COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ENVIRONMENTAL QUALITY

EXISTING USERS GROUNDWATER WITHDRAWAL PERMIT APPLICATION

(APPLICATION FOR EXISTING USERS TO OBTAIN A GROUNDWATER WITHDRAWAL PERMIT
PURSUANT TO THE GROUND WATER MANAGEMENT ACT OF 1992)

Section 62.1-257 of the Ground Water Management Act of 1992 authorizes the State Water Control Board to declare groundwater management areas. On January 1, 2014 the Eastern Virginia Groundwater Management Area was expanded and subsequent revisions have been made to the Groundwater Withdrawal Regulations (9VAC25-600-20 and 9VAC25-610-10 et seq.).

9VAC25-610-92 of the Groundwater Withdrawal Regulations requires that all persons withdrawing or having withdrawn groundwater on or before January 1, 2014 in excess of 300,000 gallons from well, well system or a pond recharged by groundwater with mechanical assistance in a ground water management area shall apply for a groundwater withdrawal permit. 9 VAC 25-610-110 (C) requires the Virginia Department of Environmental Quality to issue groundwater withdrawal permits for the total amount of groundwater withdrawn in any consecutive twelve month period between July 1, 2009 and June 30, 2014 (for nonagricultural users) and between July 1, 2004 and June 30, 2014 (for agricultural users), together with such savings as can be demonstrated to have been achieved through water conservation.

Complete applications must meet the requirements in 9VAC25-610-92 and be received at the Virginia Department of Environmental Quality, Office of Water Supply / GWPP, P. O. Box 1105, Richmond, Virginia 23218 by June 30, 2014.

1. **Applicant Information** : Owner / Land Owner_____

Address_____

Contact Person_____ Title_____

Phone_____ E-mail_____

Location of withdrawal facility: (County/ City)_____

If for Agricultural Permit please also include the following:

Agent/ Rental Name: _____

Farm Name: _____

Farm Address _____

2. Permit Application Fee and Form: Date submitted on _____

3. Water Use Category (check all that apply):

	Public Water Supply - Municipal		Public Water Supply – Non Municipal
	Industrial (includes food processing)		Commercial (includes nonagricultural irrigation)
	Agricultural User (Irrigation, Livestock)		Surface Water and Groundwater Conjunctive Use
	Supplemental Drought Relief		Other (please explain below)

Other: _____

4. Historic Use Claim;
   Calculate total amount of groundwater withdrawn during any consecutive twelve month period between:
   July 1, 2009 and June 30, 2014 for nonagricultural users and between **July 1, 2004 and June 30, 2014** for agricultural users**.**

   Consecutive twelve months period begins_____and ends_____.
   (Period must begin on the first day of the beginning month and end on the last day of the ending month.)
   Total groundwater withdrawn during this period was _____gallons.

5. Demonstration of Claim:
   Provide documentation to support the groundwater withdrawal value by submitting Annual Report of Water Withdrawal required by the Water Withdrawal Reporting Regulations (9VAC25-200-10 et seq.). Attach a copy of the withdrawal reports for the period chosen in Item 4 above. If withdrawal reports or meter readings are not available, provide estimates of withdrawals on the attached Existing Users Estimated Withdrawal Calculation Form

6. Public Water Supply:
   If groundwater is for operation of a Public Water Supply:
   a. Attach a copy of the Waterworks Operation Permit issued from the Virginia Department of Health,
   b. Provide a Service Area Map identifying the service area for the supply

   If the Public Water Supply applicant intends to use groundwater as part of a Surface and Groundwater Conjunctive Use System, or for Supplemental Drought Relief Wells additional documentation is required to be submitted as described in Sections 9VAC25-610-104 and 9VAC25-610-106 of the Regulations.

7. Well Construction Documentation:
   List all wells on the Existing Users Well Information Form and attach Water Well Completion Reports, GW2 or other well construction documentation for each well which includes the depth of well, diameter, top and bottom, and material of each case interval and each screened interval, well screen intervals, pump setting depth and pump capacity, latitude and longitude (specify datum if known).

   ☐ Check this box if you are currently planning to install a new well prior to January 1, 2016

8. Well Location(s) Map
   Locate all wells (existing, abandoned, proposed, or out of service), facility property boundaries and/or water supply service area associated with the application on a United States Geological Survey 7 1/2 minute topographic map, or copies of such maps. The map shall include the detailed location of each existing and proposed well. The detailed location map shall be of sufficient detail such that all wells may be easily located for site inspection.

