

Wellsville-Mendon Conservation District Water Transfer Form Instructions

To Whom It May Concern,

The Wellsville Mendon Conservation District has recently updated its water transfer form (dated 3/2/2021) and would like to take this opportunity to let you know the proper procedure to transfer water under our canal system.

First Section

The person transferring the water, the grantor(s), should fill out this section. Please fill out the following information:

- The amount of water being transferred
 - The amount of water being transferred should be in acre-feet and should reflect no more than one decimal place (e.g., 10.0 acre-feet, 2.2 acre-feet, 12.5 acre-feet, etc.). Please do not list fractions like $\frac{1}{2}$ or $\frac{3}{4}$.
- The name of the person(s) to whom the water is being transferred, the grantee(s), and the county tax identification or parcel number that is receiving the water
- The name of the person(s), the grantor(s), along with the county tax identification or parcel number of the property from which the water is being transferred from.
- If a portion of the water is being retained by the grantor on the property where it has previously been assigned, please indicate the amount in acre-feet being retained.
 - Number should be carried out to the first decimal place and not be expressed as a fraction.
 - The amount of water being transferred plus the amount retained cannot exceed the total amount allocated to the grantor(s) for the original parcel.

This information is provided to the Cache County Treasurer's office to ensure the proper transfer of the water to the appropriate parcel. The district's annual water assessment fee will then be reflected on the county's current year property tax notice due the end of November.

To: Wellsville Mendon Conservation District

This section represents a formal request to the district for the transfer of water and asks for the approximate location of the property receiving the water along with any other related information.

If a parcel is being split, please attach the following information in a separate sheet:

- The legal description of the new parcel along with the new parcel number
- The total acres to be irrigated and
- Any other information relating to the property where the water is being applied

Important Notes:

Please read the **important notes**. Water is not considered transferred until all conditions are fully met and completed.

Wellsville-Mendon Conservation District Approval:

The District must review and approve all water transfers. Water transfer forms may be obtained and submitted to the district by mail or online:

Wellsville-Mendon Conservation District
PO Box 70
Wellsville, UT 84339

www.fransoncivil.com/canal-applications/

A signature by a member of the District Board is considered acceptance and approval of the requested water transfer. Water Transfer Forms that do not have a valid board member’s signature and are not successfully submitted to the proper offices are null and void.

Acceptance and Approval of Transfer:

For prompt processing, Water Transfer Forms should be filled out completely including all requested information and notarized signatures for both Grantor(s) and Grantee(s). Water Transfer Forms are reviewed at the monthly meeting of the Wellsville Mendon Conservation District (held the first Tuesday of the month).

Exception:

In the case of working with a Title Company to transfer property along with water, this water transfer form may be submitted for approval to the District prior to obtaining final signatures and notarization. This is in an attempt to facilitate having all closing documents submitted to the County Recorder’s office and avoiding additional expense. However, the transfer document is not considered final or complete until all applicable information is provided.

Contact Info:

To ensure timely processing of water transfer requests, please provide the name, address, phone number, and email of the new water users, the grantee(s), for follow-up if any questions arise in reviewing the transfer form request.

**WELLSVILLE MENDON CONSERVATION DISTRICT
WATER TRANSFER FORM (Revised 5/12/2021)**

_____ acre-feet to _____ (Grantee) parcel no. _____
From _____ (Grantor) parcel no. _____

_____ Net acre-feet of water, if any, remaining with Grantor on original parcel no. _____

To: Wellsville Mendon Conservation District

Please transfer upon the books of the Wellsville Mendon Conservation District the above requested acre-feet of water (must be in decimal form to the nearest 10th, no fractions) located at or near _____, Cache County, Utah. *(Please attach any additional information including a copy of the new legal description of the parcel to receive water, new parcel [tax] no., and total acres to be irrigated, if changing.)*

Important Notes:

1. Water may only be transferred upon **approval of the District** and to parcel(s) that currently are irrigated using district water under the same headgate system.
2. All transferred water must be submitted to the Cache County Treasurer's Office for annual assessment purposes and the Cache County Recorder's Office for filing and assessment purposes.
3. There will be a \$40 recording fee.

Wellsville-Mendon Conservation District Approval:

Upon submittal of this form to the Cache County Treasurer's Office and Cache County Recorder's Office with all pertinent signatures, including notarized signatures of grantor(s) and Grantee(s), _____ acre-feet of water will be transferred:

To _____ (Name) and Account No. _____

From Account No. _____

Final Approval from the Wellsville Mendon Conservation District _____

Board Member's Signature

ACCEPTANCE AND APPROVAL OF TRANSFER (Signatures):

Grantor(s) _____ Grantee(s) _____

Grantor(s) _____ Grantee(s) _____

**STATE OF UTAH
COUNTY OF CACHE**

On the ____ day of _____, 20____, personally appeared before me _____ and _____, the signer of the foregoing instrument, who duly acknowledge to me that they executed the same.

Notary Public: _____

Commission Expires: _____

Residing at: _____

CONTACT INFORMATION FOR NEW WATER USER (Grantee)

Name: _____ Address: _____

Phone Number: _____ Email: _____

Additional Information

Legal Description of new parcel tax Id no. XXX-0XX-XXXX

Acres to be irrigated on new parcel 10.5 acres using existing pressurized irrigation system on the property.

(EXAMPLE)

WELLSVILLE MENDON CONSERVATION DISTRICT
WATER TRANSFER FORM (Revised 3/2/2021)

10.5 acre-feet to Jane Doe (Grantee) parcel no. XX-0XX-XXXX
From John Smith (Grantor) parcel no. XX-0XX-XXXX

5 Net acre-feet of water, if any, remaining with Grantor on original parcel no. XX-0XX-XXXX

**Please note: This example form has outdated formatting. However, the contents remain extremely similar.

To: Wellsville Mendon Conservation District:

Please transfer upon the books of the Wellsville Mendon Conservation District the above requested acre-feet of water. (must be in decimal form to the nearest 10th, no fractions) located at or near Wellsville, Cache County, Utah. (Please attach any additional information including a copy of the new legal description of the parcel to receive water, new parcel (tax) no., total acres to be irrigated, if changing.)

Important Notes:

1. Water may only be transferred upon approval of the District and to parcel(s) that currently are irrigated using district water under the same headgate system.
2. All transferred water must be submitted to the Cache County Treasurer's Office for annual assessment purposes and the Cache County Recorder's Office for filing including a \$40 recording fee assessed by the county.

Wellsville-Mendon Conservation District Approval:

Upon submittal of this form to the Cache County Treasurer's Office and Cache County Recorder's Office with all pertinent signatures including notarized signatures of grantor(s) and Grantee(s) _____ Acre Feet of Water will be transferred: To _____ (Name) and Account No. _____
From Account No. _____

Final Approval from the Wellsville Mendon Conservation District _____

Board Members Signature

ACCEPTANCE AND APPROVAL OF TRANSFER (Signatures):

Grantor(s) John Smith Grantee(s) Jane Doe
Grantor(s) _____ Grantee(s) _____

STATE OF UTAH
COUNTY OF CACHE

On the 6 day of May, 2021 personally appeared before me John Smith and Jane Doe the signer of the foregoing instrument, who duly acknowledge to me that they executed the same.

Residing at Logan, UT

Jim Shoe

Notary Public

Commission Expires 6-28-2022

(SEAL)

CONTACT INFORMATION FOR NEW WATER USER (Grantee)

Name: Jane Doe Address: 100 So. 500 West, Somewhere, UT 843XX
Phone Number: XXX-XXX-XXXX Email: Jane.Doe.53@gmail.com