

# APPLICATION FOR A LONG-TERM GROUNDWATER PERMIT

**OKLAHOMA WATER RESOURCES BOARD**  
WATER RIGHTS ADMINISTRATION DIVISION  
3800 North Classen Blvd., Oklahoma City, OK 73118  
Phone: (405) 530-8800 Fax: (405) 530-8900  
Website: <https://oklahoma.gov/owrb.html>  
(See website for FAQs)

## OFFICE USE ONLY

Application No. \_\_\_\_\_  
Permit Type \_\_\_\_\_  
GW Basin \_\_\_\_\_  
Equal Proportionate Share \_\_\_\_\_

## FILING FEE

*Application review will not begin until the proper filing fee is received. Double the filing fee if water is used before application approval. If the requested amount of water is fractional, round up to the next whole number for the purposes of determining the filing fee.*

<u>Amount of Water Requested</u>	<u>Filing Fee**</u>
1 – 320 acre-feet.....	\$500.00
321 – 640 acre-feet.....	\$700.00
641 – 1,500 acre-feet.....	\$900.00
Over 1,500 acre-feet.....	\$900.00*
*Plus \$250.00 for each increment of 500 acre-feet above 1,500 acre-feet requested (Maximum Fee \$4,000.00).	
**Plus \$250.00 if the application overlies a sensitive sole-source groundwater basin. Applications for the purpose of enhanced recovery of oil and gas shall have a flat filing fee of \$4,500.00.	

**1. NAME & CONTACT INFORMATION** *Print the applicant's name to exactly match what is listed on the ownership document. Consultants and legal counsel should provide a cover letter with contact information and state if they will remain the contact after permit approval.*

Applicant Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Contact Name  
(if different than applicant) \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**How should correspondence be sent during application review? Check all that apply:** ☐ Postal Mail ☐ Email ☐ Fax

**2. QUANTITY OF WATER & PURPOSE** *Identify how much water will be used and where. Choose at least one purpose (i.e. beneficial use) from the following list: Irrigation, Agriculture, Mining, Public Water Supply, Commercial, Industrial, Power Generation, Recreation Fish & Wildlife, and Other. A description can be helpful and may be required to complete application review. Answer the questions and provide the requested information for each. Conversion factor: one acre-foot of water will cover one acre of land one foot deep and is equal to 325,851 gallons.*

Groundwater requested: \_\_\_\_\_ acre-feet per year. Water used in \_\_\_\_\_ county.

Purpose: \_\_\_\_\_  
(e.g. Agriculture – Poultry Houses or Greenhouse; Mining – Oil & Gas or Rock Quarry; Recreation – Flood a Wetland for Hunting)

Have you already used the water for which you are applying? ☐ Yes ☐ No *If yes, double the filing fee will be required.*

Will water be sold? ☐ Yes ☐ No If yes, list the purchaser: \_\_\_\_\_  
(not required for public water suppliers)

Will animals be raised? ☐ Yes ☐ No If yes, list animal type: \_\_\_\_\_  
(not required for domestic use of stock water)

Will crops be grown? ☐ Yes ☐ No If yes, approximate area of watered crops: \_\_\_\_\_ and;  
(use units of acres for fields or square feet for indoor)

List of crops: \_\_\_\_\_

**3. DEDICATED LAND** List the legal description of all the land to be dedicated. Do not use city lot and block numbers or metes and bounds. If additional space is needed, list on a separate sheet of paper. An explanation of legal descriptions can be found on the OWRB website FAQs page. Dedicated land must be drawn on the application plat map.