9. Agricultural Irrigation System Sketch:
   Provide a sketch of the irrigation system. Show the location of all wells, ponds, meter locations and buried water lines in the irrigation system.

10. If the applicant intends to apply for groundwater withdrawal in excess of those established by historical use and savings achieved through water conservation additional information is required and must be in accordance with 9VAC25-610-110(C)(3)

11. Signatory Requirements:
    The application must be signed by responsible corporate official or a person acting in the applicant's behalf.

I certify under penalty of law that this document and all information submitted 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 information, the information submitted is to the best of my knowledge and belief true, accurate and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations. I further certify that I am an authorized signatory as specified in the Groundwater Withdrawal Permit Regulation 9 VAC 25-610-150.

Signature: _____ Date_____

Printed Name: _____ Title_____

Phone: (_____)_____ E-mail_____

OFFICE USE ONLY *Application #* _____

Date Application Received _____ Date Fee Received _____ Amount _____

Existing Users Well Information

The Groundwater Withdrawal regulation (9VAC25-610-10 et seq. require that the user applying for an existing users permit submit the following information. This shall include the depth of well, the diameter top and bottom and material of each case intervals and each screened interval, well screen intervals, pump setting depth, pump capacity and latitude and longitude in (specify datum if known) for each well associated with this application. **ATTACH** copies of original Water Well Completion Reports, GW2 From, Drillers Logs or other well construction documentation for each well listed below.

Well Name		Owners Well ID	DEQ Well No#	Well Type*	Well Status**
Well Depth		Latitude			
Pump Intake Depth		Longitude			
Pump Capacity		Datum Type			

Well Casing Interval		Well Casing Interval		Well Casing Interval		Well Casing Interval	
Interval Top (ft)		**Interval Top (ft)**		**Interval Top (ft)**		**Interval Top (ft)**	
Interval Bottom (ft)		**Interval Bottom (ft)**		**Interval Bottom (ft)**		**Interval Bottom (ft)**	
Diameter		**Diameter**		**Diameter**		**Diameter**	
Material		**Material**		**Material**		**Material**	
Screen Interval		Screen Interval		Screen Interval		Screen Interval	
Interval Top (ft)		**Interval Top (ft)**		**Interval Top (ft)**		**Interval Top (ft)**	
Interval Bottom (ft)		**Interval Bottom (ft)**		**Interval Bottom (ft)**		**Interval Bottom (ft)**	
Diameter		**Diameter**		**Diameter**		**Diameter**	

Well Name		Owners Well ID	DEQ Well No#	Well Type*	Well Status**
Well Depth		Latitude			
Pump Intake Depth		Longitude			
Pump Capacity		Datum Type			

Well Casing Interval		Well Casing Interval		Well Casing Interval		Well Casing Interval	
Interval Top (ft)		**Interval Top (ft)**		**Interval Top (ft)**		**Interval Top (ft)**	
Interval Bottom (ft)		**Interval Bottom (ft)**		**Interval Bottom (ft)**		**Interval Bottom (ft)**	
Diameter		**Diameter**		**Diameter**		**Diameter**	
Material		**Material**		**Material**		**Material**	
Screen Interval		Screen Interval		Screen Interval		Screen Interval	
Interval Top (ft)		**Interval Top (ft)**		**Interval Top (ft)**		**Interval Top (ft)**	
Interval Bottom (ft)		**Interval Bottom (ft)**		**Interval Bottom (ft)**		**Interval Bottom (ft)**	
Diameter		**Diameter**		**Diameter**		**Diameter**	

Well Name		Owners Well ID	DEQ Well No#	Well Type*	Well Status**
Well Depth		Latitude			
Pump Intake Depth		Longitude			
Pump Capacity		Datum Type			

Well Casing Interval		Well Casing Interval		Well Casing Interval		Well Casing Interval	
Interval Top (ft)		**Interval Top (ft)**		**Interval Top (ft)**		**Interval Top (ft)**	
Interval Bottom (ft)		**Interval Bottom (ft)**		**Interval Bottom (ft)**		**Interval Bottom (ft)**	
Diameter		**Diameter**		**Diameter**		**Diameter**	
Material		**Material**		**Material**		**Material**	
Screen Interval		Screen Interval		Screen Interval		Screen Interval	
Interval Top (ft)		**Interval Top (ft)**		**Interval Top (ft)**		**Interval Top (ft)**	
Interval Bottom (ft)		**Interval Bottom (ft)**		**Interval Bottom (ft)**		**Interval Bottom (ft)**	
Diameter		**Diameter**		**Diameter**		**Diameter**	

