

IMPORTANT NOTE: Please carefully read the Water Withdrawal Instructions provided at the end of the application template prior to completion and submission.

WATER WITHDRAWAL APPLICATION

I. TYPE OF APPLICATION (Check One)
Apply for new permit
Apply for amendment to permit #
Apply for temporary authorization
Apply for emergency authorization
Apply for diversion authorization

II. FACILITY AND CONTACT INFORMATION	
A. Facility Name:	
B. Facility Address (no P.O. Box):	City: County: State: Zip Code:
C. Owner Name:	G. Contact Name and Title:
D. Owner Mailing Address: City: State: Zip Code:	H. Contact Mailing Address: City: State: Zip Code:
E. Owner Telephone Number:	I. Contact Telephone Number:
F. Owner E-Mail Address:	J. Contact E-Mail Address:

III. FACILITY OWNERSHIP AND/OR NAME CHANGE	
A. Provide a reason of ownership/name change:	
B. Seller Name:	Signature of Seller:
C. Purchaser Name:	Signature of Purchaser:
<i>*Ownership and/or name change requests must be accompanied by an official signed document on facility letterhead</i>	

P. For spring or well sources: Complete the table for the spring or well(s) associated with the application (attach additional sheets if needed). Copies of the Kentucky Well Record Form, Well Inspection Form, or a Kentucky Spring Inventory Form should be provided.

Well ID/Spring ID				
Coordinates (decimal degrees)	Latitude: Longitude:	Latitude: Longitude:	Latitude: Longitude:	Latitude: Longitude:
AKGWA #				
Status- Active, Inactive, Plugged				
Constructed or Proposed				

VII. WATER WITHDRAWAL SITE

A. Attach a map or aerial imagery of the water withdrawal site.

B. Provide the name of U.S. Geological Survey 7 ½ minute quadrangle map:

C. Provide a site diagram that identifies all items listed below or any other pertinent information:

- a. Surface intake(s), well(s) or spring(s)
- b. Pumping site(s)
- c. Meter Location
- d. Raw water storage facilities
- e. Water treatment plant(s)
- f. Course of flow from withdrawal site through system (do not show flow inside of buildings)
- g. Wastewater discharge site(s)
- h. Dams and impoundments

VIII. WATER WITHDRAWAL CAPACITY

A. What is the rated capacity of the pump (Gallons per Minute)?

B. How is withdrawal measured (Check one)? Meter (describe below) Calculation (describe below)

C. Meter:

Make and Model:

Age:

Last calibration date:

D. Calculation:

Calculation for estimating daily withdrawal amounts:

Irrigation

Acres of irrigation:

Calculate average rate of application:

IX. PUBLIC WATER SUPPLY SYSTEMS	
A. Number of People Served:	B. Number of Connections Served:
C. Water Treatment Plant Capacity (MG):	D. Current Average Production:
E. Current Percentage of Water Loss: %	
F. Approximate percentage of water distributed to each of the following:	
Residential %	Public/Institutional %
Industrial %	Other %
Commercial %	Sold to other systems %
G. If water is sold to other systems, list them:	
Name of System MGD	Name of System MGD
Name of System MGD	Name of System MGD
H. If water is purchased from other systems, list them:	
Name of System: MGD % of Total Demand Area(s) of System Served	Name of System MGD % of Total Demand Area(s) of System Served

X. WASTEWATER DISCHARGE
A. Does the facility discharge to city sewer (Check one)? Yes No
B. If No , provide name and coordinates of receiving waterbody: Name: Coordinates (decimal degrees): Latitude: Longitude:
C. KPDES Permit #(s):
D. Average amount of water returned (MGD):

XI. WATER WITHDRAWAL REPORTING REQUIREMENTS

Recording and reporting of water withdrawals shall be done on Monitoring Results Submittal Forms and Water Withdrawal Report Forms due by the 15th of each month or per condition of the issued permit or authorizaion. This section requires the facility to select one option and identify the official contact for submittal requirements. The Division will no longer be mailing these forms and we are encouraging electronic reporting through the DEP's [Electronic Submittals ePortal](#) website. Registration and usage of this website is free. We have provided associated [Electronic Submittal Instructions](#). If you continue to choose the paper option, the identified official will receive the forms in an Adobe pdf package via email.

A. Facility selects water withdrawal recording and reporting option (Check one):

Email copies *Electronic submittals

*Facilities must register if this option is selected, review the Section XI of the instructions regarding registration.

A. Official Name and Title:

B. Official Mailing Address:

C. Official Telephone Number:

D. Official Email Address:

XII. CERTIFICATION

I hereby certify that I am the owner or authorized representative of the facility which is the subject of this water withdrawal. I certify that the information contained in this application and attachments is accurate and complete.

A. Official Name and Title:

B. Official Mailing Address:

C. Official Telephone Number:

D. Official Email Address:

E. Signature:

F. Date:

If application is prepared by a consultant or other representative of the facility, provide contact information below:

G. Name of consulting company or other organization:
H. Mailing Address:
I. Telephone Number:
J. Email Address:
K. If approved, who do you want the permit /authorization mailed to (Check one)? Consultant Facility

Direct questions to Watershed Management Branch at (502) 564-3410. Return completed application and attachments to:

Watershed Management Branch
Kentucky Division of Water
300 Sower Blvd, 3rd Floor
Frankfort, KY 40601
Rita.Hockensmith@ky.gov

OR

Water Withdrawal Application Instructions

Who must apply for a water withdrawal permit or authorization? Water withdrawal refers to an amount of groundwater or surface water that is removed from its source, either permanently or temporarily, for a useful purpose. Permits or authorizations are required for any water withdrawals of 10,000 gallons per day or more of public water of Commonwealth. Public water of the Commonwealth is defined as water occurring in any stream, lake, ground water, subterranean water or other body of water. Permits or authorizations may be required for withdrawals made on an irregular basis and at an irregular rate if a significant portion of the available water is withdrawn or if data and information collection is necessary to make a determination. Withdrawals made without permits or authorizations are subject to penalties provided in KRS 151.990.

Exceptions: Permits or authorizations are NOT required for the following:

- Withdrawals of less than 10,000 gallons per day
- Use of water for agricultural and domestic purposes including irrigation.
- Production of steam generating plants of companies whose retail rates are regulated by the Kentucky Public Service Commission.
- Water injected underground in conjunction with operations for the production of oil or gas.

With the exceptions described in these instructions, state laws prohibit withdrawals from waters of the Commonwealth without a permit or authorization.

Application Submittal: Water withdrawal applications should be made four to six months prior to proposed withdrawal initiation with the exception of emergencies. Applications should be submitted in either electronic or paper format. Submit one (1) copy of the application and attachments to:

Watershed Management Branch
Kentucky Division of Water
300 Sower Blvd, 3rd Floor
Frankfort, KY 40601 or
Rita.Hockensmith@ky.gov

Application Fees: At this time, there are no required application fees.

Application Processing: As prescribed by 401 KAR 4:300, within 30 days after receipt of an application the Cabinet will determine whether it is administratively complete. The Cabinet will issue a written notice of deficiency for any applications determined to be incomplete. After an application is determined to be administratively complete, the Cabinet will proceed with a technical review. If the Cabinet determines any section of the application to be technically incomplete, a letter containing a comprehensive list of specific deficiencies will be sent to the applicant. An application will not be considered complete until all requested information is received. If the missing information is not provided within 30 days, the Cabinet may return or deny the application. The technical review timeframe will be 90 calendar days after receipt of an administratively complete application.

Reporting Requirements: All permitted or authorized withdrawals will have associated recording and reporting requirements that must be submitted via Monitoring Results Submittal and Water Withdrawal Report Forms, electronic submittals through the Cabinet ePortal at <https://dep.gateway.ky.gov/eportal>, or other forms specified by the Cabinet. Recording and reporting requirements are identified and outlined in the conditions of every water withdrawal authorizations and permits. Additional recording and reporting of withdrawals and hydrological conditions may be also required on a case-by-case basis. Failure to report may result in revocation of the permit or authorization and penalties provided in KRS 151.990.

Application Instructions:

General Instructions: This guidance is designed to assist facilities in completing water withdrawal applications. The application has been designed to fit as many types of circumstances as possible. All questions must either be answered, or be designated as not applicable (N/A) if a particular item does not apply to the facility or proposed activity. Failure to address all questions or failure to attach additional information may result in a determination of incompleteness or return of the application. Do not attach additional sheets in lieu of completing the section in the application. If the space provided on the application is insufficient, attach additional sheets as needed. Attachments should clearly identify the section of the application template to which they pertain and should be numbered to facilitate review. Attachments should be submitted on 8 1/2" X 11" paper when possible.

Completing Application: Listed below are explanations of select application sections. For any questions, comments or concerns, please contact the Division of Water, Watershed Management Branch at (502) 564-3410.

- I. Type of Application: Check the appropriate application type and provide the associated permit number for amended applications. If facilities use multiple sources of water, complete and submit one application for each water source. The types of applications are described below:
 - A. New Permit: Permits a withdrawal that occurs consistently or intermittently. Applications for standard permits should be made four to six months prior to requested withdrawal initiation. Permittees shall record and submit water withdrawal reporting forms due by the 15th of each month.
 - B. Amendment to Permit: Water Withdrawal permits should be amended if: there is a change in ownership, a name change, a proposed increase in the permitted withdrawal amount, if an intake is moved or a new well or intake is added. Applications for standard permits should be made four to six months prior to requested withdrawal initiation. Permittees shall record and submit water withdrawal reporting forms due by the 15th of each month.
 - C. Temporary Authorization: Authorizes the withdrawal of water for a determined period of time. Applications for temporary authorizations should be made four to six months prior to requested withdrawal initiation. Permittees shall record and submit water withdrawal reporting forms due by the end of the permit effective date.
 - D. Emergency Authorization: Authorizes the withdrawal of water for emergency purposes only. Emergency authorizations can be requested by telephone or email, immediately followed by submittal of an emergency authorization application. Permittees shall record and submit water withdrawal reporting forms due by the end of the permit effective date.
 - E. Diversion Authorization: Authorizes the diversion of water and recording and reporting requirements are determined in accordance with the proposed project. Applications for diversion authorizations should be made four to six months prior to requested withdrawal initiation. Diversion is defined as a specific section of a stream where water is by-passed and returned to the same source at a point downstream from the point of diversion. The stream section between the point of diversion withdrawal and point of discharge is the by-pass section.
- II. Facility and Contact Information: Complete all sections that apply to the facility. Provide the contact person who is thoroughly familiar with the facility withdrawal operations and with the information requested in this application. The contact person should be a company representative, but can be a consultant authorized to represent the facility. This designated person will receive direct mailings and correspondence from the Cabinet and may be contacted by staff as necessary.
- III. Ownership and/or Name Change: For applications that are being submitted for permit amendments due to changes in ownership and/or name change (and there are no other proposed changes to the permit), applicants only need to fill out sections I, II, III, and VII. Ownership and/or name change requests must be accompanied by an official signed document on company letterhead.

- IV. Facility Description:
- A. Provide the purpose(s) that best describes the proposed water withdrawal use.
 - B. Describe the frequency of the proposed water withdrawal: “Continuous” means intended to be used more or less daily, etc. and “Intermittent” means intended to be used occasionally or at a periodic interval; not continuous or steady. If proposed water withdrawals don’t meet these frequency definitions then please check “Other” and describe.
 - C. Provide documentation that supports the requested withdrawal amounts and timing. The amounts requested should be related to current and future water use and maximum daily demands.
 - D. Briefly describe the nature of the facility activity (e.g., products produced or services provided) and the proposed beneficial use of water. Document and calculate the amount of water needed to produce a product or provide a service.
 - E. Summarize or attach the facilities’ emergency response plan. An emergency response plan should outline actions, procedures, and identification of equipment which can prevent or significantly lessen the impact of drought or other water shortages. There are resources available to help facilities in developing or updating emergency response plan for drought or other water shortages.
 - F. Identify raw water storage facilities and associated capacity, including storage ponds, tanks, etc.
 - G. Standard Industrial Classification (SIC) codes are four-digit numerical codes assigned by the federal government for use in classifying facilities by of activity type. Leave space blank if the number is not known, or if not appropriate.
- V. Water Withdrawal Requested: Complete the section that applies to the type of application checked in Section I. Enter the proposed maximum daily withdrawal amounts in Millions Gallons per Day (MGD) and applicable estimated start and end dates. The proposed withdrawal amounts and associated timeframes will determine water withdrawal reporting requirements.
- A. Enter the proposed withdrawal maximum daily withdrawal amounts (MGD) for each month. If no withdrawals are proposed for a particular month, then enter “0.”
 - B. For temporary or emergency authorizations enter the proposed maximum daily withdrawal amounts (MGD) or one-time total withdrawal (MG) and the associated withdrawal timeframe.
 - C. Diversion describes a specific section of a stream where water is by-passed and returned to the same source at a point downstream from the point of diversion. The stream section between the point of diversion withdrawal and point of discharge is the by-pass section.
- VI. Water Withdrawal Source and Location: Complete Sections A through J. For Section I, types of other withdrawals can include agricultural, industrial, commercial, municipal, and other users. Sections K through O must be completed by facilities that withdraw from impoundments. An impoundment is defined as a reservoir, lake, or pond created by a structure that captures natural surface runoff or flow for storage. For impoundments not owned by the facility, official permission or water supply agreements may be required. For Section P, efforts should be made to obtain official Kentucky Well Record Form, Well Inspection Form, or a Kentucky Spring Inventory forms. This can be accomplished by contacting the well driller, previous employees, or the Cabinet. If the well or spring does not have an Identification Number or AKGWA (or it is unknown), please contact the Watershed Management Branch. Wells within proximity of each other and withdrawing from the same water source will generally be covered under one permit, however the Cabinet will make the determination. Please contact the Cabinet regarding applications for installation of individual wells or a wellfield.
- VII. Water Withdrawal Site: Submit a map or aerial imagery of the water withdrawal site that contains at a minimum the scale of the map and a north arrow. The map must be legible and contain adequate information to allow confirmation of the location and identification of the diagram and other pertinent site information. Provide the United States Geological Survey 7 ½ minute quadrangle name. Electronic submittal of applications as Adobe Acrobat PDF is the preferred method.

- VIII. Water Withdrawal Capacity: All water withdrawals must be metered at the permitted location or prior to treatment. Any deviations from this policy must be requested and given justification but still have to measure the amount of use from the source. Indicate the pump capacity in gallons per minute (GPM). Different methods of calculating withdrawal capacity are acceptable and can include the following:
1. Readings from meters indicating water withdrawal rates during periods of maximum pumpage;
 2. Rated pump capacity as listed on the pump or in a pump's service manual with the use of an hour meter, electric meter, or log;
 3. Direct measurement of amount applied: For irrigation operations, it may be possible to set up a monitoring system to measure the amounts of water applied at average rate pumpage. The amount of water applied times the number of acres irrigated would equal the amount of water withdrawn. This amount could be converted to gallons per day (GPD) or gallons per minute (GPM);
 4. Any standard or method employed by the United States Geological Survey in determining these quantities; or;
 5. Other methods: There may be other acceptable methods of determining withdrawal capacity. The Cabinet will consider other methods if: 1) an explanation or description of the method is provided, and 2) a relationship can be established between the method of calculation and the withdrawal capacity.
- IX. Public Water Supply Systems: All public water supply systems must complete this section of the application.
- X. Wastewater Discharge: Check the appropriate method of wastewater disposal and complete associated sections.
- XI. Water Withdrawal Reporting Requirements: Information in this section serves to identify the official contact person for Water Withdrawal reporting requirements. Facilities withdrawing water from the Kentucky River Drainage Basin are required to submit water withdrawal recording and reporting to the Division of Water and the Kentucky River Authority. We are not the same agency and we have different requirements, regulations and addresses, so permittees must submit water withdrawal recording and reporting to both agencies separately. If you need more information regarding the Kentucky River Authority, please visit: <https://finance.ky.gov/offices/kra/Pages/default.aspx>
- XII. Certification: The application must contain the applicant's signature or signature of a person acting in the facilities' behalf. Electronic submittals containing the original signature page, such as that contained in a scanned document file, are acceptable.