

## Form 55-71A Instructions



# Request to Change Well Information

## Introduction

These instructions are a guide to filling out Form DWR 55-71A, entitled "Request to Change Well Information." Please review the instructions prior to completing the form in black or blue ink. Forms may be obtained at any Arizona Department of Water Resources (ADWR) office and at ADWR's web site, <http://www.azwater.gov>. For information about the form or these instructions, contact Groundwater Permitting & Wells at (602) 771-8527.

## When Form DWR 55-71A Must be Filed

A Request to Change Well Information form must be filed with ADWR in the following situations:

- If a person proposing to drill or abandon a well changes the well drilling contractor that will perform the work after the Notice of Intent (NOI) to drill or abandon the well is filed with ADWR.
- If ownership of a well already in existence changes. Pursuant to Arizona Revised Statutes (A.R.S.) 45-593(C), the person to whom a well is registered must notify ADWR of a change in ownership of the well and the new owner must furnish information as required by ADWR to keep its well registration records current and accurate. Well ownership usually changes when the property ownership changes.
- If there has been a change in the recorded information on a well already in existence. This may include more accurate information on the location of the well, more accurate information on the well construction details for the well, a change in the place of use or purpose of use of the water withdrawn from the well or a change in the county tax assessor's parcel identification number for the land where the well is located. It is the responsibility of the well owner to submit this information to ADWR.

Except for a change in the well drilling contractor, this is not the form to file to change information on a well not yet constructed. If information, other than the name of the well drilling contractor, changes for a well not yet constructed after the NOI to drill the well is filed, the applicant must file an amended NOI with ADWR. The amended NOI must contain the well registration number assigned to the well by ADWR and include only the information that has changed since the original NOI was filed.

## Filing Fee

**The fee for a Request to Change Well Information is \$30.00 per well, except that there is no fee for requesting a change in the recorded information for a well in existence. Request to change well drilling contractor is \$120.00.** Payment may be made by cash, check, or credit card (if you wish to pay by credit card, please contact the Groundwater Permitting and Wells Program at 602-771-8527). Checks should be made payable to the Arizona Department of Water Resources. **Failure to enclose the applicable fee will cause the request to be returned. Fees for the Request to Change Well Information are authorized by A.R.S. § 45-113 and A.A.C. R12-15-104.**

## Instructions for Filling out the Form

### Well Registration Number

Fill in the registration number of the well in the space in the upper right-hand corner of the form. This is the number ADWR assigned to the well when the well was registered or when an application to drill the well was filed.

### Section 1 – Registry Information

#### Well Owner

Fill in the well owner's name, mailing address and telephone and fax numbers. If the well owner is a corporation, governmental unit or other entity, provide the name of a contact person.

#### Location of Well

Fill in the following information relating to the location of the well:

- The street address of the property where the well is located, if there is a street address.
- The legal description for the well location. The legal description is the township, range, section, and in decreasing order, the quarters of that section so that the well location falls in a 10-acre block within that section. This information may be obtained from the county tax assessor's office.

- The latitude and longitude of the well location (in degrees-minutes-seconds format), if that information is known. This information is most easily acquired through the use of a Global Positioning System (GPS) receiver. If a GPS unit is used, the unit should be adjusted to use the NAD-83 datum. Please indicate if the geographic coordinate datum used was NAD-83, and if not, which datum was used.
- The county tax assessor's parcel identification number of the parcel. The parcel identification number ordinarily has at least eight digits, arranged in a book-map-parcel sequence (XXX-XX-XXX). This number can be obtained from the county tax assessor's office. Federal or State land will not have a parcel identification number.
- The name of the county where the well is located.

#### *Type of Request*

Check the appropriate box indicating what type of change in well information is being requested. This will determine which of the remaining sections must be completed.

### **Section 2 – Change of Well Drilling Contractor**

Section 2 must be completed only if the box entitled "Change of Well Drilling Contractor" was checked in Section 1. This section requires information about the current well drilling contractor (the licensed contractor identified in the Notice of Intent to drill or abandon the well) and the new licensed well drilling contractor. For the current well drilling contractor and the new well drilling contractor, fill in the name, ADWR license number, and telephone and fax numbers. Provide the Arizona Registrar of Contractors license category for the new well drilling contractor. Only a well drilling contractor licensed in the State of Arizona, or a single well licensee (a person licensed to drill or abandon one exempt well on his or her own property) is authorized to drill or abandon a well.

After receiving the information, ADWR will re-issue the drilling or abandonment card to the new well drilling contractor. Drilling or abandonment may not begin until the contractor has possession of the card at the well site.

### **Section 3 – Statement of Change of Well Ownership**

Section 3 must be completed only if the box entitled "Change of Well Ownership" was checked in Section 1. This section requires information on the previous well owner and the new well owner. For both the previous well owner and the new well owner, please provide the name, current mailing address and telephone and fax numbers. If the owner is a corporation, governmental unit or other entity, provide the name of a contact person. This information will be recorded in the ADWR database.

### **Section 4 – Change of Well Information**

Section 4 must be completed only if the box entitled "Change of Well Information" was checked in Section 1. In the space provided, explain the change in well information. Attach a narrative summary, and any drawings, maps or diagrams that would be helpful in understanding the change. Again, this section applies only to a change in well information for a well already in existence. An amended NOI must be filed to change information for a well not yet constructed.

### **Section 5 – Optional By Property Owner and Well Owner Only**

The property owner and the well owner may grant ADWR permission to enter the property and obtain depth-to-water measurements from the well. The purpose of obtaining depth-to-water measurements is to collect groundwater level information that can be used to develop water level maps and databases that support scientific, planning and water management studies throughout the state. If permission is granted, ADWR will enter the property only during reasonable hours and no more than once per year.

### **Section 6 – Signature Block**

The form must be signed and dated by the well owner.

### **Where to File Form**

Completed forms may be mailed to ADWR at the following address:

**Arizona Department of Water Resources**  
Water Management Division  
P.O. Box 36020  
Phoenix, Arizona 85067-6020

Completed forms may also be submitted to ADWR's office in Phoenix at: 3550 N. Central Ave., Phoenix, AZ 85012-2105

The completed form must be legible and of good quality when received by ADWR so that it can be scanned into ADWR's permanent records. Also, if a fee is required, ADWR will not accept the form without the proper fee.