

APPLICATION INSTRUCTIONS FOR WATER PERMIT FOR IRRIGATION

If you need assistance with your application, please contact Eric Gronlund at (605) 773-3352 or by email at eric.gronlund@state.sd.us or stop by our office in the lower level of the Foss Building, 523 E Capitol, Pierre SD. Please don't hesitate to ask for help! Additional information is available on the Water Rights Program website at <http://denr.sd.gov/wr>.

A completed application for a water permit must include the following information.

1. **FORM 2.** Application for irrigation in South Dakota.
The applicant must be the property owner of the land to be irrigated or be authorized by the property owner to submit the application on the property owner's behalf.
2. **MAP.** An aerial photo from the Farm Services Agency is acceptable. However, a map with more detail may be requested if needed. The map should be no smaller than 8"x11" and show:
 - a) The location of the diversion point (place where water is to be taken from) marked with an "X".
 - b) An outline of the lands to be irrigated and names/addresses of any owners other than the applicant.
 - c) A government section corner or quarter corner including a reference to section, township and range.

3. **FORM 2A.** One completed copy of Form 2A must be submitted with Form 2 if the diversion is from a well, dugout or storage dam.

If the diversion is from a well, a well log or driller's test log completed by a South Dakota licensed well driller needs to accompany the application unless it is either not practical to drill a test hole or there is existing geologic information available as determined by the chief engineer.

Also, provide any supplemental plans or drawings for any storage reservoir. If the storage reservoir is 25 feet or more in height or impounds 50 acre-feet or more at the top of the dam, then the structure will need to comply with safety of dams requirements. Safety of dams requirements do not apply to structures if the height does not exceed 6 feet or if the storage capacity at the top of the dam does not exceed 15 acre-feet.

4. **FEE.** According to South Dakota statutes, the following filing fees are to be submitted with each application:

*First 120 acre feet per year or for irrigating first 60 acres:	\$500.00
Second 120 acre feet or second additional 60 acres:	\$250.00
Each additional 120 acre feet or each additional 60 acres:	\$100.00

Fee for final inspection/licensing of an approved application: \$200.00

(If your application is approved, a licensing inspection will be completed following development of your water use project. Issuance of a water license is the final step in obtaining a water right in South Dakota.)

Example: Filing fee for irrigating 160 acres would be \$850.00 plus the \$200.00 inspection/licensing fee for a total of \$1,050.00.

*The fee to appropriate 0.10 cfs (45 gpm) or less is \$100.00 plus a \$200.00 inspection/licensing fee. If filing an application to change a diversion point location or to add a diversion point to an existing permit, please contact the Water Rights Program prior to submitting any application fee.

The forms, map, fee and any other information for filing a permit application should be submitted to:
Department of Environment and Natural Resources, Water Rights Program, 523 East Capitol Ave, Pierre, SD 57501-3182.

5. **PUBLICATION.** Notice of an application must be published once in a daily newspaper and, in some cases, a weekly newspaper depending on the location of the proposed project. The publication notice will be sent to you and the newspaper(s) by the Water Rights Program. You will be responsible for contacting the newspaper(s) to authorize publication of the notice and to arrange for payment.

(over)

OPTIONAL GUIDELINES -- SOIL/WATER ANALYSIS

An important consideration in developing a new irrigation project is assessing the compatibility of the soils with the quality of the water to be used for irrigation. Some soils need careful management and others may not be suitable for irrigation with water having a high sodium or salt content. Reduced crop yields and damage to the soil structure may occur without proper irrigation management. A soil/water analysis may make the difference between a successful or an unsuccessful irrigation project. For this reason, completion of an analysis is recommended.

Completion of a soil/water analysis may also prevent unnecessary delays if your application is contested. If contested, the Water Management Board will conduct a contested case hearing and suitability of the acreage for irrigation may be an issue raised at the hearing. Also, the chief engineer may request that the applicant complete an analysis if the chief engineer believes that a soil/water compatibility problem may exist.

1. **COMPLETION OF THE SOIL/WATER ANALYSIS:** One option is to have a soil/water compatibility analysis completed by the Water Resources Institute at South Dakota State University, Brookings, SD 57007. For guidance on what information the Institute needs to prepare an analysis, please contact the Institute at (605) 688-4910.

Another option is contracting with any qualified water quality lab and having a qualified person perform the analysis.

