

STANDARDIZED INSTRUCTIONS FOR ALL COLORADO WATER COURT DIVISIONS

- Please type application and any supporting documents if possible. The Clerk of the Water Court will assign a new case number for all cases, including diligence cases. The uniform local rules for all state water divisions are contained in Chapter 36 of the court rules volume of the Colorado Revised Statutes.
- Complete the caption at the top of the form showing water division; name(s) of applicant(s); county where structure is located; and attorney's identifying information, including name and address, if the applicant is appearing through an attorney.
- For new applications, please assign a name for the structure. If filing for finding of diligence or to make a conditional water right absolute, please use the same name used when the structure was first conditionally decreed.
- More than one water right, claim or structure may be incorporated in any one application under one caption, **provided** that the required information is given for each water right, claim, or structure, and that each has the same ownership. The filing fee for an application with multiple claims is \$91.00, if one of the claims **is not** a claim for a change of water right or for approval of a plan for augmentation; the filing fee is \$181.00 if one or more of the claims is for a change of water right or to approve a plan for augmentation.
- Under location give the ¼ ¼, Section, Township, Range, Principal Meridian, distances from the section lines, and county. If in town or a subdivision give lot, block and subdivision as well as the above for further identification in the notice. You may also supply a GPS location in UTM format as an optional additional descriptor. Required settings for GPS units are: Format must be UTM; Zone must be 13; Units must be Meters; Datum must be NAD27 (CONUS); GPS Unit must be set to true north. (As you prepare the application, you may contact the local Division Engineer's Office at the number listed in the chart on the next page to assist you in converting a GPS reading into the required section township/range description.)
- The names and addresses of all owners upon which any structure is or will be located, upon which water is or will be stored, or upon which water is or will be placed to beneficial use must be identified on the application. The water clerk will send a copy of the resume to those parties and will bill you for the cost to recover reproduction expenses.
- All questions on the application must be answered, do not simply refer to an exhibit - the publication notice is prepared from information on the application for location, dates, etc. The attachments are considered supporting material only.
- **All** applicant(s), either individually, by power of attorney, or by an attorney licensed to practice law in the State of Colorado, must sign the application. A copy of the executed Power of Attorney must accompany any application signed by a power of attorney. Sign verification and any supporting affidavits before a notary public or Clerk of the Water Court. A complete original and three (3) complete copies must be submitted. In addition, the filing fee must accompany the application or the application will not be considered filed. Any application filed on behalf of an entity must be signed by the representative of that entity who recites his or her capacity in the entity and authority to act on its behalf (e.g., "XYZ, Inc., by its duly authorized Vice President"). A party that is a corporation must be represented by an attorney to file a pleading to protest or support a referee's ruling. See Uniform Local Rules for All State Water Court Divisions, Rule 1.
- Unless otherwise indicated, the following exhibits are suggested:
 - Map identifying location of structure(s) or proposed structure(s) and irrigated acreage or proposed irrigated acreage, except that, as stated in the application form, for applications seeking a change of water right or approval of an augmentation plan, applicant is **required** to file a map that, at least, depicts the approximate location of the historic use of the right.

- Affidavit of person having personal knowledge of date of appropriation.
 - Affidavit of person measuring flow rate, including date measured, how flow rate was measured and the quantity of water measured.
 - Copy of well permit, well completion and pump installation report, or order of denial containing the denial number are **required** for any application relating to underground water rights.
 - Copy of well log or statement of beneficial use
 - With respect to applications for change of water right or for approval of a plan for augmentation, a copy of the decree involved.
 - Diversion records are **required**, if they exist, for all applications for changes of water rights for augmentation.
- Mail the original and three copies of Application and all attachments, together with the proper filing fee, to the appropriate water division:

<p style="text-align: center;">Water Division 1 (South Platte Basin) 901 9th Avenue P. O. Box 2038 Greeley, CO 80632 (970) 351-7300 x4550</p> <p>Division Engineer's Office: (970) 352-8712</p>	<p style="text-align: center;">Water Division 2 (Arkansas River Basin) 320 West Tenth Street, #203 Pueblo, CO 81003 (719) 583-7048</p> <p>Division Engineer's Office: (719) 542-3368</p>
<p style="text-align: center;">Water Division 3 (Rio Grande Basin) 702 Fourth Street Alamosa, CO 81101 (719) 589-9107 x4</p> <p>Division Engineer's Office: (719) 589-6683</p>	<p style="text-align: center;">Water Division 4 (Gunnison, Uncompahgre, and San Miguel River Basins) 1200 North Grand Avenue, Bin A Montrose, CO 81401 (970) 252-4304</p> <p>Division Engineer's Office: (970) 249-6622</p>
<p style="text-align: center;">Water Division 5 (Main Stem of Colorado River, White River) 109 Eighth Street, #104 Glenwood Springs, CO 81601 (970) 947-3862</p> <p>Division Engineer's Office: (970) 945-5665</p>	<p style="text-align: center;">Water Division 6 (Yampa, Green & North Platte River Basins) P. O. Box 773117 Steamboat Springs, CO 80477 (970) 879-5020</p> <p>Division Engineer's Office: (970) 879-0272</p>
<p style="text-align: center;">Water Division 7 (San Juan, Pedra, Las Animas, Los Pinos, La Plata, and Mancos River Basins) P. O. Box 3340 Durango, CO 81302 (970) 247-2304 x115</p> <p>Division Engineer's Office: (970) 247-1845</p>	

- Once the application is filed, it is published the following month. Anyone wishing to oppose the application shall file a Statement of Opposition by the end of the month following the month of publication. Once the deadlines have passed, the application and oppositions (if applicable) are given to the Water Referee for ruling. Once a ruling is made, the Water Clerk will mail copies to appropriate parties and the parties will have 20 days to file a protest. If no protests are received, the ruling is given to the Water Judge for decree.
- Actual publication costs are the responsibility of the applicant(s), and the Clerk will send an invoice accordingly.
- Filing fees and other fees:

Applications for Change of Water Right and Approval for Plan for Augmentation	\$181.00
Surface, Underground, Storage, Diligence, or Application to Make Conditional Right Absolute	91.00
Protest to the Abandonment List	20.00
Statement of Opposition	45.00
Mailing List (January through December)* Copies	12.00/year (prorated at \$1.00/month) .75/page
Certification	5.00
Protest to Ruling of the Referee	45.00 (no fee if already party)

* Resumes for each water division may also be obtained from the courts website at <http://www.courts.state.co.us/clikwatr.htm>. You will need to click on the division that you want, use the drop down box for the resumes and select the month you would like to review.