

ARIZONA DEPARTMENT OF WATER RESOURCES
Small Community Water System
SYSTEM WATER PLAN
UPDATE FORM

Community Water System Name

91- Community Water System Number

(A.R.S. § 45-342) **Community Water System Planning and Reporting Requirements**

Definitions:

"Community water system" means a public water system that serves at least fifteen service connections used by year-round residents of the area served by the system or that regularly serves at least twenty-five year-round residents of the area served by the system. A person is a year-round resident of the area served by a system if the person's primary residence is served water by that system.

"Large community water system" means a community water system that serves water to more than one thousand eight hundred fifty persons.

"Public water system" means an entity that distributes or sells water and that qualifies as a public water system under section 49-352, subsection B.

"Small community water system" means a community water system that does not qualify as a large community water system.

The System Water Plan has three components:

- Water Supply Plan
- Drought Preparedness Plan
- Water Conservation Plan

Instructions are listed under each section of this form.

Exemptions:

- Systems with a Designation of Assured Water Supply may skip Part 1: Water Plan. If you have applied for and ADWR has issued a Designation of Assured or Adequate Water Supply for your entire service area, you'll be listed here: https://new.azwater.gov/sites/default/files/media/List_of_Designated_Providers_1-4-2018_2.pdf If you're not listed as a Designated Provider, you must complete Part 1.
(Note: A Certification of Adequate Water Supply or a Water Adequacy Report for a specific subdivision is not a Designation. For questions regarding DAAWS contact the DAAWS Office at 602-771-8599.)
- Systems that are located in Active Management Areas (AMAs) and that are regulated under one of the programs for large municipal water providers (serve more than 250 acre-feet water per year) may skip Part 3: Conservation Plan.
- A system located in an AMA and regulated as a small provider may skip the Conservation Plan if it can demonstrate that it will be regulated as a large provider within the next five years. For instructions, see A.R.S. § 45-342 F

Mail or email your system water plan to the following address:

Arizona Department of Water Resources
Community Water Systems
P.O. Box 36020
Phoenix, AZ 85067-6020
ecws@azwater.gov

For assistance, please contact us at:

Phone: (602) 771-8585

Email: ecws@azwater.gov



Receipt No.

[Grey rectangular box for receipt number]

For official use only

PART 1: WATER SUPPLY PLAN

Community Water System

Does your system have a Designation of Assured Water Supply? Yes No

If yes, you may skip this section (A.R.S. § 45-342) and continue with Part 2 – Drought Preparedness Plan. If you're unsure, check [this list](#) of water providers with a Designation of Assured or Adequate Water Supply or visit the ADWR website to view list.

Please select how you will report water measurements in this form. Use either gallons or acre-feet, but not both. Gallons Acre-feet

(Note: To convert acre-feet to gallons, multiply by 325,851. To convert gallons to acre-feet, divide by 325,851.)

A. Service Area Lands

1. City/town where system is located:
2. County where system is located:
3. Township/range/section where your system is located (if known):
4. Approximate square miles of service area:
5. Average residential lot size:
 - Less than 10,000 sq ft
 - 10,000 sq ft – 1 acre (43,560 sq ft)
 - 1 – 5 acres
 - 5.1 – 10 acres
 - More than 10 acres
6. Describe the area you serve. The map or description must describe or show the **boundaries of your service area, transmission and distribution lines. If you are a large system (serve more than 1,850 people), you must submit a service area map** unless you have already submitted map pursuant to A.R.S. § 45-498. (The map may also show streets, town limits, landmarks, etc.)

7. Type of area served (consider majority of area served). Please check all that apply:
- Residential single family
 - Mixed uses (residential and non-residential)
 - Commercial
 - Mobile home park
 - Institutional (military base, school, or correctional facility)
 - Homeowner's Association or Cooperative
 - Other (please describe):
8. Typical or predominant landscaping type in residential areas: Please check only one type.
- Low water- use landscaping
 - Turf
 - Not landscaped/not irrigated (dirt or natural desert)
 - No outdoor water use (e.g. mobile homes with no yards)
 - Other (please describe):

B. Interconnections

(Note: If you are located within an Active Management Area (AMA), interconnect agreements may be reviewed by the director of ADWR pursuant to substantive policy statement GW37 as authorized by A.R.S. §45-492(C).)