*** Well Types:** (P) Production, (M) Monitoring, (E) Emergency Standby, (R) Drought Relief, (S) Aquifer Storage & Recovery (D) Permanent Dewatering, (O) Other - Specify

**** Well Status:** (Act) Active, (Abn) Abandoned, (Alt) Altered From the Original Construction, (OSS) Out of Service

Attach additional sheets if necessary

Existing Users Estimated Withdrawal Calculation Form

The preferred documentation of withdrawal amounts are flow meter readings or Annual Report of Water Withdrawals required by the Water Withdrawal Reporting Regulations (9VAC25-200-10 et seq.). If withdrawal reports or meter readings are not available, provide estimates of withdrawals with one or more of the following methods. Methods for estimating your withdrawal volumes may also be found at http://www.deq.virginia.gov/Portals/0/DEQ/Water/WaterSupplyPlanning/IRR_AGR_Estimations.pdf.

Irrigation

Please indicate your irrigation system type:

☐ Drip Irrigation ☐ Center Pivot ☐ Overhead Sprayer ☐ Center Pivot ☐ Other:_____

Method #1: **Total acres irrigated depth of irrigation, number of irrigations per year.**

(Example: 100 acres of potatoes, 1 inch of irrigation, irrigated 3 times per year. Solution: There are 27,152 gallons in 1 acre inch of water. 100 acres x 3 times x 27,152 gallons/acre = 8,145,600 gallons of groundwater withdrawn in one year)

Types of crops/fruits/vegetable irrigated during 12 month period: _____

Number of acres irrigated for each crop during 12 month period: _____

Number of inches of irrigation during 12 month period: _____

Number of irrigations: _____

Calculate your annual usage: _____

_____

Method #2: **Pumping capacity of well pump(s) and total pumping time.**

Example: Well No1 pumps 150 gallons per minute and Well No2 pumps 100 gallons per minute.
Both wells are pumped for 200 hours during a 12 month period.
Solution: 150 gallons/minute x 60 min/hr x 200 hours = 1,800,000 gallons pumped from Well No1.
100 gallons/minute x 60 min/hr x 200 hours = 1,200,000 gallons pumped from Well No2.
Total = 1,800,000 + 1,200,000 = 3,000,000 gallons of groundwater used in one year.

Types of crops/fruits/vegetables irrigated during 12 month period: _____

_____

Number of acres irrigated for each crop during 12 month period: _____

Pump capacity: _____ Hours pumped: _____

Pump capacity: _____ Hours pumped: _____

Pump capacity: _____ Hours pumped: _____

Pump capacity: _____ Hours pumped: _____

Pump capacity: _____ Hours pumped: _____

Pump capacity: _____ Hours pumped: _____

Pump capacity: _____ Hours pumped: _____

Attached addition sheets if necessary

Calculate your annual usage: _____

_____

_____

Method #3: Gallons of fuel, electricity, etc. for pump, pumping rate:

(Example: Pump uses 0.6 gallons of fuel/hr, pumping rate is 400 gallons per minute, 150 gallons of fuel used. Solution: 400 gal/min x 60 min/hr = 24,000 gal/ hr divided by 0 .6 gal of fuel/hr = 40,000 gal of water/gallon of fuel x 150 gal of fuel = 6,000,000 gallons of water used in one year)

Types of crops/fruits/vegetables irrigated during 12 month period: _____

_____

Number of acres irrigated for each crop during 12 month period: _____

Fuel use rate: _____

Total fuel used during 12 month period: _____

Calculate your annual usage: _____

_____

_____

Method #4: Other methods for recording irrigation usage.

Types of crops/fruits/vegetable irrigated during 12 month period: _____

Number of acres irrigated during 12 month period: _____

Explain your irrigation system and approach to develop your estimated withdrawal: _____

_____

_____

_____

For Livestock Watering

Types of livestock/poultry watered during 12 month period: _____

Animal subtype	Number of animals	Amount of water per animal per day

Provide the name of the reference document used to determine water consumption rate:

_____

Do you use water for livestock cooling? Yes ☐ No ☐

Number of livestock/poultry cooled: _____

Annual amount of water used for cooling: _____

Do you use water for dairy operation washing? Yes ☐ No ☐

Annual amount of water used for dairy operation washing: _____

Figure your annual usage:_____

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EXISTING USERS GROUNDWATER WITHDRAWAL PERMIT APPLICATION INSTRUCTIONS

WHO MUST APPLY FOR A GROUNDWATER WITHDRAWAL PERMIT?

