

## **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 11/25/2025) and would like to take this opportunity to let you know the proper procedure to transfer water under our canal system.

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### **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.

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### **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. The filled-out form must be sent to Wellsville-Mendon Conservation District so the form can be reviewed and approved.

**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:

Water Transfer Forms:  
[www.fransonicivil.com/canal-applications/](http://www.fransonicivil.com/canal-applications/)

Submit:  
Wellsville-Mendon Conservation District  
PO Box 70  
Wellsville, UT 84339  
-OR-  
wellsville.mendon.cd@gmail.com

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.

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**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) before submittal to the conservation district. Pending water Transfer Forms are reviewed at the monthly meeting of the Wellsville-Mendon Conservation District (held the first Tuesday of the month). After the transfer has been approved by the board, a copy will be filed with the Cache County Treasurer's Office for assessment purposes.

**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.*

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**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.