\_\_\_\_\_ total acres owned; \_\_\_\_\_ total acres leased; \_\_\_\_\_ total acres platted (municipal only)

\_\_\_\_\_ acres in \_\_\_\_\_ 1/4 of \_\_\_\_\_ 1/4 of \_\_\_\_\_ 1/4 of Section \_\_\_\_\_ Twp. \_\_\_\_\_ ☐ N ☐ EIM  
☐ S Rng. \_\_\_\_\_ ☐ WIM in \_\_\_\_\_ County  
☐ ECM

\_\_\_\_\_ acres in \_\_\_\_\_ 1/4 of \_\_\_\_\_ 1/4 of \_\_\_\_\_ 1/4 of Section \_\_\_\_\_ Twp. \_\_\_\_\_ ☐ N ☐ EIM  
☐ S Rng. \_\_\_\_\_ ☐ WIM in \_\_\_\_\_ County  
☐ ECM

\_\_\_\_\_ acres in \_\_\_\_\_ 1/4 of \_\_\_\_\_ 1/4 of \_\_\_\_\_ 1/4 of Section \_\_\_\_\_ Twp. \_\_\_\_\_ ☐ N ☐ EIM  
☐ S Rng. \_\_\_\_\_ ☐ WIM in \_\_\_\_\_ County  
☐ ECM

\_\_\_\_\_ acres in \_\_\_\_\_ 1/4 of \_\_\_\_\_ 1/4 of \_\_\_\_\_ 1/4 of Section \_\_\_\_\_ Twp. \_\_\_\_\_ ☐ N ☐ EIM  
☐ S Rng. \_\_\_\_\_ ☐ WIM in \_\_\_\_\_ County  
☐ ECM

**4. WELL INFORMATION** List the number and legal description for all wells (either existing or proposed) that are requested to be permitted. Existing wells require a ten acre tract legal description. Depth and pumping rate are required for all existing wells and a range of values (e.g. 400 – 500 feet) can be provided for multiple existing wells. Estimated depth and pumping rate may be required for proposed wells in areas with multiple groundwater basins. Provide an answer to the well spacing exception question. If additional space is needed, list on a separate sheet of paper. An explanation of legal descriptions can be found on the OWRB website FAQs page. All wells must be drawn on the application plat map.

Water is to be withdrawn from \_\_\_\_\_ total well(s) located as follows:

\_\_\_\_\_ wells in \_\_\_\_\_ 1/4 of \_\_\_\_\_ 1/4 of \_\_\_\_\_ 1/4 of Section \_\_\_\_\_ Twp. \_\_\_\_\_ ☐ N ☐ EIM  
☐ S Rng. \_\_\_\_\_ ☐ WIM in \_\_\_\_\_ Existing ☐ Yes  
☐ ECM \_\_\_\_\_ County Well? ☐ No

\_\_\_\_\_ wells in \_\_\_\_\_ 1/4 of \_\_\_\_\_ 1/4 of \_\_\_\_\_ 1/4 of Section \_\_\_\_\_ Twp. \_\_\_\_\_ ☐ N ☐ EIM  
☐ S Rng. \_\_\_\_\_ ☐ WIM in \_\_\_\_\_ Existing ☐ Yes  
☐ ECM \_\_\_\_\_ County Well? ☐ No

\_\_\_\_\_ wells in \_\_\_\_\_ 1/4 of \_\_\_\_\_ 1/4 of \_\_\_\_\_ 1/4 of Section \_\_\_\_\_ Twp. \_\_\_\_\_ ☐ N ☐ EIM  
☐ S Rng. \_\_\_\_\_ ☐ WIM in \_\_\_\_\_ Existing ☐ Yes  
☐ ECM \_\_\_\_\_ County Well? ☐ No

Depth: \_\_\_\_\_ feet; Pumping Rate: \_\_\_\_\_ gallons per minute

**Requesting a well spacing exception?** ☐ Yes ☐ No Blank responses will not be accepted. If yes, please provide an attached explanation to show how compliance with well spacing would be inequitable or unreasonable. Examples can be found in OAC 785:30-3-6(b)(1). A well spacing exception may be required based on application review.

**5. MUNICIPALITIES** Only municipalities are required to complete this section. All other applicants can skip this section. Answer the questions and provide copies of the requested maps.

