

**PROCEDURE FOR CHANGE OF LOCATION OF WELL WITHOUT LOSS OF  
PRIORITY (when ground water right has been ADJUDICATED or WHEN WATER  
HAS BEEN PUT TO BENEFICIAL USE) (W.S. 41-3-917, Am. 1985) FILE A PETITION  
FOR RELOCATION WITH THE BOARD OF CONTROL**

1. If you are uncertain whether you want to relocate, FILE AN APPLICATION FOR PERMIT TO DRILL A TEST WELL. If when drilling the test well the driller finds ample water and it is economically advantageous to drill and case a full size production well while on-site, this may be done. However, a pump should not be installed, and the water MAY NOT be put to beneficial use from this test well. A Statement of Completion (Form U.W. 6) will be required for the test well.
2. In emergencies, when immediate remediation is required, submit an APPLICATION FOR TEMPORARY CHANGE IN LOCATION OF WELL to the Division Superintendent. 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. (See SEO Regs., Part IV, page 51.)
3. THE BOARD OF CONTROL PETITION:

*Petition samples are found in the State Engineer's Office Regulations and Instructions, Part IV, Page 50a.*

NOTE: The Board of Control meets four times a year as follows:

First week in March

Second week in May

Third week in August

Fourth week in November (except when it conflicts with Thanksgiving)

PETITIONS MUST BE SUBMITTED at least thirty (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.)
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 a corporation, municipality, Improvement District, Homeowner's Association, etc.) The authorization could be in the form of a Power of Attorney, a corporate resolution, a "consent of partnership", or a copy of corporate or municipal minutes when such authorization was granted.

6. IF the well is located within a CONTROL AREA, the petition must:
  - A. Be published (advertised), at petitioner's expense in a newspaper of general circulation in the county wherein the proposed change will be located, for at least once a week for three (3) consecutive weeks. Objections to the granting of the petition may be filed within ten (10) days after the last publication of the notice. (NOTE: If objections are filed, they must be studied to determine the validity of the objection. If valid, a hearing will be scheduled.)
  - B. Be reviewed by the Control Area Advisory Board for their recommendation.
7. AFTER THE WELL HAS BEEN DRILLED AND PUMP INSTALLED, a STATEMENT OF COMPLETION (Form U.W. 6) for the RELOCATED WELL must be completed and submitted to the Ground Water Division.
8. A notification of the disposal of the original well must be submitted to the Ground Water Division.
  - A. If abandoned, notification must include:
    1. Details of the plugging, i.e. materials used and the interval depths at which any varying materials were used; what happened to the casing; how was the surface reclaimed.
    2. Date abandonment was completed.
  - B. If to be used for another purpose (such as stock watering/domestic or heat pump, etc.) an application for a NEW PERMIT for the new use must be submitted to the State Engineer.