9VAC25-610-40 of the Groundwater Withdrawal Regulations prohibits the withdrawal of ground water in a groundwater management area without a groundwater withdrawal permit, except as excluded. (9VAC25-610-40)

WHAT WITHDRAWALS ARE EXCLUDED?

(1) Withdrawals of less than 300,000 gallons per month; (2) Withdrawals associated with temporary construction dewatering that do not exceed 24 months in duration; (3) Withdrawals associated with a state-approved groundwater remediation that do not exceed 60 months in duration; (4) Withdrawals for use by a groundwater source heat pump where the discharge is reinjected into the aquifer from which it was withdrawn; (5) Withdrawals from ponds recharged by groundwater without mechanical assistance; (6) Withdrawals for the purpose of conducting geophysical investigations, including pump tests; (7) Withdrawals coincident with exploration for and extraction of coal or activities associated with coal mining regulated by the Department of Mines, Minerals and Energy; (8) Withdrawals coincident with the exploration for or production of oil, gas or other minerals other than coal, unless such withdrawal adversely impacts aquifer quantity or quality or other groundwater users within a groundwater management area; (9) Withdrawals in any area not declared to be a groundwater management area; (10) Withdrawal of groundwater authorized pursuant to a special exception issued by the board; and (11) Withdrawal of groundwater discharged from free flowing springs where the natural flow of the spring has not been increased by any method. (9VAC25-610-50)

PREAPPLICATION MEETING

A pre-application meeting is not required to complete or submit the Existing Users Application. It is suggested however, that the applicant schedule a meeting with permitting staff to discuss application completion, processing and evaluation procedures. Contact the appropriate Department of Environmental Quality (DEQ) staff to schedule a meeting.

APPLICATION INSTRUCTIONS

Applying for an Existing Users Groundwater Withdrawal Permit requires completion of all sections of the attached application. Omission of required information in any section will result in return of the application as incomplete. An application is to be submitted on the forms provided with additional sheets attached, as stated in the application. Attachments should clearly identify the part/question of the application form to which they pertain. Attachments should be submitted on 8 1/2" X 11" paper when possible.

1. APPLICANT INFORMATION:

Provide the applicant's official or legal name, mailing address (where correspondence should be sent), contact person, phone number, E-mail and County or city the withdrawal will occur in. If applying for an agricultural permit please also include the agent operating the farm as an owner or renter, the farm name and address of the farms physical location.

2. PERMIT APPLICATION FEE:

The Permit Fee Regulation (9VAC25-20-10 et seq.) requires that an application fee be paid at the time an application is submitted.

- Permit fees for agricultural withdrawal permits are not required.
- The fee for an Existing Users Groundwater Withdrawal Permit is $1,200.

A permit application fee form is included in the application package. Please submit the appropriate permit fee and the fee form to:

Department of Environmental Quality
Receipts Control
P.O. Box 1104
Richmond, VA 23218

A copy of the form and a copy of your check or money order should accompany the permit application.
Permit processing cannot be initiated until the fee is submitted.

3. WATER USE CATEGORY

Check the appropriate use types that apply to the historic use to which the requested withdrawal will be applied.

4. HISTORIC USE CLAIM

Calculate the requested historic use claim by taking any consecutive twelve(12) month period during the past five (5) years (for non-agricultural use) or ten (10) years (for agricultural users). Document the twelve (12) month period by including the beginning and ending months of the claimed period. The period must begin on the first day of the beginning month and end on the last day of the ending month.

5. DEMONSTRATION OF CLAIM

To demonstrate the historic claim in Item 4 of the application, you are required to provide supporting documentation of your historic withdrawal values. This should be done by submitting copies of the Annual Report of Water Withdrawals (if you currently report as required by the Water Withdrawal Reporting Regulations, 9VAC25-200-10 et seq.), by submitting records of meter readings, or by calculating estimated use on the Estimated Withdrawal Calculation Form attached to your application.

Methods for estimating your withdrawal volumes may also be found here:
http://www.deq.virginia.gov/Portals/0/DEQ/Water/WaterSupplyPlanning/IRR_AGR_Estimations.pdf

6. PUBLIC WATER SUPPLY
If the groundwater withdrawal is for the operation of a public water supply you will need to include a copy of the Waterworks Operation Permit issued by the Virginia Department of Health along with a Service Area Map for the system.

