

**STATE OF IDAHO  
DEPARTMENT OF WATER RESOURCES**

**INSTRUCTIONS FOR FILING AN APPLICATION FOR PERMIT**

All waters of Idaho, when flowing in their natural rivers, springs, lakes, and aquifers, are the property of the state. A right to divert and use Idaho water can be established only by obtaining a permit from the Department of Water Resources. To apply for a permit, prospective water users must complete the "Application for Permit" form and submit it to the Department of Water Resources with the required filing fee. The Department of Water Resources will review and process the application in accordance with applicable statutes and rules and either issue a permit or deny the application. The only water uses authorized to begin without a permit are: 1) use of ground water for single ownership homes, campgrounds, or stock watering up to 13,000 gallons per day, 2) other uses of ground water up to 2,500 gallons of water per day, 3) stockwater use where the animals drink directly from the water source, 4) extinguishing an existing fire, and 5) forest practices as defined in Idaho Code § 38-1303(1) and forest dust abatement up to 0.2 acre-feet per day.

**COMPLETE THE APPLICATION FORM AS FOLLOWS:**

1. Print the full name, mailing address, telephone number, and email address of each applicant. If more than one applicant, select the name connector.
2. Enter the full name, mailing address, telephone number, and email address of the applicant's representative, if any.
3. Identify the source of water supply and the major stream to which it is tributary.

**EXAMPLES:**

Source of water supply	<u>Trail Creek</u>	which is tributary to	<u>Snake River</u>
Source of water supply	<u>unnamed stream</u>	which is tributary to	<u>Grimes Creek</u>
Source of water supply	<u>ground water</u>	which is tributary to	<u>n/a</u>

4. Locate the point of diversion within each 40-acre tract and/or the U.S. Government Lot of the Public Land Survey System. Spring sources should be described to the nearest 10-acre tract. Identify the county where the point of diversion is located.

**EXAMPLE:**

Twp	Rge	Sec	Govt Lot	¼	¼	¼	County	Source	Local name or tag #
10S	14E	14	4	SW	NE	NW	Twin Falls	ground water	D0077250

Note: When both the government lot and the 10-acre or 40-acre tract are shown, the government lot is considered to be the principal legal description.

5. Estimate the rate of diversion in cubic feet per second (cfs) or the amount of storage in acre-feet (af) to be used for each purpose shown. Describe the intended use of the water and state the annual beginning and ending dates for the diversion of water. The maximum rate needed for each purpose should be requested. For instance, the normal maximum rate of diversion for irrigation is 0.02 cubic feet per second per acre. The customary diversion rate for watering range cattle is 0.00022 cubic feet per second per animal, rounded to the nearest hundredth of a cubic foot per second.

**EXAMPLES:**

Amount 6.4 for Irrigation purposes from Mar. 15 to Nov. 15 (both dates inclusive)  
cubic feet per second

Amount 100 for Irrigation Storage purposes from Jan. 1 to Dec. 31 (both dates inclusive)  
acre-feet per year

Amount 6.4 for Fish Propagation purposes from Jan. 1 to Dec. 31 (both dates inclusive)  
cubic feet per second

**Note:** If the proposed use is fish propagation, heating, cooling, or power, or if the proposed flow rate exceeds 5.0 cfs, or if proposed irrigation exceeds 200 acres, additional information will be required. Contact a department office to determine the requirements.

6. State the total rate of diversion after accumulating flows for each use. The amount entered in Item #6 may be less than the total of the amounts listed in Item #5. However, it must be at least equal to the largest amount in line Item #5. The acre-foot amount need not be shown unless water will be stored.

**EXAMPLE:**

Total quantity to be appropriated is (a) 64 cubic feet per second (cfs) and/or (b) 100 acre-feet per year (af).

**Note:** If the project proposes storage of water and also a direct flow diversion, both the storage and direct flow components can be shown on the same form.

