

INSTRUCTIONS FOR FILLING OUT APPLICATION FOR GROUND WATER USE PERMIT

This application form is to be used for **both** existing uses in newly designated ground water management areas and proposed new uses, including modifications of existing ground water use permits.

Most questions can be addressed by visiting our website at <http://www.hawaii.gov/dlnr/cwrm> or by contacting the Ground Water Regulation Branch at 587-0225 or by e-mail at dlnr.cwrm@hawaii.gov.

The current application form link is here: <https://files.hawaii.gov/dlnr/cwrm/forms/GWUPA.pdf>

REQUIREMENTS FOR A COMPLETE APPLICATION

- a. Fill in the most recent application form. An updated fillable PDF can be found at <https://files.hawaii.gov/dlnr/cwrm/forms/GWUPA.pdf>
- b. We require a digital copy to be circulated for review. If you are unable to submit a digital copy, print in ink or type the information on the application form but be aware that there will be delays in processing your application.
- c. E-mail a PDF of the application to dlnr.cwrm@hawaii.gov. A check for the non-refundable filing fee of \$25 payable to Department of Land and Natural Resources can be dropped off at 1151 Punchbowl Street, Room 227, Honolulu 96813, or mailed to P.O. Box 621, Honolulu, HI 96809. Please attach a printed copy to this filing fee check. Note that government agencies as applicants are not required to pay this filing fee.
- d. The applicant is responsible for paying the cost of publishing any required public notices associated with this application, and unlike the application fee, government agencies are *not* exempt from this. The cost for public notices is approximately \$1000.00. Commission staff will pay this fee up front and will provide instructions later regarding your reimbursement of this cost. Failure to reimburse the Commission will result in non-action on your water use permit application.
- e. Attach photos showing the well source(s), meter(s) (if applicable), and end use area(s).
- f. The water user and the landowner of the source location ("source landowner") must sign the application form.

INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

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APPLICANT INFORMATION

In accordance with the Hawaii Water Code, both the applicant and the person who owns the property where the water source is located are required to apply for a water use permit. §174C-51(1)(B), HRS, states, *In the event a lessee, licensee, developer, or any other person with a terminable interest or estate in the land, which is the water source of the permitted water, applies for a water permit, the landowner shall also be stated as a joint applicant for the water permit.*

1. **APPLICANT INFORMATION** Fill in the applicant's contact information. This should be the person who will be responsible for all conditions of the water use permit. If this is for multiple sources and it doesn't fit on the table, please attach a separate sheet listing these sources.
2. **SOURCE LANDOWNER INFORMATION** Fill in the information for the landowner of the property where the proposed ground water source (e.g., well, modified spring, tunnel, shaft, etc.) is located. If this is for multiple sources and different landowners, please attach a separate sheet listing these landowners and their acknowledgement regarding this application.

SOURCE INFORMATION

3. **ISLAND** Indicate the island on which the source is located.
4. **AQUIFER SYSTEM AREA** The name of the aquifer system area where the source is located. <https://dlnr.hawaii.gov/cwrm/info/maps/>
- 4A. **SUSTAINABLE YIELD** The sustainable yield for the aquifer system area.
5. **SOURCE INFORMATION**
 - **WELL NUMBER** If the source already has a state-assigned well number, enter the state well number here.
 - **WELL NAME** If the source has a name, enter the name here. Otherwise, assign a short name that will differentiate it from other wells. This should be the same as the name listed on the accompanying well construction / pump installation permit application, where applicable.
 - **SOURCE TMK** Fill in the current Tax Map Key number of the parcel on which the source resides.
 - **FLOWMETER INFORMATION** You must have a flowmeter to accurately indicate that your water usage is in compliance with your proposed approved allocation. Check either "Yes" or "No." If you answer "Yes," write in the date the flowmeter was installed month/day/year in the space provided. The definition of a working flowmeter is a water meter with a totalizer that gives the total quantity of water used from a source.

WATER USE INFORMATION

6. **TOTAL QUANTITY OF WATER REQUESTED** Enter the amount of water requested as gallons per day (GPD) averaged over one year from Box M of Table 1.
7. **USE(S)** Check all the boxes that apply for the use. Refer to the instructions for Table 1: Land Use Consistency/Efficiency of Use, Item 1: Purpose/Water Use Category below to determine which water use categories to use.
8. **LOCATION OF WATER USE(S)** Show the location of the use on a map. This is essential for agricultural uses and will be attached to your water use permit, if approved.

APPLICANT SIGNATURES REQUIRED

9. **APPLICANT** The applicant must sign and date the application.
10. **SOURCE LANDOWNER** The source landowner must also sign and date the application.

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USE INFORMATION

Note that you will need to fill out each section for potable and non-potable needs separately. This means that even though your source is defined as potable, you may have end use needs that don't require potable water, such as landscape irrigation. This will help the Commission determine whether or not non-potable alternatives are available for your non-potable needs.