1. Do you have an interconnection with another water system? Yes No
2. If yes, list name of other system(s):
3. Describe the interconnections, including conditions under which water transfer can take place. **If you are a large system provide a map of the interconnections** unless previously provided pursuant to section A.R.S 45-498

C. Sources of Supply

1. Please check all sources of water supply used to meet demand in your system:
 - Groundwater
 - Non-CAP Colorado River water
 - CAP
 - CAP (Stored)
 - Reclaimed water
 - Other (please describe):
2. If you checked groundwater above, do you measure water levels in your wells? Yes No
3. For each well, provide the well registration number and the most recent water level measurement and date measured (if available). (**Note:** Do not include water levels at well sites that are sources of supply for hard rock mining or metallurgical processing.)

ADWR Well Registration Number (55 - _____)	Depth - to - Water	Date Measured

(If more space is needed, please attach additional sheets.)

D. Water Sold and Purchased

- Did you sell water to another water system during the past five years? Yes No
If yes, list quantities and systems. Please use the same units (gallons or acre-feet) that you selected previously.
- Did you purchase water from another water system during the past five years? Yes No
If yes, list systems and quantities:

E. System Production/Demand

- How much water did you use from the sources below? If your system is not metered, please estimate. Please use the same units (gallons or acre-feet) that you selected previously.
Will the quantities entered below be mostly metered or mostly estimated?
 Mostly metered Mostly estimated

Year	Month	Groundwater	Colorado River (Non-CAP)	CAP	CAP (Recovered)	Other Surface Water	Reclaimed Water	TOTAL
2012	Jan							
	Feb							
	Mar							
	Apr							
	May							
	Jun							
	Jul							
	Aug							
	Sep							
	Oct							
	Nov							
	Dec							
								Total
								2012 average daily demand (divide total volume by 365 days) =

Year	Month	Groundwater	Colorado River (Non-CAP)	CAP	CAP (Recovered)	Other Surface Water	Reclaimed Water	TOTAL
2013	Jan							
	Feb							
	Mar							
	Apr							
	May							
	Jun							
	Jul							
	Aug							
	Sep							
	Oct							
	Nov							
	Dec							
								Total
								2013 average daily demand (divide total volume by 365 days) =

Year	Month	Groundwater	Colorado River (Non-CAP)	CAP	CAP (Recovered)	Other Surface Water	Reclaimed Water	TOTAL
2014	Jan							
	Feb							
	Mar							
	Apr							
	May							
	Jun							
	Jul							
	Aug							
	Sep							
	Oct							
	Nov							
	Dec							
								Total
								2014 average daily demand (divide total volume by 365 days) =

Year	Month	Groundwater	Colorado River (Non-CAP)	CAP	CAP (Recovered)	Other Surface Water	Reclaimed Water	TOTAL
2015	Jan							
	Feb							
	Mar							
	Apr							
	May							
	Jun							
	Jul							
	Aug							
	Sep							
	Oct							
	Nov							
	Dec							
								Total
								2015 average daily demand (divide total volume by 365 days) =

Year	Month	Groundwater	Colorado River (Non-CAP)	CAP	CAP (Recovered)	Other Surface Water	Reclaimed Water	TOTAL
2016	Jan							
	Feb							
	Mar							
	Apr							
	May							
	Jun							
	Jul							
	Aug							
	Sep							
	Oct							
	Nov							
	Dec							
								Total
								2016 average daily demand (divide total volume by 365 days) =

2. For systems that use meters to measure groundwater withdrawal and diversions, provide data for the average daily demand, peak day demand, and maximum monthly demand for the past five years.

(Note: Please use the same units (gallons or acre-feet) that you selected previously)

Year	Peak Day Demand		Year	Average Daily Demand	Maximum Monthly Demand
2012	Date:		2012		
	Quantity:				
2013	Date:		2013		
	Quantity:				
2014	Date:		2014		
	Quantity:				
2015	Date:		2015		
	Quantity:				
2016	Date:		2016		
	Quantity:				

3. In the past five years, were there any instances where you were not able to meet peak demand? Check either the first choice or any of the remaining choices that apply.

- Peak demand was always met
- Well pump failed
- Well casing collapsed
- Well went dry
- Storage tank failed
- Surface water shortage
- Distribution line break/failure
- Interconnect down
- Treatment facility problem/failure
- Other (please describe):

4. Do you have storage facilities?

Yes No

If yes, what is your total storage capacity?

