



NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION
MAIL CODE 401-03
DIVISION OF WATER SUPPLY & GEOSCIENCE
BUREAU OF WATER ALLOCATION & WELL PERMITTING
P.O. BOX 420
TRENTON, NEW JERSEY 08625-0420
(609) 984-6831



PLEASE READ THE INSTRUCTIONS BEFORE COMPLETING THIS APPLICATION

Provide all requested information, as applicable.

AGRICULTURAL WATER USAGE REGISTRATION APPLICATION

Use this form for diversions greater than 70 gallons per minute and less than 3.1 million gallons per month.

This application is for: (Please check one, as appropriate)

- Existing Diversion, not previously Registered No.: _____
- New Diversion, not previously Registered No.: _____
- Existing Certification, changing to Registration No.: _____
- Modification of Existing Registration No.: _____

List Reason(s) for Modification: _____

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A. GENERAL INSTRUCTIONS AND GUIDELINES FOR COMPLETING AGR-002

A. Cover Page:

Existing Diversion, not previously Registered – to be used for registering either an existing operation that has, up to this point has not had sufficient pumping capacity that a registration was required; or for someone who has had the capability of diverting up to 3.1 million gallons of water per month but has not yet obtained their registration.

New diversion, not previously Registered– to be used for registering a new farming operation; or an operation that is only now beginning to require the use of water up to 3.1 million gallons of water per month (combined pump capacity of greater than 70 gallons per minute).

Existing Certification, changing to Registration - to be used for registering an existing farm management unit that was previously operating under an Agricultural Water Use Certification.

Modification of Registration – to be used for minor or major changes such as: change of address or name; transfer of ownership or operation; replacement well; request a reduction in allocation; relocate a well or intake; add a new diversion source; increase pumping capacity; or change a condition.

List reasons for modification – proposed new source, increased pump capacity, increase in acres irrigated, etc.

This form includes six sections, B through G. All sections of the form must be completed and all requested information provided or the application will be returned. Additional sheets may be attached if necessary. For additional information, please contact your local Rutgers Cooperative Extension County Agricultural Agent (find your local agent at www.njaes.rutgers.edu/county) or the Bureau of Water Allocation & Well Permitting at 609-984-6831.

B. Location and Property Information

1. Actual Diversion Location - Provide the name of the farm management unit of which the application is for and the physical street address or nearest cross streets of the diversion location. Attach additional sheets if more than one physical location applies.
2. Property/Land Owners – Provide the legal name and information for the owner of the property/land on which the diversion is located.
3. Applicant/Operating Entity(ies) – Provide the name and information, as it is legally referred to, of the operating entity of the subject farm management unit. The operating entity is the firm, public agency, individual, or other entity which has the primary management and decision making authority for the farm management unit.
 - a. The Application Contact is the individual responsible for all aspects/inquiries regarding the application.
 - b. Check the Authorized Representative box if an Authorized Representative has been designated in Section C3 of the Application.
 - c. The Report Form Recipient/Permit Contact is the designated individual responsible for completing Annual Water Use Report Forms. All Water Use Report Forms will be mailed to the designated individual at the Operating Entities address.
4. Responsible Entity/Organization – Provide specified information for the person, company, or corporation financially responsible for the activity relating to the diversion and that has overall legal responsibility over the activities occurring at the site, or the organization liable or accountable for overall farm management unit operations. The responsible entity may be the same as the Applicant/Operating Entity noted in Section B3. If so, check the appropriate box provided. If not, provide the requested information for the Responsible Entity. The landowner is ultimately responsible for the activities that occur on the landowner's land.

C. Certifications – Provide Certifications as indicated in Section C.

1. Applicant's Certification: the applicant's signature advises the County Agricultural Agent and the Department that the applicant has considered the provisions of the law and has provided true and accurate information to the best of their knowledge.
2. County Agricultural Agent's Certification: the agent's signature advises the applicant and the Department that the quantity of water identified under D.2. is reasonably required to meet the applicant's water needs.
3. Applicant's Authorized Representative's Certification: this is to be used only in instances where the applicant/owner or applicant/operator is designating someone else to handle the matters relating to the application and the diversion on their farm. If the landowner is not the grower/applicant, this must be completed. A notary public is required for authorization.

D. Diversion Request and Diversion Source Information – Identifies the quantity of water involved, the type of use the diversion is used for, and the diversion sources.

