



Surface Water Applications

Wyoming State Engineer's Office

DRAFT

Submitting an Enlargement Application (Hardcopy)

Enlargement Applications

An enlargement application must be filed when a permitted facility is used to convey water from the same source to a new area(s) of use or to add a new use to an existing water right (not including reservoirs). Enlargement applications are submitted on the S.W.2 form, which may be downloaded from the Wyoming State Engineer Office (SEO) website. The S.W.2 form must be printed on 8.5” x 14” bond paper in tumblehead format.



1. Enlargement Application

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

- 1) Facility name: enter a name for the enlargement (Figure 1). Use a short and distinct name of the enlargement followed by the original permit (e.g. Jones 2015 Enlargement of the Crow Creek Canal). This must match the facility name provided on the map that accompanies the application.
- 2) Item 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. 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. *It is also highly recommended to provide a phone number and email address.
- 3) Write the type of beneficial use for which the water will be applied (Figure 1).

First	ENLARGEMENT OF THE	Crow Creek Canal
1. Name(s), mailing address and phone no. of applicant(s) is/are <u>Enlargement Company</u>		
<u>799 Swanton Ave., Thermopolis, WY 82443</u>		
<u>Ph: 777-777-7777</u>		
<u>E-mail address: enlargementco@email.com</u>		
<small>(if more than one applicant, designate one to act as Agent for the others)</small>		
2. Name & address of agent to receive correspondence and notices <u>Same as above</u>		
<u>E-mail address: _____</u>		
3. (a) The use to which the water is to be applied is <u>Irrigation</u>		
<small>(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.</small>		

Figure 1. Application Items 1-3

Defined types of use include:

- a. **Irrigation:** watering of lands for agricultural purposes not included in the definition of domestic use.
- b. **Reservoir Supply:** water is diverted to supply a reservoir.
- c. **Municipal:** water used within a municipality.
- d. **Industrial:** water used in oil and gas or mining operations.

- e. **Domestic:** single-family household use and watering of lawns and gardens for non-commercial use, where area to be irrigated does not exceed one acre. *When filing under special application rules, this use is limited to 0.056 cfs. For details, see instructions for submitting stock and domestic special applications.*
 - f. **Domestic Supply:** household use for more than one dwelling, or watering of lawns and gardens for non-commercial use where area to be irrigated exceeds one acre. *When filing under special application rules, this use is limited to 0.056 cfs. For details, see instructions for submitting stock and domestic special applications.*
 - g. **Stock:** normal watering of livestock. *If requesting less than 0.056 cfs, see instructions for submitting special applications.*
 - h. **Miscellaneous:** any other beneficial use not previously described. Please describe the use clearly on the application.
- 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 2).

4. The source of the proposed appropriation is <u>Crow Creek</u>			
5. (a) The headgate of the facility to be enlarged is located <u>N 37° 13' 52" W</u> <u>168</u> feet distant from the <u>E ¼</u> corner of Section <u>8</u> T. <u>44</u> N., R. <u>97</u> W. and is in the <u>SENE</u> of Section <u>8</u> T. <u>44</u> N., R. <u>97</u> W.			
Lot	Block	Subdivision Name	
Latitude	<u>44.562981</u>	Longitude	<u>-109.564871</u>
(b) The said facility has a record carrying capacity of <u>1.5</u> cubic feet per second (c.f.s.)			
(c) The said facility as enlarged will have a carrying capacity of <u>2.3</u> cubic feet per second (c.f.s.)			
(d) Permitted uses under said facility are described in Permit Nos. <u>P31254.0D, P2999.0E, P3456.0E, P3998.0E</u>			
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. <u>Federal (BLM): SENE Sec. 8, T.44N, R.97W</u>			

Figure 2. Application Items 4-6

- 5) Record Point of Diversion:
- a. Provide the survey tie from an established BLM corner monument to point of diversion as recorded in the most current SEO record (Figure 2). Following the survey tie information, specify the legal description and geographic coordinates of the point of diversion as recorded in the most current SEO record. **If there are no geographic coordinates on record, new coordinates must be provided. If the record POD does not match the situation on the ground, petition work may be required.*
 - 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.
- 6) Specify the legal description and owner of any state or federally-owned lands that are involved in the application (Figure 2).
- 7) Head of Extension:
 - a. If physically enlarging the system, provide the survey tie from an established BLM corner monument to the point at which the original ditch/pipeline will be extended (Figure 3). Write “Not Applicable” if there is no physical extension. Following the survey tie information, specify the legal description and geographic coordinates of the point of diversion. 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.
- 8) Specify the time required (months) to complete construction and the time to begin applying water to the beneficial use (Figure 3). The maximum allowable time is 5 years (60 months). Write “Existing” if the works are completed.

