

**APPLICATION FOR EXTENSION OF TIME FOR FILING PROOF OF COMPLETION OF WORK**  
**PLEASE MAKE NOTE OF THE FOLLOWING INFORMATION**

This Application for Extension of Time for filing **PROOF OF COMPLETION OF WORK** is only to be utilized when you are seeking additional time to complete and properly equip the diversion works before placing the permitted water to beneficial use. If your Proof of Beneficial Use and Cultural Map are also due, the filing of this form will also extend the time for filing the Proof of Beneficial Use/Cultural Map. If a Proof of Completion has been filed and approved by NDWR and an extension of time is needed for filing the Proof of Beneficial Use/Cultural Map, please complete the "APPLICATION FOR EXTENSION OF TIME FOR FILING PROOF OF BENEFICIAL USE" form that corresponds to your permitted manner of use.

This application is a sworn affidavit and must be signed by the person filling out the application and must include their address and phone number in the spaces provided.

- > Each application must appear with an original signature of the permittee or agent.
- > The application must be dated and properly notarized.
- > A separate application for extension of time is required for each permit.
- > Fees paid by check must be made out to the "Nevada Division of Water Resources."

The original document and associated filing fees must be received by NDWR on or before the due date as set forth in the terms of the permit. If the application is made by mail, this form and associated filing fees must be mailed to the Nevada Division of Water Resources, 901 S. Stewart Street, Suite 2002, Carson City, Nevada 89701.

**INSTRUCTIONS**

All of the following information can be found at the Nevada Division of Water Resources (NDWR) office or on our website at <http://water.nv.gov>. Most of the online information can be located on NDWR's Permit database at <http://water.nv.gov/permitsearch.aspx>.

1. Print the name of the person who will be signing this application and check whether you are the permittee as listed by NDWR or an agent acting on behalf of the permittee(s). Please note that the name of a company may not be listed in this section.
2. Enter the permit number and the date of priority for the permit. The priority date can be found on the NDWR Permit database under the "Maps & Due Dates" tab.
3. If this permit receives its water from an underground source, check "Underground."  
If the permit receives its water from a surface water source, check "Surface Water," then identify the name of the source, e.g., Truckee River, Carson River, Clear Creek, etc. in the space provided. This information can be found on the NDWR Permit database under the "General" tab.
4. Enter the current owner(s) of record as listed by NDWR. This information can be found on the NDWR Permit database under the "Ownership & Title" tab.
5. If you are or are representing the current owner(s) of record as listed by NDWR, check "Yes," then proceed to Question 6.  
If you are not or are not representing the current owner(s) of record as listed by NDWR, check "No," then proceed to part (a).
  - a. If a Report of Conveyance to transfer title into your name has been submitted to NDWR, check "Yes."  
Otherwise, check "No."  
If "Yes," please list the date that the Report of Conveyance was filed with NDWR.
6. If this permit has multiple owners, check "Yes," then proceed to part (a).  
If the permit has a single owner, check "No," then proceed to Question 7.
  - a. If the permit has multiple owners,  
Check "All" if you are filing on behalf of all of the owners of this permit.  
Check "Portion" if you are **NOT** filing on behalf of all of the owners of this permit. In the space provided, please list the owners for which this extension of time is being filed.

7. The period of time requested must not exceed five years. The filing of this form satisfies the request for an extension of time for filing the Proof of Completion of Work **AND** the Proof of Beneficial Use/Cultural Map **IF** it is also due at this time.
8. If you are requesting more than a one-year extension, please explain the reason for requesting multiple years. Attach additional sheets as needed.
9. State the estimated time to complete the diversion works.
10. Provide (a) an estimated amount of expenditures for work and equipment during the last year and (b) the total estimated amount of expenditures to date.
11. This question only pertains to permits with an **UNDERGROUND** source.  
If the well has been drilled and equipped, check "Yes," then proceed to part (a).  
If the well has not been drilled and equipped, check "No," then proceed to part (b).
  - a. If the well has been drilled, please list the well log number in the space provided.
  - b. If a Nevada Licensed well driller has been contacted, check "Yes," if not, check "No."
12. This question only pertains to permits with a **SURFACE WATER** source.  
If the diversion works have been installed, check "Yes."  
If the diversion works have not been installed, check "No."  
If "Yes," please describe the diversion works.
13. If a totalizing meter or measuring device has been properly installed, check "Yes," if not, check "No."  
If "Yes," please describe the measuring device. For a totalizing meter please list the make, model, serial number, units, and initial reading.
14. If a monitoring plan is required under the terms of the permit,  
Check "Yes" if the plan has been submitted and proceed to Question 15.  
Check "No" if a plan has not been submitted.  
If "No," please explain why a plan has not yet been submitted to NDWR.
15. Describe the work remaining before the water can be pumped or diverted to the permitted place of use.
16. NRS 533.380(3)(b) states that an Application for Extension of Time **must** in all cases be "Accompanied by **proof and evidence of the reasonable diligence** with which the applicant is pursuing the perfection of the application." Please provide **specific information that documents reasonable diligence and steady application of effort** to perfect the permit. Highlight progress made during the previous year or years and submit any proof and evidence that documents reasonable diligence. Please see the following for examples for proof of evidence:
  - a. Describe any work in progress and any facility or feature completed.
  - b. Specify any project reports or engineering drawings that have been submitted for review or recorded pursuant to applicable laws.
  - c. Explain anticipated development to be able to divert the water.
  - d. Explain any adverse conditions and their affect upon the permittee's ability to establish Proof of Completion.
17. Describe the plans for completing the Proof of Completion of Work should an extension be granted for the time you have requested.

