



## Form 55-65 Instructions

# Late Registration of a Well

### Introduction

These instructions are a guide to filling out Form DWR 55-65, 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.azwater.gov>. For information about the form or these instructions, contact Groundwater Permitting & Wells at (602) 771-8527.

### 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 a well drilled prior to June 12, 1980 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

**The filing fee for the Late Registration of a Well is \$60.00.** Payment may be made by cash, check, or credit card (if you wish to pay by credit card, please contact the Groundwater Permitting and Wells Program at 602-771-8527). Checks should be made payable to the Arizona Department of Water Resources.

**Failure to enclose the filing fee will cause the Late Registration to be returned. Fees for the Late Registration of a Well are authorized by A.R.S. § 45-113 and A.A.C. R12-15-104.**

### 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. Use of a Global Positioning System (GPS) receiver or a conventional survey is the

preferred method, although the data may also be obtained through estimation from a USGS quadrangle map. If a GPS unit is used, the unit should be adjusted to use the NAD-83 datum. Please indicate if the geographic coordinate datum used was NAD-83, and if not, which datum was used.

- 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.

Additional items that should be submitted with your application include photos of the well and a copy of the County Assessor Map, or an aerial photo, with an "X" marked where the well is located on your property.

**Section 6 – Optional By Property Owner and Well Owner Only**

The property owner and the well owner may grant ADWR permission to enter the property and obtain depth-to-water measurements from the well. The purpose of obtaining depth-to-water measurements is to collect groundwater level information that can be used to develop water level maps and databases that support scientific, planning and water management studies throughout the state. If permission is granted, ADWR will enter the property only during reasonable hours and no more than once per year.

**Section 7 – 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 Permitting and Wells Unit  
P.O. Box 36020  
Phoenix, Arizona 85067-6020

Completed forms may also be submitted to ADWR's main office in Phoenix at 1110 W. Washington St., Suite 310, Phoenix, Arizona 85007-2952.

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.