

PETITION TO TRANSFER OWNERSHIP OF A GROUNDWATER PERMIT OR PRIOR RIGHT

OKLAHOMA WATER RESOURCES BOARD
WATER RIGHTS ADMINISTRATION DIVISION
3800 North Classen Blvd., Oklahoma City, OK 73118
Phone: (405) 530-8800 Fax: (405) 530-8900
Website: <https://oklahoma.gov/owrb.html>
(see website for FAQs)

FILING FEE

Review of the petition will not begin until the proper filing fee is received.

Filing Fee..... \$400.00*

*Each individual groundwater permit or prior right requires a separate petition to transfer ownership and associated filing fee.

1. NAME & CONTACT INFORMATION *Print the petitioner's name to exactly match what is listed on the ownership document.*

Petitioner Name _____ Phone (____) _____ - _____

Mailing Address _____ City _____ State _____ Zip _____

Email _____ Fax (____) _____ - _____

Contact Name
(if different than petitioner) _____ Phone (____) _____ - _____

Mailing Address _____ City _____ State _____ Zip _____

Email _____ Fax (____) _____ - _____

If correspondence needs to be sent during review of the petition, it should be sent as: ☐ Postal Mail ☐ Email ☐ Fax

2. TYPE OF PERMIT TRANSFER *Provide the permit number and check one of the boxes for the type of permit transfer.*

Groundwater Permit or Prior Right # _____ (e.g. 19980600)

☐ **Full Transfer** – The applicant owns or controls all the land, water, and wells associated with the groundwater permit or prior right. (Complete section 3. Skip sections 4 and 5. Review section 6 submittal requirements.)

☐ **Split Transfer** – The applicant owns or controls a portion of the land, water, and wells associated with the groundwater permit or prior right. (Complete sections 3, 4, and 5. Review section 6 submittal requirements.)

3. SIGNATURES – *I attest I have reviewed the petition and the information provided is true to the best of my knowledge.*

NOTARY

SIGNATURE OF PETITIONER

STATE OF _____)
) ss.

PRINTED NAME

COUNTY OF _____)

TITLE (e.g. owner, manager, legal counsel, etc.)

The foregoing instrument was acknowledged before me this
_____ day of _____, 20_____.

(SEAL)

Notary Public Signature

Commission number: _____

Commission expiration date: _____

4. LEGAL DESCRIPTION OF PROPERTY (REQUIRED FOR SPLIT TRANSFER ONLY)

Please specify the acreage and legal description down to a ten-acre tract of land owned/leased by the petitioner associated with the permit to be split. Do not use city lot and block numbers or metes and bounds. If additional space is needed, list on a separate sheet of paper. An explanation of legal descriptions can be found on the OWRB website.

_____ total acres owned; _____ total acres leased; _____ total acres platted (**municipal only**)

_____ acres in _____ 1/4 of _____ 1/4 of _____ 1/4 of Section _____ Twp. _____	☐ N ☐ S Rng. _____	☐ EIM ☐ WIM in _____ ☐ ECM _____ County
_____ acres in _____ 1/4 of _____ 1/4 of _____ 1/4 of Section _____ Twp. _____	☐ N ☐ S Rng. _____	☐ EIM ☐ WIM in _____ ☐ ECM _____ County
_____ acres in _____ 1/4 of _____ 1/4 of _____ 1/4 of Section _____ Twp. _____	☐ N ☐ S Rng. _____	☐ EIM ☐ WIM in _____ ☐ ECM _____ County
_____ acres in _____ 1/4 of _____ 1/4 of _____ 1/4 of Section _____ Twp. _____	☐ N ☐ S Rng. _____	☐ EIM ☐ WIM in _____ ☐ ECM _____ County

5. WELL INFORMATION (REQUIRED FOR SPLIT TRANSFER ONLY) Please specify the number and legal description down to a ten-acre tract for existing wells and proposed well areas that are on land owned/leased by the petitioner associated with the permit to be split. If additional space is needed, list on a separate sheet of paper.

_____ wells in _____ 1/4 of _____ 1/4 of _____ 1/4 of Section _____ Twp. _____	☐ N ☐ S Rng. _____	☐ EIM ☐ WIM in _____ ☐ ECM _____ County	☐ Existing ☐ Proposed
_____ wells in _____ 1/4 of _____ 1/4 of _____ 1/4 of Section _____ Twp. _____	☐ N ☐ S Rng. _____	☐ EIM ☐ WIM in _____ ☐ ECM _____ County	☐ Existing ☐ Proposed
_____ wells in _____ 1/4 of _____ 1/4 of _____ 1/4 of Section _____ Twp. _____	☐ N ☐ S Rng. _____	☐ EIM ☐ WIM in _____ ☐ ECM _____ County	☐ Existing ☐ Proposed
_____ wells in _____ 1/4 of _____ 1/4 of _____ 1/4 of Section _____ Twp. _____	☐ N ☐ S Rng. _____	☐ EIM ☐ WIM in _____ ☐ ECM _____ County	☐ Existing ☐ Proposed

6. SUBMISSION AND PROCESSING – *Include all the following:*

- a. The original completed petition, typed or printed in ink, signed, and notarized** (All markings must be legible.);
- b. Filing fee payment** (Review of the petition will not begin until the filing fee is received. Filing fees are refunded at the discretion of the OWRB. Preferred payment method is a check payable to the OWRB. Other payment methods include cash, money order, or credit card via the OWRB Website Pay Portal – please provide a copy of the Pay Portal receipt.);
- c. Copy of deeds, leases, easements, and/or other letters of consent for all the land associated with the permit or portion of the permit to be transferred** (Tax documents are not accepted. Social security numbers are not required and should be marked out on documents that contain them.);
- d. Any other documentation requested by OWRB staff as necessary to complete the petition review** (OMMA license, ODAFF license, etc.).

Please Note: Any incomplete or unresponsive answers may cause a delay in the processing of your petition. Failure to provide complete ownership documents may result in an unintended permit split. See OAC 785:30-7-7.