5. Do you treat your potable water?

Yes No

If yes, describe treatment facilities/methods:

F. Analysis of Projected Water Demand

1. ADWR for assistance with projecting population and demand.

(Note: Please use the same units (gallons or acre-feet) that you selected previously)

Year	Projected Population	Projected average daily demand on system
2022		
2027		
2037		

2. Do you anticipate problems meeting these future demands? Yes No
3. Do you expect any type of change in your area that could increase the demand on your water supply? Check either the first choice or any of the remaining choices that apply.
 - No change expected
 - Development
 - Population increases
 - Industry
 - Agriculture
 - Other (please describe):
4. Do you need assistance with water resource planning? Check either the first choice or any of the remaining choices that apply.
 - No assistance required at this time
 - Conservation resources
 - Projecting future demand
 - Drought planning
 - Well/aquifer information
 - Other (please describe):
5. Are you planning to make any changes to help you meet demand over the next 20 years? Check either the first choice or any of the remaining choices that apply.
 - No changes planned
 - Additional and/or improved conservation program
 - Increased storage
 - Additional well(s)
 - Deepen well(s)
 - Other (please describe):



Instructions

Before beginning your drought plan, please note there are resources available for assistance on ADWR's Community Water System web page: <https://new.azwater.gov/cws/system-water-plan>

Drought Stage Planning for Small Community Water Systems

- Provides examples of drought stages and management measures for smaller water providers.

Conservation and Drought Planning for Community Water Systems: How do they work together?

- Includes tips on drought and conservation planning, as well as example drought stages and management measures for large and small systems.

A. Contact Information

1. FACILITY NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

2. List the persons responsible for directing operations during a water shortage emergency:

NAME: _____

POSITION: _____

PHONE NUMBER: _____

B. Drought Plan of Action

1. Drought Stages:

Decide how many drought stages you will have for your water system. *ADWR suggests three or four stages, beginning with "no drought – normal conditions".*

Decide what management measures will be appropriate for your system for each drought stage. Fill in the measures you have chosen for each drought stage in the **Management Measures** column of the table. *You may choose measures from the help sheets, choose your own measures, or a combination of the two.*

Drought Stage Name or Number	Management measures <i>(consider measures for the system and for the customers)</i>
<p style="text-align: center;">0 (normal conditions)</p>	<p><i>(see Part 3 Conservation Plan for measures you wish to implement during normal conditions)</i></p>
<p style="text-align: center;">1 (moderate drought)</p>	
<p style="text-align: center;">2 (severe drought)</p>	

3 (extreme drought)	
4 (exceptional drought)	

(Note: If you have a curtailment tariff in place, it may be submitted in place of the drought plan if it includes all the information in the pages below.)

6. Based on your current description of drought stages, what is the highest / worst stage you have declared in the past five years? Please check only one answer.

- Zero Stage
- First Stage
- Second Stage
- Third Stage
- Fourth Stage

7. Based on your current description of drought stages, what stage of drought are you currently implementing? Please check only one answer.

- Zero Stage
- First Stage
- Second Stage
- Third Stage
- Fourth Stage

8. At which stage, if any, do your drought management measures begin to be mandatory? Please check only one answer.

- No measures are ever mandatory
- Zero Stage
- First Stage
- Second Stage
- Third Stage
- Fourth Stage

C. Implementation of Drought Stages

1. Do you utilize any of the following indicators to help you determine when to initiate a drought stage for your system? Please check all that apply.

	Yes	No	<i>Would like to receive</i>
Precipitation and weather forecasts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regional drought conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Range and forage conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aquifer levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please describe):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Who has the authority to initiate and/or change a drought stage for your system?

3. If you chose to make any of your management measures mandatory for your customers, how will you enforce them?

D. Communication with Customers

1. Do you utilize any of the following for educating your customers about drought conditions and the need for water conservation? Check all that apply.

	<i>Already implementing</i>	<i>Plan to implement</i>
Information with water bill	<input type="checkbox"/>	<input type="checkbox"/>
Free publications	<input type="checkbox"/>	<input type="checkbox"/>
Media (radio, TV)	<input type="checkbox"/>	<input type="checkbox"/>
Website	<input type="checkbox"/>	<input type="checkbox"/>
Speakers bureau presentations	<input type="checkbox"/>	<input type="checkbox"/>
Workshops	<input type="checkbox"/>	<input type="checkbox"/>
Other (please describe):		

2. How will customers be notified of a drought stage declaration and implementation of associated management measures? (**Note:** *different stages of drought may need different notification methods. If the system has reached the point of a water shortage, rapid notification will be necessary.*)
Check all that apply.

