# STATE WATER RESOURCES CONTROL BOARD DIVISION OF WATER RIGHTS NOTES ON FORMATTING FOR WATER RIGHT PERMITS AND LICENSES

## Names:

All individual last names should be spelled out. (John Doe and Jane Doe, *not* John and Jane Doe)

Trusts/Estates/Partnerships usually should be in the legal entity name, not in the individual names of trustees, executors, or partners.

## Source Description:

If there is only one Point of Diversion (POD), there is no need to include POD numbers in the description.

If there is more than one POD on a single source or more than one source, place the POD number in parentheses immediately before the appropriate source of water.

Example 1 – If a San Mateo County project diverts water from Arroyo Leon (POD 1), an Unnamed Stream tributary to Arroyo Leon (POD 2), and an Unnamed Stream tributary to the Pacific Ocean (POD 3), and Arroyo Leon is tributary to Pilarcitos Creek thence the Pacific Ocean, it would be described as follows:

1. The source of water under this right is for waters of **(1) Arroyo Leon and (2)(3) 2 Unnamed Streams** in **San Mateo** **County**

tributary to **(2)(3) Arroyo Leon thence (1) Pilarcitos Creek thence the Pacific Ocean**

for the purposes of **Irrigation, Stockwatering, Domestic, Municipal, etc**.

Example 2 – If a Sonoma County project diverts water from an Unnamed Stream (POD 1) tributary to Allen Creek thence House Creek and an Unnamed Spring (POD 2) tributary to an Unnamed Stream thence Pepperwood Creek thence House Creek, and House Creek flows into the Wheatfield Fork Gualala River thence the Gualala River, it would be described as follows:

1. The source of water under this right is for waters of **(1) an Unnamed Stream and (2) an Unnamed Spring** in **Sonoma County**

tributary to **(1) Allen Creek thence House Creek and (2) an Unnamed Stream thence Pepperwood Creek thence House Creek thence the Wheatfield Fork Gualala River thence the Gualala River**

for the purposes of **Irrigation, Stockwatering, Domestic, Municipal, etc.**

Carry though the tributary description until you reach a widely recognizable and distinguishable waterbody. Examples of waterbodies are:

* Pacific Ocean on minor coastal watersheds
* Rivers – Large and commonly known rivers
	+ Examples: Sacramento River, San Joaquin River, Eel River, Klamath River, Russian River, and Mokelumne River
* Lakes – Large and commonly known lakes
	+ Examples: Shasta Lake, Clear Lake, Lake Berryessa, and Don Pedro Reservoir
* Bays – Large and commonly known bays
	+ Examples: Monterey Bay, San Francisco Bay, or San Pablo Bay
* Basins – closed basins
	+ Examples: Honey Lake, Madeline Plain

Use the following naming conventions:

* For diversions from subterranean streams, include the text “(Subterranean Stream)” in parentheses immediately after the name of the source
	+ Example: Carmel River (Subterranean Stream)
* For closed basins, include the text (“a closed basin”) in parentheses immediately after the name of the applicable source or tributary
	+ Example: Madeline Plain (a closed basin)
* For a single unnamed source, use lower case “an” before a capitalized “Unnamed”
	+ Example: an Unnamed Stream
* For multiple unnamed sources, spell out the number
	+ Example: Two Unnamed Streams
* If an unnamed source has a locally used name not shown on the quad map, add in parentheses (“AKA Local Source Name”)
	+ Example: an Unnamed Stream (AKA Dry Creek)
* For situations where an unnamed source contains many branches in the flow path, there should be only one listing of “Unnamed Stream” prior to the first named tributary. The only possible sources preceding an Unnamed Stream in a tributary description are “an Unnamed Spring”, “an Unnamed Drain”, or “an Unnamed Slough”. In rare cases a natural lake with no inlet stream may feed an Unnamed Stream and precede the Unnamed Stream in the tributary description. There should never be an Unnamed Stream feeding another Unnamed Stream in a tributary description.
	+ Example: an Unnamed Spring (AKA Miner’s Spring) tributary to an Unnamed Stream thence Dry Creek thence Russian River.
	+ Example: an Unnamed Drain tributary to an Unnamed Stream then Spring Creek thence South Yuba River thence Yuba River.
	+ Example: Thompson Lake tributary to an Unnamed Stream thence Bucks Lake thence Buck Creek thence North Fork Feather River thence Feather River
	+ Example: (1) an Unnamed Spring and (2) an Unnamed Stream tributary to (1) an Unnamed Stream thence (2) Granite Canyon thence South Fork American River thence American River thence Sacramento River.
		- Note: The example above has two Unnamed Streams in the sequence. However, POD (1) – the Unnamed Spring is the only source tributary to the second Unnamed Steam listed. POD (2) is tributary to Granite Canyon.

