

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

www.cagrd.com

**APPLICATION FOR A CONFIRMATION
OF CAGRD FEE PAYMENT NOTICE FOR
SUBDIVISIONS WITHIN CAGRD
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. "CAGRD" 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 CAGRD in accordance with ARS §§ 48-3772.E. and 48-3774.01.A. The Replenishment Reserve Fee must be paid to CAGRD 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 (Member Service Area Subdivision)

OR

hmoorhead@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 7th Street
Phoenix, Arizona 85024

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

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

Upon receipt of full payment, CAGRD 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.

PART III

GENERAL INFORMATION

1. Complete name of subdivision, as shown on the Final Recorded Plat:

Recording _____ Date _____
 Number: _____ Recorded: _____ County: _____

2. Name that will be used in marketing or promotional activity, if different from above (aka):

3. List of lots, units or parcels included in the subdivision for which this request is being submitted:

4. Water provider that will serve the subdivision: _____

5. Anticipated date on which an application for a Public Report for the subdivision will be filed with the Arizona Department of Real Estate:

6. Contact/Requestor Information:

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

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 CAGRD 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 CAGRD 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 CAGRD or (2) located within a CAGRD Member Service Area.

Q. Why do I need a Confirmation of CAGRD 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 CAGRD for my subdivision?

- A. For subdivisions that were enrolled as Member Lands of the CAGRD before January 1, 2004, only an Activation Fee must be paid to CAGRD. 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 CAGRD Member Service Area, only an Activation Fee must be paid to CAGRD. [Click here for the Final Rate Schedule.](#)

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

- 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 CAGRD 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 = $2 \times V \times \text{RRC}$ where:

V = The annual volume of replenishment required by CAGRD 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 = $\text{HU} \times \text{PUAF}$ 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

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Q. *What will CAGRD do with the fees?*

- A. CAGRD 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. CAGRD 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 CAGRD Member Land)