Will platted land be dedicated within the municipal boundary? ☐ Yes ☐ No

If yes, will the municipality make water available to those platted lands? ☐ Yes ☐ No

If yes, provide attached map(s) that show the following: service area, water lines, and platted lands.

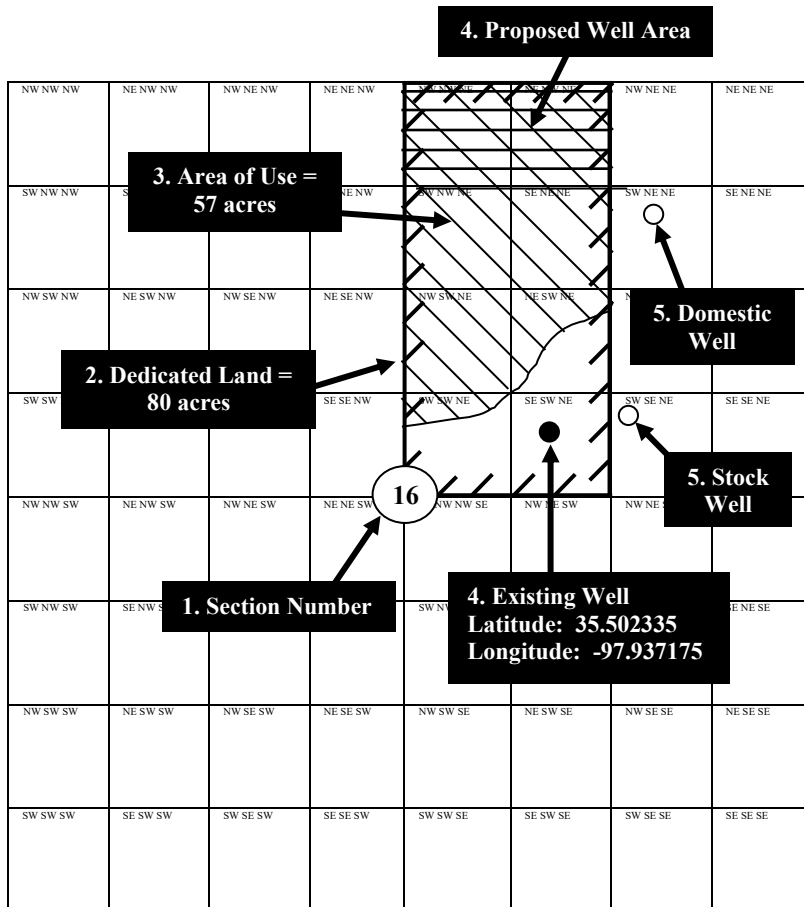
OFFICE USE ONLY	
SIC Codes	
_____	_____
_____	_____
_____	_____
_____	_____

# INSTRUCTIONS FOR THE NEXT PAGE

## 6. PLAT MAP (Sample)

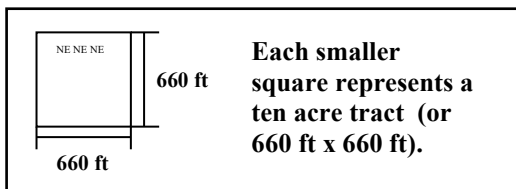
Application No. \_\_\_\_\_

The plat below represents one full section (640 acres or 1 square mile). Drawings must match the legal descriptions provided in Sections 3 and 4 of the application. More than one plat map may be required.



Section 16 – Township 10N – Range 10WIM  
Section – Township – Range

Caddo  
County



Land  
Dedicated



Area of Use



Proposed Well  
Location Area

● Existing Wells to  
be Permitted

○ Existing Wells Owned by Others  
(i.e. domestic, stock, permitted, etc.)



**1. Section Number** - Write the section number in the circle in the middle of the plat. The legal description of your property (including section numbers) should be found on your ownership document.

