APPLICATION GUIDELINES
Poor Quality Water Withdrawal Permit

In accordance with A.R.S. §§ 41-1008 and -1079, the Department of Water Resources (Department) provides the following information regarding the application review process to assist applicants for a PERMIT TO WITHDRAW POOR QUALITY GROUNDWATER WITHIN AN ACTIVE MANAGEMENT AREA (DWR FORM 516).

Steps for Processing Your Application and Obtaining Approval

Before filing your application, the Department encourages you to contact one of the Department personnel indicated at the end of these guidelines to discuss the application process and review criteria. If you wish, a meeting may be scheduled to facilitate this process. To assist you in understanding the substantive requirements for this application, please also refer to A.R.S. § 45-516.

Additionally, when completing the application please note the following:

- Please include a detailed description of the specific purposes for which poor quality groundwater will be withdrawn, attaching additional documentation if necessary.

- If poor quality groundwater will be withdrawn in association to fill or refill a body of water, please also include an Application to fill a Body of Water.

- If this permit is being requested to comply with a state or federal order for remedial action, please indicate so for question 8, and give the applicable identification information.

- If poor quality groundwater is to be withdrawn from existing wells, please give the registration number, cadastral location (township-range-section-quarter sections), depth, casing diameter, and casing type for each well. If an existing well will be deepened or replaced at the same location, applicant must file a Notice of Intention to Drill (form 55-41) pursuant to A.R.S. § 45-596.

- If new wells are to be constructed, please include a completed New Well Construction Supplement, DWR form 55-90, for each new well. In conjunction with this form, a detailed construction diagram will be needed. The diagram should provide verification of consistency with minimum construction requirements specified in the Department's well construction and well licensing rules, A.A.C. R12-15-801 et seq. Specifically, the diagram should include an indication of the perforated interval locations(s) in relationship to the expected water level; the depth and thickness of the surface seal, and grouting material used; whether the surface or conductor casing will extend above grade; and vault details, if specified.

- If applicable, attach test results which show that water is of such poor quality that it cannot be

used for another beneficial use without treatment.

- If applicable, attach the results of an economic feasibility study showing that it is not economically feasible to treat and transport the water for another use.

- Explain how the poor quality water will be put to a beneficial use.

- Please give some explanation showing that the withdrawal of groundwater under this application will be consistent with the management plan for the applicable active management area.

- Estimate the total amount of poor quality groundwater as it exists in the aquifer.

- The Department may issue this permit providing that the groundwater has no other beneficial use due to the poor quality, and providing that groundwater withdrawals are consistent with the applicable management plan. If these conditions are found to no longer apply, the Department may terminate the permit. Please indicate the length requested for this permit.

It is imperative that you complete the application form in its entirety. An incomplete or incorrect application may result in a delay in processing your application. Please send the application to the address indicated on the form, along with any required fees and supporting documentation. The Department suggests that you retain a copy of all documents which are submitted for review. The application fee for this permit is $150.00 and the permit fee is $50.00, pursuant to A.R.S. § 45-113.

Time Frames for Review of Your Application.

Within one hundred (100) days after receipt of your application, the Department will determine whether your application should be granted or denied, unless this time is extended as described below. In processing your application, the Department will first determine whether the application is administratively complete (administrative completeness review), and then whether the application meets the substantive criteria established by statute or rule (substantive review). Each of these reviews will be completed within the times stated below. The time for the administrative completeness review plus the time for the substantive review is referred to as the overall time frame.

1) Administrative Completeness Review Time Frame

Within thirty (30) days after receipt of your application, the Department will determine whether your application is complete, and will issue a written notice of administrative completeness or deficiencies. After your application is complete, the Department will proceed with substantive review.

If the Department sends you a letter that your application is incomplete, the Department will include a comprehensive list of specific deficiencies. Until the missing information is received, both the administrative completeness review and the overall time frames will be suspended. When the Department receives the missing information, the administrative completeness review and overall time frames will resume. Your application will not be complete until all of the requested information is received. If you do not supply the missing information within sixty (60) days, your application may be denied.

2) Substantive Review Time Frame

Within seventy (70) days after the application is complete, the Department will review your application to determine whether it meets the substantive criteria required by statute or rule. By mutual written agreement between you and the Department, the time for substantive review may be extended by up to 25 days. In cases where a hearing is necessary prior to a decision, the substantive review time frame will be increased by 120 days.

During the substantive review, the Department may make one written request for additional information. You may also agree in writing to allow the Department to submit supplemental requests for additional information. If additional information is requested by the Department, both the substantive review and overall time frames will be suspended. When the additional information is received, the substantive review and overall time frames will resume.

At the end of the Department's substantive review, the Department will send you a written notice either granting or denying your application. If your application is denied, the notice will include the justification for the denial and an explanation of your right to appeal the denial.

Agency Contact

Please direct any questions, comments or requests for further assistance to one of the following Department personnel in the Active Management Area (AMA) in which the application is filed.

PHOENIX AMA	PINAL AMA	PRESCOTT AMA	SANTA CRUZ AMA	TUCSON AMA
Scott Miller	Cynthia Pogue	Caryl Walti	John Bodenchuk	Jeff Tannler
(602) 417-2465	(520) 836-4857	(928) 778-7202	(520) 761-1814	(520) 770-3800