APPLICATION GUIDELINES
Permit to Withdraw Groundwater for Temporary Dewatering Purposes

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 GROUNDWATER FOR TEMPORARY DEWATERING PURPOSES WITHIN AN ACTIVE MANAGEMENT AREA (DWR form 518).

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 refer to A.R.S. §§ 45-518 and 45-527. Also, please note the following items:

Temporary Dewatering Permit

- Please state your plan for disposing of the groundwater withdrawn. If the disposing of the groundwater will affect another party, please include in your plan written permission to discharge the groundwater (e.g. permission from a city to discharge the groundwater to a sanitary sewer system or storm drain). Also, please include the legal land description and the name and mailing address of the owner of the land on which you propose to discharge the groundwater.

- An applicant for a Temporary Dewatering Permit is required to investigate the feasibility of putting the groundwater to beneficial use. This investigation should include all potential beneficial uses, cost of delivery, construction schedules and an implementation plan. If the applicant can demonstrate to the Department's satisfaction that no feasible beneficial end uses (i.e. discharge to a farm or orchard) exist, then the Temporary Dewatering Permit can be issued without a beneficial use. The Department will evaluate each application and feasibility study on a case-by-case basis. A Temporary Dewatering Permit can be granted with a special condition in which a portion of the groundwater is to be beneficially used and a portion of the groundwater discharged without beneficial use.

- Please include a completed New Well Construction Supplement, DWR Form 55-90. In conjunction with this form, a detailed construction diagram will be needed. The diagram should provide verification of consistency with minimum well construction requirements specified in the Department's well construction and well licensing rules, A.A.C. R12-15-801 et seq. Note: groundwater withdrawn pursuant to a Temporary Dewatering Permit may utilize pumps, trench or sand points. Please fully describe the placement (location) and pump size for each dewatering point.

Emergency Temporary Dewatering Permit

- Please complete the application and provide the information as requested above for the licensing steps required to obtain a Temporary Dewatering Permit and provide the following additional information that is required to receive an Emergency Temporary Dewatering Permit. An application for a Temporary Dewatering Permit must be on file and under consideration by the Department before an Emergency Temporary Dewatering Permit may be issued.

- The applicant must provide evidence that immediate dewatering is necessary for the construction or structural integrity of improvements on the land from which the groundwater is proposed to be withdrawn. Additionally, the applicant must prove that property damage or inordinate expense or delay would result if dewatering did not commence immediately.

- An application for an Emergency Temporary Dewatering Permit does not require publication.

- An Emergency Temporary Dewatering Permit shall terminate if the conditions that gave rise to the permit issuance no longer apply or if the application for the Temporary Dewatering Permit is issued or denied.

Extension of a Temporary Dewatering Permit

- Please complete the application and provide the information as requested above for the licensing steps referenced above (Temporary Dewatering Permit) and provide the following additional information that is required to receive an Extension of a Temporary Dewatering Permit.

- A Temporary Dewatering Permit may be extended for additional five-year periods if the conditions for issuance of the Temporary Dewatering Permit continue to apply.

- An applicant applying for extension of an existing Temporary Dewatering Permit shall be required to investigate beneficial use options.

Pursuant to A.R.S. § 45-520.B, permits issued for Temporary Dewatering, Emergency Temporary Dewatering, or Extended Temporary Dewatering, may not be conveyed to a new owner.

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 $50.00 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 the Department requests additional information, 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	Jack McCormack	Edward Shaffer	Jeff Tannler
(602) 417-2465	(520) 836-4857	(928) 778-7202	(520) 761-1814	(520) 770-3800