

**INSTRUCTIONS FOR FILING
SPECIAL APPLICATIONS**

Authority. W.S. 33-29-139, Wyoming Statutes 1977, provides for the filing of applications with the State Engineer without requiring certification of maps and plans by a registered engineer or land surveyor for facilities meeting the following limitations:

NOTE: *Coordinates for all points of diversion and reservoirs are required. If a dam is to be built, coordinates should be provided to the point where the outlet pipe intersects the center line of the dam.*

Stock Reservoirs not to exceed 20 acre-feet in capacity or 20 feet in fill height. Use Form SW4. See page 3.

Stock - Diversion From a Stream will be authorized for a diversion of up to 25 gallons per minute (25 GPM) or 0.056 CFS. Use Form SW1 (or SW2 if enlargement). See page 3.

Fish Propagation, Recreation, Wildlife and/or Wetland Reservoirs not to exceed 20 acre-feet in capacity or 20 feet in fill height. Use Form SW3 and SW3-A. See pages 3 and 4.

Floodwater Detention Reservoirs not to exceed 50 acre-feet in capacity, 20 feet in fill height, or 20 acre-feet of inactive capacity; and providing said dam has a minimum uncontrolled outlet of 18 inches in diameter. Use Form SW-3 and SW-3A. See page 4.

- NOTE:**
1. *A State Engineer permit will not be required for pit-type or excavated flood control impoundments that are designed with an outlet device that will totally evacuate the impoundment within 24 hours.*
 2. *A State Engineer permit will not be required for flood control reservoirs that will have a storage capacity of less than 50 acre-feet when the dam height will be 6 feet or less as measured from the downstream toe to the crest of the dam. A reservoir under this exemption must be equipped with a minimum 18-inch diameter, uncontrolled outlet pipe that will totally evacuate the impoundment.*

Domestic Special Application use from a stream will be authorized for a diversion of up to 25 gallons per minute (25 GPM) or 0.056 CFS. Use Form SW1 (or SW2, if enlargement). See pages 4 and 5.

Springs - Stock Water and/or Domestic Facilities diverting from springs where the natural yield of the spring does **not** exceed 25 GPM (0.056 CFS) for stock and/or domestic purposes only, shall be considered as ground water and the ground water application procedure must be used. Use Form UW5 and contact the Ground Water Division for instructions.

Springs - Stock Water and/or Domestic Facilities diverting from springs where the natural yield **exceeds** 25 GPM (0.056 CFS) for stock and/or domestic purposes only, may follow the filing procedure outlined below, and will be limited to a maximum diversion rate of 25 GPM (0.056 CFS). Use Form SW1 (or SW2, if enlargement). See page 5.

General Requirements for Filing Special Applications:

Unless otherwise specified, all applicable requirements of the Surface Water Manual of Instructions shall apply.

MAPS

Each application, except Form SW4, must be accompanied by one of the following:

- 1) An aerial photograph or
- 2) Portions of an "**ORIGINAL**" USGS quadrangle map (good quality, computer-generated, color USGS quadrangle maps are acceptable) or
- 3) A linen or polyester base tracing map

with the following guidelines:

- Aerial photos 9" x 9" in size are acceptable as long as a scale and routine map details are shown on the photo using white lettering.
- Portions of USGS quadrangle maps with the left (binding) or west edge having a vertical dimension of 11" for filing in 3-ring binders is requested. The horizontal or south edge dimension of the portion of the USGS quad map must not be less than 8½" nor larger than 17" wide.
- The minimum scale of 2" = 1 mile will be acceptable.
- The preferred scale of aerial photographs is 4" = 1 mile.
- The preferred scale of USGS quadrangle maps is 1:24000, (1"= 2000').
- The scale must be shown on all maps and aerial photographs.
- A "north arrow" must be shown and should be oriented so that the top of the map is north.
- When any part of a section is involved in an application, the entire section, subdivided into forties, lots, tracts, homestead entries, etc., as applicable, must be shown and properly identified including the section number, township and range.
- A public land survey corner must be identified on the ground and accurately shown on the aerial photograph or USGS quadrangle map. Such corner should be the nearest available corner to the facility involved.
- The location of the facility must be accurately shown within the proper 40-acre subdivision or subdivisions.
- Streams must be identified by name.
- A title block showing the name of the facility and the applicant's name and address should be shown on the lower right hand corner of the map, and adequate space for the signature block and stamping the permit number must be provided. (See the attached sample map).
- The aerial photograph or USGS quadrangle map must show the outline of the submerged area of the reservoir, the name of the reservoir, and the name of the stream upon which the reservoir is located. (See the attached sample map).
- Aerial photographs or USGS quadrangle maps need not be certified by a licensed engineer or land surveyor, but the Statement of Declaration on the application and on the Reservoir Application Supplemental Sheet (Form SW3-A) for filings on Form SW3, must be signed by the applicant or his agent.
- Black waterproof ink must be used for information shown on these maps.
DO NOT USE BALL-POINT PENS.
- A linen or polyester base tracing map, prepared as outlined in the Surface Water Instruction Manual, may be used in place of a quad or photo, without the certification requirements of an SW3 reproducible map.

INSTRUCTIONS FOR COMPLETING THE APPLICATION FORMS:

Stock Reservoirs. Applications for stock reservoirs not to exceed 20 acre-feet in capacity or 20 feet in fill height, may either be filed entirely on Form SW4, (the regular Stock Reservoir Application Form) in accordance with the requirements of the Instruction Manual; or the SW4 application form may be filed under the provisions that follow:

1. The Location Map on page 2 of the SW4 application form is not required if the application is accompanied by an aerial photograph or original USGS quadrangle map. However, use of the Location Map on page 2 of the application is preferred. See attached SAMPLE QUAD MAP (Form SW4).

Stock - Diversion from a Stream.

(NOTE: The Special Application filing process authorizes the use of a portion of an original USGS Quadrangle map in lieu of a certified, mylar or linen map under certain special circumstances.)

The Special Application filing process may be used for a STOCK diversion from a stream. Stock use can be authorized for a diversion of up to 25 gallons per minute (25 GPM) or 0.056 CFS.

This Special Application use will be filed on Form SW1 (or SW2, if enlargement) using the procedures outlined in the Instruction Manual. The exception to the filing procedure is that no surveyed corner tie will be required. If the use is within a subdivision, the applicant must supply the subdivision name, block, and lot number. In the case of subdivisions, the applicant should supply a copy of the subdivision plat, if available, along with a copy of their deed. The point of diversion shall be located to the nearest 40-acre parcel within a Section, Township and Range.

A portion of an original, USGS Quadrangle map showing the point of diversion and the point(s) of use should be filed with the application form. The USGS Quadrangle map should be prepared in accordance with the procedures for other Special Application mapping procedures. See attached SAMPLE: STREAM - STOCK WATER FACILITY.

Fish Propagation, Recreation, Wildlife and/or Wetland Reservoirs.

Applications for these types of reservoirs not to exceed 20 acre-feet in capacity or 20 feet in fill height may be filed on Form SW3, (the regular Reservoir Application Form) in accordance with the requirements of the Instruction Manual; or such applications may be filed on Form SW3 with the Reservoir Application Supplemental Sheet, Form SW3-A, under the provisions that follow:

1. ITEM 5 -- "The outlet of the proposed reservoir is located _____" -- A corner tie is not required but should be provided if such information has been determined by a field survey. However, the location of the reservoir by proper 40-acre subdivision, section, township and range, must be specified.

2. Complete all items on the Reservoir Application Supplemental Sheet. See Form SW3-A on attached example.

a. Furnish details relative to the reservoir and dam. If an item is not applicable, enter "NA."

b. Furnish spillway details and hydraulic properties.

c. Complete the profile of damsite.

d. Sign and date the Statement of Declaration.

