



## POLICY 2011- 4

### ACCEPTANCE OF ELECTRONIC APPLICATIONS AND FORMS (AMENDED)

#### Objective

To provide options to the public for filing forms with the Division of Water Resources (DWR) via electronic means. This policy replaces and revokes Policy Memorandums 96-1, 96-2, and 96-3 dated February 20, 1996.

#### Policy

It is the policy of DWR that any application for a well permit or other DWR form must have the applicant's (well owner's) original signature or entered (typed) name, verifying that the information/statements provided on the form are true to the knowledge of the applicant. For forms submitted electronically (.pdf format is suggested), in lieu of an original signature or entered name of the applicant, DWR will also accept:

1. An attorney's signature or entered name and registration number who is acting on behalf of the applicant.
2. An agent's signature, if the application is accompanied by a letter signed by the applicant providing authorization for the agent to act on the applicant's behalf in obtaining a well permit. In the case where the applicant is a company, nonprofit, or other entity, an individual with signatory authority in the company must sign or enter their name on the application and include their company title.
3. The signatures or entered names of engineering and geologic consultants and licensed water well construction contractors on applications for permits to construct monitoring and observation wells without a separate letter of authorization (DWR assumes they have contractual obligations/authority with or from the applicant).



In addition, the following will apply:

1. If the form filed via electronic format requires payment of a fee, the date the payment is received by the DWR office is the official date of receipt. Under no circumstances is the evaluation of an application to occur until all necessary fees are received.
2. Attachments, including authorization letters, may be filed electronically (.pdf format is suggested).
3. All applications and forms filed are to be clear and legible. Evaluators are to use sound judgment in determining whether an application is acceptable under this policy. Should an evaluator determine that the form is unacceptable under this policy, the evaluator will inform the applicant as soon as possible to attempt to rectify the situation. If any attachment to a form requires enlargement, re-submittal or follow-up via mail or email, the evaluator will inform the applicant as soon as possible.
4. DWR will consider falsifying any signature or entered name on any form filed with the Division of Water Resources perjury punishable pursuant to C.R.S. §24-4-104(13)(a).
5. **DWR primarily accepts payment by credit card or echeck. Detailed information on electronic submittals and accepted payment options is available on the DWR website ([Colorado.gov/water](http://Colorado.gov/water)).**

#### Approval

This policy may only be modified or revoked in writing by the State Engineer.

Approved this 1st day of September 2011.

Amended this 7th day of February 2020.



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Kevin G. Rein, P.E.  
State Engineer/Director