APPLICATION GUIDELINES
Hydrologic Testing 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 GROUNDWATER FOR HYDROLOGIC TESTING PURPOSES WITHIN AN ACTIVE MANAGEMENT AREA (form DWR 519.01).

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. § 45-519.01.

Also, when completing the application, please note the following:

- Please indicate both the anticipated length of hydrologic testing, and the total length of time requested for the permit. Permits are issued within the criteria outlined in question number 3 on the permit application form.

- If new wells are to be drilled, 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.

- Explain what will be done with the well(s) after testing is finished. If the well(s) are to be abandoned, a Notice of Intent to Abandon should be filed.

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 sixty (60) 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 thirty (30) 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 15 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