

Changing a Water Right Certificate, Permit, or Claim

STEPS	EXPLANATION
Application	<ul style="list-style-type: none"> • Ecology strongly encourages you to schedule a pre-application conference with our staff. • If you decide to proceed, submit your fees and application to Ecology. Your application will be reviewed for completeness.
Public Notice	<ul style="list-style-type: none"> • When Ecology begins working on your application (dependent on funding/staff availability), you will receive a notice to publish in a local newspaper. • Note: SEPA review may be necessary. If Ecology is the SEPA lead, effort will be made to combine the public notice and comment periods.
Affidavit of Publication	<ul style="list-style-type: none"> • After the notice is published, the newspaper will send you an Affidavit of Publication. You must send the original affidavit to Ecology to continue the application review process.
Field Inspection	<ul style="list-style-type: none"> • Ecology may perform a field inspection as part of its water right investigation.
Report of Examination (ROE)	<ul style="list-style-type: none"> • Based on the water right investigation, Ecology will issue a decision, called a <i>Report of Examination (ROE)</i>, addressing what is proposed in the application. • Note: You and others may appeal the decision or conditions of the decision.
Develop Your Water Project	<ul style="list-style-type: none"> • The <i>ROE</i> may contain a schedule for the 3 phases of your project's completion. Submit the following forms as you complete each phase: <ul style="list-style-type: none"> • <i>Begin Construction</i>: Notifies Ecology that you have started the construction necessary for your project. • <i>Completion of Construction</i>: Notifies Ecology that you have installed all the infrastructure necessary for your project. • <i>Proof of Appropriation</i>: Notifies Ecology that your project is complete and water has been put to full use, consistent with the <i>ROE</i>. • Extensions: If you are unable to complete these forms according to your schedule, request an extension from Ecology. Failure to do so could result in the cancellation of the change decision.
Proof of Appropriation	<ul style="list-style-type: none"> • Once the <i>Proof of Appropriation</i> form is submitted, Ecology may require a field visit to verify the project's completion. • The field visit, if required, must be done by a certified water right examiner. You are responsible for hiring an examiner. An approved list is on Ecology's website.
Final Document: legal proof of your water right	<ul style="list-style-type: none"> • Once the change is complete Ecology issues a final water right document based on the quantities being beneficially used: <ul style="list-style-type: none"> • Water right certificate → Superseding Certificate • Water right permit → Superseding Permit • Water right claim → Certificate of Change