



Southern Trinity Groundwater Conservation District
824 Washington Avenue
P.O. Box 2205
Waco, Texas 76703
254 759-5610

For District Use Only

HUPP Amendment Application No.: _____
Application Rec'd _____
Fee Rec'd _____
New Well Construction Rec'd: _____

**Application to Transfer or Amend Historic Use Production Permit/
Notice of Transfer of Ownership or Lease**

Instructions: This application is to be used to transfer and amend a Historic Use Production Permit and must be **completed, signed, notarized and returned to the District**. The application may also be used if there is a transfer of ownership or lease. Please keep a copy of this transfer application for your records. **Please print or type legibly. Incomplete applications will be returned.**

Fee required: An application fee of \$3,000.00 must accompany this application. Only personal or cashier's checks or money orders made out to the Southern Trinity Groundwater Conservation District will be accepted. **NO CASH PLEASE.**

Part I - Transferor's and Transferee's Information

A. Transferor's Information

Name of Transferor: _____
Telephone No.: Home () _____ Business () _____ Fax () _____
Mailing Address: _____
(Street or PO Box) (City) (State) (Zip)
Physical Address: _____
(Street) (City) (State) (Zip)
E-mail Address: _____

Transferor's Authorized Representative's Name, if any: _____
Describe relationship to transferor (agent, officer, attorney, etc.): _____
Telephone No.: Home () _____ Business () _____ Fax () _____
Mailing Address: _____
(Street or PO Box) (City) (State) (Zip)
Physical Address: _____
(Street) (City) (State) (Zip)
E-mail Address: _____

B. Transferee's Information

Name of Transferee: _____
Telephone No.: Home () _____ Business () _____ Fax () _____
Mailing Address: _____
(Street or PO Box) (City) (State) (Zip)
Physical Address: _____
(Street) (City) (State) (Zip)
E-mail Address: _____

Transferee's Authorized Representative Name, if any: _____
Describe relationship to transferee (agent, officer, attorney, etc.): _____
Telephone No.: Home () _____ Business () _____ Fax () _____
Mailing Address: _____
(Street or PO Box) (City) (State) (Zip)
Physical Address: _____

(Street) (City) (State) (Zip)
E-mail Address: _____

Part II – Water Use Information

A. Water Use Information for Transferor (from which HUPP is being transferred):

HUPP Number: _____

Current Purpose of Use (acre-foot = gallons / 325,851):

_____ acre-foot Municipal

_____ acre-foot Industrial

_____ acre-foot Irrigation

_____ acre-foot Other _____

B. Water Use Information for Transferee (to which HUPP is being transferred):

HUPP Number, if any: _____

Proposed Purpose of Use (acre-foot = gallons / 325,851):

_____ acre-foot Municipal

_____ acre-foot Industrial

_____ acre-foot Irrigation

_____ acre-foot Other _____

Part III - Transfer or Amendment Information

Type of Transaction (check applicable transaction):

_____ Permanent Transfer: Sale of All or Part of Historic Use Production Permit

_____ Temporary Transfer: Lease of Historic Use Production Permit

_____ Other (please describe): _____

Transfer Term:

Date Transfer to Begin: _____ month/day/year

Date Transfer to End: _____ month/day/year

Type of Transfer or Amendment (check as applicable):

_____ Change of Ownership of Place of Use

_____ Change of Place of Use

_____ Change of Point of Withdrawal (well)

_____ Change of Total Volume of Groundwater Authorized to be Withdrawn

_____ Change of Rate of Production in gpm

_____ Other _____

Total Transfer Amount: _____ acre-foot per year.

Transfer Price: \$ _____ per acre-foot

Meter Reading & Total Acre-Feet Used this Year:

Date of Reading: _____ Meter Reading: _____

Acre-feet used this year: _____

Part IV – Supporting Documentation

All Applicants:

1. Please provide a copy of any deed, transfer agreement and/or other legal document that supports the transfer application.
2. Please provide any additional information that you believe would assist in the District's review of this application.

Applications involving a new well:

1. Please attach Well Drilling Permit Application if transferee's well is not already drilled. (All wells in the District are required to be registered with the District.)
2. On separate city, county, or state highway maps, please highlight and pinpoint the locations of the property on which the transferor's and transferee's wells are or will be located.
3. For the transferee's well, please attach a surveyed legal description of the place of use and a recorded survey, if available, or, if for municipal use, include a copy of the CCN or attach a certified map showing the service site boundaries indicating the number of acres encompassed by the site.

Information about assigning an Authorized Representative:

1. If an Authorized Representative or agent of the transferee or transferor will sign this application, the Authorized Representative or agent shall provide written evidence of his or her authority to represent the transferee or transferor, as appropriate.
2. If the transferee or transferor is an individual or a partnership doing business under an assumed name, the transferee or transferor shall attach an assumed name certificate from the county clerk of the county in which the principal place of business is located and from the Secretary of State, if applicable.
3. Joint transferees or transferors shall select one among them to pursue the application with the District and shall attach written evidence of such representation.
4. If the transferee or transferor is an estate or guardianship, a current copy of the letters testamentary issued by the court shall be attached to the application.
5. If the transferee or transferor is a corporation, public district, county, municipality, or other corporate entity, written evidence in the form of bylaws, charters, or resolutions specifying the authority of the official to apply for the transfer shall be submitted. A corporation may file a corporate affidavit as evidence of the official's authority to sign.
6. If either applicant is acting as trustee for another, the applicant shall disclose in writing the nature of the trust agreement and provide the name and current address of each trust beneficiary to the District.

Transferor's Certification:

I hereby certify that the information given herein is true and accurate to the best of my knowledge and belief.

Printed Name of Transferor or Agent

Signature of Transferor or Agent

STATE OF TEXAS

COUNTY OF _____

Subscribed and sworn before me this _____ day of _____, 20____.

Notary Public's Signature

Date Commission Expires:

Transferee's Certification:

I hereby certify that the information given herein is true and accurate to the best of my knowledge and belief.

Printed Name of Transferee or Agent

Signature of Transferee or Agent

STATE OF TEXAS

COUNTY OF _____

Subscribed and sworn before me this _____ day of _____, 20____.

Notary Public's Signature

Date Commission Expires: