Water Resources Program

Instructions and Application

Assignment of Application or Permit to Appropriate or Store Water

When do I use this form?
You must use this form to transfer ownership of a water right application or permit, or to add additional owners (RCW 90.03.310). **Please complete one application per water right.** If you need to **change the place of use**, you will need to complete an Application for Change/Transfer of Water Right.

An assignment is made whenever the owner(s) wishes to transfer all or part of the ownership of an application or a permit to appropriate or store water. This most commonly occurs when the parcel(s) designated as the "place of use" changes ownership. To remain a viable application or permit, the owner(s) must be capable of developing the water use(s) at the designated place of use. Normally only the property owner, a lessee, or a legally recognized water system has authority to develop a water use on a parcel of land.

Do I need to assign other water right documents?
Once the permit-holder puts water to full beneficial use, as authorized under permit, a water right is established. A water right, once established, attaches to the land upon which it is legally used. Therefore, the Department does not assign a water right certificate or a water right claim.

What must the new owner(s) do?
The new owner(s) may need to provide additional information before accepting the assignment. For example, they may be asked to show that the assignment complies with the provisions of the Family Farm Water Act, Chapter 90.66 RCW.

Do I need to do anything other than complete this form?
An assignment of an application or permit is not valid until filed with the Department of Ecology. Submit the assignment and non-refundable $50 fee to:

DEPARTMENT OF ECOLOGY
CASHIERING UNIT
PO BOX 47611
OLYMPIA, WA 98504-7611

The seller may also need to pay a real estate excise tax. The Department of Ecology notifies the Department of Revenue of potential taxable water right related actions. Please contact the state Department of Revenue for further information. The phone number is (360) 570-3265. The mailing address is: Department of Revenue, Real Estate Excise Tax, P.O. Box 47477, Olympia, WA 98504-7477. You may also contact them through the internet at: http://dor.wa.gov or e-mail REETSP@DOR.WA.GOV

What if I have more questions?
Below is a map of the State of Washington, with outlines of the four Ecology Regions. If you have questions about the assignment, contact the Water Resources Program at the regional office serving the area where your project is located.

Check the region in which the project is located:

- ☐ Southwest Regional Office (360) 407-6300
- ☐ Central Regional Office (509) 575-2490
- ☐ Northwest Regional Office (425) 649-7000
- ☐ Eastern Regional Office (509) 329-3400

(ECY 040-1-61)

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(Scroll down to fill out form)

Water Resources Program

Assignment of Application or Permit to Appropriate or Store Water

(To change the ownership of an application or permit)

A NON-REFUNDABLE $50.00 FEE MUST ACCOMPANY THE FILING OF THIS FORM

One Assignment per Application/Permit

Applicant/Permittee

Name:		
Address:		
City:	State:	Zip:
Phone:	Email:	

Assignee/New Owner

Name:		
Address:		
City:	State:	Zip:
Phone:	Email:	

Assign (Please select one)

☐ **Full** Application or Permit No. _____ to appropriate public waters of the State of Washington.

☐ **Partial** Application or Permit No. _____ to appropriate public waters of the State of Washington.

This assignment is being made for the following reason(s):

_____

_____

If for a permit to appropriate or store water:

☐ The development schedule can be met.
☐ The development schedule cannot be met. (Contact Ecology for an extension request)

Partial Assignment(s) Only

For each portion, please include a clear legal description of the place of use.

***If the intent of this form is to divide a water right permit,* the total footprint of the all the legal descriptions must equal and be within the footprint of the originally authorized place of use.**

Source(s) and Location(s) as defined on Application/Permit

Assignee/New Owner #1:				Address:		
Phone No.:				Email:		
Maximum Cubic Ft./Second:	Maximum Gal/Minute:	Maximum Acre-Ft./Yr.:		Irrigated Acres:	Type of Use, Period of Use:	
Source:				Tributary of (if Surface Water):		
¼:	¼:	Section:	Township:	Range:	WRIA:	County:
If known, enter the distances in feet from the point of diversion or withdrawal to the nearest section corner: Parcel No.:						
Legal Description of Property on where water is or will be used:						
Parcel No.:	¼	¼	Section:	Township:		Range:

(Attach a legal description for the above portion)

Assignee/New Owner #2:				Address:		
Phone No.:				Email:		
Maximum Cubic Ft./Second:	Maximum Gal/Minute:	Maximum Acre-Ft./Yr.:		Irrigated Acres:	Type of Use, Period of Use:	
Source:				Tributary of (if Surface Water):		
¼:	¼:	Section:	Township:	Range:	WRIA:	County:
If known, enter the distances in feet from the point of diversion or withdrawal to the nearest section corner: Parcel No.:						
Legal Description of Property on where water is or will be used:						
Parcel No.:	¼	¼	Section:	Township:		Range:

(Attach a legal description for the above portion)

If divided into more than two portions (two assignees), please attach additional page with the above information.

The following section(s) will need to be Notarized

Applicant/Permittee Section

I/We: _____
have read the above assignment of application or permit to appropriate or store water, understand the contents thereof, and believe that the facts therein stated are true.

Signed this ____day of _____, in the year _____.

_____
Applicant/Permittee Signature

_____
Applicant/Permittee Signature

_____
Applicant/Permittee Signature

State of Washington

County of _____

I hereby certify that I know or have satisfactory evidence that _____ Applicant(s)/Permittee(s) is the person who appeared before me, and said person acknowledged that he/she signed this instrument and acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in this document.

Subscribed and sworn before me this ____ day of _____, in the year _____.

Seal or Stamp

_____
Notary Signature

My commission expires: _____

Assignee/New Owner Section

I/We: _____

have read the above assignment of application or permit to appropriate or store water, understand the contents thereof, and believe that the facts therein stated are true.

Signed this ____day of _____, in the year _____.

_____
Assignee/New Owner Signature

_____
Assignee/New Owner Signature

_____
Assignee/New Owner Signature

State of Washington

County of _____

I hereby certify that I know or have satisfactory evidence that _____ Assignee(s) is the person who appeared before me, and said person acknowledged that he/she signed this instrument and acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in this document.

Subscribed and sworn before me this ____ day of _____, in the year _____.

Seal or Stamp

_____
Notary Signature

My commission expires: _____