



Welcome to Part 2 of a two-part water use compliance educational curriculum prepared by Salmonid Restoration Federation. This curriculum is also available as a video webinar series on our website at www.calsalmon.org.

This curriculum is designed to provide a step-by-step walkthrough of how to fill out the Small Domestic Use Registration form, as required by the State Water Resources Control Board.

On each page, space is provided for you to take notes and write down specific questions as you go through the process of filling out your Small Domestic Use Registration form. Your notes can make it easier for you to get your remaining questions answered.

After reviewing this curriculum and filling out as much of the Small Domestic Use and Registration form as you can, Salmonid Restoration Federation staff are available to assist you if you have any additional questions or concerns.

Benefits

- * There are several benefits to legalizing your water use:
 - * Increased water security for your property
 - * Authorization to store winter water for summer use
 - * Helps the state to quantify the amount of available water in watersheds
 - * Reduced likelihood of an enforcement action taking place on your property

Additionally, when you come into compliance it helps to provide the state with justification for keeping water local rather than diverting it to other areas.

Write down any questions or notes in the space provided:

3 Steps

- * Step 1: File an Initial Statement of Diversion and Use
- * Step 2: Determine if you need an appropriative right
 - * Hint: The answer is “yes” if you store water on your property
 - * Simple way to obtain an appropriative right is the Small Domestic Use (SDU) Registration form
- * Step 3: Fish and Wildlife Protection
 - * Typically covered under a CA Department of Fish and Wildlife Lake and Streambed Alteration Agreement (aka “1600 Agreement” or an “LSAA”)
 - * Due to the drought, an emergency program is in place to allow some landowners to self-certify that they meet criteria for fish and wildlife protection via the SDU registration

Write down any questions or notes in the space provided:

What does this video cover?

- * This video provides a step-by-step overview on how to fill out a Small Domestic Use Registration Form (hereafter referred to as SDU).
- * Completing this form is the second step in coming into compliance with California water law
- * The form can be found on the State Water Board website : http://www.waterboards.ca.gov/waterrights/water_issues/programs/registrations/ (click on 'Form' under the Small Domestic Use Registration heading)

Write down any questions or notes in the space provided:

Small Domestic Use Overview

- * As a landowner, you have a right to reasonably use surface water on your property. This is called a “riparian water right.” You do not need the approval of the State Water Board to exercise this right, but you do need to report your water use.
- * By filling out the Initial Statement of Diversion and Use (step 1 of the process), you registered your diversion and reported your water use to the state.
- * If you store water on your property, you will need to establish an appropriative right (step 2 of the process). That’s what the SDU registration is for.

Write down any questions or notes in the space provided:

Small Domestic Use Overview (Cont'd)

- * What an SDU provides:
 - * a right to divert, use and store water that is used to supply a dwelling and residents, as well as animals, gardens, aesthetic, fire protection, recreation, or fish and wildlife.
 - * Priority rights over water users that register at a later date

(Hollie Hall. 2014. Protect Your Water and Local Rivers – Legalize Your Water Use. <http://tinyurl.com/p2lmanq>)

Write down any questions or notes in the space provided:

Small Domestic Use Overview (Cont'd)

- * An SDU registration costs \$250 and needs to be renewed every 5 years
- * Fill out the form to account for any water storage you currently have, *as well as any water storage that you might install in the next five years*

Write down any questions or notes in the space provided:

Emergency Tank Registration Program

☐ **New!** In response to the Governor's Drought Emergency, the California Department of Fish and Wildlife collaborated with the State Water Resources Control Board to develop an Emergency Tank Storage Registration program to expedite processing of Small Domestic Use registrations that meet certain criteria. For more information, refer to the Process Guide at the end of this form. If your registration meets the program's criteria, please mark this box and complete the additional required items, as described in the Process Guide.

