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 www.elpasoco.com

**EL PASO COUNTY PLANNING AND
 COMMUNITY DEVELOPMENT
 DEPARTMENT**

WATER RESOURCES REPORT CHECKLIST

Revised: January 2022

Water Resources Report		
A water resources report shall be submitted with sketch plans, preliminary plans, final plats, and any subdivision applications which will create a new lot. The water resources report shall be prepared by a qualified hydrogeologist, hydrologist, licensed civil engineer, qualified groundwater geologist, or other qualified professional with appropriate experience. The water resource report shall document the requirements of this Section and shall include the following data, documentation, and analysis at a level of detail necessary to make the determinations of sufficiency.		
Sketch Plan Report		
The initial water resource report submitted with the sketch plan may be of a general nature, may be based on published and unpublished data and reports, and need not include site-specific hydrogeologic data. The purpose of the report included with the sketch plan is to identify probable compliance of the proposed subdivision with the water supply standards and to identify the need for additional water supplies which will be required for the subdivision.		
Preliminary Plan Report		
The water resource report submitted with the preliminary plan shall include all of the data needed to determine whether the water supply is sufficient in terms of quality, quantity and dependability for the proposed subdivision. The report shall be based on engineering calculations and site-specific data and shall include a detailed discussion of the water demand, supply, quality, dependability, and supply facilities for the proposed project. The report shall identify those aspects of the water supply plan which are insufficient in terms of quantity, quality or dependability and shall identify the actions to remedy the deficiencies.		
Final Plat Report		
The water resource report submitted with the final plat shall include all of the data needed to determine whether the proposed water supply is sufficient in terms of quality, quantity and dependability for the type of subdivision proposed. The report shall be based on engineering calculations and site-specific data and shall include a detailed discussion of the water demand, supply, quality, dependability, and supply facilities for the proposed subdivision.		
A water resources report is not required if the BoCC made a finding that the proposed water supply plan of the preliminary plan was sufficient in terms of quantity, quality and dependability. However, an amended water resources report is required if there is a substantial change in either the water supply or the estimated water demand.		
	Applicant	PCD
NOTE: Please confirm each item below has been included by placing a check mark in the "Applicant" column. See right for an example. The "PCD" column is for office use only.	v	Office use only
Report Content		
Summary of the Proposed Subdivision:		
1	A location map including roads, Township and Range, a copy of all maps required with sketch and preliminary plan and final plat submittals, and legal description; and	
2	A description of subdivision including acreage of each proposed land use, number of dwelling units, etc. For phased projects the description shall clearly describe the acreages, land uses and number of units of each phase. The location of each proposed land use shall be shown on appropriate maps.	
Information Regarding Sufficient Quantity of Water:		
1	Calculation of Water Demand: The water resource report shall include water demand calculations in separate calculations for the type, number and annual water requirements of existing, proposed and potential maximum uses of the subject property and a general timetable when the demands are expected. Acceptable methods of determining water demand.	
2	Calculation of Quantity of Water Available: The water resource report shall identify and describe each source of water including: (1) a map showing the location of any off-site water to be used and the location of major water transmission lines, reservoirs, etc; (2) calculations of the quantity of water available from each source (on-site and off-site sources shall be determined separately); and (3) a description of groundwater sources.	



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3	Groundwater Source Information: The water resource report shall list each aquifer to be used. Each aquifer shall be identified as tributary, non-tributary, not non-tributary or from a designated basin, and as either renewable or non-renewable aquifers. The report shall discuss the need for and the status of any augmentation plans required to use the proposed supply. The report shall also describe the annual and the 300-year quantity of water available from each proposed aquifer.		
4	Production Wells Information: The water resource report shall discuss location, construction and production details of existing and proposed production wells. The following shall be included: (1) estimated number, size and short- and long-term yields of wells necessary to serve the proposed subdivision; (2) estimated life expectancy of wells; (3) estimated short and long-term well development schedule indicating probable timing of bringing additional wells on line; (4) A map showing locations of wells to be used during the first 5 years of the subdivision and probable locations of wells in the following years; (5) Well drilling logs and well completion reports; and (6) Pumping test data and analysis, including data and analysis of constant rate and step drawdown tests.		
5	Surface Water Sources: The report shall list each surface water supply to be used. The report shall discuss the need for and the status of any augmentation plans required to use the proposed supply. In addition, the report shall describe the annual and the 300-year quantity of water available from each proposed surface water supply, and calculate the number of years of water supply. For phased projects, the calculation shall delineate the years of water available for each phase.		
Information Regarding Sufficient Dependability of Water Supply:			
1	Proof of ownership or right of acquisition of use of existing or proposed water rights sufficient in quality, quantity and dependability to serve the proposed use including well permits, court decrees, well applications, export permits, etc.		
2	Financial plan and capital improvements plan of water provider.		
3	Description of the water supply, location shown on maps, and, when appropriate, engineering designs of existing and proposed water supply facilities, including wells, storage facilities, major transmission lines, etc.		
4	Calculations and documentation demonstrating that the aquifers are capable of supplying the required quantity of water and analysis showing the wells are capable of producing the required water supplies, if groundwater is to be used.		
5	If a public or private water system is to be used, evidence that the source can and will supply water to the proposed subdivision stating the amount of water available for use within the subdivision and the feasibility of extending service to the area. This evidence shall include the following information: (1) A letter indicating a commitment to serve (except in the case of a sketch plan); (2) Name and address of the municipality, quasi-municipality, or water company which will supply the water; (3) Current capacities of the existing system; (4) Total amount of current and committed use; and (5) Amount and timing of water to be supplied to the subdivision.*		
6	*This requirement does not apply to subdivisions to be supplied by individual wells.		
7	Evidence that short-term water supply needs of the subdivision can be met to satisfy fire demand and reduction of supplies as a result of flooding, and damaged or otherwise incapacitated systems. Short-term dependability can be satisfied by such features as reservoirs, cisterns, standby wells and standby connections with other water supply or distribution systems.		



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Information Regarding Sufficient Quality:		
1	The following shall be supplied: (1) chemical analyses of proposed water from each proposed source; (2) evidence of compliance with County, state and federal water quality standards; and (3) discussion of potential for water quality degradation from on-site and off-site sources. The EPCDHE can provide further information on the required chemical analysis and testing parameters necessary to demonstrate compliance with the Colorado Primary Drinking Water Regulations.	
2	Requirements of the State Engineer: State statute requires the State Engineer to review all proposed water supplies. The State Engineer requires a narrative discussion and a Water Supply Information Summary Form. The following is the minimal information requirements of the State Engineer for all subdivisions.	
3	Plat and legal description of the property and a description of previous actions of the State Engineer's Office regarding the property (e.g. previous exemptions, well applications);	
4	Well number or numbers of existing and sited wells when available including names of previous owners, dates of well construction, depth, etc., if numbers are not available;	
5	Use of water supply on the property as it now exists including number and locations of dwellings supplied, area of irrigated lawn and garden, water use for livestock, etc;	
6	Proposed water supply including a description of wells or water provider to be used for each lot and what aquifer the applicant intends to use; and	
7	Water requirements for each proposed lot including quantity to be used for dwellings, irrigation and livestock.	
8	It is not necessary to include this information as a separate item provided it is included in the water resources report	
Public and Private Commercial Water Providers:		
1	It is the responsibility of the applicant to provide information regarding the availability of water supplies from any source, including public and private commercial water providers. Should the subdivision fall within a water provider's service district, a general water resources report supplied by the provider may be used to evaluate available water resources provided the content meets or exceeds the requirement of the Water Resource Report.	
2	In those cases where the water provider submits a general Water Resources Report, the water resource report shall be updated annually, by February of each year. Update information shall include: Volume of water sold in the previous year; New water acquisitions, commitments, augmentation plans, etc.; Water trades or other losses of water supplies; Anticipated water acquisitions for the upcoming year; Legal documentation accompanying new water acquisitions and augmentation plans; Major capital improvements accomplished during the past year and anticipated major capital improvements for the upcoming year; and Other information which would be useful in evaluating the availability of water supplies.	
County Attorney Review		
1	Documents to be included in report for review by the County Attorney Office: Water Supply Information Summary Form Letter of Commitment from Water District Copies of all well permits Copies of all Water Court Decrees Copies of all Colorado Groundwater Commission Determinations of Water Rights State Engineer's Office Opinion (if previously provided) Deeds and/or other documents that establish applicant's ownership of water rights for the proposed	