If you intend to use the groundwater as part of a Surface Water Conjunctive Use or Supplemental Drought relief Well Permits you are required to submit additional information as described in Sections 9VAC25-610-104 and 9VAC25-610-106 of the Regulations.

For Surface Water Conjunctive Use, please submit a detailed description of the surface water and groundwater conjunctive use system, including: (1) Identification of all surface water sources, including pond and reservoir volumes where applicable; (2) Identification of the wells used on a continual basis to supplement surface water supply needs and wells to be utilized in periods of reduced surface water availability. Well construction information for all wells shall be submitted on the Water Well Completion Report, Form GW2, which includes the following information: (a) The depth of the well; (b) The diameter, top and bottom, and material of each cased interval; (c) The diameter, top and bottom, for each screened interval; and (d) The depth of pump intake. (3) A description of the storage system, excluding surface water sources described in subdivision 1 a (1) of this subsection; (4) A copy of the Engineering Description Sheet developed by the Virginia Department of Health for the withdrawal; and (5) A line drawing of the water supply system illustrating the water balance of the system. b. Records documenting the amount of water withdrawn on a daily basis for each water source during average weather conditions and during drought conditions; c. Documentation of the seasonal supply of surface water during both average and drought conditions; d. Documentation of any seasonal changes in demand that occur during an annual cycle of the specified beneficial use or uses.

For Drought Relief Wells, please submit your request on a standard Groundwater Withdrawal Permit Application and not on the Existing Users Application.

7. WELL CONSTRUCTION DOCUMENTATION

Complete the Existing Users Well Information Form and attach all Water Well Completion Reports, GW2's, Drillers logs or other well construction documentation for each well.

Note that all wells, including observation and abandoned or out of service wells, should be listed. Every effort should be made to obtain completion reports. This can be accomplished by contacting the well driller, previous employees, Virginia Department of Health or DEQ.

Latitude and Longitude – Indicate the earth coordinates of the facility location and the withdrawal intake location. If possible please specify the datum and enter in decimal degrees.

Enter "NA" if well construction information is not available.

If you are proposing to install a new well prior to January 1, 2016, please check the box on the application so Department staff can contact you to ensure proper well construction and permitting actions are completed.

8. WELL LOCATION(S) MAP
Locate all wells (existing, proposed, abandoned, out of service), facility property boundaries and/or water supply service area associated with the application on a (1) United States Geological Survey 7 ½ minute topographic map, or copies of such maps, and (2) detailed location map of each existing and proposed well. The USGS map should contain the quadrangle name, the scale of the map, and a north arrow. The detailed location map must be of sufficient detail such that all wells may be easily located during site inspections.

9. AGRICULTURAL IRRIGATION SYSTEM SKETCH

Provide a sketch of the irrigation system. Show the location of all wells, ponds, meter locations and buried water lines associated with the irrigation system. An agricultural well system is defined as follows; (1) two or more unconnected withdrawal points located on the same or contiguous properties under common ownership for which the withdrawal is put to the same beneficial use, (2) two or more interconnected withdrawal points under common ownership which may or may not be located on a contiguous property.

11. SIGNATORY REQUIRMENTS

The application must be signed in accordance with the Groundwater Withdrawal Regulation 9 VAC 25-610-150.

Any application for a permit under this chapter must bear the applicant's signature or the signature of a person acting in the applicant's behalf with the authority to bind the applicant. Electronic submittals containing the original signature page, such as that contained in a scanned document file, are acceptable.

APPLICATION SUBMITTAL

Submit the original signed application and one (1) copy to:

Department of Environmental Quality
Office of Water Supply / GWPP
P.O. Box 1105
Richmond, Virginia 23218

All applications must be received by June 30, 2014 to be eligible to make a historic claim and be issued an Existing Users Permit.

DEQ staff will review the application for completeness. Applicants who have failed to submit a complete application will be notified in writing and given sixty (60) days from Department notification to supply the requested information.

Contact Information for Groundwater Withdrawal Permitting Program Staff

Craig Nicol	**Erinn Tisdale**	**Bhudeo Sinha PhD.**	**Brenda Brown**
Program Manager	Permit Writer	Permit Writer	Permit Writer
(804) 698-4214	(804) 698-4066	(804) 698-4229	(757) 518-2188
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