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 _____ N 29° 14' 35" W 133 _____ feet distant from			
the _____ E ¼ _____ corner of Section _____ 8 _____ T. _____ 44 _____ N., R. _____ 97 _____ W., and is in the	_____ SENE _____ of Section _____ 8 _____ T. _____ 44 _____ N., R. _____ 97 _____ W.		
Lot _____ Block _____ Subdivision Name _____	_____		
Latitude _____ 44.557985 _____ Longitude _____ -109.554868 _____	_____		
(b) The said facility as physically enlarged will have a carrying capacity at the head of extension of _____ 2.3 _____ 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 _____.			

Figure 3. Application Items 7-8

- 9) Submit the map as described in the following sections. **A certified map is not required for applications that meet special application requirements. See Section 3 for details on submitting special application maps.*
- 10) Show the lands where water will be used for each subdivision (Figure A- 1):
 - a. Original Supply: designate this supply type if the water is applied to lands that do not presently have a water right. Write the amount of acres within each quarter-quarter, lot, or tract and the owner of the affected lands.
 - b. Supplemental Supply: designate this type of supply if the original supply for an existing permit is being augmented by a different source. Write the amount of acres within each quarter-quarter, lot, or tract and the permit number of the original water right that is being supplemented. Also, provide the land owner of the affected lands. The total maximum appropriation for all sources cannot exceed 1 cfs per 70 acres. **The same source may be used only if additional water is available at the new point of diversion.*

- c. Reservoir Supply Facility: designate this type of supply if the diversion is used to supply a reservoir. Specify the appropriate subdivision and write the name, permit number (if known), and capacity (acre-feet) of the reservoir to be supplied.
 - d. Secondary Supply: designate this type of supply if water is stored in a reservoir and appropriated for a beneficial use. Specify the appropriate subdivision and write the name and permit number (if known) of the reservoir that will store the diversion. Also, provide the flow rate (cfs) of the diversion and the type of beneficial use.
- 11) **Remarks**: include any necessary information not provided in the previous portions of the application.
- 12) **Consent to Enlarge**: written consent must be obtained from the owners of all lands described in existing water rights, permits, or applications associated with the facility. When the ditch operator is an incorporated ditch company or irrigation district, consent may be made on behalf of the individual landowners where the consent is an excerpt of meeting minutes from said entity. The minutes must show the approval and authority for the individual signing for the entity. Consent forms can be downloaded from the SEO website.

Once all necessary information is entered, please print, sign and date the application. 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.

2. Certified Map

For applications that do not meet special application requirements (see Section 3), a map certified by a Wyoming licensed engineer or surveyor is required in addition to the S.W.2 form. The map must follow SEO Regulations and Instructions to be acceptable, which can be found on the SEO website. The list below provides a description of the primary requirements to consider when preparing a map (see Figure A- 3 and Figure A- 4 for examples).

- 1) **Map Size**: maps must conform to a standard size as stated in the following table:

<u>Map Size</u>	<u>Length</u>	<u>Width</u>	<u>Margins</u>
(unit)	(in)	(in)	(in)
A	11	8.5	0.25
B	17	11	0.25
D	22	34	0.5
D*	24	36	0.5

*Architectural

- 2) **Title Block**: provide a title block in the lower right corner of the map.
- a. Label the title “Map to Accompany Application for (insert Facility Name as written on the application)”

