

**CENTRAL ARIZONA WATER CONSERVATION DISTRICT  
CENTRAL ARIZONA GROUNDWATER REPLENISHMENT DISTRICT  
P.O. BOX 43020, PHOENIX, ARIZONA 85080-3020  
23636 N. 7<sup>th</sup> STREET, PHOENIX, ARIZONA 85024**

[www.cagr.org](http://www.cagr.org)

**APPLICATION FOR A CONFIRMATION  
OF CAGR FEE PAYMENT NOTICE FOR  
SUBDIVISIONS WITHIN CAGR  
MEMBER LANDS AND MEMBER SERVICE AREAS**

**---ONE PAYMENT OPTION---**

**PART I  
DEFINITIONS**

For purposes of this application, the following terms are defined as follows:

1. "Activation Fee" shall mean the fee established by CAWCD for the purpose of raising funds to pay a portion of the costs associated with acquisition and development of water supplies and infrastructure necessary for CAWCD to perform its obligations under Arizona Revised Statutes (ARS), Title 48, Chapter 22, Article 4. The Activation Fee is equal to the per-unit fee established by the CAWCD Board of Directors multiplied by the total number of housing units to be constructed on the Property.
2. "CAGR" means the Central Arizona Groundwater Replenishment District.
3. "CAWCD" means the Central Arizona Water Conservation District.
4. "Certificate" means a Certificate of Assured Water Supply obtained from the Director of the Arizona Department of Water Resources.
5. "Property" means the real property described in response to questions 1 through 3, Part III, of this request.
6. "Replenishment Reserve Fee" shall mean the fee that must be paid to CAGR in accordance with ARS §§ 48-3772.E. and 48-3774.01.A. The Replenishment Reserve Fee must be paid to CAGR prior to submitting an application to the Arizona Department of Real Estate for a Public Report for the Property.

## PART II INSTRUCTIONS

**Step 1.** Provide all information requested in **Part III** of this application and gather all documents required in **Part IV**. To ensure that the application is complete and ready for submittal, please use the checklist provided.

**Step 2.** Submit the completed application, **Electronic PDF 600 dpi resolution**, and all required documents to:

Email: [ncarlsmith@cap-az.com](mailto:ncarlsmith@cap-az.com) (Member Service Area Subdivision)

OR

[hmccasland@cap-az.com](mailto:hmccasland@cap-az.com) (Member Land Subdivision)

OR

Mailing Address: Central Arizona Groundwater Replenishment District  
P.O. Box 43020  
Phoenix, Arizona 85080-3020

Physical Address: Central Arizona Groundwater Replenishment District  
23636 North 7<sup>th</sup> Street  
Phoenix, Arizona 85024

Upon receipt of the completed request form and all required documents, CAGRDR will calculate the required fees and email an invoice.

**Step 3.** Submit the required fees (make the check payable to CAGRDR).

Upon receipt of full payment, CAGRDR will execute the Notice and provide a copy to the requestor for filing with the Arizona Department of Real Estate.

Note: If you have any questions about this request form, please contact Nelle Carlsmith at 623-869-2380 or [ncarlsmith@cap-az.com](mailto:ncarlsmith@cap-az.com).



7. Owner Information:

- a. Name: \_\_\_\_\_
- b. Organization: \_\_\_\_\_
- c. Address: \_\_\_\_\_
- d. City, State, Zip Code: \_\_\_\_\_
- e. Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_
- f. Email: \_\_\_\_\_

**PART IV**  
**DOCUMENTS REQUIRED FOR PROCESSING**

1. A printed legal description of the Property for which this request is being made.
2. One paper copy of the final recorded plat (11 x 17).
3. A list of county assessor parcel numbers and their corresponding lot numbers (in numerical order by lot) for each lot within this application.
4. The current county assessor parcel map showing all parcels within the Property.
5. If the Property is a CAGR Member Land subdivision, provide a copy of the applicable Certificate of Assured Water Supply that was issued by ADWR to the current owner.

**PART V  
FREQUENTLY ASKED QUESTIONS**

**Q. Who needs to get a Confirmation of CAGR D Fee Payment Notice?**

A. Developers, builders, landowners or others seeking a Public Report for a subdivision that is (1) enrolled as a Member Land of the CAGR D or (2) located within a CAGR D Member Service Area.

**Q. Why do I need a Confirmation of CAGR D Fee Payment Notice?**

A. In accordance with ARS § 45-576.C., ADRE will not approve a Public Report for your subdivision without this notice.

**Q. How do I know what fees are owed to CAGR D for my subdivision?**

A. For subdivisions that were enrolled as Member Lands of the CAGR D before January 1, 2004, only an Activation Fee must be paid to CAGR D. For subdivisions that were enrolled as Member Lands on or after January 1, 2004, both a Replenishment Reserve Fee and an Activation Fee are due. For subdivisions that are located within a CAGR D Member Service Area, only an Activation Fee must be paid to CAGR D. [Click here for the Final Rate Schedule.](#)

**Q. How do I know when my subdivision was enrolled as a Member Land of the CAGR D?**

A. A Declaration of Covenants, Conditions and Restrictions ("Declaration") was executed by the original owner of the land on which the subdivision will be built. Your subdivision's enrollment date is the date on which this Declaration was recorded into the records of the County Recorder.

**Q. What are the fees based on?**

A. The Activation Fees are on a per lot basis.

Replenishment Reserve fees are based on the size of the subdivision and the annual projected volume of replenishment that the CAGR D will be required to perform for the subdivision at build-out (as projected by ADWR).

**Q. How are the fees calculated?**

A. The Replenishment Reserve fee is calculated by multiplying 2 (2 years up-front) by the Volume (V) by the Replenishment Reserve Charge (RRC) as follows:

**Replenishment Reserve Fee = 2 x V x RRC** where:

V = The annual volume of replenishment required by CAGR D as projected by the AZ Department of Water Resources

RRC = The current [Replenishment Reserve Charge](#) as established by the CAWCD Board of Directors

The Activation Fee is calculated on a per lot basis

**Activation Fee = HU x PUAF** where:

HU = The number of housing units in the subdivision

PUAF = The current per-unit [Activation Fee](#) as established by the CAWCD Board of Directors

**Q. What will CAGR D do with the fees?**

A. CAGR D will use the Replenishment Reserve Fees to purchase and store water to establish a reserve of long-term storage credits as required by Arizona Revised Statutes, Section 48-3772.E. and 48-3774.01.A. CAGR D will use the Activation Fees to purchase water rights and build infrastructure necessary to meet its replenishment obligations as required under Arizona Revised Statutes, Section 48-3772.A.

**Q. Will there be a processing fee?**

A. Yes there is a processing fee for the two-part payment option.

## APPLICATION CHECKLIST

### For All Applicants

\_\_\_\_\_ printed legal description

\_\_\_\_\_ copy of county assessor parcel map

\_\_\_\_\_ 11 X 17 Final Recorded Plat

\_\_\_\_\_ list of county assessor parcel numbers (in numerical order by lot)

\_\_\_\_\_ CAWS (if the property is a CAGR Member Land)

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