

ARIZONA DEPARTMENT OF WATER RESOURCES

Groundwater Management Support Section

500 North Third Street, Phoenix, Arizona 85004-3921

Telephone (602) 417-2470 Fax (602) 417-2422

JANE DEE HULL
GovernorRITA P. PEARSON
Director

Dear Single Well License Applicant:

The Department appreciates your interest in obtaining a license to drill a single, exempt water well on your property. The following information is to guide you through the application process.

The rules governing well construction by a landowner require the application for a Single-Well Driller's License be filed with the Department at least twenty days prior to the well drilling examinations. (See the Time Frames enclosure for more specific information as to when you should file your application). The examinations are regularly scheduled for the second Friday of every even numbered month. You must pass two examinations which demonstrate knowledge of the State's minimum well construction requirements (including abandonment), as well as drilling techniques specific to the type of drilling rig or method (including hand dug wells) that you will use. The tests consist of true/false and multiple/choice questions, and a score of seventy percent (70%) on both examinations is required.

After successfully completing the required examinations, you will be issued a Single-Well License, which makes you eligible to drill or abandon one exempt water well at the location specified in your application. No fee is assessed for this license. (An exempt well is one with a maximum pump capacity of thirty-five (35) gallons per minute and which is used primarily for domestic purposes, including the noncommercial irrigation of less than two acres of land). Your license is valid for one year from its issuance. In order to receive actual drilling authority, however, you need to file a Notice of Intention to Drill (NOID) form with the Department and wait until you have received a drilling card.

To assist you in understanding the substantive requirements for this license, the statutes and Department rules governing the licensing of well drillers are included with your application. Additionally, I have enclosed important information regarding the time frames within which the Department must make a decision on your application and how this relates to the timing of filing your application and taking the examinations.

If you have any questions, feel free to call me at (602) 417-2470 or miball@adwr.state.az.us.

Sincerely,

Michael I. Ball
Chief, Technical Support UnitEnclosures
DWR-37-41 (Rev 3/99)

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WL-9

APPLICATION FOR SINGLE-WELL DRILLERS LICENSE FOR AN OWNER-DRILLED (OR ABANDONED) WATER WELL

Pursuant to Arizona Administrative Code ("A.A.C.") R12-15-807, only one EXEMPT well (<35 g.p.m.) may be drilled using this license.

OWNER/DRILLER OF THE WELL:

1. Name () Phone

Address City State Zip Code

2. Has applicant ever been issued a driller's license from the Department of Water Resources? YES NO. If yes;

Name in which the license was issued ADWR License Number Date Issued

3. Owner of drill rig (if the owner of the drill rig is someone other than the applicant, attach a copy of a lease)

Name Address City State Zip Code

4. Type of drilling rig or method to be used in the construction of the well (cable tool, air/mud rotary, hand dug, hydra-drill, etc.).

5. Name and address of anyone assisting in the drilling of the proposed well: Will they be paid? YES NO

Name Address City State Zip Code

WELL INFORMATION:

6. Location of well being drilled: N/S E/W 1/4 1/4 1/4 Township Range Section 10 acre 40 acre 160 acre

7. County Assessor's Parcel ID information: County Book Map Parcel #Acres

8. Does applicant own the land on which the well is being drilled? YES NO

9. Will applicant be the user of the well when it is completed? YES NO

10. What will the water from the well be used for?

DESCRIPTION OF PROPOSED WELL: (For a hand-dug well, please include a sketch or diagram of the proposed well)

11. Surface casing: Diameter: Depth: Downhole casing: Diameter: Depth

12. What is the designed pump capacity of the proposed well? G.P.M. When will construction of the well begin?

QUALIFICATIONS OF APPLICANT: (Example: Experience with drilling rigs, types & number of wells drilled, etc.)

13. (Use continuation sheet if necessary)

THIS LICENSE IS VALID FROM ONE YEAR OF ITS ISSUANCE. ACCOMPANYING YOUR LICENSE WILL BE A BLANK NOTICE OF INTENT TO DRILL (NOID) FORM WHICH MUST BE FILED WITH THE DEPARTMENT IN ORDER TO RECEIVE YOUR DRILL CARD PRIOR TO DRILLING. PLEASE DO NOT DELAY IN FILING THE NOTICE OF INTENT TO DRILL, BECAUSE THE EXPIRATION DATE LISTED ON THE DRILLING PERMIT (THE DRILL CARD) WILL CORRESPOND WITH THE EXPIRATION DATE LISTED ON YOUR SINGLE-WELL DRILLER'S LICENSE.

I, the undersigned, declare that I have read the above and that the answers are complete and correct to the best of knowledge.

DATE SIGNATURE OF APPLICANT

Time Frames for Review of Your Application for a Single Well License

Within 130 days after receipt of your application, the Department will determine whether your application should be granted or denied, unless this time is extended as described below. In processing your application, the Department will first determine whether the application is administratively complete (administrative completeness review), and then whether the application meets the substantive criteria established by statute or rule (substantive review). Each of these reviews will be completed within the times stated below. The time for the administrative completeness review plus the time for the substantive review is referred to as the overall time frame.

1) Administrative Completeness Review Time Frame

Within 25 days after receipt of your application, the Department will determine whether your application is complete and will issue a written notice of administrative completeness or deficiencies. After your application is complete, the Department will proceed with substantive review. Although Department rules require applications to be filed only twenty days prior to the examinations, and although this initial completeness review, as well as part of the substantive review, is usually completed in less than ten days, you are urged to submit your application at least twenty-five days prior to the date of the examination to ensure that you are qualified for and may be scheduled to take the examinations.

If the Department sends you a letter that your application is incomplete, the Department will include a comprehensive list of specific deficiencies. Until the missing information is received, both the administrative completeness review and the overall time frames will be suspended. When the Department receives the missing information, the administrative completeness review and overall time frames will resume. Your application will not be complete until all of the requested information is received. If you do not supply the missing information within sixty (60) days, the Department may deem your application withdrawn and close the file.

2) Substantive Review Time Frame

Within 105 days after the application is complete, the Department will review your application to determine whether it meets the substantive criteria required by statute or rule. The substantive review includes ascertaining whether or not you pass both required examinations with a score of at least seventy percent (70%). It is important to note that the examinations are given only once every two months. Therefore, if you do not appear for the earliest scheduled examination or do not pass both examinations, you may run over the time frame within which the Department must grant or deny your license. If this occurs, you will be required to re-apply for the license before the Department will schedule you for another examination. However, by mutual written agreement between you and the Department, the time for substantive review may be extended by up to thirty-two (32) days. Therefore, if you do not pass all of the required examinations, you have some additional time to pass them without being required to file a new application with the Department.

During the substantive review, the Department may make one written request for additional information. You may also agree in writing to allow the Department to submit supplemental requests for additional information. If additional information is requested by the Department, both the substantive review and overall time frames will be suspended. When the additional information is received, the substantive review and overall time frames will resume.

At the end of the Department's substantive review, the Department will send you a written notice either granting or denying your application. If your application is denied, the notice will include the justification for the denial and an explanation of your right to appeal the denial.