## Uses:

Uses should be capitalized.

Primary uses defined in 23 CCR 659 et seq. should be listed in the following order:

* Municipal, Domestic, Power, Industrial, Mining, Irrigation, Frost Protection, Heat Control, Stockwatering, Aquaculture, Water Quality, Recreational, Fish and Wildlife Preservation and Enhancement

Uses not defined in 23 CCR 659 et seq. should be listed after the defined uses in any logical order. Examples include:

* Fire Protection, Dust Control, Snowmaking, Rice Straw Decomposition

For incidental uses, include the word “Incidental” preceding the use name.

Notes on Uses:

* Aquaculture is for commercial fish rearing operations
* Recreational and/or Fish and Wildlife Preservation and Enhancement is for sport fishing

## General info on coordinates:

If a PLSS section is projected, add “projected” in front of Section.

Spell out all cardinal directions and capitalize. For example: Northwest quarter of Southeast quarter; Township 5 North, Range 2 West.

Do not use ¼ or ½. This method is no longer to be used because it is not read properly using text-to-voice software.

## Examples of POD, PORD, and POS:

### POD and PORD

The **POINTS OF DIVERSION** **(POD)** of such water located at:

(POD 1) By California Coordinate System of 1983, Zone #, North/South ###,### feet and East/West ###,### feet, being within Southeast quarter of Northwest quarter of Section ##, Township #North/South, Range #East/West, Mount Diablo Base and Meridian.

(POD 2) By California Coordinate System of 1983, Zone #, North/South ###,### feet and East/West ###,### feet, being within Northeast quarter of Northeast quarter of Section ##, Township #North/South, Range #East/West, Mount Diablo Base and Meridian.

(POD 3) By California Coordinate System of 1983, Zone #, North/South ###,### feet and East/West ###,### feet, being within Southwest quarter of Northwest quarter of Section ##, Township #North/South, Range #East/West, Mount Diablo Base and Meridian.

Each POD is designated a number to correspond to each project. If a specific name is designated for PODs, add the name in parenthesis at the end of the coordinate description.

PORD follows the same format as PODs:

The **POINTS OF REDIVERSION (PORD)** of such water is located:

(PORD 1) By California Coordinate System of 1983, Zone #, North/South ###,### feet and East/West ###,### feet, being within Southeast quarter of Southwest quarter of Section ##, Township #North/South, Range #East/West, Mount Diablo Base and Meridian.

(PORD 2) By California Coordinate System of 1983, Zone #, North/South ###,### feet and East/West ###,### feet, being within Northwest quarter of Northeast quarter of Section ##, Township #North/South, Range #East/West, Mount Diablo Base and Meridian.

### POS

The location of **PLACES OF STORAGE** of such water is located:

(Upper Pond) By California Coordinate System of 1983, Zone #, North/South ###,### feet and East/West ###,### feet, being within Northwest quarter of Southeast quarter of Section ##, Township #North/South, Range #East/West, Mount Diablo Base and Meridian.