See attached SAMPLE QUAD MAP (Form S.W.3-A).

NOTE: Supply Ditches. If a supply ditch is to be used to fill or to furnish additional water from another source for any reservoir, a separate application for the supply ditch will be required. Such application must

be prepared in accordance with the requirements of the Instruction Manual and shall require a reproducible map, certified by a licensed land surveyor or engineer.

Floodwater Detention Reservoirs. Applications for floodwater detention reservoirs not to exceed 50 acre-feet in capacity, 20 feet in fill height, 20 acre-feet of inactive capacity; and providing said dam has a minimum uncontrolled outlet of 18-inches in diameter; may be filed in accordance with the same procedure and requirements as specified for fishing preserve and wetland reservoirs above.

NOTES:

A) Inactive capacity should generally be limited to a 2:5 ratio of the total capacity.

B) The outlet is normally to be uncontrolled. A waiver of the 18-inch minimum outlet diameter may be requested where a smaller diameter, uncontrolled outlet is needed for specific control purposes if accompanied by a justification statement and hydrologic computations. (See D below).

C) Any deviation from A) or B) must have written justification that will be considered during the application review process.

D) Applications filed under this procedure for Flood Control Reservoirs connected with suburban and urban subdivisions, municipalities or other hazardous situations must be accompanied by hydrologic and hydraulic computations of sufficient detail to determine the adequacy of outlets and spillways and the method of dealing with downstream hazards.

Domestic Special Application.

(NOTE: The Special Application process authorizes the use of a portion of an original USGS Quadrangle map in lieu of a certified, mylar or linen map under some special circumstances.)

The Special Application filing process may be used for a DOMESTIC diversion from a stream. Domestic use will be authorized for a diversion of up to 25 gallons per minute (25 GPM) or 0.056 CFS **for use in and around a single-family dwelling**. A Domestic use is considered to be water for both in-house use AND/OR the watering of lawns and gardens.

This Special Application use will be filed on Form SW1 (or SW2, if enlargement) using the procedures outlined in the Instruction Manual. The exception to the filing procedure is that no surveyed corner tie will be required. If the use is within a subdivision, the applicant must supply the subdivision name, block, and lot number. In the case of subdivisions, the applicant should supply a copy of the subdivision plat, if available, along with a copy of their deed. The point of diversion shall be located to the nearest 40-acre parcel within a Section, Township and Range.

A portion of an original, USGS Quadrangle map showing the point of diversion and the point of use should be filed with the application form. The USGS Quadrangle map should be prepared in accordance with the procedures for other Special Application mapping procedures. See attached SAMPLE: DOMESTIC - SPECIAL APPLICATION.

Springs - Stock Water and/or Domestic Facilities

Use Form SW1 (or Form SW2, if enlargement). Refer to the Instruction Manual for general instructions. The following exception shall apply:

1. ITEM 5 -- "The point of diversion of the proposed works is located" -- A corner tie shall not normally be required. However, in the case of other springs in the immediate area, and to avoid possible conflicts, a corner tie may be necessary; therefore, serious consideration should be given to providing a surveyed corner tie at the time of initial

filing. In any case, the location of the point of diversion by proper 40-acre subdivisions, section, township and range, must be specified.

2. An aerial photograph or USGS quadrangle map may be used in place of a linen tracing map and must show and identify the point of diversion, means of conveyance, point of beneficial use, name of spring, and name of stream. See attached SAMPLE: SPRINGS - STOCK WATER FACILITY.