- b. Include the applicant name and address.
- 3) **Scale:** show the scale for each drawing on the map, which must not be less than 2" = 1 mile.
- 4) **Location Map/PlanView:**
- a. **Record Point of Diversion (POD):** the POD as recorded in the most current SEO record must be identified by a symbol within the most current BLM survey boundaries and accompanied by geographic coordinates and a survey tie from a BLM corner. **If the actual POD differs from the record, a petition to the Board of Control may be required.*
 - i. Show the entire section or resurvey tract in which the POD is located.
 - ii. The BLM survey boundaries must be subdivided into quarter-quarters, resurvey tracts, and/or resurvey lots.
 - iii. Label the datum to which the coordinates are associated (e.g. NAD 83).
 - b. **Head of Extension (HOE):** if the ditch or pipeline is physically extended, the HOE must be identified by a symbol within the most current BLM survey boundaries and accompanied by geographic coordinates and a survey tie from a BLM corner.
 - i. Show the entire section or resurvey tract in which the HOE is located.
 - ii. The BLM survey boundaries must be subdivided into quarter-quarters, resurvey tracts, and/or resurvey lots.
 - iii. Label the datum to which the coordinates are associated (e.g. NAD 83).
 - c. **Points/Areas of Use (POU):** the POUs must be shown within the most current BLM survey boundaries.
 - i. Show the entire section or resurvey tract in which the POUs are located.
 - ii. The BLM survey boundaries must be subdivided into quarter-quarters, resurvey tracts, and/or resurvey lots.
 - iii. For irrigated lands, the amount of irrigated acres within each subdivision must be labeled and cross-hatched.
 - d. **Existing Water Rights:** within BLM subdivisions that are affected by the POUs, all existing surface and groundwater rights must be shown. For enlargement applications having irrigation use, the irrigated lands attached to the original ditch permit and all subsequent enlargements must also be shown.
 - i. Each existing water right must be shown with distinct cross-hatching.
 - ii. For irrigated lands, the amount of irrigated acres within each subdivision must be labeled and cross-hatched.
 - e. **Stream Source:** show the name, location, and flow direction of the source of supply. This source should be the same as the source of the original permit.
- 5) **Conveyance Facilities:** show the full extent of the original ditch or pipeline to be enlarged. Also, show the conveyance facility from the HOE to the POUs.

- a. Show the cross-section, hydraulic properties, and flow rate formula for all facilities involved in the application.
 - b. For gravity-controlled pipelines, show the profile of the pipeline.
- 6) **Legend:** provide a legend identifying map symbols, cross-hatching, and water rights.
 - 7) **North Arrow:** provide an arrow indicating the north direction.
 - 8) **Engineer or Surveyor Stamp/Certification:** The map must be stamped and signed by a Wyoming licensed engineer or surveyor and include a certification statement.
 - 9) **Signature Block:** Include a 4" x 1" signature block.

3. Special Application Map

An enlargement application meeting the following requirements is considered a special application:

- 1) Enlargement of a stock or domestic use diversion from a stream where the sum of the original diversion and the enlargement 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 (irrigated area must be less than one acre).
- 2) Enlargement of a stock use diversion from a spring where the where the sum of the original diversion and the enlargement does not exceed 25 gpm but the natural flow rate is greater than 25 gpm (0.056 cfs).

For applications meeting the above criteria, a special application map is required in addition to the S.W.2 form (Figure A- 2). A special application map must be submitted on an aerial image or a portion of a USGS quadrangle map using the following guidelines:

- 1) USGS quad maps must have a vertical dimension of 11" and horizontal dimension of 8.5" to 17". 9" x 9" aerial images are acceptable if scale and map details are shown in conspicuous lettering.
- 2) Show the scale. Aerial images must be a minimum of 2" = 1 mile (4" = 1 mile preferred). The preferred USGS quad map scale is 1" = 2000' (1:24,000).
- 3) Provide a north arrow oriented toward the top of the map.
- 4) Using the most current BLM survey boundaries, show and label the quarter-quarter, section, township, and range that the point of diversion (POD), head of extension (HOE), and point(s) of use (POU) are located within. Show the entire section in which POD, HOE, and POU are located.
- 5) Show lots, tracts, and homestead entry survey boundaries (if applicable).
- 6) Show the location and name of the stream source. Include any manmade conveyance facilities (e.g. ditch or pipeline).
- 7) Show the full extent of the ditch/pipeline to be enlarged. This may require the map to be at a smaller scale than 2" = 1 mile.
- 8) Include a title block with the facility name, applicant name, and applicant address in the lower right corner.
- 9) 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.

***A convenient way to show #4-7 above is to copy the original ditch/pipeline map onto an 8.5"x11" document and draw the extension. If the above information cannot be provided, submit an aerial photograph with arrows pointing to the location of the point of diversion, head of extension, and place(s) of use. The SEO will create a map on the applicant's behalf. Please ensure applicant contact information is correctly entered in e-Permit in case questions arise.**

Appendix

(Large Figures)

10. The land to be irrigated under this permit is described in the following tabulation. (Give irrigable acreage in each 40-acre subdivision. Designate ownership of land, Federal, State or private. If private, list names of owners and land owned separately.) If application is for stock, domestic, or for purposes other than irrigation, indicate point of use by 40-acre subdivision and owner.