- * Criteria for eligibility:
 - * The registration is submitted during the drought emergency
 - * The registration is for rigid water storage tanks (no bladder tanks or open ponds)
 - * The registration will provide enough water for *at least* 60 days of forbearance during the dry season. The number of days of forbearance will be determined by calculating your water budget.
 - * You've completed the self-certification form (covered later in this presentation)
 - * You agree to not pump at a rate of more than 10 gallons per minute

Due to the drought, an emergency program is in place to allow [some](#) landowners to self-certify that they meet criteria for fish and wildlife protection via the SDU registration, rather than needing to obtain a Lake and Streambed Alteration Agreement from the CA Dept. of Fish and Wildlife. Review the criteria for eligibility listed on this slide, and if you meet the criteria, check the box at the top of the form on page 1.

Write down any questions or notes in the space provided:

Primary and Non-Primary Ownership

- * For Questions 1 & 2, complete the primary owner's information as well as the information of any co-owners whose names should be associated with the registration.
- * Complete Question 3 if you filling out the form on behalf of the person who will be the primary owner of the registration.

Write down any questions or notes in the space provided:

Project Description

4. PROJECT DESCRIPTION

a. What is the address of the property where the project is located?

(Property Address) (City) (State) (Zip Code)

b. Is your project ☐ complete, ☐ partially complete, or ☐ proposed?

c. Does your project include storage of water in one or more ponds? ☐ Yes ☐ No

If you answered Yes above, does your project include storage of water in at least one onstream pond? ☐ Yes ☐ No

d. Provide a detailed description of your project, including but not limited to method of water diversion, type of construction activity, area to be graded or excavated, and a general overview of how you will operate the project. Identify the features of your project that are complete, partially complete, or proposed. If you have a pond, a pond survey prepared by a registered civil engineer or land surveyor should be submitted, if available. Attach additional pages and documents as necessary.

If you currently have existing water storage and also plan to install additional water storage in the next five years, you can select the “Partially Complete” box on line b.

If you select Yes on line c., indicating that your water storage includes ponds, you will not be eligible for the emergency registration program.

Write down any questions or notes in the space provided:

Completion Schedule

5. COMPLETION SCHEDULE

- a. Have you diverted and used water using any of the features of this project? ☐ Yes ☐ No If you answered Yes, provide the year that water was first diverted and used: _____
- b. If your project is partially complete or proposed, provide the following:
- Year work will start _____ Year work will be completed _____

For number 5, provide information about the completion schedule of your project. If you already have some water storage in place that is currently in use on your property, check the "Yes" box on line a. and write in the year that the water was first diverted and used. This can be an estimate if necessary.

Write down any questions or notes in the space provided:

Location of Project

6. LOCATION OF PROJECT

Your registration may not be acceptable without accurate information showing the source of water and location of water diversion, storage and use. You must submit a topographic map or aerial photograph with this form that clearly indicates the location of (1) the point(s) of diversion and (2) the place of use, including all structures and equipment related to diversion and use of water under this registration.

a. Indicate whether you have submitted a ☐ topographic map or an ☐ aerial photograph.

b. For the point(s) of diversion, provide the following:

County _____ Assessor's Parcel Number(s) _____

c. For the place of use, provide the following:

County _____ Assessor's Parcel Number(s) _____

If your point of water diversion and your place of use (such as your household) are on the same parcel, the information on lines b. and c. will be the same. If your point of diversion and place of use are on separate parcels, write in the parcel numbers and county information on the respective lines.

You'll need to submit either a topographic map or an aerial photograph of the point(s) of diversion and the place of use.

Write down any questions or notes in the space provided:

Source of Water

7. SOURCE OF WATER

a. The name of the stream or the source of the water for your project is:

____ tributary to _____
(If unnamed, state that it is an unnamed stream, spring, etc.)

b. In a normal year, does the stream dry up at any point downstream from your project? ☐ Yes ☐ No

If Yes, during what months is it usually dry? From _____ to _____

c. Do you claim an existing right for the point of diversion or place of use identified in this registration? ☐ Yes ☐ No

If Yes, describe the existing right (include record numbers assigned by the State Water Board):

d. Do you have other sources of water available to support this registration's purpose of use (e.g. domestic) if water diverted and used under this registration is insufficient? ☐ Yes ☐ No

If Yes, describe the sources (include record numbers assigned by the State Water Board):

On line c., if you have a riparian right check the "Yes" box and write "Riparian right" on the lines provided.