Deliver notice door to door	<input type="checkbox"/>
Mail notice to service address	<input type="checkbox"/>
Post signs at well sites	<input type="checkbox"/>
Post signs at entrances to major subdivisions	<input type="checkbox"/>
Other (please describe):	

E. Development of Emergency Supplies

1. How will you get water to your customers in an emergency water shortage situation? (**Note:** *It is the community water system's responsibility to have an emergency source of water and an emergency plan in place. Please attach any documentation that will further describe your plan of action.*)

Check either the first choice or any of the remaining choices that apply.

- We do not have a backup supply
- Utilize interconnection, list provider: _____
- Haul water, from:
- Use backup well
- Provide bottled water
- Drill new well
- Other (please describe):

2. Should alternative/backup water supplies become necessary, do you have arrangements in place to obtain them?

- Yes No

3. Have you had to use any of the following methods to augment your supply in the last five years? Check either the first choice or any of the remaining choice that apply.

- No augmentation needed
- Utilize interconnection, list provider: _____
- Haul water
- Use backup well
- Provide bottled water
- Drill new well
- Other (please describe):



PART 3 WATER CONSERVATION PLAN

Community Water System Name/Number _____

Is your system located in an Active Management Area (AMA) and regulated under one of the programs for large municipal water providers? Yes No

If yes, you may skip this section and continue with Part 4 – Certify and Submit.

Below are examples of water conservation measures or best management practices (BMPs) that can reduce water use, improve water efficiency, and enhance drought preparedness. Please check all that apply.

CONSERVATION MEASURES (BEST MANAGEMENT PRACTICES)	Already implementing = ✓	Will implement in next 5 years = ✓
1. General Measures		
Wells are metered		
Service connections are metered		
Water rate structures encourage efficient water use. (e.g. higher rates for higher use)		
Reclaimed water used for landscape watering.		
2. Measures to Limit Lost and Unaccounted for Water		
Leak detection and repair		
Meter testing, repair and replacement		
Storage tank evaporation controls		
Infrastructure and/or storage facility improvements		
Elimination of illegal connections		
Other (Describe)		
3. Measures to Raise Public Awareness		
Free conservation handouts or materials for customers		
Conservation tips with water bills or on website		
Request that customers reduce water use by a %		
Participation in special events and/or community programs		
Other (Describe)		
4. Measures to Assist Customers or Provide Outreach		
Residential audit program		
Advice on how to check home for leaks and make repairs		
Residential interior retrofit program		
Non-residential interior retrofit program		
Non-residential water budgeting program		
Residential or non-residential low water-use landscape information and/or consultations		
High water-use notification		
High water inquiry resolution		
Water waste investigations and assistance		
Other (Describe)		
5. Measures to Educate and/or Train Customers		

Adult education and/or training workshops and classes		
Youth education program		
Speakers bureau		
Xeriscape demonstration garden		
Other (Describe)		
6. Incentives for Efficient Water Use or Conservation		
Residential toilet rebate or incentive for efficient toilets		
Residential toilet replacement		
Rebates or incentives for other efficient fixtures or appliances		
Rebates or incentives for turf conversion or xeriscape installation		
Rebates or incentives for gray water or rainwater fixtures		
Non-residential rebates, incentives, loans, etc.		
Other (Describe)		
7. Measures to Restrict Water use (Conditions of Service or Ordinance)		
Prohibiting water waste or tampering		
Limiting turf or water intensive landscapes in new residences or developments		
Requiring low water-use landscapes		
Designating landscape watering days or times		
Prohibiting high water use activities (such as landscape watering) during peak demand hours		
Requiring water-conserving fixtures or appliances that are more efficient than specified in current state codes		
Requiring hot water recirculation devices		
Requiring retrofits on resale		
Requiring on-site rainwater harvesting		
Requiring gray water plumbing		
Requiring car wash recycling		
Requiring a water use plan for new large commercial or industrial customers		
Other (Describe)		
8. Innovation or Research Programs		
Evaluating a new technology or program		
Implementing a new technology or program		
Researching a new technology or program		
Other (Describe)		



PART 4: CERTIFY AND SUBMIT

Community Water System Name/Number

I HEREBY CERTIFY that the above statements are true to the best of my knowledge and belief.

Name of the person preparing the form

Title

Signature of person preparing the form

Date Submitted

Telephone

Email

Please return form by email, fax or mail to:

Arizona Department of Water Resources
Community Water Systems
P.O. Box 36020
Phoenix, AZ 85067-6020

FAX: 602-771- 8689

EMAIL: ecws@azwater.gov

THANK YOU!

