



# WATER USE PERMIT

## Letter Modification Request Form



Northwest Florida Water Management District  
 152 Water Management Drive, Havana, FL 32333-4712  
 (850) 539-5999 Fax (850) 539-2693  
[www.nwfwater.com](http://www.nwfwater.com)

The information in this form for a letter modification of an unexpired permit is required pursuant to Chapter 373, Florida Statutes (F.S.), and Chapter 40A-2, Regulation of Water Use, Florida Administrative Code (F.A.C.). **Please refer to section 40A-2.331, F.A.C. regarding the types of permit modifications that may be authorized through a letter request.**

### SECTION I – REQUESTED MODIFICATION

**PERMITTEE NAME:** \_\_\_\_\_ **COUNTY:** \_\_\_\_\_

*Indicate the nature of the permit modification and complete the applicable, required subsections.*

**ADMINISTRATIVE MODIFICATION**       **TECHNICAL / OPERATIONAL MODIFICATION**

This is a request to modify the Water Use Permit (WUP): \_\_\_\_\_  
List Water Use Permit Number

Describe the requested change (attach additional sheets, if necessary):

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### SECTION II – DETAILS OF REQUESTED MODIFICATION

**SECTION A: ADMINISTRATIVE MODIFICATION**       NOT APPLICABLE

Change in Specific Conditions. List Specific Condition No(s). \_\_\_\_\_

Change to the legally controlled property boundaries (acres owned or leased or partial change of ownership (e.g., lease, deed, etc.).

Permitted Acres: \_\_\_\_\_ Revised Acres: \_\_\_\_\_

Please complete Section B (below) if there is a change in the irrigated acreage.

List parcels.: \_\_\_\_\_

(A transfer of permit cannot be requested on this form. If the controlling entity or ownership of the property has changed since permit issuance, please submit a permit transfer request to the District on Form 163.)

Change the designated water use classification of an individual withdrawal facility.  
(per section 40A-2.331, F.A.C., the requested water use classification must be currently authorized on the permit)

Current status of Facility:       Existing       Proposed

Permitted Facility Name: \_\_\_\_\_ Florida Unique Identification (FLUID): \_\_\_\_\_

Permitted Water Use: \_\_\_\_\_ Requested Water Use (e.g. Agriculture): \_\_\_\_\_

Other administrative change: Attach a description.

**SECTION B: TECHNICAL/OPERATIONAL MODIFICATION**

NOT APPLICABLE

**Request to Modify Authorized Withdrawal Amounts:**

(Letter modification requests cannot increase the authorized withdrawal by more than 100,000 gallons, or more than 10% of the total permitted quantity, or cause the total permitted withdrawal or diversion to exceed 10% of the baseflow or storage volume of the water body)

Attach the following information describing the current authorized amounts and the requested modifications: (1) Average Annual Daily Withdrawal (gallons per day); (2) Maximum Monthly Withdrawal (gallons); (3) Irrigated Acres; (4) Withdrawal source(s); and (5) Water use classification(s).

**Request to Modify Withdrawal Facility:**

(Well replacements must be constructed within the same aquifer unit, be located within 2,640 feet of the original well, be located at least 1,000 feet from wetlands, lakes, springs, and have a pumping capacity less than or equal to the original well.)

Attach the following information describing the proposed modification(s) to authorized withdrawal facilities: (1) Permitted facility name and status (existing or proposed); (2) For existing wells, provide the Florida Unique ID (FLUID); (3) The authorized and proposed facility information requested in Section IV, Sources of Water, of the Water Use Permit Application, District Form 160; and (4) The latitude, longitude and datum of the proposed facility location(s).

**SECTION C: CONSERVATION PLANS AND INCENTIVES**

Not Applicable

Request to modify water conservation plan (attach revised plan).

Request to extend permit duration based on realized water savings resulting from a goal-based water conservation plan. Length of extension requested: \_\_\_\_\_ (up to 10 years)

For permit extension requests, attach updated population and water demand projections on an annual basis through the requested permit duration and provide documentation of the water savings achieved through the implementation of the District-approved goal-based water conservation plan.

**SECTION III – ATTACHMENTS AND SIGNATURES**

- Map (required if there are changes to withdrawal facilities, irrigated acres, property boundaries, etc.)
- Proof of property control (deed, lease, etc.) if legally controlled property boundaries have been modified.
- Items required in Section C, if applicable.
- Required Letter Modification Non-refundable Processing Fee of \$50.00.

I certify that this requested modification complies with the provisions of section 40A-2.331(3)(b)-(d), F.A.C. If the request does not comply with these provisions, I am aware that this application is subject to denial by the District and that, in the event of denial for non-compliance, my first recourse will be to submit a full modification request, pursuant to section 40A-2.331, F.A.C.

\_\_\_\_\_  
Signature of Permittee or Authorized Agent

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

(\_\_\_\_)\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date