

Instructions for change in “*Point of Diversion*” and
change in “*Purpose of Use*”

1. Application(s) for change in Point(s) of Diversion or Change in Purpose of Use;
2. A \$50 filing fee *per* application;
2. After receiving the application and filing fee(s), you will be forwarded the notification letters, Affidavit of Mailing and Postal Form 3877. Mail notification form letters, by Certified Mail, to all landowners and persons holding water permits within a one mile radius of the proposed point(s) of diversion, and all municipal or public water use facilities within a twelve mile radius;
4. Complete and return the Affidavit of Notice, with a list of notification recipients, and Postal Service Form 3877. Postal Form 3877 is required to show the date of mailing;
5. Upon receipt of the completed affidavit of notice, a list of notification recipients, and Postal Service form **3877**, the state engineer shall publish notice of the application in the official newspaper of the county in which the proposed appropriation site is located, once a week for two consecutive weeks. The applicant is required to pay the publication fees for the **Notice of Application**.