Town	Range	Sec.	NE ¹ / ₄				NW ¹ / ₄				SW ¹ / ₄				SE ¹ / ₄				
			NE ¹ / ₄	NW ¹ / ₄	SW ¹ / ₄	SE ¹ / ₄	NE ¹ / ₄	NW ¹ / ₄	SW ¹ / ₄	SE ¹ / ₄	NE ¹ / ₄	NW ¹ / ₄	SW ¹ / ₄	SE ¹ / ₄	NE ¹ / ₄	NW ¹ / ₄	SW ¹ / ₄	SE ¹ / ₄	
			Original supply for the following lands owned by the USDI BLM:																
44N	97W	8				8													8.00
			Supplemental supply for the following lands owned by the private entity Diversion Company, having original supply under P10564.0D:																
44N	98W	12	14																14.00
			Reservoir supply for Aiken Reservoir (P14926.0R), 14.50 AF																
44N	98W	12				X													-
			Secondary supply for 0.25 CFS to be stored in Crow Creek Reservoir (P14947.0R) for irrigation purposes.																
44N	98W	14				X													-

Number of acres to receive original supply 8.00
 Number of acres to receive supplemental supply 14.00
 Total number of acres to be irrigated 22.00

REMARKS

I declare that I have examined this application and to the best of my knowledge and belief it is true, correct and complete.