**2. Dedicated Land** - Draw your dedicated land using a bold line with tick marks around the land boundary.

**3. Area of Use** - Draw the area you plan to use the water with parallel diagonal lines. The area of use and the dedicated lands are not required to match.

**4. Existing and Proposed Wells** - Draw a solid dot at the location of each existing well to be permitted. If a well log is not on file, latitude and longitude may be required. If the wells are proposed, draw horizontal lines over the area where you want to drill wells.

**5. Other Wells** - Draw a hollow circle for all other existing water wells (e.g. stock, domestic, irrigation, permitted, etc.).

**6. PLAT MAP** Follow the instructions on the preceding page unless otherwise directed by the Board. Drawings must match the legal description of dedicated land and wells described in Section 3 and 4 of the application. More than one plat map may be required.

Application No. \_\_\_\_\_

660 feet	660 feet							
	NW NW NW	NE NW NW	NW NE NW	NE NE NW	NW NW NE	NE NW NE	NW NE NE	NE NE NE
	SW NW NW	SE NW NW	SW NE NW	SE NE NW	SW NW NE	SE NW NE	SW NE NE	SE NE NE
	NW SW NW	NE SW NW	NW SE NW	NE SE NW	NW SW NE	NE SW NE	NW SE NE	NE SE NE
	SW SW NW	SE SW NW	SW SE NW	SE SE NW	SW SW NE	SE SW NE	SW SE NE	SE SE NE
	NW NW SW	NE NW SW	NW NE SW	NE NE SW	NW NW SE	NE NW SE	NW NE SE	NE NE SE
	SW NW SW	SE NW SW	SW NE SW	SE NE SW	SW NW SE	SE NW SE	SW NE SE	SE NE SE
	NW SW SW	NE SW SW	NW SE SW	NE SE SW	NW SW SE	NE SW SE	NW SE SE	NE SE SE
SW SW SW	SE SW SW	SW SE SW	SE SE SW	SW SW SE	SE SW SE	SW SE SE	SE SE SE	

One Mile

Section – Township – Range

County



Land  
Dedicated



Area of Use



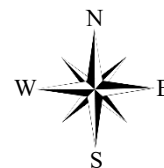
Proposed Well  
Location Area



Existing Wells to  
be Permitted



Existing Wells Owned by Others  
(i.e. domestic, stock, permitted, etc.)



## INSTRUCTIONS FOR THE NEXT PAGE

## 7. SURFACE ESTATE OWNERS MAP (Sample)

Application No. \_\_\_\_\_

The map below represents nine (9) full sections of land each with a circle at the center.

**5. Landowners and Permit Holders -** Indicate with a capital letter (A, B, C, etc.) each entity subject of the application.

**4. Proposed Well Areas**

**3. Existing Wells**

**1. Section Number**

**2. Dedicated Land**

One Mile

**1. Section Number -** Write section numbers in the middle of the circles for each section of dedicated land. The legal description of your property (including section numbers) should be found on your ownership document. Should match the application plat map.

**2. Dedicated Land** - Draw your dedicated land using a bold line. Should match the application plat map.

**3. Existing Wells** - Use a solid dot to draw the location of each existing well to be permitted. Should match the application plat map.

**4. Proposed Wells** - Shade in the area where you want to drill wells. Should match the application plat map.

### ***5. Landowners & Permit Holders -***

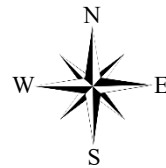
- ***If requesting more than 15 acre-feet per year:*** The applicant must furnish names and mailing addresses of all surface estate owners of lands and holders of existing and pending permits to use groundwater located within 1,320 feet (1/4 mile) from the location of the applicant's existing wells and from the outside boundaries of the ten acre tracts of all proposed well areas.
- ***If requesting 15 acre-feet per year or less:*** The applicant must furnish names and mailing addresses of all surface estate owners of lands and holders of existing and pending permits to use groundwater located within 600 feet or within applicable well spacing distance (if greater) from the outside boundaries of the ten acre tracts within which applicant's wells will be located.

Name	Address
A. <u>John and Sophie Hoover</u>	<u>16200 N Park Hill Road, Tahlequah, OK 73000</u>
B. <u>Manuela Jones Revocable Living Trust</u>	<u>PO Box 40, Sayre, OK 75000</u>
C. <u>Metric Grains Incorporated</u>	<u>PO Box 185, Boise City, OK 76000</u>
D. <u>Commissioner of Land Office</u>	<u>204 N Robinson Ave, Suite 900, Oklahoma City, OK 73102</u>
E. _____	_____
F. _____	_____

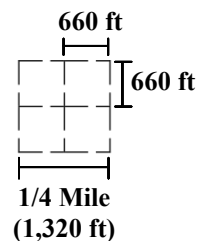
*Attach a separate sheet if more space is needed.*

**7. SURFACE ESTATE OWNERS MAP** *Follow the instructions on the preceding page unless otherwise directed by the Board. More than one surface estate owners map may be required.*

Application No. \_\_\_\_\_

[illegible]

## Plat Scale



**Each of the smallest squares represent a ten acre tract (660 ft x 660 ft).**

## One Mile

Name

## Address

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

D. \_\_\_\_\_

E. \_\_\_\_\_

F. \_\_\_\_\_

G. \_\_\_\_\_

H. \_\_\_\_\_

I. \_\_\_\_\_

## 8. SIGNATURES

Upon my oath or affirmation, I swear or affirm (1) that all information submitted to the Oklahoma Water Resources Board in connection with this application is true and accurate to the best of my knowledge; and (2) that I or the person or entity I represent will comply with all applicable laws and regulations of the State of Oklahoma or its agencies, and any lawful conditions imposed by the Oklahoma Water Resources Board, which apply or pertain to the use of fresh groundwater.

### NOTARY

STATE OF \_\_\_\_\_ )  
COUNTY OF \_\_\_\_\_ ) ss.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

The foregoing instrument was acknowledged before

me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE (e.g. owner, manager, trustee, legal counsel, etc.)

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
OKLAHOMA BAR ASSOCIATION NUMBER  
(IF APPLICABLE)

My commission expires: \_\_\_\_\_

(SEAL)

## 9. SUBMISSION AND PROCESSING

**The submitted application packet must include the following:**

**a. Original completed application** (*Typed or printed in ink, with legible markings, signed and notarized.*);

**b. Filing fee payment** (*Review of the application will not begin until the filing fee is received. Filing fees are refunded at the discretion of the OWRB. Preferred payment method is a check payable to the OWRB. Other payment methods include cash, money order, or credit card via the OWRB Website Pay Portal – please provide a copy of the Pay Portal receipt. If water is used before application approval, double the filing fee will be required.*);

**c. Ownership documents** (*Copies of deeds, groundwater leases, easements, and/or other letters of consent for all the land owned/controlled by the applicant associated with the application. Tax documents are not accepted. Social security numbers are not required and should be marked out on documents that contain them.*)

**d. Any other documentation requested by OWRB staff as necessary** (*Articles of organization or incorporation, memorandum of trust, license or registration from OMMA or ODAFF, contract for water sales, etc.*).

**Please note: Any incomplete or unresponsive answers may cause a delay in the processing of your application.**

In addition, Oklahoma Administrative Code (OAC) 785:30-1-4(d) states: “If the application is defective to as to form, the Board shall advise the applicant of the corrections, amendments, or changes required and sixty (60) days shall be allowed for the refilling thereof. If the application is not corrected, amended, or changed within the time required, the Board may inactivate the application. Furthermore, OAC 785:30-3-3(b), states: “If an applicant does not correct an application or publish notice as instructed by the Board, and no further proceedings are initiated by the applicant for six months or more after last contact with the Board, the application shall be deemed withdrawn. The Board shall provide notice to the applicant that the application has been deemed withdrawn.