



NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION  
MAIL CODE 401-04Q  
DIVISION OF WATER SUPPLY & GEOSCIENCE  
**BUREAU OF WATER ALLOCATION & WELL PERMITTING**  
P.O. BOX 420  
TRENTON, NEW JERSEY 08625-0420  
(609) 984-6831



## **BASE ALLOCATION TRANSFER CONTRACT APPLICATION**

These guidelines have been prepared by the Bureau of Water Allocation & Well Permitting (Bureau) to assist in the preparation of a Base Allocation Transfer Contract Application (BATCA) for base allocation transfers within Areas of Critical Water Supply Concern. The BATCA is required to provide the necessary information which will allow the Bureau to approve/deny the base allocation transfers request and to ensure that the base allocation transfer meets the criteria specified in N.J.A.C. 7:19-8 et seq. A complete BATCA consists of the completed application form, a copy of the proposed (or executed for existing) contract, and a map showing the location of all involved wells for both parties. All BATCAs are to be submitted by the party selling the water. BATCAs for new or proposed contracts should be submitted two months prior to executing the contract. Should this contract be approved, the receiving party must file the appropriate permit modification application package in accordance with N.J.A.C. 7:19-8.7(f) or (g). If you have questions regarding the application requirements or other requested information you should contact the Bureau at (609) 984-6831.

### **GENERAL INSTRUCTIONS AND GUIDELINES FOR COMPLETING BWA-012**

All sections of the form must be completed and all requested information provided or the application will be returned. Additional sheets may be attached if necessary. For additional information, please contact the Bureau of Water Allocation & Well Permitting at 609-984-6831.

#### **PART A – GENERAL INFORMATION**

1. Date of Contract: Provide the signing date of the Contract (or estimated date of signing)
2. Contracting Parties: Provide a name of Seller/Buyer, current address, name of contact, phone number, and email address.
3. Aquifer and Quantity of Water: Provide the name of the aquifer(s) for which the base allocation is being transferred. Provide quantity of water contracted in million gallons per year (mgy) for each aquifer.

#### **PART B – BUYER INFORMATION** (To be completed by the Buyer)

1. Water Assets: Provide the Water Allocation/Program Interest ID No. for the buyer, the overall allocation limits and the contractual amounts of each purchase agreement.
2. Peak Water Needs: Provide the peak water needs of the buyer for the past five years on a daily, monthly and annual basis. The peak water needs is equivalent to the amount of water diverted plus the amount of water purchased minus the amount of water sold.
3. Existing Contracts: Provide all existing contracts including sales, purchases and water transfers.
4. Static water levels are required for all site wells located in the aquifer(s) where allocation is proposed to be transferred from and the approximate distance for the referenced wells from the 250 mg/l isochlor line as depicted in the most recently published United States Geological Survey Synoptic report for the respective aquifer.

5. Why Contract is needed: Provide explanation as to why the contracted is needed.

**PART C – SELLER INFORMATION**

1. Water Assets: Provide the Water Allocation/Program Interest ID No. for the seller, the overall allocation limits and the contractual amounts of each purchase agreement.
2. Systems Own Water Needs: Provide the peak water needs of the seller for the past five years on a daily, monthly and annual basis. The systems own water needs is equivalent to the amount of water diverted plus the amount of water purchased minus the amount of water sold.
3. Existing Contracts: Provide all existing contracts including sales, purchases and water transfers.
4. Static water levels are required for all site wells located in the aquifer(s) where allocation is being transferred to and the approximate distance of the referenced wells from the 250 mg/l isochlor line as depicted in the most recently published United States Geological Survey Synoptic report for the respective aquifer.
5. Reason that the amount of water being permanently transferred is no longer needed.

**PART D – REQUIRED SUBMITTAL ATTACHMENTS**

1. A map showing the locations of the wells from which the base allocation is proposed to be transferred and the location of the receiving wells or proposed receiving wells. Please note the state issued well permit numbers.
2. An assessment of the impact of the transfer on the water resource and other users of the resource in the vicinity of receiving wells.\*

\*If the receiving party requires a new permit or a major modification permit application, the detailed assessment can be written at that time, and a more general assessment can be attached to this application.