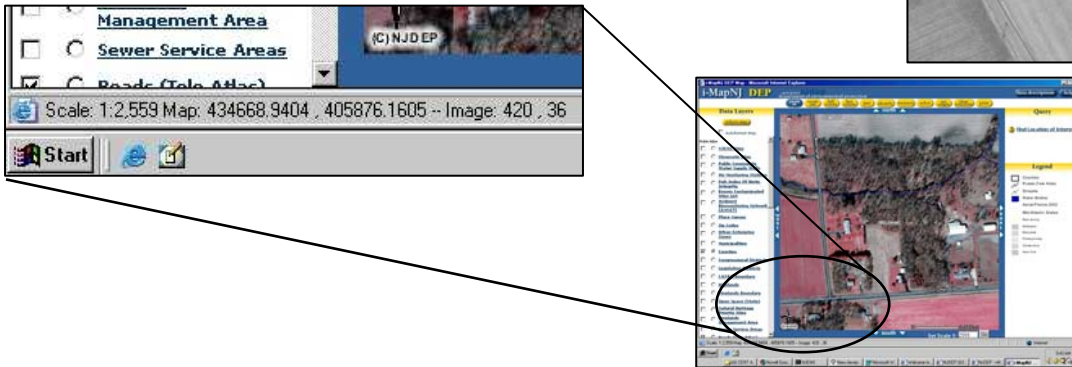
1. For existing registrations, identify existing water use from all diversion sources.
2. Identify the allocation requested from all diversion sources. The requested allocation is to be calculated with the help of the County Agricultural Agent (million gallons per year (MGY) is expressed in a calendar year). This must be based upon expected demands during the next 5 years, not the available pump capacity.
3. Identify in general terms, what the diversion is to be used for, e.g., irrigation of vegetables, irrigation of sod, aquaculture, horticulture, etc.
4. Applications must reference valid State Well Permit Numbers and wells must be permitted for their intended use. **Applications without valid State Well Permit Numbers for existing wells will be returned.** Wells that do not have an existing well permit number must obtain one. Wells installed prior to 1947 would not have had a well permit number assigned originally. To obtain a well permit number for a proposed or existing well, contact a licensed well driller. Well drillers can be found in the local phone book, and be sure to ask to see their license.
5. Identify the various diversion sources that could be used to provide water. The Well Local Name or Intake Local Name is the applicant's labeling system to identify the various diversion sources (i.e., Well 1 or Simpson Pond). Each pumping location on a particular stream or pond is considered a separate source. In addition, if a mobile pump is utilized at more than one location, each location is considered a separate diversion source. Drainage area is the total surface area, upstream of a point on a stream, where the water from rain or snowmelt which is not absorbed into the ground flows over the ground surface, back into streams, to finally reach that point. Note that the drainage area for surface water sources can be obtained by contacting the United States Geological Survey (USGS) at (609) 771-3900 with the latitude and longitude, NJ State plane coordinates of the intake, or a known landmark that would be on the USGS quad sheet, such as a bridge.
6. Item d., Retention Ponds, refers to ponds that were installed to contain and/or recycle on-site runoff. In Section D.5, it is important to identify if any ponds are supplemented by use of a well(s) or a stream so that water is not double counted. A supplemental source is a source that is used to fill a freestanding pond via pumping and transporting, and an on-stream pond is a pond that has a stream running directly through or exiting from it.

E. Mapping and Diversion Source Location Identification Requirements – Attach a map or aerial photograph which has been produced from the Department's internet mapping tool (i-MapNJ) (available on the Department's website at www.nj.gov/dep/gis) or comparable mapping tool that can determine coordinates. The diversion source locations must also be provided and may be determined by i-MapNJ, Global Positioning System (GPS), a New Jersey licensed surveyor, or other method meeting the Department's standards at N.J.A.C. 7:1D.

Example

Source	X – NJ State Plane (US Feet)	Y – NJ State Plane (US Feet)
Well 1	434668.9404	405876.1605

Note: The x, y coordinates are shown in i-MapNJ on the lower left hand of screen



- F. Irrigation Description– Identify the irrigation equipment and practices, acreage involved, characteristics used to determine potential water demand, a description of the method used to measure the amounts of water diverted, and how water use quantities are determined.
1. Identify the irrigation system (equipment and piping) and water use practices. The irrigation system(s) should be described in sufficient detail so that the farmer with the assistance of the County Agricultural Agent can determine the hourly capacity of the system(s).
 2. Identify the method(s) that are used to track and tabulate water use from the individual sources on a monthly basis (i.e. daily start and stop times written in log book and/or entered into computer data base, hour meter readings taken at beginning and end of the month, or totalizing flow meter readings taken at the beginning and end of the month). Cranberry growing operations must supply the method used to measure water usage to ensure the same volume of water is not counted multiple times if it is transferred within the bog system of the cranberry growing operation.
 3. Farming Activity
 - a. Identify crop and soil types and the areas in acreage currently under cultivation.
 - b. Identify crop and soil types and the areas in acreage planned to be cultivated in the future.

