

INSTRUCTIONS FOR STATEMENT OF CLAIMANT FORM DOMESTIC USE

INTRODUCTION

The filing of a completed statement of claimant form serves as an official claim of a water right. Receipt by the Arizona Department of Water Resources (ADWR) of the notarized form along with the appropriate filing fee officially enters the claim in the court adjudication proceeding.

After the final filing date has passed, ADWR will assist the court by tabulating, investigating, and verifying the information submitted on the statement of claimant forms. ADWR will identify claims and rights which may have been abandoned or forfeited and will conduct any other studies or investigations which are necessary for a proper determination of relative rights. Upon completing the investigations, a preliminary report will be made available for each claimant to examine. Claimants will have the opportunity to file comments to ADWR before the report is made final and submitted to a court-appointed master. Before the report is admitted into evidence, claimants will have an opportunity to file written objections. After consideration of the final ADWR report and all testimony properly presented, the master will file a report with the court which will then make final judgment on the priority and extent of all water rights in the river system. The final decree will be referred to ADWR for administration under the jurisdiction of the court.

Who should file in this adjudication?

Anyone who uses or has used water from a well or from springs, streams, lakes, or other impoundments for any purpose and these sources are within the boundary of the watershed should file a claim for water rights. Anyone who receives all their water from a municipal system, water company, association or irrigation district, or other such entity need not file provided that the water supplier files the water right claim. You should contact your water provider to make sure they will file.

Who should file a “Domestic Use” form?

Domestic use includes water used inside the house for drinking, cooking, laundry, and sanitation and water used outside the house for lawns, gardens, and orchards up to a total of one-half acre for each family. Domestic use also applies to multi-family water supply systems so long as they are not enfranchised as a private water company. Small amounts of stockwatering use may be included under this category.

Should a separate form be filed for each point of diversion?

A separate form must be filed for each point of diversion unless the water obtained from the multiple points of diversion is combined in a conveyance system supplied by each of the points of diversion before reaching the place of use. Under this situation, only one form is required for all the contributing points of diversion.

Should a separate form be filed for each place of use?

Although rights to public water are attached to the land, the number of forms required is tied to the number of independent points of diversion. Therefore, different places of use may be included on one form consistent with the need to file for each diversion or well.

Should a separate form be filed for each type of use?

Yes. Separate forms must be completed and filed for each type of use, even though they may be supplied from a single source. Only one filing fee is necessary when more than one type of use form is required and all these uses are supplied from a common source of supply. To insure proper credit of the fees, all forms should be submitted together.

Cost of filing a statement of claimant:

The filing fee for an individual is \$20.00 for each statement of claimant form filed except when more than one use is served from a common source of supply and two or more type of use forms are required. The filing fee for a corporation, municipal corporation, the State or any political subdivision, or an association or partnership is two cents for every acre-foot of water claimed per annum, or \$20.00, whichever is greater. Make checks and money orders payable to the Arizona Department of Water Resources. You can also pay with a credit card by calling 1-866-246-1414.

Should claims be filed for groundwater?

Yes. The law provides that the adjudication will determine the extent and priority of the rights to the use of all water which is appropriable and all water subject to claims based upon federal law. Not knowing precisely how the court may rule on “water subject to claims based upon federal law” all groundwater users are urged to file a claim.

Should a claim be filed for some potential future use?

No. Under the Arizona system of water law, water rights cannot be established or reserved for some potential future use. Water rights can only be established through proper legal appropriation and putting the water to actual beneficial use.

INSTRUCTIONS

The numbered instructions below correspond to the question numbers on the Domestic Use statement of claimant form. Please fill out the form by printing with black or blue ink. **NOTE:** Should the space provided on the form not be sufficient, you should write “see attached sheet” and provide an attached page that gives the data.

1. Claimant Name and Address

Use the name of the property owner as it appears on the deed. Use the full name if the claimant is an association, political subdivision firm, partnership, corporation, agency, or other such entity.

2. Basis of Claim

The basis of claim is the method by which the claimed water right was established. If the right involves multiple sources of supply that are combined in a common distribution system and these sources of supply have a different basis of claim, check all appropriate boxes. In the

Additional Comments section, question 12, relate each basis of claim to its respective point of diversion specified in question number 5.A.

A. If the claimed water right was established prior to the enactment of the June 12, 1919 Public Water Code, check box A. These rights were acquired by filing notices of intended use with the county recorder or simply by diverting water and putting it to beneficial use prior to June 12, 1919. Persons claiming these water rights were required to register their claims with the Arizona State Land Department to be in compliance with the 1974 Water Rights Registration Act. List the registry number for the claim obtained when registered under this Act. For information on the registry of claims, you may contact ADWR's Permitting Unit at 602-771-8621 or 1-800-352-8488 (toll free within Arizona).

B. If the claimed water right was established after June 12, 1919, according to the administrative provisions of the Public Water Code, check box B. These rights are acquired by making application with the State, obtaining a permit, putting the water to beneficial use, and obtaining a certificate of water right. List the application number for this right and, if issued, the permit and certificate numbers. For information on water right applications, you may contact ADWR's Permitting Unit at 602-771-8621 or 1-800-352-8488 (toll free within Arizona).

C. If the claimed water right was established or confirmed by a court decree, check box C and list to the extent known the principal litigants, name of court, date, and case number. If the decree has a common name, it may be shown (e.g., Norviel, Kent, Gila, etc.). ADWR does not have this information.

D. If the water supply is from a well and believed to be groundwater in the legal sense, check box D. In Arizona, underground water flowing in definite channels with defined beds and banks or the subflow of surface streams, may be considered appropriable surface water rather than groundwater.

E. If the claimed water right was established by a process other than those listed in A through D above, check box E and describe the process.

3. Claimed Priority Date

This is the date the water was first used from any source by you or the previous owner(s). If your claimed water right was established prior to June 12, 1919, the priority date is:

A. The date of filing of intended use with the county recorder; or

B. The date the water was first put to beneficial use.

If your claimed water right was established after June 12, 1919, according to the provisions of the Public Water Code, the priority date is the date of application for a permit to appropriate water.

If you have a decreed water right, your priority date is the date specified in the decree.

4. Source of Water

Check the correct box(es) that represent the source(s) of supply for the claimed water right and list the name(s) of the stream, spring, or reservoir and what it is tributary to. If the distribution system or source of supply incorporates the use of a regulating, storage, or tailwater reservoir, check box C in addition to any other boxes that are appropriate.

5. Legal Description of the Point of Diversion and the Place of Use (Attach Additional Sheets if Required)

A. Point of Diversion: Provide the county name, section number, township number (north [N] or south [S]), range number (east [E] or west [W]), and the quarter, quarter, quarter of the section. The point of diversion is the location where water is diverted from a stream, spring, or lake; the location of a dam that forms a reservoir; or the location of a well. If the claimed

water right involves multiple sources of supply that are combined in a common distribution system, list the additional points of diversion in the Additional Comments section or on a separate sheet.

B. Place of Use: Provide the county name, section number, township number (north [N] or south [S]), range number (East [E] or West [W]), and the quarter, quarter, quarter of the section. Provide the county assessor book, map, and parcel number, subdivision name, and block and lot numbers.

6. Other Uses

Describe any other uses supplied from each point of diversion listed in question 5.A. A separate statement of claimant form must be completed for each of the other uses. However, only one filing fee is required for all uses supplied by a common point of diversion or supplied through a common distribution system in which the different sources of supply are combined before being put to use. To insure proper credit of the fees, all forms should be submitted together.

7. Means of Diversion

Indicate the method used to divert the water. Item C refers to the well registration number which should be on file with ADWR. For information on wells, you may contact ADWR's Groundwater Permitting and Wells Unit at 602-771-8527 or 1-800-352-8488 (toll free within Arizona).

8. Number of Persons or Dwellings

Indicate the number of persons or dwellings served by this domestic use from each point of diversion listed in question 5.A.

9. Annual Water Claimed

Indicate the yearly volume of domestic water supplied from each point of diversion listed in question 5.A. The annual volume in acre-feet for a full-time residence can be estimated by multiplying the number of persons served by 0.17. This estimate is based on an average use of 150 gallons per person per day, which is close to the statewide average. You may need to adjust these standards to accommodate your particular situation. One acre-foot of water is about 325,851 gallons.

If you have questions about the adjudication, you may call or 1-866-246-1414 (toll free). Mail form(s) and fee(s) to:

Arizona Department of Water Resources
Adjudications Support Unit
P.O. Box 36020
Phoenix, Arizona 85067-6020