*APPLICATION FOR EXTENSION OF TIME ON THE NEXT PAGE*

BEFORE THE STATE ENGINEER OF THE STATE OF NEVADA

APPLICATION FOR EXTENSION OF TIME FOR FILING **PROOF OF COMPLETION OF WORK**

1. This application is submitted by: \_\_\_\_\_, the  Permittee  Agent  
Name of person signing this form
2. Permit number: \_\_\_\_\_ Priority date: \_\_\_\_\_
3. Source:  Underground  Surface Water: name of the spring, creek, river, etc. \_\_\_\_\_
4. Current owner(s) of record in the Nevada Division of Water Resources (NDWR):  
\_\_\_\_\_
5. Are you or are you representing the current owner(s) of record of this permit?  Yes  No (If "Yes," proceed to question 6.)  
a. If you are not the current owner(s) of record, has a Report of Conveyance been filed with NDWR?  Yes  No  
If "Yes," when was the Report of Conveyance filed with NDWR? \_\_\_\_\_
6. Does this permit have multiple owners?  Yes  No (If "No," proceed to question 7.)  
a. If the permit has multiple owners, on whose behalf is this application being filed?  
 All  Portion: \_\_\_\_\_  
Name(s) of owners for which this application is filed
7. The permittee requests an extension of time for \_\_\_\_\_ year(s) within which to comply with the provisions for filing the Proof of Completion of Work. **Please see the instructions for more information.**
8. If requesting more than one year for extension of time, please state the reason for requesting multiple years. Please attach additional sheets if needed.
9. How much additional time is needed to complete the works of diversion? \_\_\_\_\_
10. What is the expenditure on the project under this permit? (a) Last year \_\_\_\_\_ (b) Total to date \_\_\_\_\_
11. If the source of water is **underground**, has the well been drilled and equipped?  Yes  No  N/A  
a. If the well has been drilled, please list the well log number: \_\_\_\_\_  
b. If the well has not been drilled, has a Nevada licensed well driller been contacted?  Yes  No
12. If the source of the water is **surface water**, have the diversion works been installed?  Yes  No  N/A  
If "Yes," please describe the diversion works.
13. Has a totalizing meter or a suitable measuring device been properly installed?  Yes  No  
If "Yes," please describe the totalizing meter or measuring device.

14. If a monitoring plan is required under the terms of the permit, has it been submitted to NDWR?  Yes  No  N/A

If "No," why?

15. Describe what work must be completed before water can be diverted under the terms of the permit.

16. Describe the progress made during the previous year(s) and explain why this request for an extension of time is needed.

17. Describe your plans for the next year(s) towards completing your Proof of Completion of Work.

State of Nevada

County of \_\_\_\_\_

Subscribed and sworn to before me on \_\_\_\_\_

by \_\_\_\_\_  
Print name of Permittee or Agent signing form

Signed \_\_\_\_\_  
Permittee or Agent

Address \_\_\_\_\_  
Street Address or PO Box

\_\_\_\_\_  
City, State, ZIP Code

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public Required

**Notary Stamp or Seal Required**

**\$120 FILING FEE PER YEAR FOR EACH YEAR REQUESTED  
MUST ACCOMPANY THIS APPLICATION FOR EXTENSION OF TIME.  
A SEPARATE APPLICATION MUST BE FILED FOR EACH PERMIT.**