

<b>INST 1020</b>	BEFORE THE STATE ENGINEER OF THE STATE OF NEVADA  <b>APPLICATION FOR EXTENSION OF TIME</b>  Help and Instructions	Rev 7/2/2026
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## **Section 1—General Instructions**

The State Engineer considers whether an applicant has shown good faith and reasonable diligence warranting approval of an application for extension of time under all facts and circumstances, pursuant to NRS 533.380(6) and 533.395(5). The following instructions and examples are provided to help applicants submit the correct paperwork and illustrate actions that may be considered evidence of good faith and reasonable diligence. However, submitting the correct paperwork does not guarantee approval of an application for extension of time. Each application is reviewed on a case-by-case basis, and approval of applications for extension of time is at the discretion of the State Engineer on all relevant factors and circumstances.

### **How to Choose the Correct Form:**

#### **Form 1021F—Application for Extension of Time for Filing Proof of Completion of Work**

Use this form if:

- You need additional time to complete and properly equip the diversion works before putting the permitted water to beneficial use.
- You are requesting an extension for both the Proof of Completion and Proof of Beneficial Use deadlines.

#### **Form 1022F—Application for Extension of Time for Filing Proof of Beneficial Use**

Use this form if:

- You have already filed for, and NDWR has approved, Proof of Completion, and you need more time to file the Proof of Beneficial Use and Cultural Map (if applicable).

**Important:**

Use Form 1022F only if your Proof of Completion of Work (if required) has already been filed and approved by NDWR, and you need more time to put the permitted water to beneficial use. If Proof of Completion of Work has not been filed, use Form 1021F—even if the Proof of Application of Water to Beneficial Use is also due.

**Please Note the Following**

- A separate Application for Extension of Time is required for each water right.
- Fees must be paid at the time of filing. If paying by check, make it payable to *Nevada Division of Water Resources*.
- The signed application and associated filing fees must be received by NDWR on or before the due date stated in the permit terms.
- If submitting by mail, send to:
  - Division of Water Resources
  - 901 S. Stewart Street, Suite 2002,
  - Carson City, Nevada 89701
- Mailed applications must be postmarked on or before the deadline to be considered timely.
- If both the Proof of Completion of Work **and** the Proof of Beneficial Use are due (or will become due during the requested extension period), you only need to file an extension for the Proof of Completion of Work.
  - If granted, the due date for the Proof of Beneficial Use (and Cultural Map, if applicable) will be extended to the same date.
- An original signature is required for all paper application forms. Ensure your contact information is current and legible.
- **See NAC 533 for a complete list of extension application requirements, effective July 1, 2026.**

## Section 2—Question specifics

Black indicates the question is the same for both forms.

Blue indicates the question is specific to the Proof of Completion of Work extension form 1021F.

Red indicates the question is specific to the Proof of Application of Water to Beneficial Use Extension form 1022F.

### **Question 1: Both Forms—Ownership and person submitting form.**

- Applications for Extension of Time are sworn affidavits. The name of the person submitting the form, as listed in Question 1, must match the signature at the end of the form. The name of a company may not be listed in this section. If the permittee is a company, trust, or other association, the person submitting the form is considered an “agent” regardless of their connection to the permittee.
- The current owner(s) of record of a water right as listed by NDWR can be found on the NDWR permit database at <http://water.nv.gov/permitsearch>. “Application number” is the same as “permit number.” Current ownership information can be found on the fifth tab, labeled “Ownership & Title.”
  - Please be aware that ownership is not automatically updated with NDWR when a water right is sold or transferred and that it is the responsibility of the new owner to complete a Report of Conveyance. Forms are available online at <https://water.nv.gov/index.php/forms/ownership-forms/>
- If a water right has multiple owners, an Application for Extension of Time may be filed on behalf of any or all the owners. The application fee is \$120 per year requested, per application, regardless of the number of owners listed. If separate applications are filed for different owners, each application must be accompanied by the fees.

### **Question 2: Both Forms—Number of years requested.**

- The maximum extension period that may be requested is **five years**. If you are requesting more than one year, you must provide a detailed explanation for each year in question 8.
  - If the extension is denied or approved for fewer years than requested, fees will be refunded for the unapproved years. A minimum of one year (\$120) fee will be retained for the review of the application.
    - *Note: Credit card processing fees from the online payment are non-refundable.*

- If the extension is granted for multiple years, but the relevant Proof of Completion or Proof of Beneficial Use is then submitted early (one or more years before the extended due date), no refund will be issued for the unneeded years.

