Water Rights
Description with Step by Step Instructions

Description:

The Water Rights information tool returns data describing water rights: location of the structure on which the water right is declared, legal attributes of the case, and properties of the case.

Water Right data may be selected using a combination of:
- **Division/Water District**
- **Structure Type**
- **Water Right Type**

And may be further refined using one of the following criteria:
- **Water Right Name**
- **Case Number**
- **Source**
- **Priority Number**
- **Legal Location**
- **Use**
- **Decreed Amount**
- **Structure ID**

In addition to being a search criteria, ***Water Right Types*** also have slightly different datasets. The two types are:
- Transaction List – A list of water right cases, where the resulting cases describe the structure on which the water right is declared, dates important to the case, and water right administration information
- Net Amounts - A list of water right cases, where the resulting cases describe the structure on which the water right is declared, water right administration information, and decreed flow amounts

Use (How-To):

1. From the CDSS Home Page, mouse-over "View Data" on the menu bar, then click "Water Rights".
2. Towards the top of the page, there is a drop-down list labeled "Division/ Water District". Select a water division (1 through 7) or a water district (organized by division) from the list. You may also choose "All – Entire State" to not limit the search results to a division or district.
3. Choose a structure type from the "Structure Type" drop-down list, if you wish to limit the results to a certain type of structure.
4. Select a "Water Right Type"; either "Transaction List" or "Net Amounts".
5. Choose a tab to define the rest of your search options. The search tabs are: "Water Right Name", "Case Number", "Source", "Priority Number", "Legal Location", "Use", "Decreed Amount", and "Structure ID".
   - **Water Right Name:** You can enter the full name of the desired water right for an exact match; or, enter a portion of the name which the water right contains. Entering a portion of the name could return multiple results. Don't type any wild cards, they are not needed**.**
   - **Case Number**: Search by the water court case number for the water right.
   - **Source**: This is a search for the water source of the structure associated with the water right.
   - **Priority Number**: Use this field to enter an older water court priority number for a water right.
   - **Legal Location:** Enter legal location (Public Land Survey) information; Drop-down lists are provided as a convenience for some of the fields. Enter as many of the fields you want –

the less you enter, the broader the results will be. You must at least have a range, township, and PM. When searching by something as specific as PLS, we recommend you not restrict the results to a specific district or division. The PLS fields are:

- **Q10**: 10 acre quarter section – a dropdown list is provided containing ordinal abbreviations
- **Q40**: 40 acre quarter section – a dropdown list is provided containing ordinal abbreviations
- **Q160:** 160 acre quarter section – a dropdown list is provided containing ordinal abbreviations
- **Section:** 2 boxes are provided – a text box for the section number, and a dropdown to specify "U", as the upper section indicator (optional)
- **Township:** 3 boxes are provided – a text box for the township number (required), a dropdown to specify "H" as the half township section indicator (optional), and a dropdown to specify the township direction: "N" for North and "S" for South (optional but typically included)
- **Range:** 3 boxes are provided – a text box for the range number (required), a dropdown to specify "H" as the half range indicator (optional), and a dropdown to specify the township direction: "E" for East and "W" for West (optional but typically included)
- **PM:** Principle Meridian – indicates which survey (required). A dropdown provides a list of single letter abbreviations: "S" = Sixth, "N" = New Mexico, "C" = Costilla Survey, "B" = Baca (Luis Maria Baca Grant) Survey, and "U" = Ute Survey

- **Use**: Select from the dropdown list a use for the structure associated with the water right.
- **Decreed Amounts**: This option will allow you to select water rights based on decreed amounts. First, select a "Decree Type". Then, select an Operator from the dropdown list of relational operators. Finally, specify an amount in the "Value" box.
- **Structure ID**: Enter the ID of the structure associated with the water right. You are allowed to enter a second ID to create a range, and return all of the structures with ID's that fall within that range.

6. Once you have specified your search criteria, click the "Submit Request" button.
7. If there are matching results for your search, you will see a results grid in the middle of the page. The results grid contains a list of water rights that have the stream flow data you requested. You may scroll through the list to view the results; you may also choose to display or export the results in another format (next step).
8. Once you have a results grid, you may run reports based on the results. In the box labeled "Output Options", you will find different report option (explained below). Select one of these options and click the "Generate Report" button. Available reports are:

- **Water Rights Report by Structure Name (Adobe)**:
  Shows water right information sorted by the name of the structure.
- **Water Rights Report by Water Right Name (Adobe)**:
  Shows water right information sorted by the name of the water right.
- **Water Rights Report by Location (Adobe)**:
  Shows water right information sorted by legal location. The legal location fields are sorted in the following order: pm, ts, tsa, tdir, rng, rnga, rdir, sec, seca, q160, q40, q10.
- **Water Rights Report by Stream Seniority (Adobe)**:
  Shows water right information sorted by stream name, then Admin. No.
- **Water Rights Report by Seniority (Adobe)**:
  Shows water right information sorted by Admin. No.
- **Water Rights Report by WDID (Adobe)**:
  Shows water right information sorted by water district / structure ID.
- **Results List Report as Adobe**:
  Opens the results list grid as a PDF, sorted the same as the grid and displaying the same columns as the grid.
- **Results List Report as HTML**:
  Opens the results list grid in HTML format (no browser plug-ins necessary), sorted the same as the grid and displaying the same columns as the grid.

- **Results List Report as Excel**:
  Opens the results list grid in Microsoft Excel.
- **Results List Report as CSV**:
  Opens the results list grid, formatted as comma-separated text values, using a .CSV extension (often browsers use Excel to open files using a CSV extension).
- **Results List Report as Tab Delimited**:
  Opens the results list grid, formatted as plain text, values delimited by tabs.