7. a. Describe the complete diversion system. List the pump, motor, ditch, pipeline or diversion structure sizes.  
 b. If applying to store water, complete this information. Depending on your proposal, a separate dam construction permit may be required. Please indicate “yes” or “no” in the space provided.  
 c. & d. If applying to divert water from a well, complete this information. A separate drilling permit will also be required for a new or reconstructed well.  
 e. If applying to develop a new use from an existing well, complete this information.
8. a. If applying for power generation, estimate both total head in feet and the anticipated installed power generation capacity in kilowatts. Include an affidavit of residency. [Form No. 205/206](#) may be used.  
 b. If stockwater has been listed under Item #5, state the total number of each kind of livestock, i.e. horses, beef cattle, dairy cattle, etc.  
 c. If municipal water use is listed under Item #5, complete the [Municipal Water Right Application Checklist](#) and attach it to your application.  
 d. If domestic use is listed under Item #5, state the maximum number of households to be served. If more than one domestic unit is described and water is used for irrigation, identify acres that will be irrigated. List the acres under the irrigation use.  
 e. Describe any other uses not fully explained above.

**EXAMPLE:** If for industrial, fish propagation, etc., give details to support the amount of water requested.

9. Locate all water uses by writing in the townships, ranges and sections. Identify the uses within each 40-acre tract with the symbols shown on the table below. The number of acres to be irrigated in each 40-acre tract must be shown.

**EXAMPLE:**

TWP	RGE	SEC	NE				NW				SW				SE				Totals
			NE	NW	SW	SE	NE	NW	SW	SE	NE	NW	SW	SE	NE	NW	SW	SE	
10S	14E	21	40		4	4					4			40		40	40		172
		21	S		S	S	D				S			S					

**Use Symbols:**

- |                           |                     |                      |
|---------------------------|---------------------|----------------------|
| Aesthetic – J             | Commercial – C      | Cooling – L          |
| Domestic – D              | Fire Protection – F | Fish Propagation – H |
| Ground Water Recharge – E | Heating – G         | Industrial – I       |
| Mining – X                | Municipal – M       | Power – P            |
| Recreation – R            | Stockwater – S      | Wildlife – W         |

\*Domestic may describe uses where the total use does not exceed 2,500 gal/day nor 0.04 cfs

10. Describe all other water rights used for the same purpose as sought in the application. If possible, identify the right with the number assigned by the Department of Water Resources.

11. a. Identify the landowner of record even if the land is being purchased, rented, or leased.
  - b. Follow the same instructions as above in Item #11a.
  - c. Explain the contract, lease, desert land entry, or other arrangement by which land not owned by applicant will be developed. If any federal lands must be accessed as part of the development, include with the application evidence that an application has been filed with the federal government for a right-of-way or special use permit. If developing water from a pond of less than five acres in surface area or from a spring wholly contained within a single land ownership and not flowing therefrom, submit evidence that the land owner consents to the proposed development.
12. The narrative should provide a detailed word-picture of your proposal. It should also relate any additional pertinent information that will be useful to the Department. For example, list unique features such as treatment of industrial waste, name of well drillers, number of raceways, or total weight of fish anticipated to be grown for a fish propagation filing. Attach additional pages, if necessary, to achieve sufficient detail.
13. Estimate the time required for completion of work and application of water to the proposed use. The minimum term of a permit is one year. A development period of up to five years may be requested. The Department will only grant, however, a development period equal to the time necessary to complete the project with due diligence.
14. The map must locate the point of diversion from the source of water and the location of the lands to be irrigated or the place where the water will be used. The map must also show townships, ranges, sections, and government lots. Important landmarks such as rivers, streams, roads and highways should be shown on the map. If the place of use is located in a recorded subdivision, submit a copy of that portion of the subdivision plat which contains the place of use lot. The map scale shall not be less than two (2) inches equal to one (1) mile. A copy of the U.S. Geological Survey map which identifies the point of diversion and place of use may be submitted for the map under Item #14. See [example map](#).

#### **SIGNATURE:**

Sign the application exactly as the name appears in Item #1, unless the applicant is a corporation, municipality, partnership or other entity.