G. Required Submittal Attachments

1. The completed cover page and sections B, C, D, E, F, and G must be submitted or the application is not considered complete and may be returned.
2. A map(s) showing diversion source locations, property boundary, and area cultivated must be submitted, see Section E for mapping requirements.
3. County Agricultural Agent calculations certifying the amount of water required, as indicated under Section C.2, must be included. Pursuant to N.J.A.C. 7:20A-2.4, the County Agricultural Agent will calculate a water allocation adequate to meet the applicant's water use requirements. The amount of water requested must be limited to the type of crops under cultivation, and the area in acres of the farm management unit actually under cultivation. For uncultivated acreage or where there is a formal written agricultural development plan or an alternate plan, the amount of water requested must be based on future use or expansion into non-cultivated areas.
4. FOR EXISTING REGISTRATIONS ONLY: A copy of the water use log or other record of the daily and/or monthly hours of operation for each diversion source for the last month the irrigation system was used, and/or quantity of water diverted monthly from each diversion source for the same period diverted, must be included. If a totalizing flow meter is utilized, a copy of month end flow meter readings for each metered diversion source must be included.

B. LOCATION AND PROPERTY INFORMATION

The Department is now maintaining a single database of regulated sites. The following information will prevent unnecessary duplication of data.

1. ACTUAL DIVERSION LOCATION

Name of farm management unit application is for (for farm management units pending or under construction, please use the proposed name)

Street Address/Location (or nearest cross streets if no address is available or if address is a P.O. Box)

City or Town _____ Zip Code _____ + _____

Municipality _____ County _____

Does the farm management unit span multiple municipalities? Yes No or counties? Yes No

Site Municipality 1: _____		Site Municipality 2: _____	
Block	Lot	Block	Lot

2. PROPERTY/LAND OWNERS(S) INFORMATION

Name _____ Telephone () _____

Mailing Address _____

City or Town _____ State _____ Zip Code _____ + _____

Organization Type: Partnership Authority/District/Commission Other _____
(Check one) Individually Owned Commercial/Industry

3. APPLICANT/OPERATING ENTITY(IES)

Name _____ Telephone () _____

Mailing Address _____

City or Town _____ State _____ Zip Code _____ + _____

CONTACT INFORMATION

a. Application Contact (contact at the above address for all application matters):

If someone other than the landowner will be the applicant, they must be authorized under Section C.3 of the application to act as the authorized representative in all matters pertaining to the application. If so please check here:

b. If an Authorized Representative has not been designated, provide an Application Contact:

Name _____ Telephone () _____

c. Report Form Recipient/Certification Contact (contact at the above address for water use reports and information):

Name _____ Telephone () _____

4. RESPONSIBLE ENTITY/ORGANIZATION

If the responsible entity/organization is the Applicant located in No. 3 above, check here:

If the responsible entity/organization is different from the Applicant in No. 3 above, complete the following:

Organization Name _____ Telephone () _____

Mailing Address _____

City or Town _____ State _____ Zip Code _____ + _____

Fax () _____ E-Mail _____

Organization Type: Authority/District/Commission Partnership Other _____
(Check one) Commercial/Industry Individually Owned
 Lessee Renter

Note: Lessee and Renter must be designated as the Authorized Representative in Section C.3

C. CERTIFICATIONS

1. APPLICANT'S CERTIFICATION

To the best of my knowledge, the information submitted in this application is true, accurate and complete. I am aware that there are significant civil and criminal penalties for submitting false, inaccurate or incomplete information, including the possibility of fines and/or loss of the privileges granted under the water usage certification.

Date

Applicant Signature

Applicant Name (please print)

2. COUNTY AGRICULTURAL AGENT'S CERTIFICATION [PURSUANT TO N.J.A.C. 7:20A-3.2(e)]

Based upon the information presented in this application, I am certifying that the quantity of water identified under D.2 is reasonably required to meet agricultural, aquacultural, or horticultural water needs of the applicant. Calculations are attached.

Date

County Agricultural Agent's Signature

Copy of calculations attached

County Agricultural Agent's Name (please print)

3. APPLICANT'S AGENT OR REPRESENTATIVE (IF APPLICABLE)

I, the Applicant/Owner _____ or Applicant/Operator (when the owner of the farm management unit and the operator of the farm management unit are distinct parties) authorize to act as my designated representative in all matters pertaining to my application the following person:

Name _____ Phone _____

Address _____ County _____

City or Town _____ State _____ Zip Code _____

Occupation/Profession _____

(Signature of Applicant/Owner)

(Signature of Applicant/Owner)

AUTHORIZED REPRESENTATIVE'S CERTIFICATION

Sworn before me this _____ day of _____ 20 _____

I agree to serve as Authorized Representative for the above mentioned applicant

Notary Public

(Signature of Authorized Representative)

D. DIVERSION REQUEST AND DIVERSION SOURCE INFORMATION

1. Present water use:
 - a. All sources: _____ million gallons per month at a maximum rate of _____ gallons per minute.
 - b. All sources: _____ million gallons per year.

