

**MUNICIPAL WATER USE REPORT
(PUBLIC WATER SUPPLY)**

IMPORTANT: YOU MUST REPORT ANNUAL USAGE OR THE REASON FOR NON-USAGE, IN ORDER TO PROTECT YOUR RIGHT TO USE WATER

This is the annual Water Use Report **required** to retain all Vested or Appropriation Rights. Please begin by reading the instructions for Part A on the reverse side of this page. Also present are instructions for name and address changes, **which include information needed if you have disposed of your interest in any one or more of the water right file numbers listed below**. If you have any questions on how to complete this form, please contact the Water Use Coordinator at (785) 296-1054. Please make a copy of the entire Water Use Report for your records, and return the original report to:

Water Use Coordinator
Kansas Department of Agriculture
Division of Water Resources
109 SW 9th, Second Floor
Topeka, Kansas 66612-1283

PART A: POINTS OF DIVERSION

Water Right File Number	Legal Descriptions Point(s) of Diversion	Water Meter Data			U N I T	Hours	Pump Rate (gpm)	Well Data			
		Beginning Water Meter Reading	Ending Water Meter Reading	Metered Quantity Of Water				Well Depth	Depth to Water	Date	

_____ Check here if you are purchasing from or selling water to other public water suppliers and report amounts on **PART B**, Columns 2 and 3, and **PART E**.

Date: _____ Telephone: (_____) _____

I submit this report as the best information available. I understand that knowingly falsifying the report is a violation of state law.

Office Use _____ FO CO GMD

Name (Printed or Typed)

Name (Signature)

_____ Owner _____ Tenant _____ Agent

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NOTE: If you hold water rights for uses other than municipal, the appropriate Water Use Report(s) will be mailed under separate cover.

INSTRUCTIONS AND DEFINITIONS FOR PART A:

- Water Right File Number:** The file number that was originally assigned by the Division of Water Resources to the application for permit to appropriate water for beneficial use or the file number that was originally assigned to the order determining and establishing a vested right to continue the beneficial use of water.
- Point of Diversion:** The point from which water is obtained, be it a well, dam or intake. **If no water was used from one or more points of diversion, then the reason for non-usage must be given for each of the points of diversion.**
- Legal Descriptions:** **If an error exists in a legal description, mark through the incorrect portion and enter the correct description immediately above it.** The location of each point of diversion is given by a qualifier followed by the section, township, and range. The qualifier is used to describe the specific location of the point of diversion within the section. For example, "NC S2 NW" reads "near the center of the South Half of the Northwest Quarter." The qualifiers may be the number of feet North and number of feet West of the Southeast corner of the section. In some cases, a portion is included on the next line following the term "aka" (also known as).
- Water Meter Data:** If the meter has malfunctioned during the year, please indicate in this space and provide hours pumped and pump rate.
- Beginning Meter Reading:** If a WATER METER is installed, report this year's BEGINNING METER READING (this is the same as last year's ending meter reading), APPLYING ANY MULTIPLICATION FACTOR SHOWN ON THE FACE OF THE METER.
- Ending Meter Reading:** If a WATER METER is installed report this year's ENDING METER READING, APPLYING ANY MULTIPLICATION FACTOR SHOWN ON THE FACE OF THE METER.
- Metered Quantity:** If a WATER METER is installed, subtract this year's beginning meter reading from this year's ending meter reading and report the difference, APPLYING ANY MULTIPLICATION FACTOR SHOWN ON THE FACE OF THE METER. Please have the water meter checked to verify its accuracy, if it has not been checked by a qualified person within the past three years.
- Meter Unit:** Indicate the unit of measure recorded by your water meter (enter "A" for acre-feet, "AI" for acre-inches or "G" for gallons).
- Hours Pumped:** Enter the number of hours the pump was operated during the calendar year.
- Est. Pump Rate:** Enter the average rate of pumping in gallons per minute.
- Well Data:** Well Depth: enter the depth to bottom of well in feet.
Depth to Water: enter the depth to water in feet.
Date Measured: enter the date of the last depth to water measurement.

INSTRUCTIONS FOR NAME, ADDRESS CHANGES:

1. Please check your name and address, which is printed on the reverse side of this page in the lower left corner. If it is incorrect or incomplete, make any necessary changes in the space provided below. If you are no longer the person responsible for completing this report for one or more of the water right file numbers listed on the reverse side of this page, please print or type the information requested below.

Check one: Address Correction New Correspondent New Owner

Water Right File Number(s): _____

Name of New Owner/Title: _____

Address: _____

Date of Change: Month _____ Year _____ Telephone: (____) _____

IF YOU HAVE ADDITIONAL INFORMATION REGARDING THIS WATER USE REPORT, PROVIDE BELOW OR ATTACH ANOTHER PAGE.

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PART B: MONTHLY WATER USE SUMMARY

NOTE: REPORT WATER PUMPED, PURCHASED, AND SOLD FOR THE MONTH OF ACTUAL USE. REPORT ALL AMOUNTS IN UNITS OF **1000 GALLONS**.

- Column 1: The amount of water diverted, by month, from all points of diversion (wells or intakes). If possible, raw water meters should be read at the same time of the month as customer meters. The total amount in this column should equal the total of the amounts reported in PART A.
- Column 2: The amount of water purchased, by month, from all other public water supply systems or the Kansas Water Office. Please provide further detail in PART E.
- Column 3: The amount of water sold, by month, to all other public water supply systems. Please provide further detail in PART E.
- Column 4: The amount of water sold, by month, to all industrial, pasture, stockwater, feedlot, and bulk water service connections. For rural water districts, include the amount of water sold to farmsteads using at least 200,000 gallons of water per year. Also include metered power plant usage, even if this water is supplied free.
- Column 5: The amount of water sold, by month, to your residential, commercial and institutional customers (include hospitals, schools and prisons).
- Column 6: The amount of water used, by month, that is metered at individual service connections and supplied free, such as for public service, treatment processes, and connections receiving free water. Please record metered power plant usage with industrial water use in Column 4.
- Column 7: The amount of unaccounted for water, by month. The gallons reported in this column are found by adding the numbers in Columns 1 and 2 and subtracting the numbers in Columns 3, 4, 5, and 6. If you do not sell water to your customers, this column simply represents the total amount of water that you diverted or purchased.

Month	Column 1 Raw Water Diverted Under Your Rights (1000 Gallons)	Column 2 Water Purchased From All Sources (1000 Gallons)	Column 3 Water Sold to Other Public Water Suppliers (1000 Gallons)	Column 4 Water Sold to Your Industrial, Stock, and Bulk Customers (1000 Gallons)	Column 5 Water Sold to Your Residential and Commercial Customers (1000 Gallons)	Column 6 Metered Water Provided Free (1000 Gallons)	Column 7 Unaccounted For Water (See Above Explanation) (1000 Gallons)
Jan.							
Feb.							
Mar.							
Apr.							
May							
June							
July							
Aug.							
Sept.							
Oct.							
Nov.							
Dec.							
Total							

PART C: POPULATION, SERVICE CONNECTIONS, AND WATER RATES

1. Population served: _____ Estimate the number of persons served directly by your distribution system (Columns 5, 6, and 7).
2. Number of **ACTIVE** water service connections as of December 31:
 - a. _____ Residential
 - b. _____ Commercial/Institutional
 - c. _____ Industrial
 - d. _____ Pasture/Stockwater/Feedlot
 - e. _____ Other (specify) _____
 - f. _____ **Total ACTIVE Service Connections**
3. If you are a city, how many of the active residential water service connections shown in 2a. are located outside of your city limits. _____
4. Date of last water rate change (Month and Year); _____ If rates changed during the previous year, please attach a copy of new rate structures that apply to residential users.

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PART D: WASTEWATER DISCHARGE

Check one:

- No wastewater treatment
 Pond or lagoon
 Wastewater treatment facility
 Other facility treats wastewater

If lagoon or treatment facility discharges to a stream, complete the following:

Amount of Discharge, in 1,000 gallons: _____

Does the above amount include rainwater: Yes No

Name of stream receiving discharge: _____

PART E: WATER SOLD TO OR PURCHASED FROM OTHER ENTITIES (Report all amounts in units of 1000 gallons)

Please provide the name of each ENTITY that water was sold to or purchased from during the year. Water purchased from the Kansas Water Office should also be recorded here. Report all quantities in units of 1000 gallons. Copy this form as needed to completely report sold and purchased water. The total amount of water purchased each month should be entered in Column 2 of PART B, and the total amount sold each month should be entered in Column 3 of Part B.

Name: _____
 County: _____
 _____ Sold To _____ Purchased From

Jan. _____
 Feb. _____
 Mar. _____
 Apr. _____
 May _____
 June _____
 July _____
 Aug. _____
 Sept. _____
 Oct. _____
 Nov. _____
 Dec. _____
 Total _____

Name: _____
 County: _____
 _____ Sold To _____ Purchased From

Jan. _____
 Feb. _____
 Mar. _____
 Apr. _____
 May _____
 June _____
 July _____
 Aug. _____
 Sept. _____
 Oct. _____
 Nov. _____
 Dec. _____
 Total _____

Name: _____
 County: _____
 _____ Sold To _____ Purchased From

Jan. _____
 Feb. _____
 Mar. _____
 Apr. _____
 May _____
 June _____
 July _____
 Aug. _____
 Sept. _____
 Oct. _____
 Nov. _____
 Dec. _____
 Total _____

Name: _____
 County: _____
 _____ Sold To _____ Purchased From

Jan. _____
 Feb. _____
 Mar. _____
 Apr. _____
 May _____
 June _____
 July _____
 Aug. _____
 Sept. _____
 Oct. _____
 Nov. _____
 Dec. _____
 Total _____