An application in more than one name must be signed by each applicant unless the names are joined "and/or".

If the applicant is a corporation, municipality, or partnership, the person signing the application must be an officer or elected official of the corporation or municipality and must show the position below the signature. The applicant must submit a list of corporate or partnership officers, directors and partners and corresponding addresses to the Department with the application.

If someone other than the applicant or a company officer signs the application, evidence must be included with the application that the person signing has authority to sign and holds a current "Power of Attorney" authorizing the action. (Power of Attorney forms are available from the Department upon request.)

#### **Measurement Units**

One cubic foot per second (cfs) = 448.8 gallons per minute or 50 miner's inches (Idaho)

One cubic foot per second flowing 24 hours = 1.9835 acre-feet

One acre-foot = the volume necessary to cover one acre to a depth of one foot (43,560 cubic feet)

One miner's inch = a continuous flow equal to 1/50 cubic feet per second or 0.02 cubic feet per second

**APPLICATION FEE SCHEDULE (PER [IDAHO CODE § 42-221](#))**

The application fee is based on the proposed storage volume (acre-feet per year or AFY) or on the proposed diversion rate (cubic feet per second or CFS). For applications proposing both a diversion rate and a storage volume, determine each fee separately and pay the greater of the two.

Application fees (CFS = cubic feet per second; AF = acre-feet)

Flow Rate (CFS)	Storage Volume (AF)	Fee	Flow Rate (CFS)	Storage Volume (AF)	Fee
0.00 – 0.20	0.0 – 20.0	\$100.00	11.01 – 12.00	1,100.1 – 1,200.0	\$690.00
0.21 – 1.00	20.1 – 100.0	\$250.00	12.01 – 13.00	1,200.1 – 1,300.0	\$730.00
1.01 – 2.00	100.1 – 200.0	\$290.00	13.01 – 14.00	1,300.1 – 1,400.0	\$770.00
2.01 – 3.00	200.1 – 300.0	\$330.00	14.01 – 15.00	1,400.1 – 1,500.0	\$810.00
3.01 – 4.00	300.1 – 400.0	\$370.00	15.01 – 16.00	1,500.1 – 1,600.0	\$850.00
4.01 – 5.00	400.1 – 500.0	\$410.00	16.01 – 17.00	1,600.1 – 1,700.0	\$890.00
5.01 – 6.00	500.1 – 600.0	\$450.00	17.01 – 18.00	1,700.1 – 1,800.0	\$930.00
6.01 – 7.00	600.1 – 700.0	\$490.00	18.01 – 19.00	1,800.1 – 1,900.0	\$970.00
7.01 – 8.00	700.1 – 800.0	\$530.00	19.01 – 20.00	1,900.1 – 2,000.0	\$1,010.00
8.01 – 9.00	800.1 – 900.0	\$570.00	20.01 – 100.00	2,000.1 – 10,000.0	*
9.01 – 10.00	900.1 – 1,000.0	\$610.00	101.01 – 500.00	10,000.1 – 50,000.0	**
10.01 – 11.00	1,000.1 – 1,100.0	\$650.00	500.01 & over	50,000.1 & over	***

\* \$1,010.00 plus \$20.00 for each additional 1.0 cfs or part thereof or 100 acre-feet or part thereof over the first 20 cfs or 2,000 acre-feet.

\*\* \$2,610.00 plus \$10.00 for each additional 1.0 cfs or part thereof or 100 acre-feet or part thereof over the first 100 cfs or 10,000 acre-feet.

\*\*\* \$6,610.00 plus \$2.00 for each additional 1.0 cfs or part thereof or 100 acre-feet or part thereof over the first 500.0 cfs or 50,000 acre-feet.

