

## Colorado's Well Permit Search - Search Hints

The purpose of this document is to help increase the likelihood of finding your well permit. Start with broad searches and then narrow them. If your search returns 0 rows, do not get discouraged, modify your search and try again. Once you get a results set back, you can use the county, legal location or other pertinent details included in the results grid to help you determine your well application/permit.

Additionally, our Record Department has put together a document outlining well search requirement which may help you in finding your application/well permit. The file is located at: [http://www.water.state.co.us/pubs/forms/well\\_search\\_info.pdf](http://www.water.state.co.us/pubs/forms/well_search_info.pdf)

### Search Hints:

#### Receipt:

- Receipt numbers are 7 digits with one optional alpha character that are assigned to an application when DWR accepts it. If you only know a partial receipt number, make sure the search criteria is set to "Contains".
- Typically we do not recommend searching by Receipt number unless you were provided the number when you submitted the application.

#### Permit Number:

- Search by Permit number (1<sup>st</sup> entry box) only. Do not include the permit suffix (2<sup>nd</sup> entry box) or replacement codes (3<sup>rd</sup> entry box). You can include the permit suffix or replacement code in the appropriate boxes if known.

#### Owner:

- Try searching by last name or a smaller part of the name, like 'Inc' if looking for 'Incorporated'. If too many results are returned to be useful, try limiting your search by a geographic area, like County.
- Many times current ownership is not up to date in our system. You may have to search by any or all of the previous owners to locate the well application/permit.

#### Location (PLSS): (Section Township Range)

- If you are unable to find your well when including quarter sections in your search, then try searching without quarters (the program will allow searching of entire townships and ranges.)
- Your Public Lands Survey System (PLSS) location can be obtained by multiple methods.
  - Utilize DWR's AquaMap's Quick Zoom feature to determine your PLSS based on the physical address.
  - It is typically included on the Deed or Map for the parcel.
  - Directly calling or checking the County Assessor's website for your property address.

#### Location (UTM): (GPS coordinates)

- If you have used a GPS unit to locate your well, you can enter the Universal Transverse Mercator (UTM) coordinates. All of the wells within Colorado have been converted to Zone 13.

#### Address:

- We primarily store mailing addresses in our database, so we recommend using our AquaMap search tool to search by physical address.

#### Parcel ID:

- A more recent and sparsely populated addition to our database is the County Parcel ID. If known, we recommend searching by a smaller part of the Parcel ID due to formatting differences. For example, if your Parcel ID is "25-0927-253-05-004" we would recommend searching by "Contains" and "0927".

#### Subdivision:

- Try searching by part of the subdivision name, like 'Sun' if looking for 'Sun Country Meadows'. If too many results are returned to be useful, try limiting your search by a geographic area, like County.