

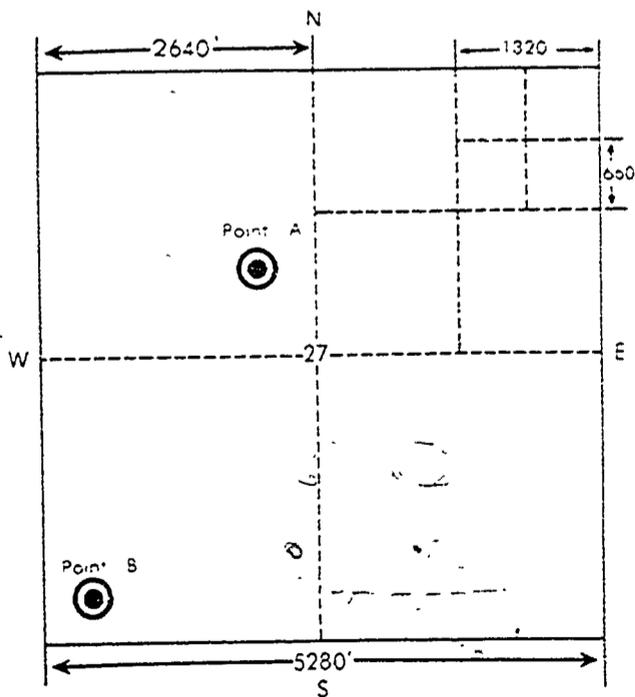
**INSTRUCTIONS FOR COMPLETING WATER RIGHT CLAIM FORM**

The purpose of these instructions is to ease the task of filling out your Water Right Claim

**WHO SHOULD FILE:** All persons using or claiming the right to withdraw or divert and make beneficial use of public surface or ground waters of the state shall file with the Department of Ecology no later than June 30, 1974, a statement of claim for each water right. This shall not apply to any water rights which are based on the authority of a permit or certificate issued by the Department of Ecology or one of its predecessor agencies. Permits or certificates issued by the Department of Ecology establish a priority date as of the date application for permit was originally submitted. If an earlier priority right is claimed for the same water use, it will be necessary that a water right claim be submitted. **FAILURE TO REGISTER AS REQUIRED BY LAW WILL RESULT IN A WAIVER AND RELINQUISHMENT OF THE CLAIMED WATER RIGHT.** A separate Water Right Claim must be filed for each water right asserted.

**PROCEDURE FOR FILING:** The claim form which is attached identifies that basic information which must be submitted to satisfy the provisions of the Water Rights Claims Registration Act (Chapter 284, Laws of 1969, First Extraordinary Session). If additional space is needed under any of the questions or you wish to submit maps and exhibits in support of your claim, please feel free to attach additional sheets to this claim form. However, such attachments must be on 8 1/2" x 13" paper. Should you be filing a claim for the benefit of a company, district, public or municipal corporation or other entity where multiple users are involved, use the same form; except that, in instances when the claim cannot be adequately represented on the form, the entity in question may submit its claim in a special format which must have the approval of the Department of Ecology prior to its acceptance for official registration.

- (1) Under this item insert your complete name and mailing address.
- (2) Normally, a single source will be identified under this item. The item WRIA is to be left blank and filled in by the Department of Ecology for its use.
  - A. Ground water sources are those where water does not naturally appear on the surface of the earth, which include, but are not limited to wells, sumps, and infiltration trenches or galleries
  - B. Surface water sources are those where water appears naturally on the surface of the earth, and include, but are not limited to creeks, streams, rivers, lakes, springs, ponds or swamps. If the water is taken from a ditch or canal, the source is not the ditch or canal. The source is at the point it leaves its natural course and enters the ditch or canal. If the source does not have an official name (for example "Wenatchee River"), identify it as an unnamed stream (pond or lake, etc.).
- (3) The quantities of water and times of use claimed shall be indicated by completing Items A through D, as explained below.
  - A. The instantaneous rate of diversion or withdrawal claimed shall be indicated by the most appropriate unit; either cubic feet per second or gallons per minute. One cubic foot per second equals approximately 450 gallons per minute. Strike out the unit that is not applicable. The diversion or withdrawal rate of water claimed and presently used shall be indicated by the same unit.
  - B. The annual quantity claimed shall be indicated as acre-feet per year. One acre-foot equals 43,560 cubic feet or 325,850 gallons. Also, the annual quantity presently used shall be indicated as acre-feet per year.
  - C. If used for irrigation, the number of acres claimed shall be indicated to the nearest whole number of acres. The acres that you presently irrigate shall also be indicated to the nearest whole number of acres.
  - D. Time(s) during each year when water is used shall be indicated by inserting the period by inclusive dates. For example: April 1 to October 15.
- (4) Record the date of first putting the water claimed to beneficial use by inserting the proper month and the correct year.
- (5) Identify accurately the location of the point(s) at which water is taken from its source. This identification must include the north-south distance and the east-west distance from a specified subsection or section corner. For example: Using a simple sketch, such as the one shown below, the location of the source at which water is taken can be described.



Point A can be described as being 443 feet west and 660 feet north of the center of Sec. 27, being within the SE 1/4 NW 1/4 of said section.

OR

Point B can be described as: being 600 feet north and 614 feet east of the south-west corner of Sec. 27, being within the SW 1/4 SW 1/4 of said section.

*H.M. Side*  
*32-18-1W-W2-N.W. AC FROM 22*

If this is within a recorded tract of land, such as a subdivision, plat, etc., state that recorded identification. For example: Lot 7, Block 51 of the Plat of the Town of Dixie, Washington.