_____ Dale Verson (Print and Signature)
Printed Name and Signature of Applicant or Agent

_____ 2/23/2015
Date

Figure A- 1. Application Item 10 and Remarks

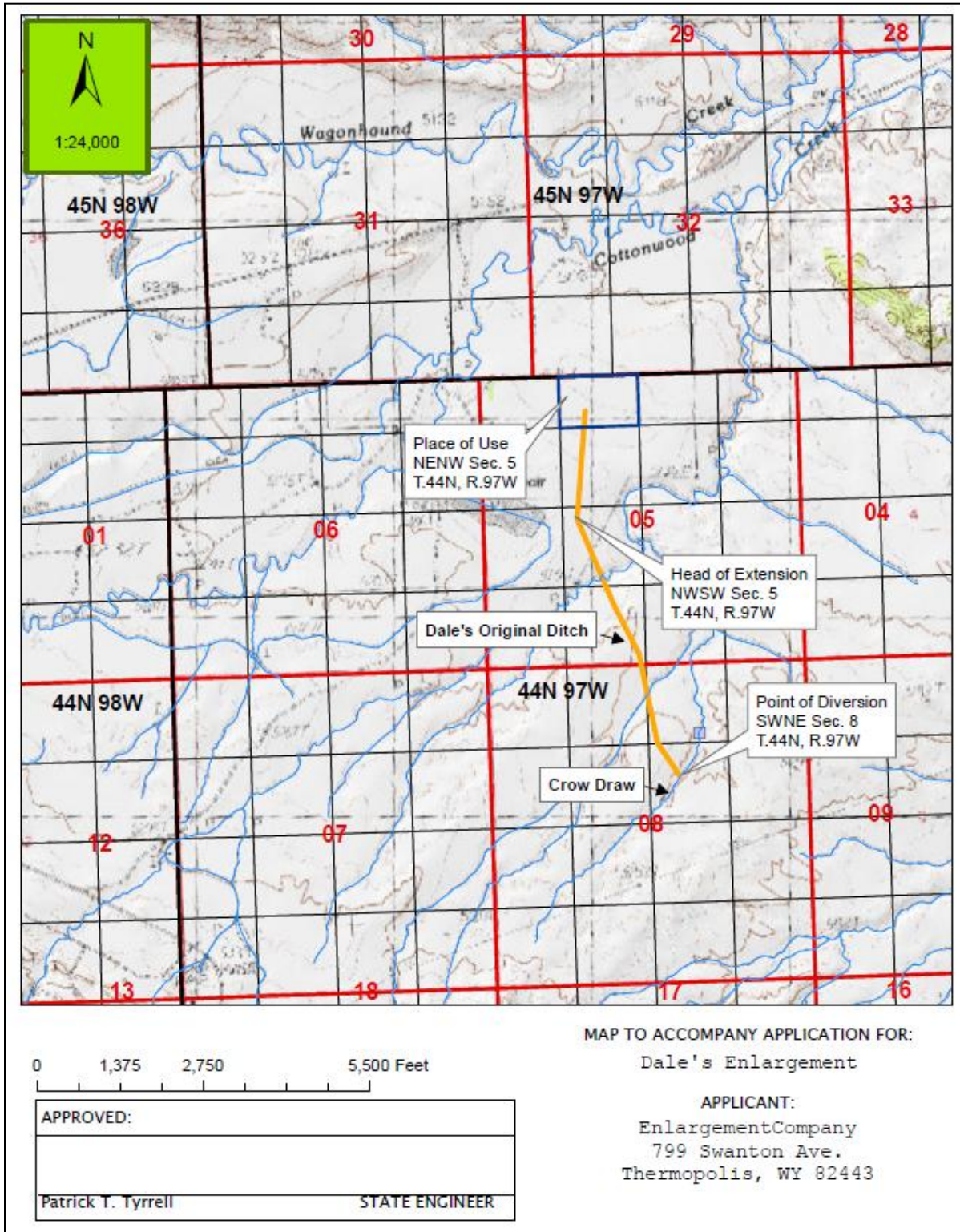


Figure A- 2. Special Application Map Example

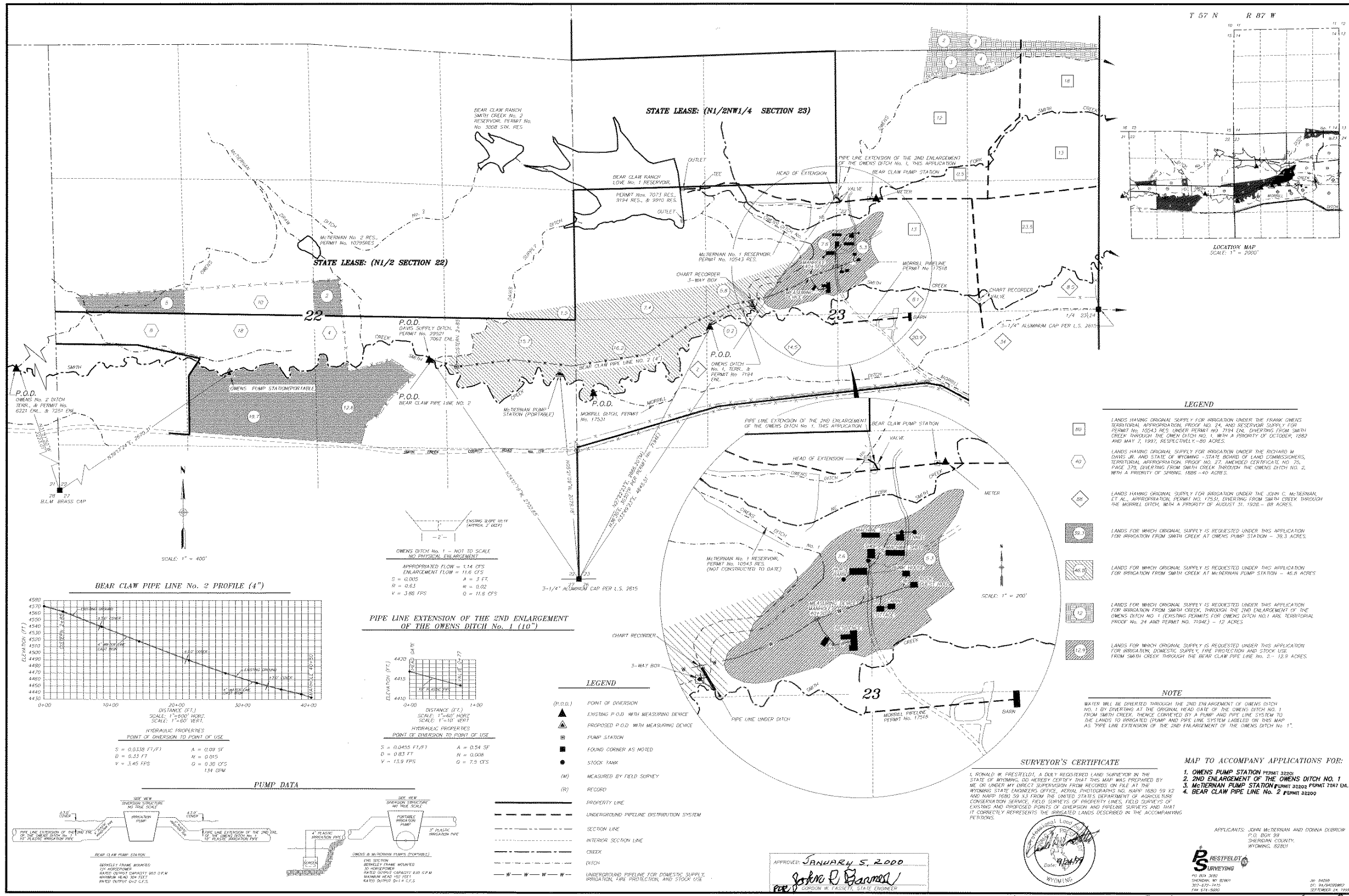


Figure A- 3. Certified Map for Enlargement of Irrigation Ditch (1)

