STATE OF DELAWARE
DEPARTMENT OF NATURAL RESOURCES &
ENVIRONMENTAL CONTROL
DIVISION OF WATER RESOURCES
89 KINGS HIGHWAY
DOVER, DELAWARE 19901

INSTRUCTIONS FOR FILING A WATER ALLOCATION PERMIT APPLICATION

State law (7 Del. C. Subsection 6003 (a)) requires permitting of projects withdrawing water from the surface or the ground at a rate greater than 50,000 gallons per day. For effected projects application must be made to the Department of Natural Resources and Environmental Control (DNREC) to obtain a Water Allocation Permit. All applications for public, industrial, and commercial Water Allocation Permits must be accompanied by one-time permit fee payment of $375 for each surface-water body (stream or pond) and aquifer supplying the system, regardless of the number of withdrawal points in either. (NOTE: Irrigation projects and permit modifications do not require a fee payment). The amount of this fee payment **must** be verified with the Water Allocation Branch. Make the DNREC Water Allocation Permit fee payment check payable to the **State of Delaware.**

If the project is both within the Delaware River basin and its withdrawals are 100,000 gallons per day or greater, in any 30 day period, application must **also** be made to the Delaware River Basin Commission (DRBC). If so, complete the enclosed DRBC application and DRBC project review fee form. (NOTE: Governmental agencies are exempt from the DRBC project review fee payment). Make this check payable to the **Delaware River Basin Commission.** Submit the DRBC application **in duplicate** with the DNREC application, along with all required fee payments, to the Water Allocation Branch of the DNREC. The Branch will then forward the DRBC application and fee payment to them.

All checks must be signed by the project owner or authorized agent. Please submit the appropriate items to:

ALLOCATIONS - WATER SUPPLY SECTION
DIVISION OF WATER RESOURCES
DNREC
89 KINGS HIGHWAY
DOVER, DE 19901

The following are instructions for the DNREC application. General information for the DRBC application is attached to it. If you have questions while filling either application, you are urged to call the Water Allocation Branch at (302) 739-4793.

THE SYSTEM OWNER, WATER-FACILITY MANAGER, OR A QUALIFIED CONSULTANT MUST COMPLETE THIS APPLICATION. A SEPARATE APPLICATION IS NEEDED FOR EACH SYSTEM OWNED.

1. List all requested information for the owner of the system. For privately-owned projects, list all applicable corporate names. Include mailing and street addresses where appropriate.

2. List all information for the project if different from #1 above. Specify the development, site, or tract name as appropriate, where the withdrawals will be located.

3. List the date the application is signed.

4. If a geologist or engineer has been involved with the development of the water supply, or facilities, give their name, address, and telephone number. Exclude drilling contractors.

5. All specified information must be clearly marked and carefully plotted on the map. The required maps may be provided upon request. For irrigation projects, the applicant may also be provided copies of soils maps as supplements to the topographic map. If the applicant supplies their own maps, do not submit entire maps, only portions or copies thereof.

6. Only one may be checked. Leave blank if uncertain.

7. ATTACHMENTS FOR THIS ITEM MAY BE NEEDED - FOLLOW THESE INSTRUCTIONS CAREFULLY. Item #7 is a listing of essential information on withdrawal facilities (wells, stream or pond intakes).

   If all withdrawals are from a SINGLE SOURCE (one aquifer, one stream, or one pond) an attachment is needed only if there are more then six facilities. In this case attach a blank copy of the first page of the application. Complete all items through #7 on the original, and complete all items through #8 on the attachment.

   If withdrawals are from MULTIPLE SOURCES (different aquifers and/or surface waters) attachments will be needed regardless of the number of facilities. In this case attach a separate blank copy of the first page of the application for each aquifer, stream, and pond. Complete all items on each page, and check SUB-TOTAL on each by item #8. For the entire system, sum all "SUB-TOTALS" onto a separate, fully-completed attachment but leave the FACILITY INFORMATION (item #7) blank and check "SYSTEM TOTAL" by item #8.

   On all items #8 be sure to list a REQUESTED RATE for each period and indicate "SUB-TOTAL" or "SYSTEM TOTAL" where appropriate. IF A DRBC APPLICATION IS REQUIRED, ALL INFORMATION MUST AGREE BETWEEN BOTH APPLICATIONS.

   A. FACILITY LOCAL ID - List the facility's name as it is called by the owner, e.g. #1, Well A, North Intake, Pond 1. All surface water intake pumps should be listed separately. All facilities used for emergency stand-by, i.e. fire fighting, should be listed.

