

SEO Ground Water Instructions

Address communication to the Ground Water Division, State Engineer's Office (SEO), Herschler Building 1-E, Cheyenne, Wyoming 82002. Please reference the permit number with all communications.

Forms may be obtained from the State Engineer's Office in Cheyenne, SEO field offices, the SEO website (<http://seo.wyo.gov>), or e-Permit (<http://seoweb.wyo.gov>).

Form U.W.5 is used to apply for ground water rights. The filing fees are:

- \$50 – Domestic, Stock, and Coal Bed Methane
- \$75 – Irrigation, Municipal, Industrial, and Miscellaneous
- \$0 – Monitor, Observation, and Test

Form U.W. 6 is used to report well or spring construction details. This form will be sent to the applicant or agent with a copy of the approved permit and shall be completed and submitted within 30 days of construction.

Form U.W. 8-P is used to provide pump and flow rate information and is required if this information is not provided on Form U.W.6.

Form U.W. 8 (or Form U.W.8-P) is used to provide details about water use and is required for municipal, industrial, irrigation, and miscellaneous use permits; enlargements and overfilings; and when specified by permit conditions and limitations.

Enlargements and overfilings are used to add rights to a permitted facility. If applying for water use from unpermitted facilities, additional forms and/or documents may be required. Due to the unique nature of these applications, please contact the Ground Water Division for filing instructions.

Notes

Domestic and stock groundwater use is limited to a maximum of 25 gallons per minute. Domestic use includes noncommercial watering of lawns and gardens totaling one acre or less.

Spring filings using Ground Water procedures are valid for Domestic and/or Stock use only. Spring filings require construction of an artificial excavation or diversion. Springs which do not meet these criteria must be permitted using Surface Water procedures.

Approved permits contain deadlines for completion of construction and beneficial use of water. It is the permittee's responsibility to provide required information, comply with deadlines, and maintain accurate contact information. If you do not provide all requested information, you may not be afforded the full statutory protections available under Wyoming water law, and it may affect changes to your water right in the future.

Water rights attach to the land for Irrigation use, or for such other purposes or object for which they were acquired.

Permits for monitoring wells are not required (see March 12, 2013 State Engineer policy memo).

State Engineer Policy Memos are available on the SEO website.

FORM U.W. 5 – Application for Permit to Appropriate Ground Water

Unique circumstances of water projects will dictate the information provided on the application; however, items with an asterisk (*) below are required. If not provided, the application will be returned.

- * **FEES** – Applications must be accompanied by the legally required filing fee. Make checks payable to "**Wyoming State Engineer**".
- **Name and Number of Well or Spring** – The applicant may pick a name and number, or the SEO will provide one.
- * **Item 1. Name of applicant(s)** – Include all parties having an interest in the application.
- * **Item 2. Address** – Provide each applicant’s mailing address.
- **Item 3. Name and address of agent** – Specify an agent if the application is filed by a company or organization, or if several parties are named as co-applicants.
- * **Item 4. Use to which the water will be applied** – Select the desired use for water.
 - Domestic and/or Stock uses are limited to 25 gallons per minute. Domestic use includes noncommercial watering of lawns and gardens totaling one acre or less. Indicate the number of houses or stock tanks served in the space provided.
 - Irrigation use is for watering crops or agricultural land.
 - Municipal use is for incorporated towns and cities.
 - Industrial use is for manufacturing a product or for oil field water flood operations.
 - Miscellaneous use is for subdivisions, mobile home parks, service stations, campgrounds, schools, temporary drilling activities, large scale landscape watering, domestic or stock use greater than 25 gallons per minute, etc.
 - Coalbed Methane use is for water produced during CBM production.
 - Monitor or Observation use is for wells maintained to test groundwater chemistry or water levels. Water withdrawal is limited to sampling purposes.
 - Test Well use is for groundwater exploration. No beneficial use may occur.
- * **Item 5. Location of the well or spring** – Provide the location by Quarter-Quarter, Section, Township, and Range.
 - Provide the Resurvey Lot or Tract if applicable.
 - If the location is in a City, Town, or platted subdivision, give the lot and block numbers, and the name of the City, Town, or subdivision.
- * **Item 6. Estimated depth of the well or spring** – Provide the depth estimate.
 - **Estimated production interval** – Provide the estimated water production zone.
- * **Item 7. (a) Maximum instantaneous flow rate of water to be developed and beneficially used** – Provide the desired maximum flow rate.

* **Item 7. (b) Maximum volumetric quantity of water to be developed and beneficially used** – Provide the maximum annual production (in acre-feet if possible).

* **Item 8. Tabulation Box** – Mark the location of all points and areas of use in the tabulation box. Put an “X” in the box(es) to indicate the Quarter-Quarter of the Section where use will occur and identify the use.

- If there will be a house in the NE ¼ of the SW ¼, and a stock tank in the SE ¼ of the NW ¼ of Sec. 12, T.14N., R.68W., the first two lines below demonstrate the method :

TWP	RNG	SEC	NE1/4				NW1/4				SW1/4				SE1/4				TOTAL
			NE	NW	SW	SE	NE	NW	SW	SE	NE	NW	SW	SE	NE	NW	SW	SE	
14	68	12											X House						
14	68	12											X Stock Tank						
			If applicable for irrigation use (Item 9), the number of acres in a particular Quarter-Quarter should be denoted as:																
14	68	12				25.2													

- **Item 9. If for Irrigation use** –
 - (a) Record the maximum irrigated acreage for each Quarter-Quarter in the tabulation box above.
 - (b & c) Check the appropriate box.
- **Item 10. For Irrigation use, describe method of irrigation** – Self explanatory.
- **Items 11 and 12.** These items are self-explanatory.
- **Remarks** – Use this section to describe unique details or include additional information. For example:
 - Miscellaneous or Industrial uses should be completely detailed.
 - Commingled wells and overlapping irrigation water sources should be explained.
 - Spring development methods must be described.
- * **Signature and Date** – Self explanatory.

