

**STATE OF IDAHO  
DEPARTMENT OF WATER RESOURCES**

**APPLICATION FOR TRANSFER OF WATER RIGHT – POINT(S) OF DIVERSION**

This form may be used to apply to change and/or add points of diversion for existing water rights and to report an ownership change for a water right(s) in connection with the proposed point of diversion change(s). Do not use this form to apply for changes to other elements of a water right. See the [Application for Transfer Instructions](#) for help completing this form and for mailing addresses of Department offices where your application can be submitted.

Check all that apply:

- Change diversion point(s)       Add diversion point(s)       Ownership change       Ownership split

1. **APPLICANT(S)** \_\_\_\_\_ Phone \_\_\_\_\_

2. **MAILING ADDRESS** \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

- If the applicant is not an individual and not registered to do business in the State of Idaho, attach documentation identifying officers authorized to sign for the applicant.
- If the applicant is not the current water right(s) owner, attach documentation of authority to file the application.
- If the application includes a change in ownership of water right(s), attach a copy of the conveyance document, such as a warranty deed, court decree, contract of sale, etc. The conveyance document must include a legal description of the property conveyed or description of the water right if no land is conveyed. Additional fee(s) are required for water right ownership changes; see Item 9 for the [fee schedule](#).

If the ownership change resulted in the water right(s) being split, how did the division occur? Mark one:

- The water rights or claims were divided as specifically identified in a deed, contract, or other conveyance document.
- The water rights or claims were divided proportionately based on the portion of their place(s) of use acquired by the new owner.

- If the application is not signed by the applicant, attach a Power of Attorney or other documentation providing authority to sign for the applicant.

3. **LIST WATER RIGHT NUMBER(S)** \_\_\_\_\_

- Attach a copy of the water right(s) as recorded, available at [www.idwr.idaho.gov](http://www.idwr.idaho.gov), *Water Right Transfers, Step 1*, or by contacting any Department office.

4. **TOTAL AMOUNT OF WATER** transferred is \_\_\_\_\_ cubic feet per second and/or \_\_\_\_\_ acre-feet per annum.  
(diversion rate) (storage volume)

5. **POINT OF DIVERSION** – Describe all the point(s) of diversion to be included on the water right(s) after the proposed change.

- Attach Eastern Snake Plain Aquifer (ESPA) analysis if this transfer proposes to change a point of diversion affecting the ESPA. ESPA analysis information is available at [www.idwr.idaho.gov](http://www.idwr.idaho.gov), *Water Right Transfers, Online Resources*.

New?	Lot	¼	¼	¼	Sec	Twp	Rge	County	Source	Local name or tag #

6. GENERAL INFORMATION

a. Describe the complete diversion system, including how you will accommodate a measuring device and lockable controlling works should they be required now or in the future:

\_\_\_\_\_  
\_\_\_\_\_

b. Who owns the property at the point(s) of diversion? \_\_\_\_\_

If other than the applicant, describe the arrangement enabling the applicant to access the property for the diversion system:

\_\_\_\_\_

c. To your knowledge, has/is any portion of the water right(s) proposed to be changed:

Yes No

- undergone a period of five or more consecutive years of non-use,
- currently used in a mitigation plan limiting the use of water under the right(s), or
- currently enrolled in a Federal set-aside program limiting the use of water under the right(s)?

If yes, describe:

\_\_\_\_\_  
\_\_\_\_\_

d. Is any portion of the water right(s) proposed to be changed currently leased to the Water Supply Bank?  Yes  No

- If yes and there are multiple owners, attach a [Lessor Designation](#) form.
- If yes, the individual owner or designated lessor must complete, sign and attach an [IRS Form W-9](#).  
**(Disregard if these items are on file and ownership has not changed.)**

7. MAP –  Attach a map of the diversion, measurement, control and distribution system. Include the place of use if a split of the water right occurred. Clearly label the map with township, range, section and ¼ ¼ of section information. The *Map Tool*, available at [maps.idwr.idaho.gov/TransferApplicationLayouts/](http://maps.idwr.idaho.gov/TransferApplicationLayouts/) provides a satisfactory template for creating the required map.

8. SIGNATURE – The information in this application is true to the best of my knowledge. I understand any willful misrepresentations in this application may result in rejection of the application or cancellation of an approval.

\_\_\_\_\_  
Signature of applicant or authorized agent                      Print name and title if applicable                      Date

\_\_\_\_\_  
Signature of applicant or authorized agent                      Print name and title if applicable                      Date

9. FEE -  The application filing fee provided in Section 42-221, Idaho Code, must be submitted with the application for transfer. The Application fee is based on the total amount of water proposed for transfer in Item 4: the larger fee for either cubic feet per second (diversion rate) or acre-feet per annum (storage volume). The [Fee Schedule](#) is available at [www.idwr.idaho.gov](http://www.idwr.idaho.gov), *Water Right Transfers, Step 4* and in the [Application for Transfer Instructions](#).

**FOR DEPARTMENT USE ONLY**

Transfer includes \_\_\_\_\_ pages of attachments.                      Received by \_\_\_\_\_                      Date \_\_\_\_\_

Fee paid \_\_\_\_\_                      Date \_\_\_\_\_                      Received by \_\_\_\_\_                      Receipt # \_\_\_\_\_

Preliminary review by \_\_\_\_\_                      Date \_\_\_\_\_                      Active in the Water Supply Bank? Yes  No

W-9 received? Yes  No                       Name on W-9 \_\_\_\_\_                      W-9 forwarded to fiscal? Yes  No

(Do NOT scan the W-9 – confidential information is held by fiscal only)