2. Proposed water use:
 - a. All sources: _____ million gallons per month at a maximum rate of _____ gallons per minute.
 - b. All sources: _____ million gallons per year.

Note: Monthly allocations are established based upon the maximum withdrawal expected during any one month (31 days) and the annual allocations are established based on withdrawal expected during the calendar year.

3. Diversion to be used for _____.

4. Complete the following for each existing and proposed source:

a. Groundwater (wells):

Well Local Name	State Well Permit No. (mandatory)	Existing (E) or Proposed (P)	Date Drilled	Depth (feet)	Diameter (inches)	Pump Capacity (gpm)

b. Streams/River Pumping Location(s)

Intake Local Name	Source Intake SI ID (if already certified)	Existing (E) or Proposed (P)	Stream Name	Drainage Area (at intake) *	Pump Capacity (gpm)

*For more information contact USGS at (609) 771-3900 (have latitude and longitude of the intake when you call)

c. Pond Pumping Location(s)

Intake Local Name	Source Intake SI ID (if already certified)	Existing (E) or Proposed (P)	Average Depth (feet)	Surface Area (Acres)	Source of Water	Pump Capacity (gpm)

d. Retention Ponds (RP):

Intake Local Name	Source Intake SI ID (if already certified)	Existing (E) or Proposed (P)	Size (in gallons)	Source of Water	Pump Capacity (gpm)

5. Do any of the above wells or streams supplement the water supply in any of the ponds? Yes No
 If yes, please indicate the source and the amount:

Well or Stream Name (from 4a or 4b above)	Supplement Which Pond? (from 4c or 4d above)	Supplemental Source(s) Amount (mgm)

6. Are any of the ponds located on-stream? Yes No

If yes, please identify which pond and the stream: _____

E. MAPPING AND DIVERSION SOURCE LOCATION IDENTIFICATION REQUIREMENTS

Attach a map or aerial photograph which has been produced from the Department’s internet mapping tool (i-MapNJ or comparable mapping tool) (I-MapNJ available on the Department’s website at www.nj.gov/dep/gis). Attach multiple maps if necessary.

The map must be produced at a scale whereby streets and key features are clearly visible and must depict the following:

1. The location of each existing and proposed diversion source identified (well, stream, pond, RP).
2. A depiction of the property boundary.

The diversion source coordinates must also be determined by Global Positioning System (GPS), a New Jersey licensed surveyor, or other method meeting the Department’s standards at N.J.A.C. 7:1D (for example, i-MapNJ).

List the New Jersey State plane coordinates for each diversion source:

Source	X – NJ State Plane (US Feet)	Y – NJ State Plane (US Feet)

F. IRRIGATION

1. Provide a description of the irrigation or water use practices and the irrigation equipment (type, capacity of nozzles in gpm, maximum number of nozzles operating at one time, average and maximum irrigation time in hours per day, how the ponds are fed, etc.)

2. Provide a description of the method used to measure the amounts of water diverted from each source:

3. Farming Activity:

a. Crops currently under cultivation:

Total Acres	Acres Farmed	Predominate Soil Type/Texture	Crop Type	Acreage Planted	Acreage Irrigated

b. Future plans for crops to be cultivated:

If same as above, check here:

Total Acres	Acres Farmed	Predominate Soil Type/Texture	Crop Type	Acreage Planted	Acreage Irrigated

G. REQUIRED SUBMITTAL ATTACHMENTS

Check here to ensure the following attachments are included with the application:

For All Applications:		
<input type="checkbox"/>	1.	Completed Cover Page and Sections B, C, D, E, and F
<input type="checkbox"/>	2.	Attach a map or aerial photograph which has been produced from the Department’s internet mapping tool (i-MapNJ or comparable mapping tool) (i-MapNJ available on the Department’s website at www.nj.gov/dep/gis). Attach multiple maps if necessary. (see Section E., Mapping and Diversion Location Identification Requirements)
<input type="checkbox"/>	3.	County Agricultural Agent Calculations limited to the type of crop and area under cultivation or planned to be cultivated and irrigated. (as required under Section C.2)
For Existing Registrations:		
<input type="checkbox"/>	4.	A copy of the diversion log for last month irrigated for calculated diversions, or the month-end flow readings for metered diversions. <i>If not submitted, please indicate why:</i>