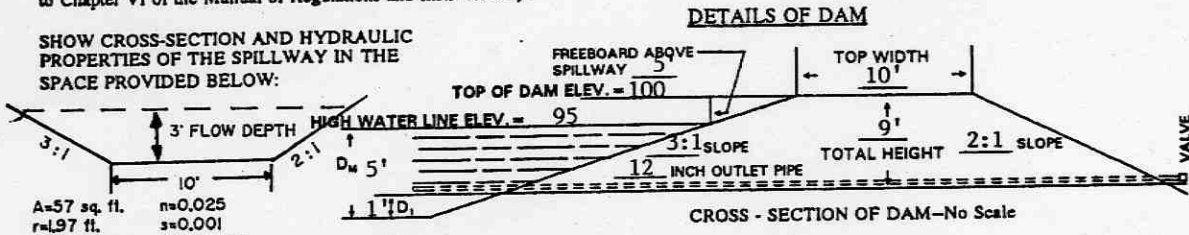
3. All such facilities filed as a Special Application will be limited to 25 GPM or 0.056 CFS.

RESERVOIR APPLICATION SUPPLEMENTAL SHEET
(Use with Form S.W. 3)
for

THE JOE RESERVOIR

Temporary
Filing No. _____

The following information, as applicable, must be furnished when filing applications under the provisions of Wyoming Statute 33-29-139. (Refer to Chapter VI of the Manual of Regulations and Instructions.)



SHOW CROSS-SECTION AND HYDRAULIC PROPERTIES OF THE SPILLWAY IN THE SPACE PROVIDED BELOW:

A=57 sq. ft. n=0.025
r=1.97 ft. s=0.001
V=2.95 f.p.s. Q=168 c.f.s.
 $V = 1.486 (r^{2/3}) (s^{1/2})$
 $Q = VA$

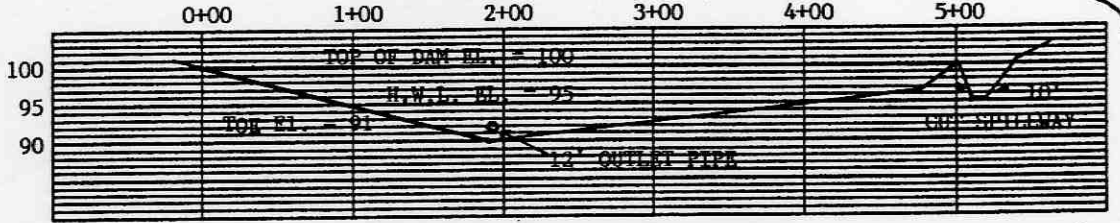
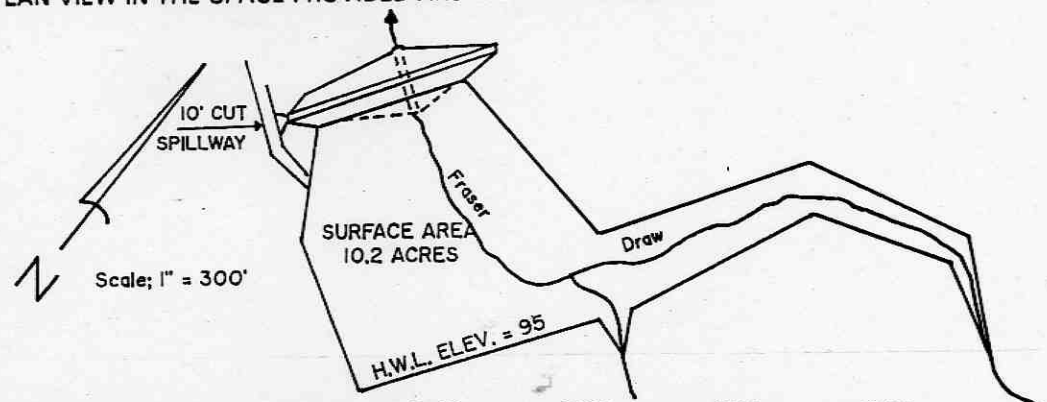
CAPACITY