**PART E – CERTIFICATIONS**

The representative from the Buyer and Seller must sign in the appropriate spaces.

NOTE: The approval of the BATCA does not waive the submission of a major or minor modification application by the Buyer; nor does the approval of the BATCA guarantee the approval of a major or minor modification application. The buyer's major or minor modification application must be submitted and approved in accordance with N.J.A.C. 7:19-1 and 2.



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**BASE ALLOCATION TRANSFER CONTRACT APPLICATION**

**PART A – GENERAL INFORMATION**

- Date of Contract: \_\_\_\_\_
- Contracting Parties – Seller: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 (Names & Addresses)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Buyer: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_
- Base Allocation transfer from each aquifer:  
 Aquifer Name: \_\_\_\_\_ mgd  
 Aquifer Name: \_\_\_\_\_ mgd

**PART B – BUYER INFORMATION:** To be completed by the buyer.

- Water Assets: Water Allocation Permit No. \_\_\_\_\_  
 Allocation: \_\_\_\_\_ gpm \_\_\_\_\_ mgd \_\_\_\_\_ mgm \_\_\_\_\_ mgy  
 Purchases: \_\_\_\_\_ gpm \_\_\_\_\_ mgd \_\_\_\_\_ mgm \_\_\_\_\_ mgy
- Peak Water Needs: \_\_\_\_\_ mgd \_\_\_\_\_ mgm \_\_\_\_\_ mgy
- Existing Contracts:

Name of Party	Sell or Purchase	Contract Amount			Effective Date	Expiration Date
		(mgd)	(mgm)	(mgy)		

4. Buyers Well(s) (only wells in aquifer for which the base allocation is being transferred)

Well No.	Well Permit Number	Aquifer	Depth (feet)	Static Water Levels (feet, relative to sea level)				
				Last Spring	Last Summer	Last Fall	Last Winter	Current *

\* – ideally water levels are taken the same day for buyer and seller

5. Why contract is needed: \_\_\_\_\_

**PART C – SELLER INFORMATION:** To be completed by the seller.

1. Water Assets: Water Allocation Permit No. \_\_\_\_\_  
Allocation: \_\_\_\_\_ gpm \_\_\_\_\_ mgd \_\_\_\_\_ mgm \_\_\_\_\_ mgy  
Purchases: \_\_\_\_\_ gpm \_\_\_\_\_ mgd \_\_\_\_\_ mgm \_\_\_\_\_ mgy
2. Systems Own Peak Water Needs: \_\_\_\_\_ mgd \_\_\_\_\_ mgm \_\_\_\_\_ mgy

3. Existing Contracts:

Name of Party	Sell or Purchase	Contract Amount			Effective Date	Expiration Date
		(mgd)	(mgm)	(mgy)		

4. Sellers Well(s) (only wells in aquifer for which the base allocation is being transferred)

Well No.	Well Permit Number	Aquifer	Depth (feet)	Static Water Levels (feet, relative to sea level)				
				Last Spring	Last Summer	Last Fall	Last Winter	Current *

\* – ideally water levels are taken the same day for buyer and seller

5. Reason the amount of water being sold is no longer needed/justification that demands can be met after the transfer is complete: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PART D – REQUIRED SUBMITTAL ATTACHMENTS**

Check here to ensure the following attachments are included with the application:

<b>For all applications:</b>	
<input type="checkbox"/>	1. A map showing the locations of the wells from which the base allocation is proposed to be transferred and the location of the receiving wells or proposed receiving wells. Please note the state issued well permit numbers.
<input type="checkbox"/>	2. An assessment of the impact of the transfer on the water resource and other users of the resource in the vicinity of receiving wells
<input type="checkbox"/>	3. A copy of the proposed/executed contract must be attached.

**PART E – CERTIFICATIONS**

**Seller:**

\_\_\_\_\_  
Prepared by

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Buyer:**

\_\_\_\_\_  
Prepared by

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date