

Submit To: CHIEF ENGINEER  
Division of Water Resources  
Kansas Department of Agriculture  
1320 Research Park Drive  
Manhattan, Kansas 66502-5000  
http://agriculture.ks.gov/dwr

KANSAS DEPARTMENT OF AGRICULTURE  
DIVISION OF WATER RESOURCES

**NOTICE OF COMPLETION OF  
DIVERSION WORKS**

For Office Use Only:
Code <u>FIS</u>
Fee \$ _____
TR # _____
Rcpt Date _____
Check # _____

**Section 1 - Action requiring this form is:**

- New application approval and permit to proceed (Fee must be attached. \$400 fee required for all uses made of water, except for sediment control use and groundwater pit for industrial use a \$200 fee is required by K.S.A. 82a-714(d)) **Make check payable to the Kansas Department of Agriculture**
- Change in point of diversion, place of use, or use made of water (no fee).
- Term permit (no fee).
- Other (e.g., Special order of the Chief Engineer).

**Section 2 - Location of the Point of Diversion**

The location of the point of diversion should be described as actually installed. The description should include the Section, Township, and Range, the 10-acre tract description (¼ ¼ ¼) and the footage from the southeast corner of the section.

1. File No(s): \_\_\_\_\_ [If assisted by DWR: P/D ID \_\_\_\_ By: \_\_\_\_]
2. The date the diversion works were completed: \_\_\_\_\_, 20\_\_\_\_.
3. The diversion works are located in the \_\_\_\_\_ Quarter of the \_\_\_\_\_ Quarter of the \_\_\_\_\_ Quarter of (also described as \_\_\_\_\_ feet North and \_\_\_\_\_ feet West of the southeast corner of ... ), Section \_\_\_\_\_, Township \_\_\_\_\_ South, Range \_\_\_\_\_ East / West, in \_\_\_\_\_ County, Kansas.
4. If an additional point of diversion is involved:  
The diversion works are located in the \_\_\_\_\_ Quarter of the \_\_\_\_\_ Quarter of the \_\_\_\_\_ Quarter of (also described as \_\_\_\_\_ feet North and \_\_\_\_\_ feet West of the southeast corner of ... ), Section \_\_\_\_\_, Township \_\_\_\_\_ South, Range \_\_\_\_\_ East / West, in \_\_\_\_\_ County, Kansas.

If this is a change in point of diversion (PD), how was the PD being replaced identified? \_\_\_\_\_

**Section 3 - PRINT CLEARLY**

Printed Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Telephone/Cell: \_\_\_\_\_

I, the holder of a permit issued by the Chief Engineer of the Division of Water Resources pursuant to the file(s) referenced in section 2, hereby certify that the information on sections 1-4 of this form is correct to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have further questions on how to fill out this form, please contact the field office in your area:

<b>Topeka</b> Kansas Department of Agriculture 6531 SE Forbes Ave, Ste B Topeka, KS 66619 (785) 296-5733	<b>Stafford</b> Kansas Department of Agriculture 300 South Main St. Stafford, KS 67578 (620) 234-5311	<b>Stockton</b> Kansas Department of Agriculture 820 South Walnut Stockton, KS 67669 (785) 425-6787	<b>Garden City</b> Kansas Department of Agriculture 2508 Johns Street Garden City, KS 67846 (620) 276-2901
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**Section 4 - Flowmeter information:**

File No(s): \_\_\_\_\_

Manufacturer of Flowmeter: \_\_\_\_\_

Date Flowmeter Installed: \_\_\_\_\_

Model Number: \_\_\_\_\_

Flowmeter Type:  Propeller  Turbine  Multi-jet  Positive Displacement  Electromagnetic  
 Vortex?  Ultrasonic  Other: \_\_\_\_\_

Flowmeter Serial Number: \_\_\_\_\_

Flowmeter Units:  Gallons  Acre-Foot  Acre-Inches Other: \_\_\_\_\_

Flowmeter Size:  2"  4"  6"  8"  10"  12" Other: \_\_\_\_\_

Multiplier Factor:  1000  100  10  1  0.1  0.01  0.001 Other: \_\_\_\_\_

*(Multiplier factor is normally indicated on flowmeter readout – possibly by printed zeroes)*

Flowmeter totalizer reading when installed: (include all digits and all zeroes): \_\_\_\_\_

If the flowmeter is not easily viewed, or not within 100 feet of the point of diversion being metered, please briefly describe its location: \_\_\_\_\_

Is flowmeter installed on a portable pump?  Yes  No

Is the flowmeter installed in a manufacturer's measuring chamber?  Yes  No

Are straightening vanes installed?  Yes  No

Is a strainer installed?  Yes  No

Does the meter installation have 5 straight pipe diameters of upstream spacing?  Yes  No

Does the meter installation have 2 straight pipe diameters of downstream spacing?  Yes  No

Does flowmeter serve more than one point of diversion?  Yes  No

Is this a replacement flowmeter?  Yes  No (Information related to a replacement flowmeter not associated with the actions in Item #1 on the front page of this form should be submitted on Water Flowmeter Repair/Replacement Report (Form DWR 1-560.)

Any additional information:

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K.A.R. 5-1-1(y), defines diversion works as "all well(s), pump(s), power unit(s), power source(s), dam(s) and all other devices necessary to bring water under control for delivery to a distribution system by which the water will be distributed to the proposed use and any other equipment required . . . such as a check valve, water level measurement tube, meter or other measuring device."