Area at High Water Line (HWL): (a) 10.2 acres
 Area at elevation of Outlet (invert): (b) 0.05 acres
 (D_m) Maximum water Depth (less freeboard): (c) 5.0 feet
 (D_i) Water Depth below Outlet: (d) 1.0 feet
 TOTAL CAPACITY = (a) x (c) + 3 = 17.0 acre-feet
 INACTIVE CAPACITY = (b) x (d) + 3 = 0.02 acre-feet
 ACTIVE CAPACITY = TOTAL CAPACITY - INACTIVE CAPACITY = 16.98 acre-feet

BODY OF RESERVOIR

Length: 1600 feet Width: 330 feet Average Depth: 1.67 feet
 NOTES: Measure length as straight line distance (at HWL) from dam to most remote point.
 Measure width at HWL along dam.
 Average Depth = TOTAL CAPACITY ÷ Area at HWL.

SHOW PLAN VIEW IN THE SPACE PROVIDED AND IDENTIFY SCALE:



PROFILE OF DAMSITE (Looking Upstream) SCALE: VERTICAL - 1" = 20' HORIZONTAL - 1" = 100'

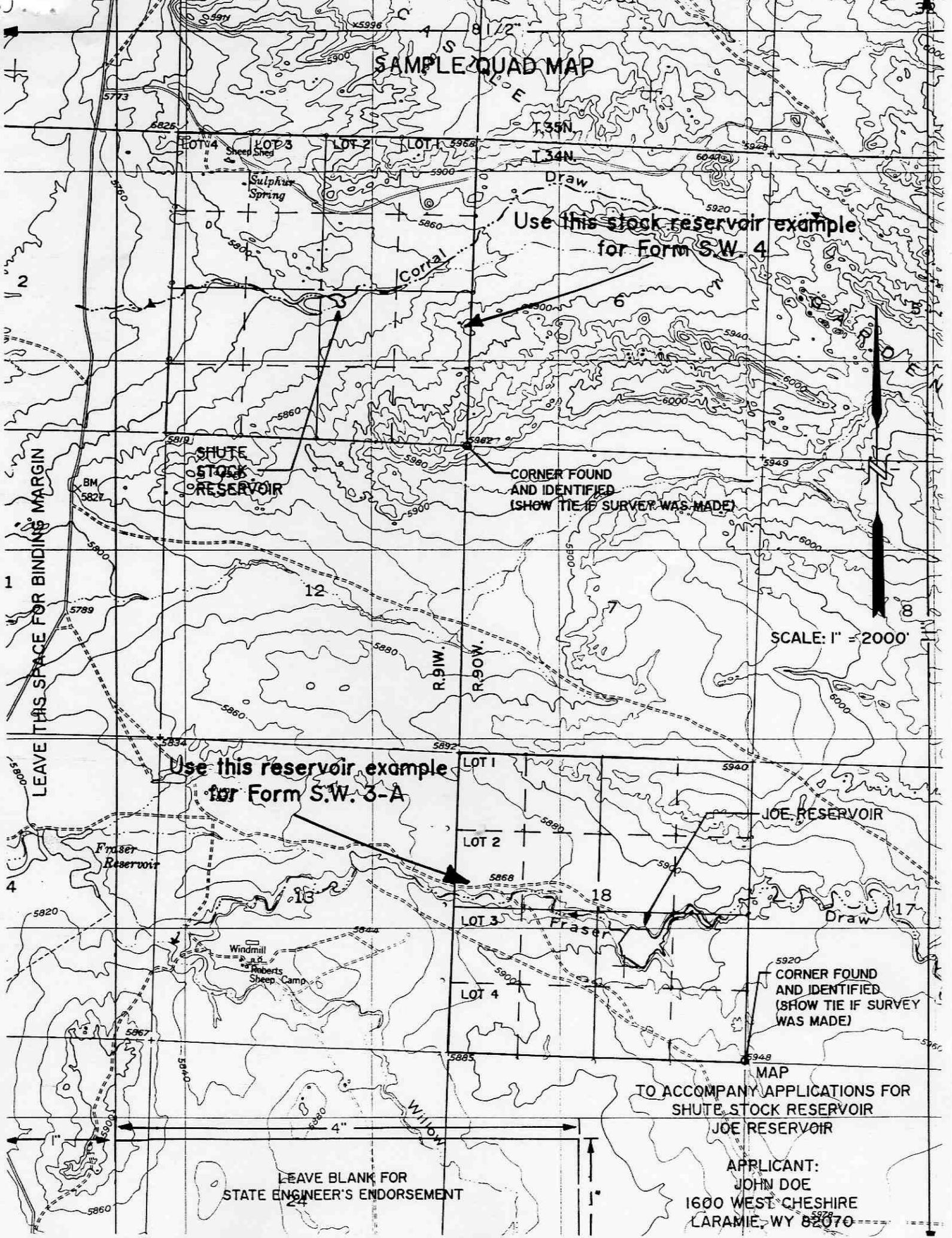
DECLARATION

Under penalties of perjury, I declare that I have examined this application and the information contained herein, and to the best of my knowledge and belief it is true, correct and complete, and that the location of the proposed facility is accurately shown on an aerial photograph or U.S.G.S. quadrangle map accompanying this application.

John Doe
Signature of Applicant or Agent

1-24-2000
Date

SAMPLE QUAD MAP



Use this stock reservoir example
for Form S.W. 4

Use this reservoir example
for Form S.W. 3-A

CORNER FOUND
AND IDENTIFIED
(SHOW TIE IF SURVEY WAS MADE)

SCALE: 1" = 2000'

JOE RESERVOIR

CORNER FOUND
AND IDENTIFIED
(SHOW TIE IF SURVEY
WAS MADE)

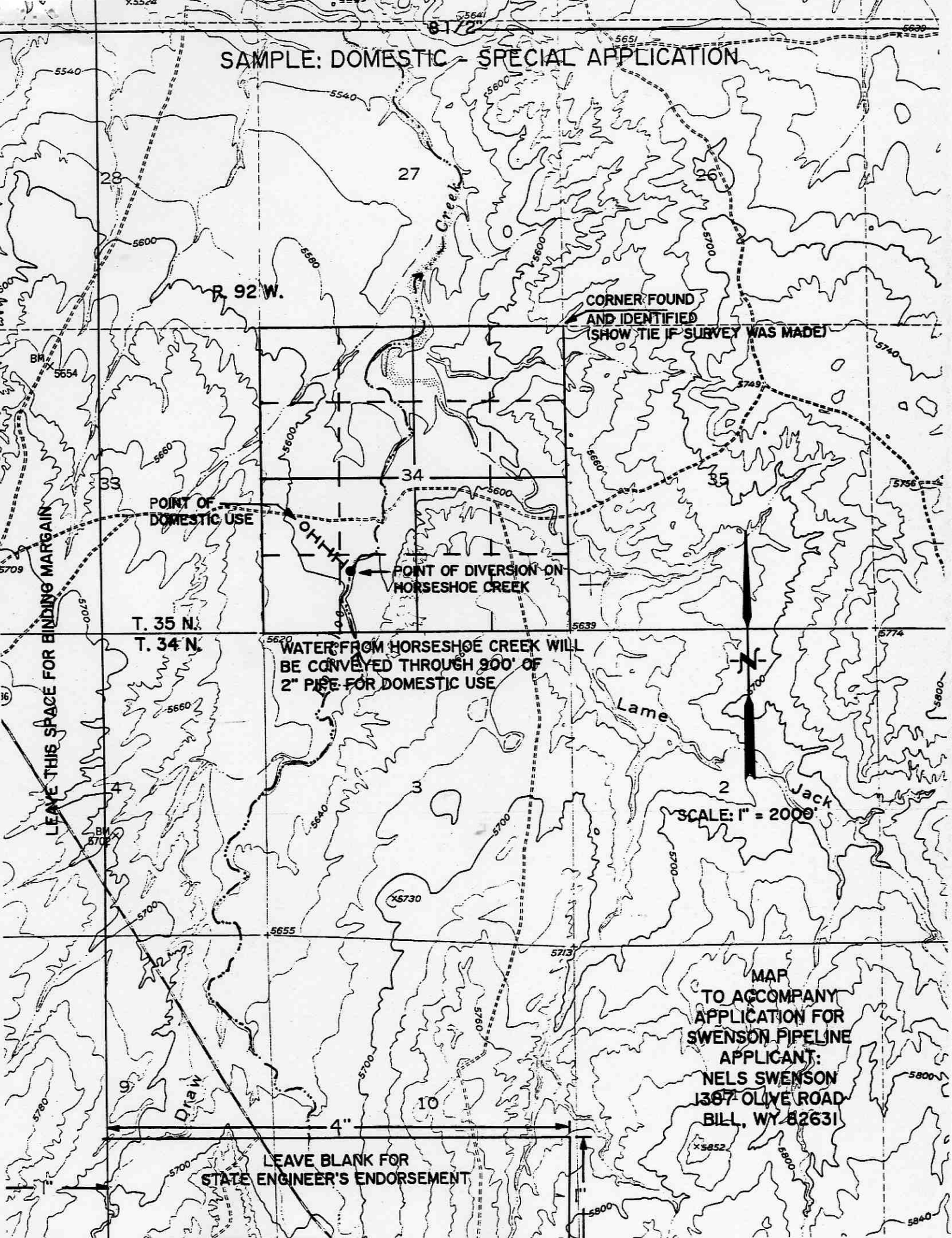
MAP
TO ACCOMPANY APPLICATIONS FOR
SHUTE STOCK RESERVOIR
JOE RESERVOIR

APPLICANT:
JOHN DOE
1600 WEST CHESHIRE
LARAMIE, WY 82070

LEAVE THIS SPACE FOR BINDING MARGIN

LEAVE BLANK FOR
STATE ENGINEER'S ENDORSEMENT

SAMPLE: DOMESTIC SPECIAL APPLICATION



8172'

5651

5630

5540

28

27

26

R. 92 W.

CORNER FOUND AND IDENTIFIED (SHOW TIE IF SURVEY WAS MADE)

POINT OF DOMESTIC USE

POINT OF DIVERSION ON HORSESHOE CREEK

T. 35 N.

T. 34 N.

WATER FROM HORSESHOE CREEK WILL BE CONVEYED THROUGH 900' OF 2" PIPE FOR DOMESTIC USE

N

SCALE: 1" = 2000'

MAP TO ACCOMPANY APPLICATION FOR SWENSON PIPELINE APPLICANT: NELS SWENSON 1387 OLIVE ROAD BILL, WY 82631

LEAVE BLANK FOR STATE ENGINEER'S ENDORSEMENT

LEAVE THIS SPACE FOR BINDING MARGIN

Draw

4"

10

9

Draw

Draw

BM 5654

5709

16

4

BM 5702

5700

5780

5700

5641

5540

5600

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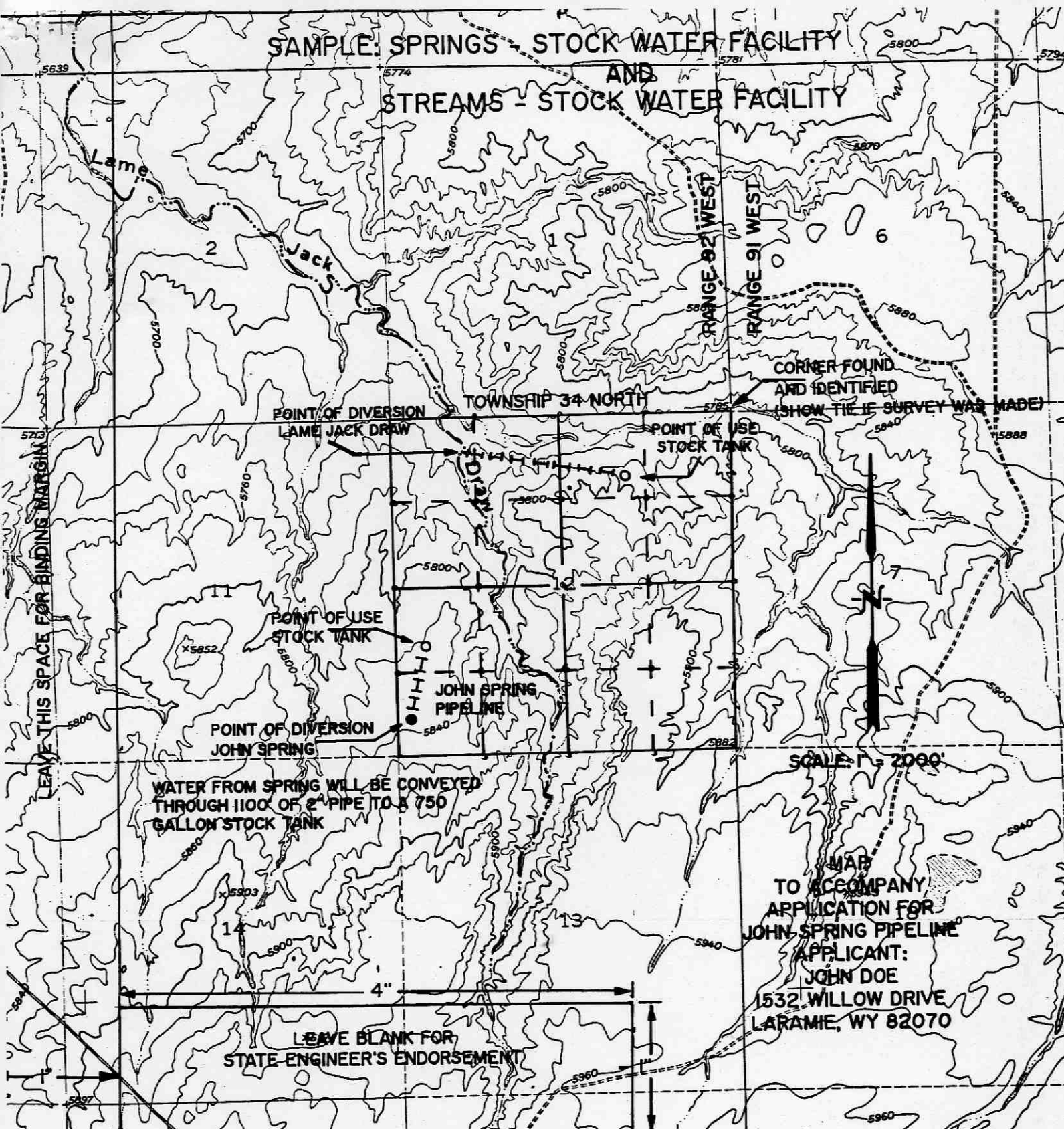
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**SAMPLE SPRINGS STOCK WATER FACILITY
AND
STREAMS - STOCK WATER FACILITY**



**MAP
TO ACCOMPANY
APPLICATION FOR
JOHN SPRING PIPELINE
APPLICANT:
JOHN DOE
1532 WILLOW DRIVE
LARAMIE, WY 82070**

PLEASE NOTE:

- 1) If a 9" x 9" aerial photo is used, use above layout. Contour lines are not required on aerial photos.
- 2) If USGS Quad sheet is used, use SAMPLE QUAD MAP layout example.
- 3) DO NOT use ball-point pens on these maps. Black waterproof ink must be used for all information shown on these maps.
- 4) Maps must comply with all requirements stated within the attached instructions.