands that are involved in the application (Figure 4).

Figure 5. Enlargement Application Items 7-8

7. If the proposed application will require a physical enlargement or extension of the facility being enlarged, complete the following:

(a) The head of extension is located N29° 14' 35" W 133 feet distant from the E¼ corner of Section 8 T. 44 N., R. 97 W., and is in the _____ of Section _____ T. _____ N., R. _____ W.
 Lot _____ Block _____ Subdivision Name _____
 Latitude 44.562981 Longitude -109.564871

(b) The said facility as physically enlarged will have a carrying capacity at the head of extension of _____ c.f.s.

8. The estimated time required for the completion of construction is 6 months, and to complete the application of water to the beneficial uses stated in this application is 6 months.

6) Head of Extension:

- a. If physically enlarging the system, leave the spaces referring to the corner tie blank, as this information is not required. Specify the legal description and geographic coordinates of the Head of Extension in the spaces following the corner tie information. Write "Not Applicable" if there is no physical extension. Specify the legal description and geographic coordinates of the Point of Diversion.

Note: The legal description may be found on your property deed.

- b. Give the maximum carrying capacity of the ditch or pipeline at the head of extension.

7) Specify the time required (months) to complete construction and the time to begin applying water to the beneficial use (Figure 5). The maximum allowable time is 5 years (60 months). Write "Existing" if the works are completed.

2.2 Special Application Map

A special application map is required in addition to the Application form. A special application map (Figure A- 2) must be submitted on an aerial image or a portion of a USGS quadrangle map using the following guidelines:

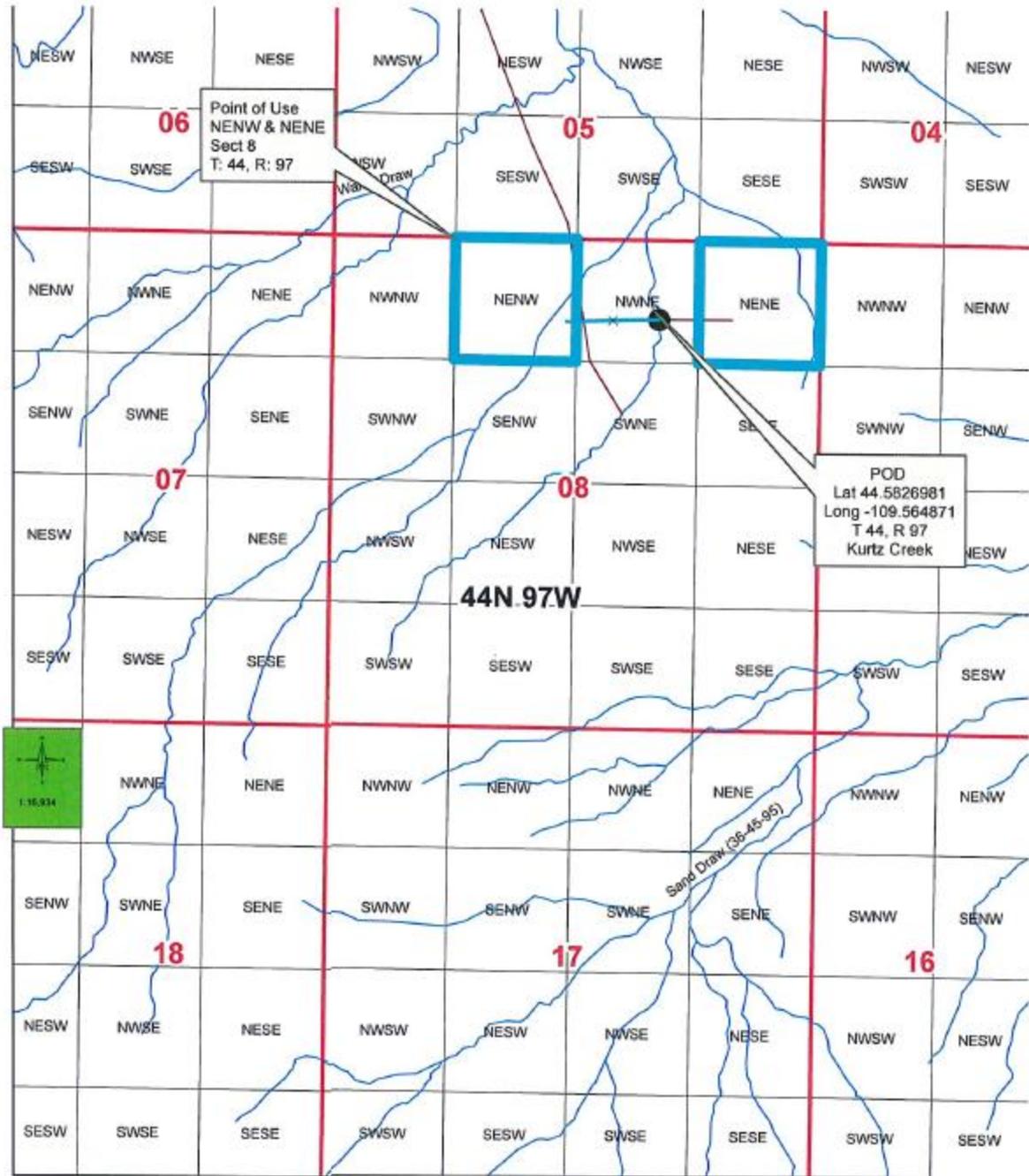
- 1) Show original ditch/pipeline
- 2) A dot for the POD and Head of Extension, if applicable.
- 3) A box for the Point(s) of Use.
- 4) Show the location and name of the stream source. Include any man-made conveyance facilities (e.g. ditch or pipeline).
- 5) Include a title block with the facility name, applicant name, and applicant address in the lower right corner.
- 6) Provide a 4" x 1" signature block with a space for approval date, line for the state engineer's signature, and the state engineer's name labeled under the signature line.

***If the above information cannot be provided, submit an aerial photograph with arrows pointing to the location of the POD and Head of Extension, if applicable and point(s) of use. The SEO will create a map on the applicant's behalf. Please ensure applicant/agent contact information is correctly entered in case questions arise.**

Appendix

(Large Figures)

Figure A- 2. Special Application Map Example



APPROVED:
Patrick T. Tyrrell STATE ENGINEER

MAP TO ACCOMPANY APPLICATION FOR:
 Smith Enlargement of Dale's Stock Pump APPLICANT:
 Diversion Company
 799 Swanton Ave
 Thermopolis, WY 82443