If you have completed your diversion works as described above and completed the requirements as set forth in your Approval of Application, please complete this form. **If you are unable to meet the requirements stated on your approval, you must submit a request for extension of time (form DWR 1-203.15).** K.S.A. 82a-714(e) puts a \$100 fee on an extension of time to complete the diversion works. **Failure to notify the Chief Engineer of the completion of the diversion works within the time allotted can result in dismissal of the referenced file(s) and loss of priority date.**

If the subject file(s) authorizes multiple new points of diversion (PDs), you may photocopy this form (both sides) and submit one form for each new PD authorized. **Form DWR 1-203.14 is an instruction sheet with sample entries.**

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**KANSAS DEPARTMENT OF AGRICULTURE**  
**Division of Water Resources**

**Procedure for obtaining a Certificate of Appropriation**

Keep this information with your document entitled **Approval of Application and Permit to Proceed (also known as your "permit")**. In Kansas a water right is a real property right which relates to the land on which it was developed (the authorized place of use - item 2 on your permit). Your permit (unless it is a term permit) is the first step in obtaining a water right. After you actually use water in compliance with your permit, then the Division will determine the maximum extent your water right was developed. After this determination the Division will issue a document titled Certificate of Appropriation for Beneficial Use of Water. This certificate will set the legal limits of your water right. **Please read the following information carefully.**

**1. The installation of your proposed diversion works must be completed prior to the specific date indicated in item 5 of your permit.** You are required by law to notify the Division when you have completed construction of your diversion works. This information must be submitted on a Notice of Completion of Diversion Works form (which can be obtained from the Division) by the deadline specified in item 5 of your permit. This form must be accompanied with the field inspection fee, which at this time is \$400. Domestic permit holders are exempt from this fee. Failure to complete construction of the diversion works and submit the fee within the time allowed (or any authorized extension thereof) will result in the dismissal of your permit and forfeiture of its priority.

**2. Your water right must be perfected by actual use of water prior to the date indicated in item 6 of your permit (also know as the perfection period).** The extent which you developed your water right will be determined based on how much water was put to beneficial use, in accordance with the terms of your permit in any one calendar year prior to the date indicated in item 6 (or any authorized extension thereof).

**3. As required by law, the landowner(s) or designated agent must file an annual water use report with the Division by March 1 following the calendar year in which water was used.** Failure to file the report by March 1 shall cause the owner to be subject to a civil fine of up to \$250. If a meter has been required, you must report the meter readings at the beginning and end of the calendar year. You must file annual water use reports as long as you own this water right, even after the issuance of the Certificate. It is the owner's responsibility to make sure that any required meter is functioning properly any time water is being diverted, and to maintain complete and accurate records of water use.

**4. After the time to perfect water use has expired, the Division will conduct a field inspection to examine the diversion works and determine the maximum extent water was actually used in accordance with the permit (in any one calendar year prior to the date in item 6 of your permit).** If the diversion works are found to have been properly completed and water applied to beneficial use in accordance with your permit, the Division will issue a Certificate of Appropriation for Beneficial Use of Water. This is a legal document which defines the extent to which you developed your water right, and must be filed in the Register of Deeds office in the county in which the point of diversion is located.

The above information is only a summary of the procedure for obtaining a Certificate of Appropriation for Beneficial Use of Water. Further information may be obtained from the Division of Water Resources. Offices are located in Garden City, Stafford, Stockton and Topeka, Kansas.

1320 Research Park Drive  
Manhattan, Kansas 66502  
(785) 564-6700



900 SW Jackson, Room 456  
Topeka, Kansas 66612  
(785) 296-3556

Jackie McClaskey, Secretary

Governor Sam Brownback

## Additional Information is Available Online

- List of Certified Water Flowmeters
- Notice of Completion Form
- Kansas Water Flowmeter Regulations (excerpted)
- Specifications for Water Level Measurement Tubes
- Check Valve Specifications
- Partial Listings of Approved Check Valves
- Information about Division of Water Resources Hearings
- Water Protection Fee Requirements
- Minimum Desirable Streamflow Regulations

Website: <http://agriculture.ks.gov/meters>

E-mail: [Brent.Turney@ks.gov](mailto:Brent.Turney@ks.gov)

Phone: (785) 564-6645

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Manhattan, Kansas 66502  
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## Selected Kansas Water Resource Management Web Sites

Kansas Department of Agriculture:

<http://agriculture.ks.gov/>

Division of Water Resources:

<http://agriculture.ks.gov/dwr>

DWR Water Flowmeter Installation Report Forms and Specifications:

<http://agriculture.ks.gov/meters>

Water Information Management and Analysis System (WIMAS):

<http://hercules.kgs.ku.edu/geohydro/wimas/>

Western Kansas Groundwater Management District No. 1: <http://www.gmd1.org/>

Equus Beds Groundwater Management District No. 2: <http://www.gmd2.org/>

Southwest Kansas Groundwater Management District No. 3: <http://www.gmd3.org/>

Northwest Kansas Groundwater Management District No. 4: [http://www.gmd4.org](http://www.gmd4.org/)

Big Bend Groundwater Management District No. 5: <http://www.gmd5.org>

Kansas Water Office: <http://kwo.org>

Kansas Geological Survey: <http://www.kgs.ku.edu/>

KDHE – Bureau of Water: <http://www.kdheks.gov/water/>