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Limited Production Well Recognition Instructions

In order to request recognition from the EAA as a limited production well, please submit: (1) a well registration form; (2) a meter registration form; and (3) a check, money order or online payment receipt for \$25 as your first yearly administrative fee. **If possible, please submit all items together.**

1. Well Registration Form:

A well registration form is attached as Attachment A. If your well is already registered, please fill out the form to amend to your existing well registration.

2. Meter Registration Form:

A meter registration form is attached as Attachment B. Because your well is capable of producing more than 1,250 gallons per day, a meter with a non-resettable totalizer and periodic monitoring are required to ensure annual consumption remains below 1.4 acre-feet. If possible, please include a photo of the meter serial number and meter reading.

3. Administrative Fee:

A \$25 administrative fee is required to be submitted to the EAA each calendar year. Along with your registrations, please enclose a check or money order payable to the Edwards Aquifer Authority. Please do not submit cash. This fee is intended to cover administrative costs incurred by the EAA (including inspections and data management) associated with limited production wells. For the first year of limited production well recognition, a well owner is required to pay the administrative fee at the time of registration. For subsequent years, the EAA will invoice the well owner no later than **January 15th**.

Please mail all required items to: ATTN: Limited Production Well Program

900 E. Quincy St.

San Antonio, TX 78215

Or Fax to: (210) 222-9869

You may also obtain this packet on our website, save the forms on your computer, and after completing them, send them as an attachment to: lpw@edwardsaquifer.org. Please note, if you wish to submit these forms via email or fax, the Limited Production Well process is not complete until our office receives the \$25 administrative fee. You may submit the fee by mail at the address above or online at www.edwardsaquifer.org and select Online Payments. The Payment Category and Payment Type is *Limited Production Well Fees*. Please include the payment receipt as an attachment on your email or fax. If you have any questions, please contact the Limited Production Well Program at lpw@edwardsaquifer.org or by phone at (210) 222-2204.



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Attachment A: Limited Production Well Registration and Information Form

Additional Limited Production Well and Meter Registration forms are available online at www.edwardsaquifer.org.

Is the well being registered due to a change in ownership? Yes No
If yes, who was the previous owner? _____

For EAA Use Only
Form: 121624
Entity ID: E _____
Well ID: W _____
Enf. ID: V _____

Part I – Well Owner Information

1.) Current Well Owner: _____ Phone: (_____) _____

2.) Mailing Address: _____
(Street or P.O. Box) (City) (State) (Zip)

3.) Email Address: _____ Contact Preference: Phone Email

If the administrative/reporting/invoicing point-of-contact for the well is different from above, please provide:

1.) Contact's Full Name: _____ Phone: (_____) _____

2.) Contact's Mailing Address: _____
(Street or P.O. Box) (City) (State) (Zip)

3.) Contact's Email Address: _____ Contact Preference: Phone Email

4.) Contact's Relationship to Owner _____

Part II – Well Location

1.) Well Site Address: _____
(Street Address) (City) (State) (Zip)

2.) Size of property where well is located: _____ (acres).

3.) If well location does not have a specific address, please provide a short description of the well location from the nearest intersection of two named public roads, streets, or highways: _____ (feet/miles) N S E W _____ from the corner of _____ and _____.

Part III – Well Information: (Please answer to the best of your knowledge. For unknown information, mark blank(s) with N.A.)

1.) Please indicate source of groundwater: Edwards Aquifer; Other (specify) _____

2.) Well capacity (gallons per minute)? _____ 3.) Pump Size (hp)? _____ 4.) Year well drilled? _____

5.) Total depth of well? _____ ft. 6.) To what depth is the well cased? _____ ft.

7.) What is the well status? In use; Temporarily out of service; Capped; Abandoned

8.) Please indicate the purpose(s) of use (check all that apply): Single Family Household;
 Multiple Households; Irrigation-Landscape/Garden/Orchard; Irrigation-Crops; Livestock; Industrial;
 Municipal; Business/Commercial; Other (specify) _____

9.) Is a copy of the State Well Report available? no yes (please provide a copy)

10.) Will the well produce more than 1.4 acre-feet in a calendar year? no yes

I certify the information provided is accurate to the best of my knowledge. **Signature needed below.**

Signature of Well Owner or Authorized Agent

Date



Attachment B: Limited Production Meter Registration Form

For EAA Use Only
Form: 121624
Entity ID: E _____
Well ID: W _____
Enf. ID: V _____
POU ID: U _____

Well Owner's Name: _____

1. Meter Information*

- a. Make (i.e. Manufacturer): _____ Serial Number: _____
 - b. Meter Size: _____
 - c. Meter Type: Propeller Ultrasonic Displacement Multijet Other: _____
 - d. Meter Reads in: Acre-Feet Gallons: x10 x100 x1000 Other: _____
 - e. Rollover: _____ (1 plus # of digits on meter including stationary zero(s))
2. Date Installed: _____
3. Initial Reading: _____
4. Discharge Pipe Size: _____-inch diameter
5. Normal operating range of the meter: _____ GPM (Gallons per Minute)

*Meter must have a non-resettable totalizer.

I certify the information provided on this form is accurate to the best of my knowledge. Signature needed below.

Signature of Well Owner or Authorized Agent

Date

Contact Information for Meter Access

Name: _____

Phone: (_____) _____

Email: _____

EAA Meter Assistance Program

It is the responsibility of the well owner to meter and maintain the meter on their Edwards Aquifer well. Some well owners who have not metered their wells may not fully understand these requirements, or claim a financial hardship in obtaining and installing the meter. The Board of Directors have agreed to allow EAA staff to assist well owners who may want extra help and ease of payment. Under our assistance program, the EAA offers to obtain for you an approved meter, have an EAA approved contractor install the meter, and allow you up to one year to reimburse the EAA for those direct costs. If you are interested in learning more about meter assistance, please contact Charles Bradshaw, Field Inspection Technician at (210) 222-2204 or toll free at (800) 292-1047 or by email at cbradshaw@edwardsaquifer.org.