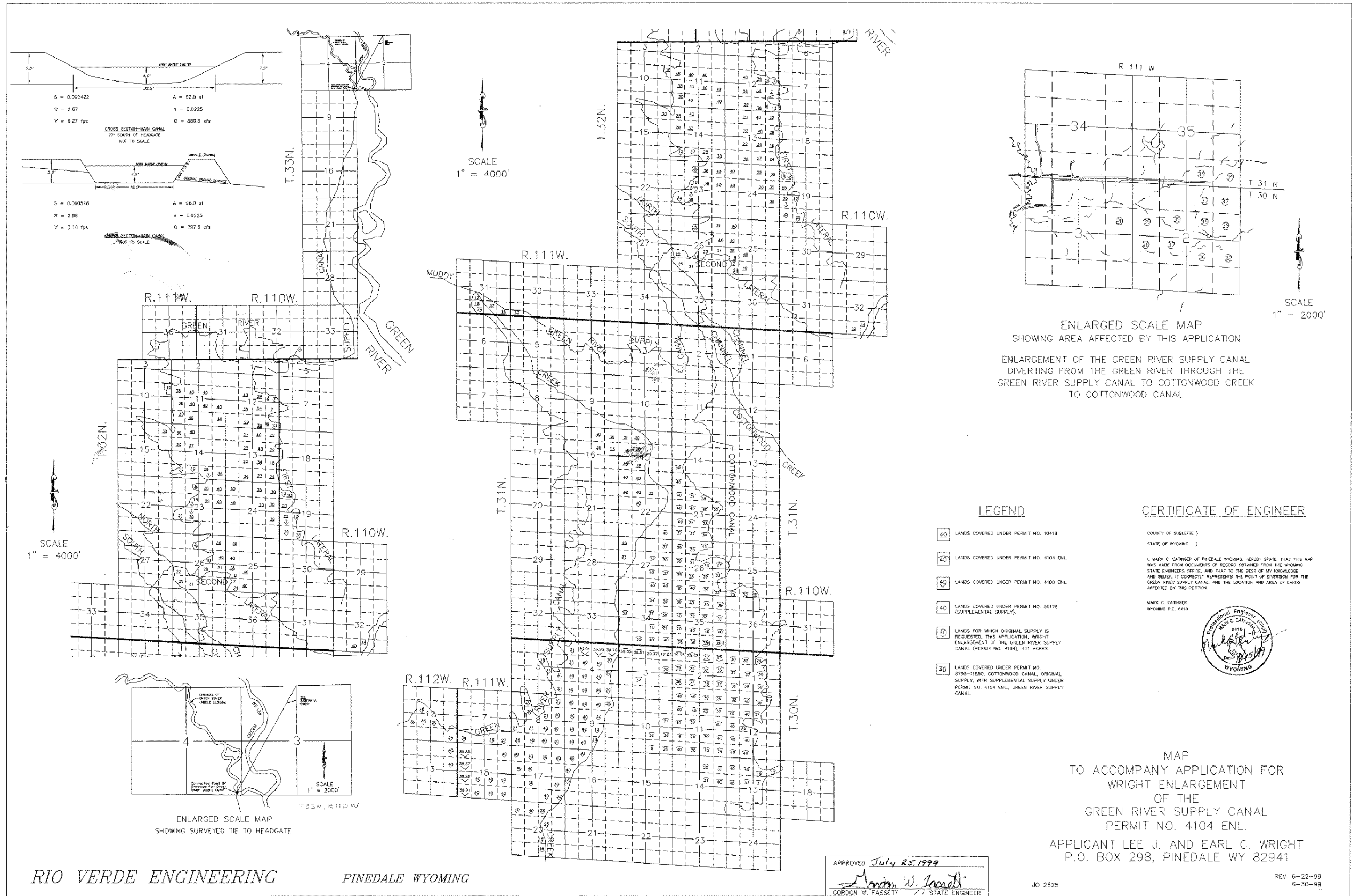


Figure A- 4. Certified Map for Enlargement of Irrigation Ditch (2)