

STATE OF IDAHO  
DEPARTMENT OF WATER RESOURCES  
**MUNICIPAL WATER RIGHT APPLICATION CHECKLIST**

This checklist must be completed and submitted with an application to appropriate water for municipal purposes. There are two types of permits for municipal water use. The first type of municipal permit provides water for reasonably anticipated future needs (**RAFN**) over a defined planning horizon.<sup>1</sup> The second type of municipal permit, called **non-RAFN**, provides water solely for use to meet needs that will arise in the near-term (five years).<sup>2</sup> Each type of municipal water use has a distinct set of review requirements.

**Applicant Name:** \_\_\_\_\_

1. Type of Municipal Provider. Applicant must qualify as a Municipal Provider to obtain a water right for municipal purposes. See [Idaho Code § 42-202B\(5\)](#). Check one:

- Type 1 - Municipality
  - Type 2 - Franchise or political subdivision supplying water for municipal purposes
  - Type 3 - Corporation or association regulated as a “public water supply” system by IDEQ
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- Attach documentation of qualification as a Municipal Provider. See [Idaho Code § 42-202\(2\)](#).  
 Check here if you are a Type 3 provider proposing to develop a new municipal system but have not yet received recognition as a Public Water Supply by Idaho DEQ.

2a. List existing water rights (permits, licenses, decrees, and beneficial use claims) available to the applicant for municipal needs. These rights may or may not have a purpose of use expressly defined as “municipal.” Explain the inclusion or exclusion of water rights used within the service area, but not currently owned by the applicant. Include a separate attachment as needed.

Right Number	Nature of Use	Diversion Rate (cfs)	Annual Volume (acre-feet)	Service Area
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>Total</b>		_____*	_____*	

\* Be sure to account for any combined volume and/or diversion rate limits in the approval conditions of each right listed.

2b. List any overlapping water providers within your service area, such as irrigation districts, canal companies, or municipal providers:

\_\_\_\_\_

3a. Currently or within five years will your municipal water system demand exceed the total diversion rate or annual volume authorized by the water rights listed in item #2a?

- Yes, see item #4
- No, see item #3b

3b. Are you planning to replace an existing point of diversion, but will not develop a new water source nor exceed the total authorized diversion rate and volume of your current water rights?

- Yes. Please file an Application for Transfer of Water Right *instead* of an Application for Permit.
- No, I am filing this Application for Permit for reasonably anticipated future needs (RAFN) pursuant to [Idaho Code § 42-202B\(8\)](#). See item #4.

<sup>1</sup> For a thorough discussion of RAFN water rights, see IDWR’s *Recommendations for the Processing of Reasonably Anticipated Future Needs (RAFN) Municipal Water Rights at the Time of Application, Licensing, and Transfer* (Application Processing Memorandum No. 74).  
<sup>2</sup> For a thorough discussion of non-RAFN water rights, see IDWR’s Application Processing Memorandum No. 18.

4. Please specify the term for which you are making an application for permit. See [Idaho Code § 42-202B\(7\)](#). Check one:
- Non-RAFN: (planned water system improvements and beneficial use of the entire quantity of water will occur within 5 years). Go to item #5.
- RAFN (Full water usage will occur over a planning horizon longer than five years). Specify planning horizon: \_\_\_\_\_ years. Ending year of planning horizon: 20 \_\_\_\_\_. Skip to item #6.
5. Non-RAFN application. Per [Water Appropriation Rule 40.05.d.i](#), attach a water requirement narrative to your application. It should include the following information:
- Attach a map of the municipal water service area defined by [Idaho Code §42-202B\(9\)](#). If applicable, map should delineate neighboring service areas associated with other municipal water providers.
- Current water demand within the municipal service area expressed in average day demand, maximum day demand, and peak hour demand.
- The required diversion rate during the peak and the average use period at the end of your project (5 years maximum). Typically, these values would be average day demand, maximum day demand, peakhour demand, and supporting information. State the capacity of any reservoirs which will be used to meet peak demand. Do not include demand solely for fire protection. If your fire protection demand exceeds your other municipal needs, you may request an appropriation for fire protection as a separate beneficial use.
- Proposed future annual diversion volume needed by the end of your project (required only for providers not serving an incorporated municipality). Include a copy of your approved preliminary plat and the calculation method used to reach the requested volume.
- Current and proposed capacity of entire diversion system (pumps).
- If you are a Type 3 municipal provider, do you have a plan for assigning ownership of the water right permit to a subdivision HOA or other local entity? If so, attach a relevant excerpt from your CC&Rs or a description of the ownership change agreement between the HOA and the developer.
6. RAFN application.
- Attach a map of the current municipal water service area and the service area as it will be at the end of the planning horizon. Provide justification for inclusion of areas currently served by another municipal provider or by large industrial, commercial, or domestic water systems. Areas overlapped by conflicting comprehensive land use plans may not be included. See [Idaho Code §§ 42-202\(2\)](#) and [42-202B\(9\)](#).
- Attach justification for the proposed planning horizon. The planning horizon should be consistent with water infrastructure planning standards and current land use planning documents for the service area. See [Idaho Code §§ 42-202\(2\)](#) and [42-202B\(7\)](#).
- Attach a population projection within the service area over the planning horizon. The population projection should be based on planning and demographic studies, standard statistical methods, and evaluation of geography and other limiting factors. See [Idaho Code §§ 42-202\(2\)](#) and [42-202B\(8\)](#).
- Attach an evaluation of the water demand within the service area at the end of the planning horizon. Evaluate unaccounted for water (UAW) separate from municipal use. Do not include demand solely for fire protection. See [Idaho Code §§ 42-202\(2\)](#) and [42-202B\(8\)](#). If your fire protection demand exceeds your other municipal needs, you may request an appropriation for fire protection as a separate beneficial use.
- Attach a gap analysis: [Municipal Demand in Ending Year] x [UAW Factor] – [Sum of Existing WR Diversion Rates] = RAFN Application Diversion Rate.