TEMPLATE - FILL IN ALL BOLDED FIELDS

Missing Notice of Completion - MAY LEAD TO REVOCATION

**Date**

**Authorization Holder Name**

**Address**

**Address**

**Address**

RE: **Reserved Water Authorization Number**

Dear **Authorization Holder Name,**

**Authorization Holder Name or Company** acquired a portion of Reserved Water for Irrigation Development in **Year**. The completion time for this project was **Date** and an **Extension** (if applicable, see below):

If an extension was granted,

1. add “with an extension granted until **Date**.”
2. add conditions that warranted the extension **(e.g.: ownership change, time to review project, insufficient funds, contractor unavailability, others).**

If a notice of completion was never filed on the project, choose applicable statement below:

1. If the project was completed as designed a Notice of Completion, Form 106, needs to be filed with the Conservation District, or
2. If the project was partially completed and there are no further plans to complete the project as designed, a notice should be filed stating what was designed and how much water is being used. Use Notice Completion Not Authorized, Form 106A.

If no work was completed on the project, the Conservation District will need to terminate the Water Use Authorization\*.

Please provide your response by **DATE** as we will need to move forward with **ACTION\*** (e.g.: Revocation) in the absence of further communication.

Sincerely,

**CD Staff Member Name**

**Conservation District Name**

**Phone number**

\*Authorization Revocation Meetings

Before an Authorization is revoked, the District shall invite the user to the next regularly scheduled District meeting or mutually agreed upon time. At such meeting, the water user may present information to the District to show that there is no violation, abandonment, waste or misuse of water, or other grounds for revocation of the Authorization. The District may revoke or modify the Authorization upon determining that grounds exist for revocation. The District shall either revoke the Authorization or if circumstances warrant, modify the Authorization to prevent a further violation of the Authorization.

TEMPLATE - FILL IN ALL BOLDED FIELDS

Missing Annual Status Report - MAY LEAD TO REVOCATION

**Date**

**Authorization Holder Name**

**Address**

**Address**

**Address**

RE: **Reserved Water Authorization Number**

Dear **Authorization Holder Name,**

**Authorization Holder Name or Company** acquired a portion of Reserved Water for Irrigation Development in **Year**. The completion time for this project was **Date** and with an extension granted until **Date**.

Each water user shall submit an annual report to the Conservation District on November 15 of each year setting forth the development or use accomplished under the Authorization during the preceding year. Failure of the water user to submit this report for each year shall be a reason to revoke the Authorization\*.

Please provide the completed the Water User Annual Status Report, Form 103, by **DATE**. The Conservation District will need to move forward with **ACTION\*** (e.g.: Revocation) in the absence of further communication.

If you require assistance, please contact our office.

Sincerely,

**CD Staff Member Name**

**Conservation District Name**

**Phone number**

\*Authorization Revocation Meetings

Before an Authorization is revoked, the District shall invite the user to the next regularly scheduled District meeting or mutually agreed upon time. At such meeting, the water user may present information to the District to show that there is no violation, abandonment, waste or misuse of water, or other grounds for revocation of the Authorization. The District may revoke or modify the Authorization upon determining that grounds exist for revocation. The District shall either revoke the Authorization or if circumstances warrant, modify the Authorization to prevent a further violation of the Authorization.

TEMPLATE - FILL IN ALL BOLDED FIELDS

OPPORTUNITY TO ATTEND BOARD MEETING - MAY LEAD TO REVOCATION

**Date**

**Authorization Holder Name**

**Address**

**Address**

**Address**

RE: **Reserved Water Authorization Number**

Dear **Authorization Holder Name,**

**Authorization Holder Name or Company** acquired a portion of the Conservation District Reserved Water for irrigation development in **Year**. In maintaining their authorization, water users are responsible for the following: (check all applicable for this correspondence)

* Provide a notice of completion and/or extension request if applicable
* Submit an annual report to the Conservation District by November 15 of each year setting for the development or use accomplished under the Authorization during the preceding year.
* Use the reserved water for the purposes outlined in the Authorization
* Apply for a Change in Reserved Water Use Authorization, Form 104, should there be a change in the point of diversion, place of use, method of application, or place of storage
* Others (determined by Conservation District)

The Conservation District had submitted a written request(s) for **one of the above responsibilities or others** on **Date(s) (choose all options that apply)** and haven’t received a response to our correspondence(s).

This letter is an invitation to attend the **DATE** Meeting to discuss this matter before the Conservation District board.

Please provide your response by **DATE** as we will need to move forward with **ACTION** to prevent a further violation of the Authorizationin the absence of further communication.

Sincerely,

**CD Staff Member Name**

**Conservation District Name**

**Phone number**

TEMPLATE - FILL IN ALL BOLDED FIELDS

REVOCATION LETTER

**Date**

**Authorization Name**

**Address**

**Address**

**Address**

RE: **Reserved Water Authorization Number**

Dear **Authorization Holder Name,**

The **Conservation District Name** voted to revoke this Reserved Water Use Authorization at their **Date** Board Meeting. This Reserved Water Use Authorization is revoked due to violation of the Conservation District Water Reservation Administrative Rules **failure to submit a completion notice by the required deadline, failure to respond to a notice to meet with the Conservation District to discuss the revocation, and/or lack of progress on the project (choose all options why it was revoked).**

If you decide to develop an irrigation project later, you are welcome to reapply for a reserved water use with the **Conservation District Name** in the future.

Sincerely,

**CD Staff Member Name**

**Conservation District Name**

**Phone number**

TEMPLATE - FILL IN ALL BOLDED FIELDS

TERMINATION REQUEST RESPONSE

**Date**

**Authorization Name**

**Address**

**Address**

**Address**

RE: **Reserved Water Authorization Number**

Dear **Authorization Holder Name,**

The **Conservation District Name** received your letter dated **Date** requesting to terminate this Reserved Water Use Authorization.

In terminating this Authorization, the allocated water reverts to the **Conservation District Name** who has exclusive control over the reservation granted by the Board of Natural Resources as the water user didn’t receive any right, title, ownership, control, or interest in the water reservation, only an authorization to use the water. Although, the ownership by the water user of conveyance, measuring or delivery devices or equipment associated with the proposed development didn’t limit the Conservation District’s ownership and control of the water reservation, the water user retains project infrastructure if the water user has possessory interest or the written consent of the person with the possessory interest in the property where the water was put to beneficial use.

Further, the water user shall continue to hold harmless the **Conservation District Name** from all claims arising from the use of water granted under the Authorization issued by the Conservation District to the water user\*.

This Reserved Water Use Authorization was terminated at the **Date** Board Meeting.

If you decide to develop an irrigation project later, you are welcome to reapply for a reserved water use with the **Conservation District Name** in the future.

Sincerely,

**CD Staff Member Name**

**Conservation District Name**

**Phone number**

\*Liability Waivers

The water user indemnifies and hold harmless the District and the supervisors against and from all claims, demands, or actions resulting from damages to property or injury to persons or other damages to third persons or entities arising out of, or resulting from the performance of the authorization or the results of the authorization. The water user shall assume all liability connected with the use of reserved water under such water use authorization.