**Question 3: Both Forms—Work completed since permit was issued OR last extension was granted.**

- Under NRS 533.380(3)(b), all Applications for Extension of Time must be accompanied by proof and evidence of the good faith and reasonable diligence in pursuing the perfection of the water right.
  - Please provide **specific details about the work completed since the permit was issued or since the last extension was granted.**
  - Highlight progress made during the previous year(s).
  - Submit any supporting documentation that demonstrates good faith, reasonable diligence and steady application of effort. For examples of good faith, reasonable diligence and steady application of effort, please refer to Section 3.
- If sufficient proof and evidence is not provided, the extension may be denied.

**Question 4: Both Forms—Work that was planned but not completed.**

- If any work was planned but not completed during the period described in Question 3, please provide a clear explanation for the reasons why it was not completed.

**Question 5: Form 1021 Proof of Completion—Status of work for underground sources.**

***Answer this question if your permit is from an underground source. If it is for a surface water source, skip to Question 6.***

- If the well has been drilled, please provide the well log number. If the well was recently drilled, this can be obtained from the licensed well driller that completed the well or by contacting NDWR:
  - (775) 684-2800 (Northern Nevada)
  - (702) 486-2770 (Southern Nevada)
- Has the well has been equipped with a pump and power supply?
  - Indicate Yes, No, or N/A
- Has a totalizing meter has been installed?
  - Indicate Yes, No, or N/A
- If the well has **not** been drilled, has a Nevada licensed well driller been contacted?
  - Indicate Yes or No.
  - ***If the well has been drilled, you do not need to answer this question.***

- If N/A was selected for any of the above, describe why and describe the diversion works and measuring device as applicable to your permit.

**Question 6: Form 1021 Proof of Completion—Status of work for surface water sources.**

**Answer this question if your permit is for a surface water source. If your permit is from an underground source refer to Question 5.**

- Have the diversion works been installed?
  - Indicate Yes, No, or N/A.
- Has a suitable measuring device been installed?
  - Indicate Yes, No, or N/A.
- If you answered yes to either of the above, describe the diversion works and/or measuring device in detail.
  - You may include pictures or plans with your submittal to support this question.
- If you answered N/A to either of the above, explain in detail why the installation of diversion works or measuring device are not applicable to your permit.

**Question 7: Form 1021 Proof of Completion—Unique permit requirements.**

Please review the specific terms of your permit and answer the following:

- Monitoring Plan Requirement:
  - If your permit requires a monitoring plan, has it been submitted to NDWR?
    - Indicate Yes, No, or N/A.
    - If No, describe in detail when it will be submitted.
    - **Note: This requirement can be found in the terms of your permit.** If you need clarification, contact NDWR at (775) 684-2800 or (702) 486-2770.
- Additional Permits Required by Other Agencies:
  - Are there additional permits required by other agencies (outside of NDWR) that must be obtained before you can complete the works of diversion and file the Proof of Completion of Work?
  - If this applies to you, describe the required permits and how they are impacting your ability to complete the work.

**Question 5: Form 1022 Proof of Beneficial Use—Status of the Totalizing Meter.**

- Has the totalizing meter been replaced since the last extension?
  - Indicate Yes or No
- If yes, you must complete and submit the [Totalizing Meter Form \(Form 7001\)](#) with this application.

**Question 6: Form 1022 Proof of Beneficial Use—Current meter reading and quantity of water placed to beneficial use.**

Please provide the following:

- Current meter reading and the units (e.g., gallons or acre-feet).
- Date the meter was read.
  - *Tip: A reading taken within 30 days of submitting the application helps NDWR verify more accurately the quantity of water diverted during the previous period and better supports statement of how much water has been placed to beneficial use.*
- Quantity of water placed to beneficial use in the last 12 months prior to this application.
  - A list of conversion factors can be found in Section 4 below. The most common conversion factor used is 1 acre-foot = 325,851 gallons.
  - Example  $1,000,000 \text{ gallons} \div 325,851 \text{ gallons per acre-foot} = 3.07 \text{ acre-feet}$ .
- If the water is not metered:
  - Describe how the water is measured, and
  - The date of the last measurement.
  - *Note: If answering this part of this question, you do not need to provide the totalizing meter information above.*

**Question 7: Form 1022 Proof of Beneficial Use—Unique permit requirements.**

These questions address common considerations or limitations for filing the Proof of Application of Water to Beneficial Use often tied to the Manner of Use (MOU). The questions below will generally be applicable to a single MOU, however there are instances where they apply to other situations. If applicable to your permit, provide the details:

- How many additional acres will be cultivated before the Proof of Beneficial Use will be filed?
  - This question is most commonly applicable to Irrigation permits, but can be applicable to other MOUs where acreage is being cultivated.
  - Your permit likely includes a maximum acreage limit tied to the amount of water granted. Please indicate how many **additional acres** still need to be cultivated under this specific right.
- How many additional parcels will be developed before Proof of Beneficial Use will be filed?
  - This question is most commonly applicable to Municipal or Quasi-municipal permits. Municipal and Quasi-municipal permits often are tied to a specific project or parcel, but the timing of the project or parcel development may be outside of the control of the purveyor.
  - Please indicate how many **additional parcels** still need to be developed before reaching full build-out of the dedicated water under this specific water right.
- How many additional livestock will be acquired before Proof of Beneficial Use will be filed?