Your application and fee may be submitted to one of the following offices:

**Northern Region**

Idaho Dept. of Water Resources  
7600 N Mineral Dr, Suite 100  
Coeur d'Alene, ID 83815-7763 Tel. – 762-2800  
FAX – 762-2819

**Eastern Region**

Idaho Dept. of Water Resources  
900 N Skyline Dr, Suite A  
Idaho Falls, ID 83402-1718 Tel. – 525-7161  
FAX – 525-7177

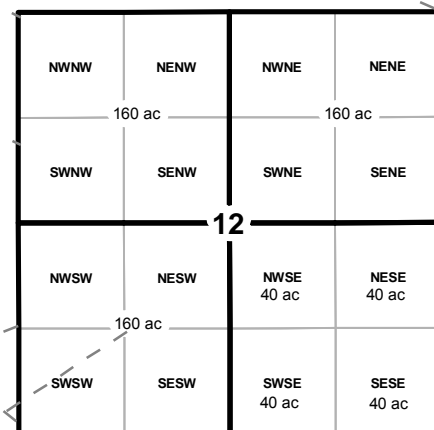
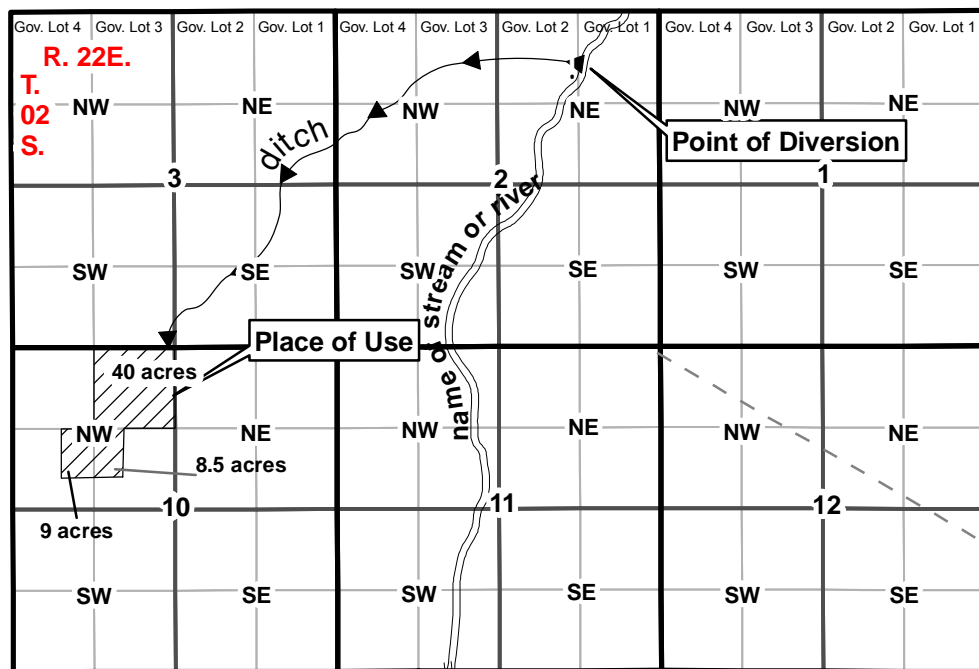
**Southern Region**

Idaho Dept. of Water Resources  
650 Addison Ave W, Suite 500  
Twin Falls, ID 83301-5858 Tel. – 736-3033  
FAX – 736-3037

**Western Region**

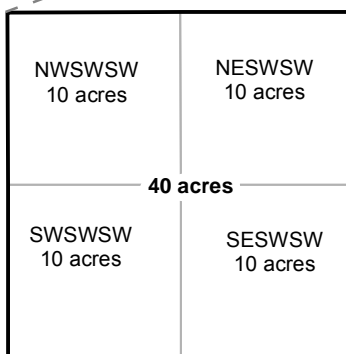
Idaho Dept. of Water Resources  
2735 Airport Way  
Boise, ID 83705-5082 Tel. – 334-2190  
FAX – 334-2348

# Water Diversion and Delivery System Map Example



## Sample Symbols for map

- canals & ditches
- dams
- pipelines
- place of use
- point of diversion
- reservoirs, ponds
- springs
- streams, rivers
- other wells not part of system



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