

**Procedures for Change in Location of Well without loss of PRIORITY when ground water rights have been adjudicated or unadjudicated and the water has been put to beneficial use**

A petition for relocation must be filed with the Board of Control. The Board of Control meets four (4) times a year as follows:

- First Week in February
- Second Week in May
- Third Week in August
- Fourth Week in November (except when it conflicts with Thanksgiving, then it will be rescheduled accordingly.)

*Petitions must be submitted at least 30 days before scheduled meeting date to be included on the agenda.*

**Petition Requirements:**

1. No petition fees are required for well relocations.
2. No map is required. However, after the well has been drilled, a professional land surveyor (licensed in Wyoming) must survey the well location and submit a Certificate of Surveyor if the well is located more than 100 feet from the original well. If located less than 100 feet, a bearing and distance from the original well to the new well must be provided on the Relocated Statement of Completion; GPS coordinates must also be provided for the relocated well.
3. Power records for the preceding five (5) years will be required.
4. A Certificate of Ownership will be required.
5. The signer of the petition will need proof of authorization to sign (if signing for cooperation, municipality, improvement district, homeowner's association, etc.). The authorization could be in the form of a Power of Attorney, a corporate resolution, "consent of partnership" or a copy of corporate minutes when such authorization was granted, etc.
6. CONTROL AREAS - If the well is located within a Control Area, proof of advertisement is required along with the Control Area Advisory Board's recommendation.

DIV. III - If relocation for Domestic &/or Stock well adjudicated by the court, a Petition for Relocation [Replacement] must be submitted to the Superintendent of Water Div. III for approval. After the Supt. approved he will forward it to the BOC for docketing and review. See page 97 for more detail and a sample petition on pages 102-103.

In emergencies, when immediate remediation is required, submit a request to the Division Superintendent for temporary relocation. A temporary relocation may be granted for short periods of time, up to a maximum of one water use season. The granting of a temporary relocation does **NOT** in any way guarantee that the Board of Control will approve a permanent change. A petition must still be filed with the Board of Control. (See SEO Regs., Part IV, page 51)