Form U.W.6 – Statement of Completion and Description of Well or Spring

Unique circumstances of water projects will dictate the information provided on the form; however, items with an asterisk (*) below are required. If not provided, the form will be returned.

- * **Permit No. and Name of Well/Spring** – Provide the permit number and permitted name. If the well or spring does not have a permit number, this field may be left blank.
- * **1. Name of Owner** – Provide the original permittee or the present owner’s name.
- * **2. Address** – Provide the original permittee or the present owner’s address.
- * **3. Use of Water** – Check the box associated with how water is used. If the use of water is not the same as shown on the approved permit, provide a written explanation in “**Remarks**”.
- * **4. Location of Well/Spring** – Provide the location by Quarter-Quarter, Section, Township, and Range. Provide the Resurvey Lot or Tract if applicable.
 - * **Provide global positioning system (GPS) coordinates** of the well/spring. Requirements are specified in the State Engineer’s February 9, 2006 policy memo.
- **5. Type of Construction** – Select and describe the construction method.
- **6. Construction**
 - * **Total Depth of Well/Spring** – Provide the depth to which the well/spring was drilled or excavated.
 - * **Depth of Static Water Level** – Provide the water level in feet below ground surface.
 - **Casing height above ground** – This item is self explanatory.
 - **6.a. Diameter of borehole (Bit size)** – Provide the borehole diameter in inches.
 - **6.b. Casing Schedule** – Check the appropriate boxes and provide the information required. If more than one type/size of casing was used, indicate such in the spaces provided.
 - **6.c. Cemented/Grouted Interval** – Indicate the cemented/grouted interval in feet below ground surface. Also provide the amount and type of cement/grout used.
 - **6.d. Type of completion** – Indicate the completion type and, if perforated casing was used, describe the perforator, and the size, number, and intervals in feet below ground surface. If all or part of the well bore is not cased, provide the interval in the “Open Hole” section. If well screen was used, indicate the diameter and slot size, and where screen was installed.
 - **6.e. Well development method** – Describe the method (over pumping, backwashing, mechanical surging, air development, jetting, etc.) which was utilized to develop the well, and how long development occurred.
 - **6.f. Was a filter/gravel pack installed?** – Indicate if a filter/gravel pack was installed in the well and, if applicable, provide the size and installation interval.
 - **6.g. Was surface casing used** – Indicate if a larger diameter casing was installed between

the borehole wall and the inner well casing. If so, indicate if it was cemented in place and the installation interval.

- **7. Name and Address of Drilling Company** – This item is self explanatory.
- * **8. Date of Completion of Well** – Provide the date the well was completed.
- **9. Pump Information** – Provide the flow rate in gallons per minute, annual production, the type of pump, and the pump-setting depth.
- * **10. Flowing Well/Spring** – If the well or spring flows (without being pumped), provide the flow rate (gallons per minute) and the surface pressure. If the well does not naturally flow, this field shall be left blank.
- * **11. If Spring, How Was it Constructed?** – If applicable, describe how the spring was developed. If the facility is not a spring, this field shall be left blank.
- **12. Pump Test** – Provide any details of production capacity testing.
- **13. Log of Well/Drill Cuttings Description** – Describe subsurface material encountered.
- **14. Does a Geophysical Log Accompany this Form?** – This item is self explanatory.
- **15. Quality of Water Information** – This item is self explanatory.
- **REMARKS** – Use this section to describe unique details or include additional information
- **Signature of Owner or Authorized Agent** – This item is self explanatory.

Form U.W. 8 and Form U.W. 8-P – Proof of Appropriation and Beneficial Use of Ground Water

Unique circumstances of water projects will dictate the information provided on the form; however, items with an asterisk (*) below are required. If not provided, the form will be returned.

Part I

- * **Permit No. U.W.** – Provide the permit number. If the well or spring does not have a permit number, this field may be left blank.

- * **Name of Well** – Provide the name.

- * **1. Name of Claimant(s)** – Provide the original permittee or the present owner’s name.

- * **2. Address(es)** Provide the original permittee or the present owner’s address.

- * **3. For What Purpose(s) is Water Used and Date First Used?** –
 - * List each permitted use.
 - * Provide the date use was completed for each use.
 - * Provide the number of houses and stock tanks receiving water.
 - * If the use is Irrigation, provide the date irrigation was completed on all lands.

For Form U.W. 8-P

- * **4. Pump Information** – Provide the flow rate in gallons per minute, annual production, the type of pump, and the pump-setting depth.

- * **5. Flowing Well or Spring** – If the well or spring flows (without being pumped), provide the flow rate (gallons per minute) and the surface pressure.

For Irrigation, Municipal, Industrial, and Miscellaneous uses (unless waived by permit conditions and limitations).

- **Part II** – Provide a certified map. The form and additional instructions on the SEO’s website detail map requirements.

- **Certificate of Ownership** – Provide ownership documentation. For example:
 - Certificate of Ownership from the County Clerk’s Office.
 - Recorded warranty/quitclaim deed, describing the land(s) where water is used.