11. **Table 1: USE INFORMATION** Provide information on all of the uses you are applying for or seeking to modify to. In the space provided below the table or on a separate sheet, explain whether there are any limitations [e.g., a contract or other legal agreement(s)] on your water use(s), as required by §174C-51(5), HRS.

SPRINKLER, CONTAINER NURSERY
SPRINKLER, LARGE GUNS
SEEPAGE, SUBIRRIGATION
CROWN FLOOD
FLOOD (TARO)
OTHER – Please describe in the space provided for comments (Column I and/or below the table).

H. IRRIGATION PRACTICE Enter one of the following:

IRRIGATE TO FIELD CAPACITY
APPLY A FIXED DEPTH PER IRRIGATION
DEFICIT IRRIGATION
OTHER – Please describe in the space provided for comments (Column I and/or below the table).

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13. TABLE 3: ALTERNATIVES ANALYSIS

You should address every alternative and explain why each alternative is or is not available for your potable and non-potable water needs. Note that simple “not available” answers are not acceptable. If the alternative is not feasible, please explain.

Municipal sources Please contact your County’s Department of Water Supply to identify if a municipal source is available to supply water to your area of need.

Wastewater reuse Please contact your County’s Wastewater Division to identify if reuse water is available to supply water to your area of need.

Ditch system Please identify whether a ditch system is available to supply water to your area of need. You can contact the Department of Agriculture, but you should also identify private ditch systems and the availability of that source as well.

Desalinization Please explain why drilling a well deeper or finding an alternative source of saline water and desalinizing is not a feasible alternative.

Surface water is defined in §174C-3, HRS as: *...both contained surface water—that is, water upon the surface of the earth in bounds created naturally or artificially including, but not limited to, streams, other watercourses, lakes, reservoirs, and coastal waters subject to state jurisdiction—and diffused surface water—that is, water occurring upon the surface of the ground other than in contained waterbodies. Water from natural springs is surface water when it exits from the spring onto the earth’s surface.*

Other Other alternatives may include stormwater reclamation, rainwater catchment, or other alternatives not already listed above.

14. PUBLIC INTEREST

Explain in the space provided or on a separate sheet why the use(s) on your application are consistent with the public interest.

15. KA PA’AKAI ANALYSIS

In the case of Ka Pa’akai O Ka’Aina vs. the Land Use Commission, State of Hawaii, it was determined that an analysis must be conducted for the following items:

- a. The identification and scope of cultural, historical, and natural resources in which traditional and customary Native Hawaiian rights are exercised in the area.
- b. The identification of the extent to which those resources listed in item a., including traditional and customary Native Hawaiian rights, will be affected or impaired by the proposed action.
- c. The determination of the feasible action, if any, that could be taken to reasonably protect Native Hawaiian rights.

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16. INTERFERENCE WITH THE RIGHTS OF THE DEPARTMENT OF HAWAIIAN HOME LANDS

Explain in the space provided or on a separate sheet how the use(s) of water will not interfere with the rights of the Department of Hawaiian Home Lands, as provided in section 221 of the Hawaiian Homes Commission Act. To inquire about potential interference, you may contact the Department of Hawaiian Home Lands main line at 620-9500, or the DHHL Planning Office at 620-9480. You may also visit their website at dhhl.hawaii.gov, where you can review DHHL’s Island Plans, Regional Plans, and their Water Policy Plan.

The State Water Code in §174C-101(a), HRS [Native Hawaiian water rights], states: *Provisions of this chapter shall not be construed to amend or modify rights or entitlements to water as provided for by the Hawaiian Homes Commission Act, 1920, as amended, and by chapters 167 and 168, relating to the Molokai irrigation system. Decisions of the commission on water resource management relating to the planning for, regulation, management, and conservation of water resources in the State shall, to the extent applicable and consistent with other legal requirements and authority, incorporate and protect adequate reserves of water for current and foreseeable development and use of Hawaiian home lands as set forth in section 221 of the Hawaiian Homes Commission Act.*

17. INTERFERENCE WITH ANY EXISTING LEGAL USES

Explain in the space provided or on a separate sheet how the use(s) of water will not interfere with any other existing legal use(s) of water.

18. EFFICIENCY

A **conservation plan** should describe any conservation measures that will be used to ensure that your water use is or will be efficient, and is different from a water shortage plan. Conservation measures may include, but are not limited to, water reuse or recycling systems, monitoring the water distribution system for pressure drops that are indicative of leaks or line breaks, or use of drought-tolerant and xeriscape landscape plants.

19. PUBLIC WATER SYSTEM INFORMATION

Check the appropriate box or boxes relating to your water system.

20. CHAPTER 343 If an Environmental Assessment was completed, fill in the dates of publication and acceptance. For additional information about the proposed uses checkboxes, refer to http://luc.state.hi.us/docs/hrs_343.pdf

21. TABLE 4: 12-MONTH MOVING AVERAGE CALCULATION AS OF THE DATE OF DESIGNATION. FOR EXISTING USES ONLY.

For existing use permit applications, list the pumpage for the 12 months prior to designation. Also identify how that measurement was taken.