

**PETITION TO TRANSFER
 OWNERSHIP OF A
 GROUNDWATER PERMIT OR
 PRIOR RIGHT**

OKLAHOMA WATER RESOURCES BOARD
 WATER RIGHTS ADMINISTRATION DIVISION
 3800 North Classen Blvd., Oklahoma City, OK 73118
 Phone: (405) 530-8800 Fax: (405) 530-8900
 Website: <https://oklahoma.gov/owrb.html>
(see website for FAQs)

FILING FEE

Review of the petition will not begin until the proper filing fee is received.

Filing Fee..... \$400.00*

**Each individual groundwater permit or prior right requires a separate petition to transfer ownership and associated filing fee.*

1. NAME & CONTACT INFORMATION *Print the petitioner's name to exactly match what is listed on the ownership document.*

Petitioner Name _____ Phone (____) _____ - _____

Mailing Address _____ City _____ State _____ Zip _____

Email _____ Fax (____) _____ - _____

Contact Name
 (if different than petitioner) _____ Phone (____) _____ - _____

Mailing Address _____ City _____ State _____ Zip _____

Email _____ Fax (____) _____ - _____

If correspondence needs to be sent during review of the petition, it should be sent as: Postal Mail Email Fax

2. TYPE OF PERMIT TRANSFER *Provide the permit number and check one of the boxes for the type of permit transfer.*

Groundwater Permit or Prior Right # _____ (e.g. 19980600)

Full Transfer – The applicant owns or controls all the land, water, and wells associated with the groundwater permit or prior right. (Complete section 3. Skip sections 4 and 5. Review section 6 submittal requirements.)

Split Transfer – The applicant owns or controls a portion of the land, water, and wells associated with the groundwater permit or prior right. (Complete sections 3, 4, and 5. Review section 6 submittal requirements.)

3. SIGNATURES – *I attest I have reviewed the petition and the information provided is true to the best of my knowledge.*

 SIGNATURE OF PETITIONER

 PRINTED NAME

 TITLE (e.g. owner, manager, legal counsel, etc.)

(SEAL)

NOTARY

STATE OF _____)
) ss.

COUNTY OF _____)

The foregoing instrument was acknowledged before me this

_____ day of _____, 20_____.

 Notary Public Signature

Commission number: _____

Commission expiration date: _____

4. LEGAL DESCRIPTION OF PROPERTY (REQUIRED FOR SPLIT TRANSFER ONLY)

Please specify the acreage and legal description down to a ten-acre tract of land owned/leased by the petitioner associated with the permit to be split. Do not use city lot and block numbers or metes and bounds. If additional space is needed, list on a separate sheet of paper. An explanation of legal descriptions can be found on the OWRB website.

_____ total acres owned; _____ total acres leased; _____ total acres platted (municipal only)

_____ acres in _____ 1/4 of _____ 1/4 of _____ 1/4 of Section _____ Twp. _____ N S Rng. _____ EIM WIM in _____ County ECM

_____ acres in _____ 1/4 of _____ 1/4 of _____ 1/4 of Section _____ Twp. _____ N S Rng. _____ EIM WIM in _____ County ECM

_____ acres in _____ 1/4 of _____ 1/4 of _____ 1/4 of Section _____ Twp. _____ N S Rng. _____ EIM WIM in _____ County ECM

_____ acres in _____ 1/4 of _____ 1/4 of _____ 1/4 of Section _____ Twp. _____ N S Rng. _____ EIM WIM in _____ County ECM

5. WELL INFORMATION (REQUIRED FOR SPLIT TRANSFER ONLY) Please specify the number and legal description down to a ten-acre tract for existing wells and proposed well areas that are on land owned/leased by the petitioner associated with the permit to be split. If additional space is needed, list on a separate sheet of paper.

_____ wells in _____ 1/4 of _____ 1/4 of _____ 1/4 of Section _____ Twp. _____ N S Rng. _____ EIM WIM in _____ County Existing Proposed ECM

_____ wells in _____ 1/4 of _____ 1/4 of _____ 1/4 of Section _____ Twp. _____ N S Rng. _____ EIM WIM in _____ County Existing Proposed ECM

_____ wells in _____ 1/4 of _____ 1/4 of _____ 1/4 of Section _____ Twp. _____ N S Rng. _____ EIM WIM in _____ County Existing Proposed ECM

_____ wells in _____ 1/4 of _____ 1/4 of _____ 1/4 of Section _____ Twp. _____ N S Rng. _____ EIM WIM in _____ County Existing Proposed ECM

6. SUBMISSION AND PROCESSING – Include all the following:

- a. The original completed petition, typed or printed in ink, signed, and notarized (All markings must be legible.);
- b. Filing fee payment (Review of the petition will not begin until the filing fee is received. Filing fees are refunded at the discretion of the OWRB. Preferred payment method is a check payable to the OWRB. Other payment methods include cash, money order, or credit card via the OWRB Website Pay Portal – please provide a copy of the Pay Portal receipt.);
- c. Copy of deeds, leases, easements, and/or other letters of consent for all the land associated with the permit or portion of the permit to be transferred (Tax documents are not accepted. Social security numbers are not required and should be marked out on documents that contain them.);
- d. Any other documentation requested by OWRB staff as necessary to complete the petition review (OMMA license, ODAFF license, etc.).

Please Note: Any incomplete or unresponsive answers may cause a delay in the processing of your petition. Failure to provide complete ownership documents may result in an unintended permit split. See OAC 785:30-7-7.