If you use rainwater, ponds, or any other water sources to supplement your domestic or irrigation water needs, include that information on line d.

Write down any questions or notes in the space provided:

Purpose of Use, Amount, Season and Diversion Works

8. PURPOSE OF USE, AMOUNT, SEASON AND DIVERSION WORKS

In the table below, check the box next to each of the purposes of use for water diverted under this registration, and enter the information requested for rate, amount, and season. If you do not indicate Domestic as a purpose of use, any of the other purposes of use must be associated with a dwelling or other facility for human occupation. Your registration may not exceed a direct diversion rate of 4,500 gallons per day or a diversion to storage amount of 10 acre-feet per year. You may apply for both direct diversion and diversion to storage on the same registration. Provide the requested information regarding the capacities of your diversion works.

Purpose of Use	Direct Diversion ^a				Diversion to Storage ^b		
	Rate	Amount	Season		Amount	Season	
	gallons per day	acre-feet per year	Begin Date	End Date	acre-feet per year	Begin Date	End Date
			month and day			month and day	
<input type="checkbox"/> Domestic							
<input type="checkbox"/> Aesthetic							
<input type="checkbox"/> Fire Protection							
<input type="checkbox"/> Recreational							
<input type="checkbox"/> Fish and Wildlife							
Maximum Rate and Amount by Direct Diversion			Maximum Amount by Diversion to Storage				

http://www.convert-me.com/en/convert/flow_rate_volume/gallon_day.html

For number 8, you'll need to indicate the purposes of use for water diverted under your small domestic use registration. Note that domestic use includes water used for irrigation.

Indicate your water usage in gallons per day for each purpose of use, and then convert those numbers into acre-feet per year. If you need help with the conversion of gallons per day to acre-feet per year, you can use an online conversion chart at the link provided at the bottom of this slide.

Write down any questions or notes in the space provided:

Purpose of Use (Cont'd)

- * **Direct Diversion** means you (1) divert water for immediate use or (2) divert water for short term collection into a sump, holding reservoir, or tank from which it will be used at a more convenient rate
- * **Diversion to Storage** is defined as water that is (1) diverted in times of higher streamflow for use in times of lower streamflow and (2) held in a tank/reservoir for more than 30 days.

Number 8 also asks you distinguish your purposes of water use between direct diversion and diversion to storage.

Purpose of Use (Cont'd)

a. Direct Diversion. If you entered information for Direct Diversion in the table above, provide the information requested below:

The method of diversion is:

☐ Gravity by means of _____ (dam, pipe, etc.) ☐ Pumping from _____ (channel, well, etc.)

b. Diversion to Storage. If you entered information for Diversion to Storage in the table above, provide the information requested below:

(1) If your registration includes tanks or ponds, complete the appropriate section below:

Tank Characteristics

Existing Tanks	
Number	Total Capacity

Proposed Tanks	
Number	Total Capacity

Pond Characteristics

Name (if any)	Depth, maximum feet	Surface Area, when full acre	Capacity* acre-feet

*If necessary, use this formula: Capacity = Depth x Surface Area x 0.7

One line 8.a., indicate your method of diversion. For 8.b., indicate your number of tanks and total capacity for your existing and proposed storage. Also include information about ponds if you have any on your property.

Write down any questions or notes in the space provided:

Justification of Amount

9. JUSTIFICATION OF AMOUNT

a. If use is DOMESTIC, complete the following:

(1) Describe the use of water for human habitation (e.g. human consumption, cooking, sanitary use, etc):

Provide the number of establishments to be served by the water:

___ Home ___ Cabin ___ Resort ___ Motel ___ Organization Camp
___ Camp Grounds ___ Other (Describe: _____)

Are any of the establishments separately owned? ☐ Yes ☐ No

Total number of people to be served is _____. Estimated use per person is ____ gallons/day.

(2) Will the water be used for the incidental watering of domestic stock for family sustenance or enjoyment? ☐ Yes ☐ No

If you answered Yes, provide a description, including the number and type of domestic stock to be served:

For number 9, fill out the requested information. If you need assistance with this or any other questions on the form, there are detailed instructions at the end of the form that you can refer to.

Write down any questions or notes in the space provided:

Justification of Amount (Cont'd)

(3) Will the water be used for incidental irrigation not to exceed one-half acre in lawn, ornamental shrubbery, or gardens? ☐ Yes ☐ No

If you answered Yes, provide the following:

Total area for irrigation is _____ square feet.

Will water be used for the production of irrigated crops? ☐ Yes ☐ No

If you answered Yes, describe the production of irrigated crops:

Describe how irrigation use is incidental (secondary) to the primary use for human habitation (e.g. human consumption, cooking, sanitary use, etc):

b. If use is not DOMESTIC, the diversion of water is required to be associated with a dwelling or other facility for human occupation. Describe how your project meets this requirement:

On line three of section 9, If water will be used for the incidental use of livestock watering or irrigation, provide a description, including the requested information.

Write down any questions or notes in the space provided:

Right of Access

10. RIGHT OF ACCESS

a. Do you own all of the land where the water will be diverted, stored, and used? Yes ☐ No ☐

If you answered No to item (a), complete item (b) below.

b. Do you have a recorded easement or written authorization allowing access? Yes ☐ No ☐

If you answered Yes to item (b), provide the name and mailing addresses of the person(s) allowing access in below. If you answered No to item (b), provide the names and mailing addresses of all affected landowners and describe your process for obtaining access:

Provide information regarding ownership. If you do not own all of the land where the water will be diverted, stored, and used, complete item b.

Write down any questions or notes in the space provided:

Lake or Streambed Alteration Agreement

11. LAKE OR STREAMBED ALTERATION AGREEMENT

For informational purposes only, if you have submitted to the California Department of Fish and Wildlife a notification to obtain a lake or streambed alteration agreement for the project covered by this registration, please provide the notification number below, if assigned.

Notification No. _____

Please note that a California Department of Fish and Wildlife notification is not necessary for the Division of Water Rights to accept your registration form.

You only need to fill out section 11 if you have a pre-existing LSAA with the California Department of Fish and Wildlife.

Write down any questions or notes in the space provided:

Photographs

12. PHOTOGRAPHS

Your registration may not be acceptable unless you provide one complete set of color photographs, clearly dated and labeled, showing the following:

☐ Point(s) of Diversion ☐ Diversion Works ☐ Tank(s) or Pond(s) ☐ Place of Use

The source (stream), both ☐ Upstream and ☐ Downstream of the Point(s) of Diversion

Write down any questions or notes in the space provided:

Certification and Signature

13. CERTIFICATION AND SIGNATURE

By initialing below and signing and submitting this form to the State Water Resources Control Board, I certify that:

 I understand that the Division of Water Rights will, on my behalf, contact the California Department of Fish and Wildlife for the region in which my project is located;

 I understand that the Division of Water Rights will, on my behalf, provide the information set forth in this registration form to the California Department of Fish and Wildlife for the region in which my project is located; and,

 I will comply with all lawful terms and conditions, including terms and conditions identified in the Division of Water Rights' general conditions and any conditions required by the California Department of Fish and Wildlife.

I declare under penalty of perjury that the information provided in this form and attachments is true and correct to the best of my knowledge and belief.

Signature of (select one): ☐ Primary Owner or ☐ Agent

Date of Signature

In section 13, write in your initials on the three lines provided and provide your signature to confirm that the information provided in the form and attachments is true and correct to the best of your knowledge.

Write down any questions or notes in the space provided:

California Department of Fish and Wildlife Self-Certification Form for Emergency Tank Registrations

CERTIFICATION

By initialing below and signing and submitting this form as an attachment to the Small Domestic Use Registration form, I (we) certify that:

 I (we) meet the California Department of Fish and Wildlife criteria for the Emergency Tank Storage Registration program, and agree to comply with the California Department of Fish and Wildlife's general conditions for consideration under this program, available at:
http://www.waterboards.ca.gov/waterrights/publications_forms/forms/docs/cdfw_conditions.pdf

I (we) declare under penalty of perjury that the information provided in this form is true and correct to the best of my (our) knowledge and belief.

Dated _____, at _____
(Date) (Location)

Signature of Registrant Title or Relationship

Signature of Co-Registrant (if any) Title or Relationship

There is an additional certification page that you will need to fill out if you applying for an SDU under the Emergency Program. By signing this page, you are self-certifying that you meet the CA Department of Fish and Wildlife's criteria for the Emergency Tank Storage Registration Program. As a reminder, the criteria are as follows:

- The registration is submitted during the drought emergency
- The registration is for rigid water storage tanks (no bladder tanks or open ponds)
- The registration will provide enough water for *at least* 60 days of forbearance during the dry season. The number of days of forbearance will be determined by calculating your water budget.
- You've completed the self-certification form (covered later in this presentation)
- You agree to not pump at a rate of more than 10 gallons per minute

Write down any questions or notes in the space provided:

Supplemental Information

SUPPLEMENTAL INFORMATION

1. Basis of Water Right _____
2. Estimated daily water use: _____ gallons per day
3. Total volume of installed storage: _____ gallons
4. Calculated forbearance period: _____ days
5. Method of diversion (check one) _____ pumping _____ gravity
6. Dates of Forbearance (inclusive) _____

Days of Forbearance	Dates of Forbearance (inclusive)
60	August 10 – Oct. 8
70	August 5 – Oct. 13
80	July 31 – Oct. 18
90	July 26 – Oct. 23
100	July 20 – Oct. 28
110	July 15 – Nov. 2
120	July 10 – Nov. 7
130	July 5 – Nov. 12
140	June 25 – Nov. 12
150	June 15 – Nov. 12

You are required to fill out the supplemental information on the SDU form if you are applying for a registration under the Emergency Program.

- Basis of Water Right - If your basis of water right is Riparian, write in riparian on the line provided.
- Estimated Daily Water Use – Enter your property’s daily water use from section 7 of the SDU form. An example of how to calculate your daily water use is provided on the next slide.
- Total Volume of Installed Storage – Enters the volume of existing storage and storage that you intend to install from section 6b.
- Calculated Forbearance Period – Divide the total amount of your declared storage (Item 3) by your daily water use estimate (Item 2) to determine the number of days you are required to forbear diversion. That number is rounded to the nearest multiple of 10 and inserted on the line. An example of how to do this is provided on the next slide.
- Method of Diversion – Select the method of diversion for the project (pumping or gravity).
- Dates of Forbearance – Use the days identified in the calculated forbearance period (Item 4) to identify the dates of forbearance based on the table provided. An example of how to do this is provided on the next slide.

Write down any questions or notes in the space provided:

Calculate Your Water Budget

Example: 3 person household with 20' X 30' garden and horses:

Est. daily water use (from SDU instructions):

3 residents X 60 gallons per day (gpd) =	180 gpd
600 sq. ft. garden @ 18.5 gpd/ 100 sq. ft. =	108 gpd
2 horses X 15 gpd =	<u>30 gpd</u>
Total daily use:	318 gallons per day
Emergency fire storage:	2,500 gallons

Forbearance Period:

Total planned storage: 32,500 gallons	
# of days = 32,500 gallons ÷ 318 gpd =	102 days
Forbearance dates (from table) =	July 20 – October 28

This slide shows an example of how to calculate a water budget for a 3 person household with a 20' by 30 foot garden, 2 horses, and a 2,500 gallon emergency fire storage reserve.

Write down any questions or notes in the space provided:

Submit Your SDU Registration

- * Mail the completed form, payment, and photographs to:

State Water Resources Control Board
Division of Water Rights
PO Box 2000
Sacramento, CA
95812-2000

- * Note: The Initial Statement can be mailed at the same time as your completed Small Domestic Use Registration (SDU) form, but you cannot submit the SDU form prior to submitting your Initial Statement.

Write down any questions or notes in the space provided:

Thank You!



* Questions? Contact water@calsalmon.org or visit the Salmonid Restoration Federation website at www.calsalmon.org

Thank you for viewing this presentation. Please contact Salmonid Restoration Federation with any questions at water@calsalmon.org, or visit our website at www.calsalmon.org.