



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.

☐ **Meter Registration**

If a meter is not already registered with the Authority, a completed meter registration form 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.
- ✓ When applicable, Aquifer Management and Program fees may be assessed for the transferee upon approval of an application.

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



APPLICATION TO AMEND

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T _____
Check # _____

PART I - PERMIT HOLDER INFORMATION

Permit Holder 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

PART II – CURRENT PERMIT INFORMATION

Groundwater Use Information :

Initial Regular Permit (IRP)/Regular Permit (RP) No: P _____ (One permit No. per Application)

Current purpose of use: ☐ Municipal Use ☐ Industrial Use ☐ Irrigation Use

Authorized withdrawal amount per annum: _____ acre-feet Rate of withdrawal: _____

For Irrigation Use: _____ acre-feet of Base Irrigation; _____ acre-feet of Unrestricted Irrigation

County of Current Place of Use: _____

Legal Description of Current Place of Use: _____

Part III - Amendment Information

A. Type of Amendment (check all applicable):

☐ **Permit Holder Name**

Please attach documents supporting name change, (example: Last Will and Testament, Letters Testamentary, etc.)

☐ **Place of Use**

Please attach a recorded legal description of the place of use where the groundwater rights will be beneficially used.

☐ **Point of Withdrawal**

Please attach a completed well registration form or well construction application, and well meter registration form **if the well is not already registered** with the Authority.

☐ **Purpose of Use**

☐ **Other**

Part III - Amendment Information Continued

B. Please describe the proposed amendment(s) below:

C. Effective Date of Amendment: _____

Part IV – 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 Permit Holder or Agent

Signature of Permit Holder or Agent

STATE OF TEXAS

COUNTY OF _____

Subscribed and sworn before me this _____ day of _____, 20_____.

Notary Public's Signature

Date Commission Expires: