

Division of Water  
Water Supply Section – Water Allocations Branch  
89 Kings Highway  
Dover, DE 19901

Phone: 302-739-9945  
Fax: 302-739-2296  
<http://www.dnrec.state.de.us>

## INSTRUCTIONS FOR FILING A WATER ALLOCATION PERMIT APPLICATION

State law (7 Del. C. Subsection 6003 (a)) requires permitting of projects withdrawing water from the surface or the ground at a rate greater than 50,000 gallons per day. For such projects application must be made to the Department of Natural Resources and Environmental Control (DNREC) to obtain a Water Allocation Permit. All applications for public, industrial, and commercial Water Allocation Permits must be accompanied by a permit fee payment of \$375 for each surface-water body (stream or pond) and aquifer supplying the system, regardless of the number of withdrawal points in either. (**NOTE: Irrigation projects do not require a fee payment**). In addition, the applicant must pay \$100 to cover the cost of advertising, as provided by 7 Del. C. Subsection 6004(b). Make two separate checks payable to the **State of Delaware**.

If the project will withdrawal 100,000 gallons or more per day in any 30 day period and is within the Delaware River basin application to the Delaware River Basin Commission (DRBC) may also be required. Contact the Water Allocation Branch at the above number for guidance on DRBC requirements.

Apply and submit payments to:

DNREC  
DIVISION OF WATER  
**WATER SUPPLY SECTION - ALLOCATIONS**  
89 KINGS HIGHWAY  
DOVER, DE 19901

For assistance with the application please call the Water Allocation Branch at (302) 739-9945.

THE SYSTEM OWNER, WATER-FACILITY MANAGER, OR A QUALIFIED CONSULTANT MUST COMPLETE THIS APPLICATION. A SEPARATE APPLICATION IS NEEDED FOR EACH SYSTEM OWNED.

1. List all requested information for the owner of the system. For privately-owned projects, list all applicable corporate names. Include mailing and street addresses where appropriate.
2. List all information for the project if different from #1 above. Specify the development, site, or tract name as appropriate, where the withdrawals will be located.
3. List the date the application is signed.
4. If a geologist or engineer has been involved with the development of the water supply, or facilities, give their name, address, and telephone number. Exclude drilling contractors.
5. All specified information must be clearly marked and carefully plotted on the map. The required maps may be provided upon request. For irrigation projects, the applicant may also be provided copies of soils maps as supplements to the topographic map. If the applicant supplies their own maps, do not submit entire maps, only portions or copies thereof.
6. Only one may be checked. Leave blank if uncertain.

7. **ATTACHMENTS FOR THIS ITEM MAY BE NEEDED - FOLLOW THESE INSTRUCTIONS.** Item #7 is a listing of essential information on withdrawal facilities (wells, stream or pond intakes).

If all withdrawals are from a SINGLE SOURCE (one aquifer, one stream, or one pond) an attachment is needed only if there are more than six facilities. In this case attach a blank copy of the first page of the application. Complete all items through #7 on the original, and complete all items through #8 on the attachment.

If withdrawals are from MULTIPLE SOURCES (different aquifers and/or surface waters) attachments will be needed regardless of the number of facilities. In this case attach a separate blank copy of the first page of the application for each aquifer, stream, and pond. Complete all items on each page, and check SUB-TOTAL on each by item #8. For the entire system, sum all "SUB-TOTALS" onto a separate, fully-completed attachment but leave the FACILITY INFORMATION (item #7) blank and check "SYSTEM TOTAL" by item #8.

On all items #8 be sure to list a REQUESTED RATE for each period and indicate "SUB-TOTAL" or "SYSTEM TOTAL" where appropriate. IF A DRBC APPLICATION IS REQUIRED, IT IS ESSENTIAL ALL INFORMATION AGREE BETWEEN BOTH APPLICATIONS.

A. **FACILITY LOCAL ID** - List the facility's name as it is called by the owner, e.g. #1, Well A, North Intake, Pond 1. All surface water intake pumps should be listed separately. All facilities used for emergency stand-by, i.e. fire fighting, should be listed.

B. **FACILITY PERMIT NO.** - List the well construction or surface intake permit number. Leave blank if unknown.

C. **MAXIMUM PUMP CAPACITY** - For each facility list the maximum capacity of the PUMP. The maximum capacity would be under wide-open discharge, unconnected to distribution lines. Otherwise, list the highest known capacity of the pump, well, or intake.

D. **MAXIMUM USE** - For each facility use the MAXIMUM PUMP CAPACITY (from C. above) to list the maximum volume intended to be pumped during one day.

8. **REQUESTED RATES** - A Water Allocation must be designed for daily, monthly, and yearly withdrawals based on DEMAND. For recovery projects and certain industrial withdrawals, the REQUESTED RATES could be based on continuous pumping at maximum capacity. For irrigation systems: the applicant should assume a growing season with little or no rainfall. Generally, the REQUESTED RATES will NOT be based on maximum capacity because for a given period the maximum capacity will typically far exceed the demand. However, REQUESTED RATES must have headroom for peak demand in all periods. Also allow for the necessary margin to meet projected increases in demand for at least the next five years. If the REQUESTED RATES are an increase over an existing allocation, attach a statement to document the need for the increase and give a proposed developmental schedule. DO NOT include pumpage from any emergency stand-by facilities as part of the REQUESTED RATES. List rates in million gallons (MG).

Each facility will be permitted to its maximum daily capacity, but not in excess of the daily allocation for the entire system. The system will be allocated for maximum daily, monthly, and yearly withdrawal rates, and maximum pumping water-levels will be established where necessary. Unless adverse affects have, or could result from these withdrawals, or unless the requests are not substantial, the REQUESTED RATES will be granted in the water allocation permit. Please plan carefully.

9. Account for all acreage which presently can be irrigated, and all additional acreage which could or will be irrigated, e.g. planned extension of spray systems, new wells, etc. List the total acreage of all land at the project site, regardless of whether or not the lands are or could be irrigated.
10. **Consumptive use is the amount of withdrawn water not returned to the surface or ground waters** (e.g. water to non-local sewer systems, crop up-take, evaporations, etc.).
11. Identify and describe all interconnections, transfer agreements, etc. which can or could supply water to this system.
12. Identify and describe any other system(s) with which an interconnection is physically possible, and detail all discussions to that effect which may have occurred among the concerned parties.
13. Wells listed within should have completion reports if they were installed after 1969. If the application does not have completion reports available, they may be available from the drilling contractor. Pumping test data must be submitted for each well if required specifically by the well permit or by the Division of Water. Otherwise, give ALL known construction and pump information for each facility (e.g. depth, screened interval, diameter, pump capacity, etc.). Do not send originals.
14. Chemical and bacteriological analyses are conducted for potable supplies by the Division of Public Health, Office of Drinking Water (302) 741-8630. These are the yearly Sanitary Survey, and the Quarterly and Monthly reports for routine analyses. Any other analyses appropriate or available for the project should be submitted. Do not send originals.
15. Fully describe all treatment the withdrawn water will receive prior to use. Examples include, but are not limited to, chlorination, iron removal, aeration, filtration, fertilizer and chemigation additives, etc.
16. Fully describe all treatment the waste water will receive prior to discharge. Examples include the various physical and biological treatments and treatment stages for the waste stream. The latest available NPDES reports on chemical and bacteriological analyses must be included. Provide analyses as appropriate for waste water spraying projects, groundwater recovery projects, etc. If applicable, name the regional treatment facility receiving the project's waste water.
17. For **irrigation facilities metering refers to elapsed-time indicators** on engines and motors, as well as in-line flow meters. For all other facilities, metering refers only to approved, in-line flow meters, or flow-integrators where appropriate. Metering is required and, if meters are lacking a proposed schedule for installation must be submitted for review by the Division of Water Resources.
18. If service connection metering is not 100%, the schedule for 100% metering should be described via a customer break-down, including any existing service metering and recent ordinances thereto. Provide the latest available population figure along with the best projected estimate.
19. Fully describe all existing conservation measures, and all feasible measures which are planned.
20. Fully describe all existing drought emergency plans, and all feasible plans, which could be implemented in the event of a declared drought.
21. The owner or the appropriate official of the owner (as listed in item #1) must sign and date the application. All applications, except for agricultural irrigation, must be notarized.