(Lower Pond) By California Coordinate System of 1983, Zone #, North/South ###,### feet and East/West ###,### feet, being within Northwest quarter of Northeast quarter of Section ##, Township #North/South, Range #East/West, Mount Diablo Base and Meridian.

For POS, a name can be used on the left to designate the place of storage.

If the storage location covers more than one quarter-quarter, modify the quarter-quarter description to cover the entire storage:

Use this description if the storage covers two quarter-quarters of a quarter:

(Back Pond) By California Coordinate System of 1983, Zone #, North/South ###,### feet and East/West ###,### feet, being within North half of Southeast quarter of Section ##, Township #North/South, Range #East/West, Mount Diablo Base and Meridian.

Use this description if the storage covers all four quarter-quarters of a quarter:

(East Pond) By California Coordinate System of 1983, Zone #, North/South ###,### feet and East/West ###,### feet, being within Southeast quarter of Section ##, Township #North/South, Range #East/West, Mount Diablo Base and Meridian.

Use this description if the storage covers quarter-quarters in different quarters of the same section:

(Front Pond) By California Coordinate System of 1983, Zone #, North/South ###,### feet and East/West ###,### feet, being within Southeast quarter of Southeast quarter and Southwest quarter of Southeast quarter of Section ##, Township #North/South, Range #East/West, Mount Diablo Base and Meridian.

Use this description if the storage crosses into two sections.

(North Pond) By California Coordinate System of 1983, Zone #, North/South ###,### feet and East/West ###,### feet, being within Southeast quarter of Southeast quarter of Section ## and Northeast quarter of Northwest quarter of Section ##, Township #North/South, Range #East/West, Mount Diablo Base and Meridian.

### When POD and POS Overlap

The **POINT OF DIVERSION** **(POD)** and location of **PLACE OF STORAGE** of such water is located:

(POD 1) By California Coordinate System of 1983, Zone #, North/South ###,### feet and East/West ###,### feet, being within Northwest quarter of Southeast quarter of Section ##, Township #North/South, Range #East/West, Mount Diablo Base and Meridian (North Meadow Pond).

If there is a name associated with the place of storage, add the name at the end of the coordinates in parenthesis as shown in the example above.

### POU

Tables are no longer used to describe **Place of Use** (POU) and instead is done so with a descriptive narrative.

When POU is at a reservoir, list the location of the and the associated uses:

Stockwatering and Recreational uses at reservoir located within XX quarter or XX quarter of Section ##, Township ## North/South, Range ## East/West, Mount Diablo Base and Meridian.

For irrigation, list out how many acres are being irrigated within each quarter-quarter:

Irrigation use on ## acres as follows:

## acres within Southwest quarter of Southeast quarter of Section ##.

## acres within Northeast quarter of Northeast quarter of Section ##.

## acres within Southeast quarter of Northwest quarter of Section ##.

For municipal use, describe the service boundary and reference the map that shows the service area:

By California Coordinate System of 1983, within the NAME service area boundary within Sections XX and XX, Township(s) XX, Range(s) XX, XX Base and Meridian as shown on map dated ##.

## Terms:

Terms should be listed in numerical order by term number. If terms are modified, do NOT add a lower case “m” to the end of the term number. Do not add more than one term number to the term.

## Diversion Rate and Amount:

* Rates should be rounded to the nearest hundredth cfs or nearest whole gpd.
* Rates less than 1 cfs and greater than or equal to 0.025 cfs should be expressed as cubic foot and should include the leading zero (e.g. 0.12).
* Amounts greater than or equal to 10 af should be rounded to the nearest tenth if supporting data exists, otherwise round to the nearest acre-foot.
* Amounts less than 10 af and greater than or equal to 1 af should be rounded to the nearest tenth.
* Amounts less than 1 af should be rounded to the nearest hundredth and should include the leading zero (e.g. 0.12).