APPLICATION GUIDELINES
Non-Exempt, Non-Service Area Well 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 Drill a Non-Exempt, Non-Service Area Well Within an Active Management Area.

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. § 45-599 and A.A.C. R12-15-830 and -840. Also, please note the following items:

- Please provide the claim of entitlement (withdrawal authority) to withdraw groundwater (i.e. Grandfathered Certificate Number). If the Department's records do not show you as the current owner (or lessee), please submit proof of ownership, such as a recorded deed (or lease agreement) and the proper conveyance form with your application.

- If the application is approved, the construction permit will allow one year from the permit date for completion of the well. If construction will possibly take longer than one year, a longer construction period may be requested as part of this application. Please note that once a well construction permit is issued, it is not possible to request an extension. Rather, a new application must be filed before proceeding with construction beyond one year.

- If a driller has not yet been selected, the permit to operate the well may still be issued. However, authorization to drill the well will not be issued until the Department receives written notification the applicant has selected a licensed well driller.

- Please include a completed New Well Construction Supplement DWR Form 55-90, which is enclosed as part of your application. Completion of this form requires attachment of a detailed construction diagram. The diagram should verify consistency with minimum construction requirements specified in the Department's well construction rules found in Arizona Administrative Code (A.A.C.) R12-12-15-801, et seq. Specifically, the diagram should include an indication of perforated interval location(s) in relationship to the expected water level, depth, and thickness of the surface seal, proposed grouting materials, whether or not the surface or conductor casing will extend above grade and vault details, if specified.

- If this application is rejected because of unreasonable impacts on water levels in surrounding wells, you will be notified of the location(s) and record owner(s) of the neighboring wells of record which the Department has determined would be unreasonably damaged. If you obtain signed and notarized consent forms from all of the applicable well owners within 45 days the proposed well will not then be considered as unreasonably increasing damage to surrounding land or water users, in accordance with A.A.C. R12-15-830.

- At any time prior to final determination, you may amend this application regarding location or pumping requirements of the proposed well, in order to lessen the degree of impact on neighboring wells of record.

  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 $30.00, pursuant to A.R.S. § 45-113.

Time Frames for Review of Your Application.

Within ninety (90) 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 sixty (60) 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 twenty-two (22) 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	Cindy Pogue	Caryl Walti	John Bodenchuk	Jeff Tannler
(602) 417-2465	(520) 836-4857	(928) 778-7202	(520) 761-1814	(520) 770-3800