   B. FACILITY PERMIT NO. - List the well construction or surface intake permit number. Leave blank if unknown.

C. MAXIMUM PUMP CAPACITY - For each facility list the maximum capacity of the PUMP. The maximum capacity would be under wide-open discharge, unconnected to distribution lines. Otherwise, list the highest known capacity of the pump, well, or intake.

D. MAXIMUM USE - For each facility use the MAXIMUM PUMP CAPACITY (from C. above) to list the maximum volume intended to be pumped during one day.

8. REQUESTED RATES - A Water Allocation must be designed for daily, monthly, and yearly withdrawals based on DEMAND. For recovery projects and certain industrial withdrawals, the REQUESTED RATES could be based on continuous pumping at maximum capacity. For irrigation systems: the applicant should assume a growing season with little or no rainfall. Generally, the REQUESTED RATES will NOT be based on maximum capacity because for a given period the maximum capacity will typically far exceed the demand. However, REQUESTED RATES must have headroom for peak demand in all periods. Also allow for the necessary margin to meet projected increases in demand for at least the next five years. If the REQUESTED RATES are an increase over an existing allocation, attach a statement to document the need for the increase and give a proposed developmental schedule. DO NOT include pumpage from any emergency stand-by facilities as part of the REQUESTED RATES. List rates in million gallons (MG).

   Each facility will be permitted to its maximum daily capacity, but not in excess of the daily allocation for the entire system. The system will be allocated for maximum daily, monthly, and yearly withdrawal rates, and maximum pumping water-levels will be established where necessary. Unless adverse affects have, or could result from these withdrawals, or unless the requests are not substantial, the REQUESTED RATES will be granted in the water allocation permit. Please plan carefully.

9. Account for all acreage which presently can be irrigated, and all additional acreage which could or will be irrigated, e.g. planned extension of spray systems, new wells, etc. List the total acreage of all land at the project site, regardless of whether or not the lands are or could be irrigated.

10. Consumptive use is the amount of withdrawn water not returned to the surface or ground waters (e.g. water to non-local sewer systems, crop up-take, evaporations, etc.).

11. Identify and describe all interconnections, transfer agreements, etc. which can or could supply water to this system.

12. Identify and describe any other system(s) with which an interconnection is physically possible, and detail all discussions to that effect which may have occurred among the concerned parties.

13. Wells listed within should have completion reports if they were installed after 1969. If the application does not have completion reports available, they may be available from the drilling contractor. Pumping test data must be submitted for each well if required specifically by the well permit or by the Division of Water Resources. Otherwise, give ALL known construction and pump information for each facility (e.g. depth, screened interval, diameter, pump capacity, etc.). Do not send originals.

14. Chemical and bacteriological analyses are conducted for potable supplies by the Division of Public Health, Office of Drinking Water (302) 739-5410. These are the yearly Sanitary Survey, and

the Quarterly and Monthly reports for routine analyses. Any other analyses appropriate or available for the project should be submitted. Do not send originals.

15. Fully describe all treatment the withdrawn water will receive prior to use. Examples include, but are not limited to, chlorination, iron removal, aeration, filtration, fertilizer and chemigation additives, etc.

16. Fully describe all treatment the waste water will receive prior to discharge. Examples include the various physical and biological treatments and treatment stages for the waste stream. The latest available NPDES reports on chemical and bacteriological analyses must be included. Provide analyses as appropriate for waste water spraying projects, groundwater recovery projects, etc. If applicable, name the regional treatment facility receiving the project's waste water.

17. For irrigation facilities metering refers to elapsed-time indicators on engines and motors, as well as in-line flow meters. For all other facilities, metering refers only to approved, in-line flow meters, or flow-integrators where appropriate. Metering is required and, if meters are lacking a proposed schedule for installation must be submitted for review by the Division of Water Resources.

18. If service connection metering is not 100%, the schedule for 100% metering should be described via a customer break-down, including any existing service metering and recent ordinances thereto. Provide the latest available population figure along with the best projected estimate.

19. Fully describe all existing conservation measures, and all feasible measures which are planned.

20. Fully describe all existing drought emergency plans, and all feasible plans, which could be implemented in the event of a declared drought.

21. The owner or the appropriate official of the owner (as listed in item #1) must sign and date the application. All applications, except for agricultural irrigation, must be notarized.

STATE OF DELAWARE
DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL
APPLICATION FOR A WATER ALLOCATION PERMIT

VIOLATIONS ARE SUBJECT TO PENALTY PROVIDED BY 7 DEL. C. CHAPTER 60

MAIL TO:

ALLOCATIONS - WATER SUPPLY BRANCH
DIV. WATER RESOURCES - DNREC
89 KINGS HIGHWAY
DOVER, DE 19901
FOR INFORMATION: (302) 739-4793

OFFICIAL USE ONLY:

DNREC ALLOCATION NO. _____
DRBC DOCKET NO. D-_____-_____ CID
APPLICATION FEE VALIDATION -->
RECEIVED BY _____

PLEASE TYPE OR PRINT AND CAREFULLY FOLLOW THE INSTRUCTIONS

1. Owner's Name_____
   Address_____
   City_____State_____Zip_____Telephone # (____) _____

2. Project Name_____
   Address_____
   City_____State_____Zip_____Telephone # (____) _____

3. Date of Application_____

4. Name, address, and telephone # of geologist (or engineer): _____

5. Attach a map (USGS 7 1/2 minute quadrangle only) with accurately and clearly marked locations of all facilities (wells, streams, and pond intakes). Applications for irrigation systems must also show the acreage served by each facility. All applications must show, where appropriate, the locations of service areas, water tanks, interconnections, and property/corporate boundaries.

6. Purpose (check): _____ Public _____ Industrial Process _____ Industrial Cooling
   _____ Irrigation _____ Commercial _____ Contaminant Recovery _____ Other_____

7. Facility information: (attach additional sheet(s) as instructed)

A. Facility Local ID	B. Facility Permit No.	C. Maximum Pump Capacity (Gallons Per Minute)	D. Maximum Use (Gallons Per Day)

8. Requested rates(MG): _____Day_____Month_____Year_____
   Sub-Total_____ System Total_____ (Check One)

9. For irrigation projects only: Total tillable acreage: _____ Irrigated acreage: _____

10. What is the estimated consumptive use, as a percentage of the total withdrawal?

11. Can water be transferred from facilities other than those listed in #8 (above)? _____ If so, give the name and location, the use for the water, and list average daily, monthly, and yearly flows. (Interconnections with other systems should be marked on the map attached for #6).

12. Discuss the feasibility of interconnecting with other systems. (not applicable to irrigation projects).

13. For each well listed in #8 (above), attach copies of Completion Reports and pumping test reports as specified in the Well Permit. If these reports do not exist, attach all available information about the wells or intakes.

14. Attach copies of the latest reports on chemical and bacteriological analyses for the water from each facility. (not applicable to irrigation wells and irrigation surface-intakes).

15. Describe all treatment the withdrawn water will receive prior to use.

16. Describe the method of treatment for this project's waste water. If the waste water is discharged to surface waters or lands, attach copies of the latest chemical and bacteriological analyses of the effluent, including temperature (DMRs), and where appropriate the disposal project study. Otherwise, name the treatment facility for this waste water.

17. Are all facilities listed in #7 (above) individually metered? _____ Identify those not metered and submit a proposed schedule for meter installation.

18. For public supply projects only: what percent of individual service-connections are metered? _____ If not 100%, give a schedule of when it will be 100%. What is the present population? _____ in five years? _____

19. Conservation Program for projects with total system water withdrawals over of 1.0 mgd. Attach the appropriate program description. (not applicable to irrigation projects).

    A. **Public water supply systems:** A Conservation Program which provides for the monitoring, prevention, and repair of leakage throughout the system, provides customer information relating to water conservation and water-saving devices.

    B. **Industrial, Commercial and other water supply projects:** A Conservation Program which provides for the investigation of all feasible conservation measures, and provides for the implementation of those feasible as soon as possible. A description of leak-detection monitoring and all feasible process-modifications for minimizing both water usage and loss.

20. Drought Emergency Plan for projects with total system water withdrawal over 1.0 mgd. Attach the following plan description. (not applicable to irrigation projects).

    A. Identification of all priority uses for water throughout the system or service are, priority locations, water usage restriction schedules, implementation procedures, and any alternate sources of water.

21. AFFIDAVIT

I, _____, hereby affirm this application and any plans, reports, or documents submitted with this application to be true and correct to the best of my knowledge and belief.

Signature_____
Date_____

SWORN TO AND SUBSCRIBED before me the _____ day of _____ A.D., 20_____

_____
NOTARY PUBLIC

*Applications for withdrawal for agricultural irrigation are not required to be notarized.

If filling by computer, TAB or CLICK to here when done