- This question is most commonly applicable to stockwater permits. Your permit typically includes a maximum number of livestock allowed based on the quantity of water granted.
- Please indicate how many **additional livestock** still need to be acquired to reach the permitted limit under this specific water right.
- Is there additional permitting required by other agencies before Proof of Beneficial Use can be filed?
  - This question refers to permits or approvals required by agencies other than NDWR that may be impacting your ability to perfect the appropriation and file the Proof of Application of Water to Beneficial Use.
  - If this applies to your situation, please describe the permitting requirements in detail, including the agency involved and how it is impacting your timeline.

**Question 8: Both Forms—Justifying the quantity of years requested.**

In Question 2, you must specify how many years you are requesting. The maximum period of time which may be requested is **five years**. Provide detailed plans for work required to file either the Proof of Completion or Proof of Beneficial Use. If you are requesting more than one year, you must provide a detailed explanation for the time requested.

- What to Include:
  - A clear and sufficient justification for the total time requested.
  - A year-by-year plan or timeline, outlining specific milestones or achievements expected each year.
  - Evidence or reasoning that supports the need for multiple years.
- *Note: If your application does not include a clear and supported plan for multiple years, NDWR may not approve for the years requested or cancel the water right.*

There is no required format for answering this question. However, the example below shows how a 4-year extension request for Proof of Beneficial Use could be organized using a table. Applicants are welcome to use a similar table or a simple list, but regardless of format they must provide a year-by-year breakdown of the expected progress, including clear milestones or actions for each year.

**Example: 4-year extension request for filing Proof of Beneficial Use for an irrigation permit**

Year 1	We currently have 30 acres cultivated of the 50 acres permitted. In year one we will continue to irrigate these 30 acres and clear 10 additional acres for cultivation. In this year we will also work to get seed sourced for planting the newly cleared land the following year.
Year 2	In year 2 we will continue to irrigate the existing 30 acres and plant the newly cleared 10 acres. We will start irrigating 40 acres in total of our permitted 50 acres. During the off season we will clear the remaining 10 acres and source seed for planting on the newly cleared land.

Year 3	In year 3 we will continue to irrigate the established 40 acres and plant the remaining 10 acres of land. We will start irrigating all of our permitted acreage, but do not anticipate placing all of our water to beneficial use this year due to land being newly in production.
Year 4	In year 4 we will irrigate 50 acres of established acreage and intend to fully place our water to beneficial use through a full irrigation season. During the season we will have a cultural map prepared of the established acreage. At the end of the irrigation season, we will file our Proof of Application of Water to Beneficial Use and supporting map.
Year 5	

**Question 9: Both Forms—Additional Information (Optional).**

Use this space to provide anything additional information that was not covered in the previous questions.

This is the place to include permit-specific or situation-specific details, such as:

- Central permits
- Well spacing orders
- Economic conditions
- Delays caused by unanticipated natural conditions
- Conservation efforts
- Land development plans
- Access issues
- Grazing allotments
- Any other relevant factors affecting your ability to complete the work or place water to beneficial use

## **Section 3—Metrics to Demonstrate Good Faith and Reasonable Diligence**

The following examples illustrate actions or evidence that may be submitted to demonstrate good faith and reasonable diligence in perfecting a water right. The examples listed below are **representative only** and **not intended to be comprehensive or restrictive**. Applicants may submit other relevant actions or documentation they believe demonstrate good faith and reasonable diligence.

The State Engineer considers whether an applicant has demonstrated good faith and reasonable diligence sufficient to warrant approval of an Application for Extension of Time, based on all facts and circumstances, in accordance with NRS 533.380(6) and 533.395(5). While the examples listed below have previously been accepted as evidence of good faith and reasonable diligence, their inclusion **does not guarantee approval** of an application for extension of time.

Final decisions are made at the discretion of the State Engineer, based on the totality of the information provided.

### **For all manners of use, as applicable:**

- The drilling and equipping of a well at the point of diversion.
- The installation of a meter at the location of discharge of the well.
- The installation of pipes or ditches to convey water to the place of use.
- The installation of a headgate, weir, dam or other diversionary structure at the point of diversion.
- The improvement of a spring.
- The placement of a portion of the water to beneficial use in accordance with the terms of the permit to appropriate water.
- Actions undertaken to complete the permitting or licensing requirements of any federal, state or local agency.
- The replacement or refurbishment of a component of a water system.
- Execution of contracts, leases, or agreements.
- Documentation of estimates, bids, or quotes preliminary to work to be imminently performed.
- Any other action considered by the State Engineer to constitute significant progress in the perfection of a water right.

