

# TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

## TCEQ WATER RIGHTS PERMITTING APPLICATION

### ADMINISTRATIVE INFORMATION CHECKLIST

Complete and submit this checklist for each application. See Instructions Page 5.

APPLICANT(S): \_\_\_\_\_

Indicate whether the following items are included in your application by writing either Y (for yes) or N (for no) next to each item (all items are not required for every application).

Y/N

Y/N

\_\_\_\_\_ **Administrative Information Report**

\_\_\_\_\_ **Worksheet 3.0**

\_\_\_\_\_ Additional Co-Applicant Information

\_\_\_\_\_ Additional W.S. 3.0 for each Point

\_\_\_\_\_ Additional Co-Applicant Signature Pages

\_\_\_\_\_ Recorded Deeds for Diversion Points

\_\_\_\_\_ Written Evidence of Signature Authority

\_\_\_\_\_ Consent for Diversion Access

\_\_\_\_\_ **Technical Information Report**

\_\_\_\_\_ **Worksheet 4.0**

\_\_\_\_\_ USGS Map (or equivalent)

\_\_\_\_\_ TPDES Permit(s)

\_\_\_\_\_ Map Showing Project Details

\_\_\_\_\_ WWTP Discharge Data

\_\_\_\_\_ Original Photographs

\_\_\_\_\_ Groundwater Well Permit

\_\_\_\_\_ Water Availability Analysis

\_\_\_\_\_ Signed Water Supply Contract

\_\_\_\_\_ **Worksheet 1.0**

\_\_\_\_\_ **Worksheet 4.1**

\_\_\_\_\_ Recorded Deeds for Irrigated Land

\_\_\_\_\_ **Worksheet 5.0**

\_\_\_\_\_ Consent for Irrigated Land

\_\_\_\_\_ Addendum to Worksheet 5.0

\_\_\_\_\_ **Worksheet 1.1**

\_\_\_\_\_ **Worksheet 6.0**

\_\_\_\_\_ Addendum to Worksheet 1.1

\_\_\_\_\_ Water Conservation Plan(s)

\_\_\_\_\_ **Worksheet 1.2**

\_\_\_\_\_ Drought Contingency Plan(s)

\_\_\_\_\_ **Worksheet 2.0**

\_\_\_\_\_ Documentation of Adoption

\_\_\_\_\_ Additional W.S. 2.0 for Each Reservoir

\_\_\_\_\_ **Worksheet 7.0**

\_\_\_\_\_ Dam Safety Documents

\_\_\_\_\_ Accounting Plan

\_\_\_\_\_ Notice(s) to Governing Bodies

\_\_\_\_\_ **Worksheet 8.0**

\_\_\_\_\_ Recorded Deeds for Inundated Land

\_\_\_\_\_ Fees

\_\_\_\_\_ Consent for Inundated Land

\_\_\_\_\_ Public Involvement Plan

# ADMINISTRATIVE INFORMATION REPORT

The following information **is required** for **all** new applications and amendments.

***\*\*\* Applicants are REQUIRED to schedule a pre-application meeting with TCEQ Staff to discuss Applicant's needs prior to submitting an application. Call the Water Rights Permitting Team to schedule a meeting at (512) 239-4600.***

## 1. TYPE OF APPLICATION (Instructions, Page. 6)

Indicate, by marking X, next to the following authorizations you are seeking.

\_\_\_\_ New Appropriation of State Water

\_\_\_\_ Amendment to a Water Right \*

\_\_\_\_ Bed and Banks

***\*If you are seeking an amendment to an existing water rights authorization, you must be the owner of record of the authorization. If the name of the Applicant in Section 2 does not match the name of the current owner(s) of record for the permit or certificate or if any of the co-owners is not included as an applicant in this amendment request, your application could be returned. If you or a co-applicant are a new owner, but ownership is not reflected in the records of the TCEQ, submit a change of ownership request (Form TCEQ-10204) prior to submitting the application for an amendment. See Instructions page. 6. Please note that an amendment application may be returned, and the Applicant may resubmit once the change of ownership is complete.***

Please summarize the authorizations or amendments you are seeking in the space below or attach a narrative description entitled "Summary of Request."

## 2. APPLICANT INFORMATION (Instructions, Page. 6 )

### a. Applicant

Indicate the number of Applicants/Co-Applicants \_\_\_\_\_  
(Include a copy of this section for each Co-Applicant, if any)

What is the Full Legal Name of the individual or entity (applicant) applying for this permit?

\_\_\_\_\_

*(If the Applicant is an entity, the legal name must be spelled exactly as filed with the Texas Secretary of State, County, or in the legal documents forming the entity.)*

If the applicant is currently a customer with the TCEQ, what is the Customer Number (CN)?

