



GENERAL APPLICATION INSTRUCTIONS

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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.

Do you certify that all fees, including aquifer management fees, have been paid in full?

_____ Yes _____ No

Do you certify that Applicant has filed all reports required by the Authority's rules to have been filed?

_____ Yes _____ No

PART II – CONVERSIONS BASED ON THE INSTALLATION OF CONSERVATION EQUIPMENT

Base irrigation groundwater may be converted based on the installation of conversation equipment under § 711.342(5) of the Edwards Aquifer Authority Rules.

For conversions under § 711.342(5), please provide the following information regarding the conservation equipment:

(1) Describe in detail the water conservation equipment purchased and installed by the Applicant upon which this conversion application is based. (In your description, include the equipment specifications including the manufacturer, make, model, serial number(s), etc. A copy of the equipment invoice (No. 3) below will usually include this information:

(2) Please attach copies of any design drawings, schematics, specifications, design standards, operation standards, instructions maintenance standards, etc., which relate to the water conservation equipment in question.

(3) Please attach a purchase invoice showing ownership of the installed water conservation equipment.

(4) State the total acreage, to the second decimal point, which is irrigated with Edwards Aquifer groundwater and which is and will continue to be serviced by the water conservation equipment:

_____ acres

(5) State the total volume of Edwards Aquifer groundwater that you contend is, and will continue to be conserved through the use of the water conservation equipment as determined based on the irrigation water savings assumptions set out in the Irrigation Water Savings Documentation Form (See Attachment A of this application). Please provide any supporting documentation and attach additional pages if necessary.

If you would like to rebut the information derived from using the Irrigation Water Savings Documentation Form, please state the total volume of Edwards Aquifer groundwater that you contend is, and will continue to be conserved through the use of the water conservation equipment and provide a detailed explanation of the methods and calculations used to arrive at that amount. Please provide any supporting documentation and attach additional pages if necessary.

(6) Provide an estimate of the maximum period of time that the water conservation equipment will be reasonably functional in conserving groundwater from the Edwards Aquifer Authority.

_____ years

(7) Complete the following statement:

I hereby certify that the water conservation equipment at issue in this application: _____ was _____ was not installed in accordance with the manufacturer's specifications.

(8) State the date that the water conservation equipment was manufactured and installed:

(9) If the water conservation equipment was either manufactured or installed more than fifteen years ago, please attach information demonstrating that the equipment is as efficient as newly manufactured and installed equipment as determined by the calculations provided in response to No. 5 above.

PART III – APPLICANT’S CERTIFICATION:

I hereby certify that the information provided herein is true and accurate.

Signature of Applicant or Authorized Representative: _____

Date _____

Co-Signature of Applicant, if any: _____ Date _____

State of Texas

County of _____

Before me, a notary public, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing document and, being by me first duly sworn, declared that the statements herein contained are true and correct.

Sworn to and subscribed before me on this ____ day of _____, 20____.

Notary Public’s Signature

IRRIGATION WATER SAVINGS DOCUMENTATION FORM

No Leaching Required

Cooperator _____ Field No. _____
 Practice(s) Being Installed _____
 Purpose of Practice(s) _____
 Date: _____

Existing Irrigation System _____ Converting to New Irrigation System Yes _____ No _____
 Furrow _____ If so, what type _____
 Basin _____
 Border _____
 Surge _____
 C-P Sprinkler _____
 Side-Roll Sprinkler _____
 Other _____
 Meets National Resources Conservation Service (NRCS) Irrigation Guide Yes/No _____
 Soil Type _____, NRCS Intake Family: _____

Benefited Acres _____ acres
 Flowrate to Benefited Area (Q) _____ gpm(A), or _____ cfs(B)
 Annual Irrigation Season (T) _____ hours

1A. Present Gross Water Applied (Well) = $\frac{Q \text{ (gpm)} \times T \text{ (hrs)}}{453 \times \text{acres} \times 12} = \frac{(\text{gpm}) (\text{hrs})}{(453) (\text{ac}) \times 12}$
 = _____ acre-feet / acre

1B. Present Gross Water Applied (Canal) = $\frac{Q \text{ (cfs)} \times T \text{ (hrs)} \times (0.0825)}{\text{acres}} = \frac{(\text{cfs}) (\text{hrs}) (0.0825)}{(\text{ac})}$
 = _____ acre-feet / acre

2. Present Project Application Efficiency = _____%, Planned Efficiency Increase = _____%

3. Potential Project Application Efficiency = Present Project Application Efficiency + Planned Efficiency Inc.
 = _____% + _____%
 = _____%

4. Potential Gross Water Applied = $\frac{(\text{Present Gross Water Applied}) \times (\text{Present Project Application Efficiency})}{(\text{Potential Project Application Efficiency})}$
 = $\frac{(\text{_____}) \text{ acre-feet/acre} \times (\text{_____})\%}{(\text{_____})\%}$
 = _____ acre-feet/acre

Irrigation Water Savings Documentation Form, No Leaching Required (cont.)

**5. Total Annual Water Conserved = Present Gross Water Applied - Potential Gross Water Applied
(Acre-Fect/Acre)**

$$= (\quad) \text{ acre-feet/acre} - (\quad) \text{ acre-feet/ acre}$$
$$= \underline{\hspace{2cm}} \text{ acre-feet/ acre}$$

6. Acre Feet of Water Conserved Annually = Total Annual Water Conserved (Acre Feet/Acre) X Benefited Acres

$$= (\quad) \text{ acre-feet/acre} \times (\quad) \text{ Benefited Acres}$$
$$= \underline{\hspace{2cm}} \text{ acre-feet}$$

Notes:

Total Annual Water Conserved may be applied to the crop in limited irrigation areas to increase the net application or it may be stored in the aquifer/reservoir if the cooperater chooses to apply the same net application of water to the crop before and after the practice installation.

If site specific soil salinity problems require additional water for leaching, producers can contact EAA for alternate procedures.

Care must be taken in estimating before efficiencies and efficiency improvements especially when multiple practices are installed (i.e. pipelines to replace ditch, land leveling, cutting furrow run length, incorporation of soil moisture monitoring into the water management plan) otherwise unreasonable water savings may be computed.