



## GENERAL APPLICATION INSTRUCTIONS

900 E. Quincy, San Antonio, Texas 78215  
Telephone (210) 222-2204  
Fax (210) 222-9869  
www.edwardsaquifer.org

### TYPES OF APPLICATIONS

**Application to Transfer - Sale** - to permanently transfer all or part of an Initial Regular Permit (IRP)/Regular Permit (RP) or the place of use

**Application to Transfer - Lease** - to temporarily transfer all or part of an IRP or RP

**Application to Amend** - to change a part of an IRP or RP (e.g. add/delete a well as a point of withdrawal)

**Application to Consolidate** - to consolidate multiple IRPs or RPs into one permit

**Application to Convert** - to convert base irrigation groundwater to unrestricted irrigation groundwater

### APPLICATION REQUIREMENTS

For an application to be processed, the applicant(s) must be in compliance with the Authority's Act and rules, and the application must be complete. An application is considered complete if it contains each of the following items:

- Application fee of \$25.00**  
*Only personal check, cashier's check or money order made payable to the Edwards Aquifer Authority will be accepted. No cash accepted.*
- Permit recording fee of \$34.00 per permit**  
*This fee does not apply to Applications to Lease. Generally, all other applications require a \$34.00 minimum fee in order to record the resulting permit in county records. Should the fee exceed \$34.00, the applicant will be notified and required to pay the difference.*
- Notarized applicant's signature**  
*All applications must be signed and notarized. If an authorized representative or agent is signing on behalf of the applicant, the authorized representative or agent must provide written evidence of his or her authority to represent the transferee or transferor accordingly.*
- Supporting Documents**  
*Supporting documents may vary accordingly, but at a minimum should contain names of parties involved, amount of groundwater rights involved, classification of groundwater rights, time frame, and signatures of authorized representatives. All deeds submitted as supporting documents should be recorded in county records prior to submission. For Applications to Transfer, a transfer agreement must accompany the application. For a temporary transfer, these agreements may be a lease agreement or memorandum of lease, and for a permanent transfer the agreement may be a bill of sale, water warranty deed or other deed that references the water rights.*
- Well Registration**  
*If a well is not already registered with the Authority, a completed well registration form or well construction application, well meter registration form and \$10 well registration fee must be attached.*

### OTHER INFORMATION

- Authority staff may request additional information or documents to process an application.
- Incomplete applications will not be processed and will be returned to the applicant.
- A separate form must be completed for each transfer requested.

For assistance, please contact the Groundwater Permits Team at (210) 222-2204 or (800) 292-1047.



# APPLICATION TO TRANSFER - LEASE

900 E. Quincy, San Antonio, Texas 78215  
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www.edwardsaquifer.org

T \_\_\_\_\_  
Check # \_\_\_\_\_

## PART I - TRANSFEROR AND TRANSFEEE INFORMATION

### A. Transferor Information:

Name of Permit Holder: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Street or PO Box) (City) (State) (Zip)

Physical Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_  
(Name) (Relationship) (Telephone)

Mailing Address: \_\_\_\_\_  
(Street or PO Box) (City) (State) (Zip)

Has any of the above information recently changed?  Yes  No

### B. Transferee Information:

Name of Transferee: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Street or PO Box) (City) (State) (Zip)

Physical Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_  
(Name) (Relationship) (Telephone)

Mailing Address: \_\_\_\_\_  
(Street or PO Box) (City) (State) (Zip)

Has any of the above information recently changed?  Yes  No

## PART II - WATER USE INFORMATION

### A. Groundwater Use Information for Transferor (Lessor): Initial Regular Permit (IRP)/Regular Permit (RP) No: P \_\_\_\_\_

Current purpose of use:  Municipal Use  Industrial Use  Irrigation Use

Amount of groundwater used to date: \_\_\_\_\_ acre-feet

Meter Serial Number: \_\_\_\_\_ Reading: \_\_\_\_\_ Date: \_\_\_\_\_

### B. Groundwater Use Information for Transferee (Lessee): If applicable, Initial Regular Permit (IRP)/Regular Permit (RP) No: P \_\_\_\_\_

Proposed purpose of use:  Municipal Use  Industrial Use  Irrigation Use

Do you intend to withdraw this water?  Yes  No At what rate? \_\_\_\_\_ gallons per minute

If YES, please describe what this water will be used for? \_\_\_\_\_

Meter readings (Note: readings must be taken within one week of submission of application):

Not Applicable (no well)

Meter Serial Number: \_\_\_\_\_ Reading: \_\_\_\_\_ Date: \_\_\_\_\_

Meter Serial Number: \_\_\_\_\_ Reading: \_\_\_\_\_ Date: \_\_\_\_\_

**(attach additional sheets if needed)**

### Part III - Transfer Information

**A. Type of Transaction:**

- Lease       Sub-Lease

**B. Duration of lease:**

from \_\_\_\_\_ to December 31, \_\_\_\_\_.

- For leases with a term of one year or less**, check here if you would like this application to serve as the memorandum of lease required under § 711.330 of the EAA rules. If not, please attach a separate memorandum of lease or the executed lease agreement.

**Please note, a copy of the recorded lease agreement or recorded memorandum of lease containing the official county clerk document stamp is required for leases with a term greater than one year.**

**C. Type of Transfer (check all applicable):**

- Right to Withdraw                       Change of Point of Withdrawal                       Addition of Point of Withdrawal
- Change of Purpose of Use                       Change of Place of Use                       Other

**D. Total Transfer Amount:** \_\_\_\_\_ Acre-Feet /Year

If Irrigation, please specify amount being transferred as follows:

\_\_\_\_\_ Acre-Feet/Year of "Base Irrigation Groundwater" withdrawal rights

\_\_\_\_\_ Acre-Feet/Year of "Unrestricted Irrigation Groundwater" withdrawal rights

**E. Transfer Price:** \$ \_\_\_\_\_ /acre-foot (optional)

**F. Notes to staff regarding this transfer:** \_\_\_\_\_

### Part IV – Certification

**Transferor's Certification:**

I hereby certify that the information given herein this application is true and accurate to the best of my knowledge and belief.

\_\_\_\_\_  
Printed Name of Transferor or Agent

\_\_\_\_\_  
Signature of Transferor or Agent

STATE OF TEXAS  
COUNTY OF \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public's Signature  
Date Commission Expires:

**Transferee's Certification:**

I hereby certify that the information given herein this application is true and accurate to the best of my knowledge and belief.

\_\_\_\_\_  
Printed Name of Transferee or Agent

\_\_\_\_\_  
Signature of Transferee or Agent

STATE OF TEXAS  
COUNTY OF \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public's Signature  
Date Commission Expires: