Form 55-65 Instructions

Late Registration of a Well

Introduction

These instructions are a guide to filling out Form DWR 55-65 (Rev. 02/02/02), entitled "Late Registration of a Well." Please review the instructions prior to completing the form in black or blue ink. Forms may be obtained at any Arizona Department of Water Resources (ADWR) office and at ADWR's Web site, http://www.water.az.gov. For information about the form or these instructions, contact the Supervisor of the Notice of Intent Program at (602) 417-2470.

When Form DWR 55-65 Must be Filed

All wells in the State of Arizona must be registered with ADWR. The 1980 Groundwater Management Act required that an owner of a well drilled before June 12, 1980 register the well with ADWR on or before June 12, 1982 if the well was being used to withdraw or monitor water. Beginning June 12, 1980, a person proposing to drill a well must obtain authority from ADWR to drill the well, either by filing a Notice of Intent to Drill the well and obtaining a drilling card, or by applying for and obtaining a permit. The well is automatically registered with ADWR when the drilling authority is issued.

Occasionally, it is discovered that a well in existence has not been registered with ADWR, either because the well was drilled before June 12, 1980 and the owner never registered the well with ADWR, or the well was drilled after June 12, 1980 without the required legal authority from ADWR. The owner of such a well must register the well with ADWR as soon as practical by filing a Late Registration of a Well form. The information in the form, including where the well is located, who owns the well and what pump equipment is in the well, will be placed in ADWR's database of all wells in Arizona. It is important to provide the most accurate information possible.

Filing Fee

A late fee of ten dollars ($10.00) per well must be paid at the time the Late Registration of a Well form is filled. In addition, if the well is a non-exempt well (see Section 1 below), a ten dollar ($10.00) registration fee is required, bringing the total fee to twenty dollars ($20.00). These fees are authorized by Arizona Revised Statutes (A.R.S.) § 45-113(B) and Arizona Administrative Code R12-15-151(B)(4). Checks should be made payable to "Arizona Department of Water Resources" or "ADWR" and should be attached to the top of the form.

Instructions for Filling out the Form

Section 1 – Registry Information

Well Type

First, check the appropriate box indicating whether the well is an exempt or non-exempt well. An exempt well is a well equipped with a pump with a maximum capacity of not more than 35 gallons per minute and, if located within an Active Management Area (AMA), is not used for irrigation of two or more acres. A non-exempt well is a well equipped with a pump with a maximum capacity greater than 35 gallons per minute or any well used to withdraw groundwater within an AMA for irrigation of two or more acres. Inside of AMAs, non-exempt wells are typically associated with groundwater withdrawal rights or permits.

Next, fill in the name of the drilling firm that originally drilled the well, if known, the date the original well was drilled, or an estimate of the year in which the well was drilled if the actual date is not known, and the name of the person who owned the land at the time the well was drilled, if known.

Location of Well

Fill in the following information relating to the location of the well:

- The street address of the property where the well is located, if there is a street address.
- The legal description for the well location. The legal description is the township, range, section, and in decreasing order, the quarters of that section so that the well location falls in a 10-acre block within that section. This information may be obtained from the county tax assessor's office.
- The latitude and longitude of the well location (in degrees-minutes-seconds format), if that information is known.
- The county tax assessor's parcel identification number and the acreage of the parcel. The parcel identification number ordinarily has at least eight digits, arranged in a book-map-parcel sequence (XXX-XX-XXX). This number and the acreage of the parcel can be obtained from the county tax assessor's office. Federal or State land will not have a parcel identification number.

- The legal description of the place where the water is used, if different than the legal description for the location of the well.
- The name of the county where the well is located.

Section 2 – Owner Information

Well Owner

Fill in the well owner's name, mailing address and telephone and fax numbers. If the well owner is a corporation, governmental unit or other entity, provide the name of a contact person.

Landowner

If the land is not owned by the well owner, fill in the name, mailing address and telephone and fax numbers for the landowner. If a company, governmental unit or other entity owns or leases the land, provide the name of a contact person.

Section 3 – Questions

Check the appropriate boxes and fill in information indicating the following:

1. Whether the well site is within 100 feet of a septic tank system, sewer disposal area, landfill or hazardous materials or petroleum storage area or tank.
2. Whether there is any other well name or identification number for the well. Ranches often name wells and mining or other commercial operations often have their own numbers. There may be a Public Water Supply (PWS) number or a number provided by the Arizona Department of Environmental Quality.
3. If the well is an exempt well, whether it is the second exempt well on the parcel for the same use.

Section 4 – Water / Site Information

Section 4 provides checkboxes to indicate the principal and other uses of the water withdrawn from the well. Check only one box under "Principal Use of Water." Under "Other Uses of Water," check as many boxes as are applicable. Note that "irrigation" means irrigating two or more acres. If the purpose for which the water is used is not listed, check "Other" and provide a brief description of the use.

Next, fill in the maximum pumping capacity, in gallons per minute, of any pump currently installed in the well. Also provide the total depth of the well and the depth to static water measured in feet below land surface.

Section 5 – Existing Well Construction Design

Section 5 contains three tables for providing information on the existing well construction design. ADWR recognizes that this information may not be available, particularly for older irrigation wells or stockwater or domestic wells. However, the information should be available for wells constructed since 1980. Fill in as much information as possible.

In the **Borehole** table, fill in the diameter of the existing borehole in inches, and indicate the depth interval for each change in diameter. In the **Existing Casing** table, fill in the outer diameter of the casing in inches, check the appropriate boxes indicating the type of casing material and the type of perforations, if any, and fill in the slot size of any perforations. Fill in the depth interval for each change in information. Please note that not every interval will be perforated. Check the "Blank or None" box for non-perforated depth intervals. If the type of casing material or perforations is not listed, describe the type in the appropriate box.

In the **Existing Annular Material** table, check the appropriate boxes indicating the type of annular material or filter pack present at each depth interval. For filter pack, fill in the size of the filter pack. Provide the depth interval for each change in information. If the type of annular material is not listed, describe the material in the appropriate box.

Signature Block

The form must be signed and dated by the well owner or landowner.

Where to File Form

Completed forms may be mailed to ADWR at the following address:

Arizona Department of Water Resources
Groundwater Management Support Section
P.O. Box 458
Phoenix, Arizona 85001-0458

Completed forms may also be submitted to ADWR's main office in Phoenix at 500 N. 3rd Street, Second Floor or any of ADWR's outlying offices listed below:

- Pinal Active Management Area, 1000 E. Racine, Casa Grande, AZ 85222-1743
- Prescott Active Management Area, 2200 E. Hillsdale Road, Prescott, AZ 86301-4941
- Santa Cruz Active Management Area, 857 W. Bell Road, Suite 3, Nogales, AZ 85621-4545
- Tucson Active Management Area, 400 W. Congress, Suite 518, Tucson, AZ 85701-1374

The completed form must be legible and of good quality when received by ADWR so that it can be scanned into ADWR's permanent records. Also, if a fee is required, ADWR will not accept the form without the proper fee.