



(If incorrectly listed at left, please print corrections below.)

Telephone #: () _____

Iowa water use permit holders are required to report the amount of water used each year. If no water was used during the year, report the water use as "0". **By January 31st of each year**, complete and return the water use form to the Department of Natural Resources at the mailing address found on the bottom of this page.

If you no longer own this property, please contact the department.

REPORT FORM COMPLETION INSTRUCTIONS

Each numbered instruction applies to the correspondingly numbered section of the water use report form on the reverse side. Do not complete the water use report form until the end of a water use period.

1. PERMIT NUMBER: This refers to the four-digit permit number identified on your **WATER USE PERMIT**.
(Public water supplies, please note that this number is *not* your PWSID number.)
2. PERMIT HOLDER: The person or entity whose name is officially recorded on the water use permit.
3. WATER USE REPORTED IN: Indicate the units in which you are reporting your water use (e.g., gallons, acre-ft, etc.).
If you are using units other than those listed, please specify in the space provided.
4. TYPE OF SOURCE USED: **If a permit allows withdrawals from more than one source (e.g., a stream and a well) separate water use reports are required for each source, including standby sources.**
If a permit includes more than one well, with all wells withdrawing from the same aquifer, that is considered to be one source, and one water use report can be used. If the wells withdraw from different aquifers, they are considered separate sources and separate reports must be filed.
5. STATIC WATER LEVEL: The static water level in each well must be measured annually. Measurement should be taken prior to the first spring use for wells used on a seasonal basis, or prior to March 31 for wells used throughout the year.
6. DETERMINATION OF WATER USE:
METERING: If a flow meter was used to determine water use, check the corresponding box.
CALCULATIONS: If your system is not equipped with a flow meter, check that box and use one of the following methods:
GALLONS: Multiply the system's operating capacity (in gallons per minute) by the number of hours the system is run, and multiply that result by 60 to obtain gallons.
Example: During July, an irrigation system pumping 500 gallons per minute runs for 160 hours.
500 gal/min x 160 hrs x 60 min/hr = 4,800,000 gallons
ACRE-FEET: Multiply the number of acres irrigated by the number of inches of water applied, and divide that result by 12 to obtain acre-feet. (To convert to gallons, multiply acre-feet by 325,000)
Example: During August, 3 inches of water is applied to 40 acres of land.
(40 acres x 3 inches) / 12 inches/foot = 10 acre-feet = 3,250,000 gallons
7. YEAR: The calendar year for which you are reporting water usage.
8. – 11. WATER USE APPLICATIONS: Complete only the section or sections that apply to you.
12. TOTAL: Add up the values in each column, and enter the totals in this row.

If you have any questions, contact Charlotte Lafargue Henderson at charlotte.henderson@dnr.iowa.gov or at 515-725-0341.

ANNUAL WATER USE REPORT FORM

1. WATER USE PERMIT NO: _____

4. TYPE OF SOURCE USED: Well Gravel Pit / Quarry
 (Follow instructions carefully.) Stream Reservoir / Lake / Pond

2. PERMIT HOLDER: _____

Name of water source: _____

3. WATER USE REPORTED IN:

- ACRE-FEET GALLONS
 ACRE-INCHES MILLION GALLONS
 OTHER (specify): _____

5. STATIC WATER LEVEL (Well #, depth to water surface prior to withdrawal, in ft)
 Well # ____, _____ ft Well # ____, _____ ft Well # ____, _____ ft
 (If more than 3 wells are included in permit, list static water levels on a separate attached sheet.)

6. DETERMINATION OF WATER USE: Metering Calculation

7. YEAR		8. IRRIGATION			9. MUNICIPAL / INDUSTRIAL / COMMERCIAL	10. AGGREGATE PRODUCTION / MINING		11. OTHER
		CORN / BEANS	SPECIALTY CROP: (fruits & vegetables)	GOLF COURSE / SOD FARM		DEWATERING	WASHING	(wetland development, recreational, etc.)
		Acres:	Acres:	Acres:				
MONTHLY WATER USE	JAN							
	FEB							
	MAR							
	APR							
	MAY							
	JUN							
	JUL							
	AUG							
	SEP							
	OCT							
	NOV							
	DEC							
12. TOTAL								

Name (print): _____

E-mail: _____

Current telephone number: _____

Signature: _____ Date: _____

Report prepared by: Permit Holder Agent Tenant Consultant New Owner Other (Specify) _____