### **For commercial Use:**

- The construction of infrastructure and facilities.
- Financial investments made toward the commercial project.
- Contracts or agreements that demonstrate intent to use water for commercial operations (e.g., agricultural production, manufacturing, hospitality, etc.)

### **For construction use:**

- The number of trucks filled from a standpipe for dust control or compaction.
- The progress of all projects where the water for which the permit has been issued is used.
- A detailed construction schedule or timeline.
- Site plans or engineering drawings.

- Commencement of site work.
- Procurement of materials or equipment.
- Financial investment in the project.

**For domestic use:**

- Any activity performed in preparation for the construction of a single-family residence or an accessory dwelling unit, including, without limitation, drafting construction plans, applying for permits to build or securing easements.

**For industrial, utility, mining, milling or dewatering use:**

- The construction of facilities, including, without limitation, foundations, buildings, power plants, processing plants, piping and instrumentation.
- Procurement of machinery or infrastructure.
- Financial investment in the project.
- Progress reports or milestone achievements.

**For irrigation use:**

- The installation of sprinklers, wheel lines, pivots or other components of an irrigation system.
- The construction of ditches, berms, check dams or any other structure used to deliver and control water on the field within the place of use.
- A map or diagram identifying the current extent of cultivated acreage.
- Irrigation system design or installation plans.
- Land preparation or clearing.
- Installation of irrigation infrastructure.
- Purchase of equipment or materials.
- Crop planting or soil conditioning.
- Financial investment in agricultural operations.
- For supplemental irrigation use, the irrigation performed under the primary right to appropriate water. "Supplemental irrigation use" means the use of an additional appropriation of water for irrigation purposes which does not exceed the total duty of the existing appropriation of water to supplement the existing appropriation at the place of use of the existing appropriation during a period when the full amount of the existing appropriation is unavailable.

**For municipal or quasi-municipal use:**

- The number of completed units in the subdivision or water system.
- The dedication of a right to appropriate water to a subdivision, parcel or tract and the recording of the associated map within the place of use.

- Whether the application is consistent with the water resource plan required pursuant to [NRS 278.0228](#).
- The granting of any state or local approval, including, without limitation, approval from the Public Utilities Commission of Nevada.
- Identifying which projects or parcels the subject right has been committed to or dedicated to within the municipal system.
- An estimation of full buildout of the committed projects or parcels.
- Population data and growth projections.
- Water system plans or engineering reports.
- Evidence of infrastructure development (e.g., pipelines, storage, treatment facilities).

**For recreational use:**

- The construction of any infrastructure necessary for recreational purposes.
- A site map or plan showing the area of use and the recreational facilities or features.
- Documentation of any partnerships with public entities or community organizations.
- Financial investment in development or maintenance.

**For stockwater or wildlife use:**

- The construction of wind turbines, solar panels, diesel engines or any other power sources.
- The construction of pipes, float valves, troughs, spring boxes or any similar device.
- The placement of livestock on the land to which the livestock is appurtenant in accordance with the requirements of [chapter 533](#) of NRS.
- The securing of access to public lands through the appropriate agency.
- Livestock inventory or grazing plans.
- Financial investment in livestock operations.
- Livestock purchase records.

## Section 4 – Conversion Factors

### Conversion Factors

1 acre-foot = 325,851 gallons

1 cubic-foot = 7.48052 gallons

1 acre-foot = 43,560 cubic feet

1 million gallons = 3.06889 acre feet

1 cubic-foot per second (cfs) = 723.97 acre-feet annually

1 cubic-foot per second (cfs) = 448.83 gallons per minute

### How to use these conversions

#### **If your meter reads in gallons and you need to convert to acre-feet:**

Take your current meter reading and subtract last year's meter reading. Then divide this by 325,851.

#### **If your meter reads in cubic-feet and you need to convert to acre-feet:**

Take your current meter reading and subtract last year's meter reading. Then divide this by 43,560.

#### **If your meter reads in acre-feet:**

Take your current meter reading and subtract last year's meter reading. This number is acre-feet.

#### **If you measure your diversion rate in cubic-feet per second over a period of time and need to calculate acre-feet:**

If the diversion was consistent over the entire year – Multiply your diversion rate (cfs) by 723.97. This number is acre-feet.

If the diversion was for a portion of a year – determine how many days you diverted at a certain cfs. Multiply your diversion rate (cfs) by 723.97. This number is acre-feet. Divide this number by 365, then multiply by the quantity of days you diverted water. This number is acre-feet over the specified period.

**If you measure your diversion in gallons per minute over a period of time and need to calculate acre-feet** - divide your diversion rate (gpm) by 448.83 to calculate cfs. Then follow the example above to convert to acre-feet.