You may search for your CN on the TCEQ website at

<http://www15.tceq.texas.gov/crpub/index.cfm?fuseaction=cust.CustSearch>

CN : \_\_\_\_\_ ( leave blank if you do not yet have a CN).

What is the name and title of the person or persons signing the application? Unless an application is signed by an individual applicant, the person or persons must submit written evidence that they meet the signatory requirements in 30 TAC § 295.14.

First/Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Have you provided written evidence meeting the signatory requirements in 30 TAC § 295.14, as an attachment to this application? Y/N \_\_\_\_\_

What is the applicant's mailing address as recognized by the US Postal Service (USPS)? You may verify the address on the USPS website at

<https://tools.usps.com/go/ZipLookupAction!input.action>.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Indicate an X next to the type of Applicant:

\_\_\_ Individual                      \_\_\_ Sole Proprietorship-D.B.A.

\_\_\_ Partnership                      \_\_\_ Corporation

\_\_\_ Trust                      \_\_\_ Estate

\_\_\_ Federal Government                      \_\_\_ State Government

\_\_\_ County Government                      \_\_\_ City Government

\_\_\_ Other Government                      \_\_\_ Other \_\_\_\_\_

For Corporations or Limited Partnerships, provide:

State Franchise Tax ID Number: \_\_\_\_\_ SOS Charter (filing) Number: \_\_\_\_\_

### 3. APPLICATION CONTACT INFORMATION (Instructions, Page. 9)

If the TCEQ needs additional information during the review of the application, who should be contacted? Applicant may submit their own contact information if Applicant wishes to be the point of contact.

First and Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

#### 4. WATER RIGHT CONSOLIDATED CONTACT INFORMATION (Instructions, Page. 9)

This section applies only if there are multiple Owners of the same authorization. Unless otherwise requested, Co-Owners will each receive future correspondence from the Commission regarding this water right (after a permit has been issued), such as notices and water use reports. Multiple copies will be sent to the same address if Co-Owners share the same address. Complete this section if there will be multiple owners and **all** owners agree to let one owner receive correspondence from the Commission. Leave this section blank if you would like all future notices to be sent to the address of each of the applicants listed in section 2 above.

I/We authorize all future notices be received on my/our behalf at the following:

First and Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## 5. MISCELLANEOUS INFORMATION (Instructions, Page. 9)

- a. The application will not be processed unless all delinquent fees and/or penalties owed to the TCEQ or the Office of the Attorney General on behalf of the TCEQ are paid in accordance with the Delinquent Fee and Penalty Protocol by all applicants/co-applicants. If you need assistance determining whether you owe delinquent penalties or fees, please call the Water Rights Permitting Team at (512) 239-4600, prior to submitting your application.
1. Does Applicant or Co-Applicant owe any fees to the TCEQ? **Yes / No** \_\_\_\_  
If **yes**, provide the following information:  
Account number: \_\_\_\_\_ Amount past due: \_\_\_\_\_
2. Does Applicant or Co-Applicant owe any penalties to the TCEQ? **Yes / No** \_\_\_\_  
If **yes**, please provide the following information:  
Enforcement order number: \_\_\_\_\_ Amount past due: \_\_\_\_\_
- b. If the Applicant is a taxable entity (corporation or limited partnership), the Applicant must be in good standing with the Comptroller or the right of the entity to transact business in the State may be forfeited. See Texas Tax Code, Subchapter F. Applicant's may check their status with the Comptroller at <https://mycpa.cpa.state.tx.us/coa/>  
Is the Applicant or Co-Applicant in good standing with the Comptroller? **Yes / No** \_\_\_\_
- c. The commission will not grant an application for a water right unless the applicant has submitted all Texas Water Development Board (TWDB) surveys of groundwater and surface water use - if required. See TWC §16.012(m) and 30 TAC § 297.41(a)(5). Applicants should check survey status on the TWDB website prior to filing:  
[https://www3.twdb.texas.gov/apps/reports/WU\\_REP/SurveyStatus\\_PriorThreeYears](https://www3.twdb.texas.gov/apps/reports/WU_REP/SurveyStatus_PriorThreeYears)  
Applicant has submitted all required TWDB surveys of groundwater and surface water?  
**Yes / No** \_\_\_\_

## 6. SIGNATURE PAGE (Instructions, Page. 11)

Applicant:

I, \_\_\_\_\_  
(Typed or printed name) (Title)

certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

I further certify that I am authorized under Title 30 Texas Administrative Code §295.14 to sign and submit this document and I have submitted written evidence of my signature authority.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Use blue ink)

Subscribed and Sworn to before me by the said

on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public

[SEAL]

County, Texas

***If the Application includes Co-Applicants, each Applicant and Co-Applicant must submit an original, separate signature page***