2. **WATER QUALITY:** A water sample may not be needed since the quality of some water sources is well documented. Again, the Water Resources Institute, Brookings, SD at (605) 688-4910 may be able to assist you with sampling questions. If collecting a water sample, please follow this procedure:

- a) Use a pint or quart jar which can be cleaned with a brush or dish cloth. Do not use gallon containers, metal containers, or containers with metal lids. Bottles used for bleach, fabric softener, detergents, and shampoos make very good sample bottles, but are difficult to get clean.
- b) Wash the container with hot, soapy water and rinse in boiling water (some containers may require washing with hot vinegar to remove foreign residues).
- c) Rinse the container vigorously three times with the water to be sampled. If the container doesn't look clean, don't use it.
- d) Allow enough time for pumping a well to insure "fresh" ground water, instead of "drill water and mud" or stagnant water. It is common for water quality to improve with extended pumping (up to six hours of pumping a new well is recommended).
- e) When taking surface water samples, obtain the water far enough from the shore to avoid excessive soil and algae. Samples from different depths should be combined into one sample.
- f) Try to get the water sample to the laboratory as soon as possible. Time affects water quality.

3. **SOILS INFORMATION:** If you need to provide a soils map to whomever is preparing your analysis, the Natural Resources Conservation Service or the local Conservation District may be able to provide you a soils map. At a minimum the person preparing your analysis will need to know the legal descriptions of the acreage to be irrigated. If the county soil survey is not completed, then the Natural Resources Conservation Service or a professional soil classifier may be able to provide you soils information.

FORM 2: Application for irrigation in South Dakota

(type or print)

Mail to: DENR - Water Rights 523 E Capitol Ave Pierre, SD 57501-3182 ph. (605) 773-3352	(office use only)
	No. _____ Hydrologic Unit _____
	Basin _____
	Newspaper _____

Application For Permit To Appropriate Water For Irrigation

Type of Application: New Vested Right Amendment/Correction to Permit No. _____

(Use predates Mar 2, 1955)

Description of amendment/correction: (i.e. change diversion point(s), add diversion point(s), change use, etc.)

1. Name to Appear on Irrigation Permit _____

Note: The "Name to Appear on Irrigation Permit" must be the name in which the property to be irrigated is held in.

Mailing Address _____ (Address) _____ (City) _____ (State) _____ (Zip Code)

Phone _____ Mobile _____ Email _____

2. Amount of water claimed _____ *CFS or _____ **GPM _____ ***AF Total Acreage _____
(*Cubic Feet per Second) (**Gallons per Minute) (**Acre Feet - storage capacity of dam/dugout or annual use if applicable)

3. Source of water supply _____

4. Location of point of diversion _____
(example - 3 wells in SW1/4 NE1/4 section 12-T104N-R53W)

County _____

5. County or counties where water will be used _____

6. Annual period during which water is to be used _____

7. List below each forty acre division, or lot, or fraction thereof and show number of acres to be irrigated in each.
(Attach sheet if more space is needed)

Land Description	Acres	Land Description	Acres

8. Give a description of the project. (Attach sheet if more space is needed)

I, _____, the applicant, certify under
Name of Person Title (if applicable)

penalty of perjury that I have read this application, examined the attached map, and that the matters stated are true. I further certify, if acting on behalf of an entity or individual other than myself, that I am authorized to submit this application.

Attachments: Attach Form 2A if diversion is from a well or dugout, or if storage of water is proposed. Also, attach map and any other technical information. (see instructions)

Supplemental Information

(type or print)

1. Well Information (check one or both as applicable) Drilling new well(s) Using existing well(s)

a) If new wells, how many ____ Have test holes been drilled Yes No Drilled by _____
(if yes, please provide copies of logs)

b) If existing wells, how many ____ Provide copy of log(s), if available. Drilled by _____

For either Existing or Proposed Wells:

c) Well Depth (**required**) ____ Depth to Top of Water Bearing Material ____ Depth to Water from Surface ____

d) Distance to nearest domestic well on applicant's property _____ Property owned by others _____

2. Wastewater Disposal System Information

a) Type of System (i.e. septic tank, drain field) _____

b) System Capacity (gallons) _____ Year Constructed _____

c) Connected to the City of _____ Sanitary System

3. Dugout Information

a) Surface Dimensions _____ Depth _____

b) Depth to water (ground surface to water level) _____

4. Water Storage Dams

If the proposed water use system contains one or more storage dams, please furnish the information requested below for each dam. The locations of the dams need to be shown on the map submitted with the application.

a) If a private engineering firm or government agency was involved in the design of this dam, please give their name and address:

b) Freeboard _____

c) Crest Width _____

Crest Length _____

d) Height _____

e) Primary Outlet Capacity _____

If pipe, diameter _____

f) Secondary Spillway Capacity _____

Spillway Width _____

g) X & Y Slope (e.g. 3 to 1 is a typical slope)

Upstream _____

Downstream _____

h) Surface Area of Impoundment _____

i) Storage _____ Acre Feet

j) Drainage Area Above Dam _____ Acres

