

**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**

**APPLICATION TO DE-ENROLL MEMBER LAND FROM THE
CENTRAL ARIZONA GROUNDWATER REPLENISHMENT DISTRICT**

**PLEASE NOTE: THERE WILL BE NO REFUNDS OR CREDIT OF ENROLLMENT FEES
PREVIOUSLY PAID ON THIS SUBDIVISION**

**PART I
DEFINITIONS**

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

1. "Revocation" shall mean the Revocation of the Agreement and Notice of Municipal Provider Reporting Requirements Regarding De-Enrollment in the Central Arizona Groundwater Replenishment District, as required under [ARS §48-3774](#).
2. "CAGRD" shall mean the Central Arizona Groundwater Replenishment District.
3. "CAWCD" shall mean the Central Arizona Water Conservation District.
4. "Certificate" shall mean a Certificate of Assured Water Supply obtained from the Director of the Arizona Department of Water Resources.
5. "Declaration" shall mean the Declaration Terminating Covenants, Conditions and Restrictions Regarding Membership in the Central Arizona Groundwater Replenishment, as required under [ARS §48-3774](#).
6. "Owner" shall mean the person(s) or entity(ies) identified in response to Part III, question 7.
7. "Property" shall mean the real property described in response to Part IV, question 1.
8. "Department" means the Arizona Department of Water Resources, an agency of the State of Arizona, and any successor agency.

TO OBTAIN ANY OF THE FORMS REFERENCED IN THIS APPLICATION [CAGRD Forms](#), OR FOR INFORMATION ABOUT THE CAGRD IN GENERAL, VISIT US

ONLINE AT www.cagrd.com

PART II INSTRUCTIONS

Step 1. Provide all information requested in **Part III** of this application, complete and sign the Affidavit of Applicant. The Affidavit of Applicant must be signed by the Owner of the Property.

Step 2. Gather all documents required for initial processing, as listed in **Part IV**. To ensure that the application is complete and ready for submittal, please use the checklist provided.

Step 3. A processing fee of \$250.00 is required to accompany this application. Please make check payable to: CAGRDR.

Step 4. Submit the completed application, including all required documents and the processing fee, to:

Central Arizona Groundwater Replenishment District
P.O. Box 43020, Phoenix, Arizona 85080-3020
23636 North 7th Street, Phoenix, Arizona 85024

Step 5. Upon receipt of the application, CAGRDR will review it for completeness and correctness. Once the application is determined by CAGRDR to be complete and correct, CAGRDR will prepare a Revocation of Agreement and Notice of Municipal Reporting Requirements and Declaration Terminating Covenants, Conditions and Restrictions.

Step 6. CAGRDR will forward the originals of both the Declaration and the Revocation to the applicant for execution on behalf of the Owner(s), the Municipal Provider and the Arizona Department of Water Resources.

Step 7. Return the fully executed originals of both the Declaration and Revocation, together with any additional required documents, to CAGRDR.

Step 8. CAWCD will execute the Revocation and will record both the Declaration and the Revocation against the Property in the official records of the County where the Property is located. When de-enrollment is complete, a fully executed and recorded copy of both the Revocation and Declaration will be sent to the Arizona Department of Water Resources, the applicant, the Assessor's Office, and to the Municipal Provider for their files.

**PART III
GENERAL INFORMATION**

1. Name of Member Land subdivision: _____
2. ML #: _____
3. Have any of the parcels or subdivided land been sold or leased to a retail purchaser or lessee? _____
4. Has a public report been issued for any lots on the Final Plat? _____
5. Has the plat been vacated? _____
6. Has the Department revoked the Certificate of Assured Water Supply? _____
7. Owner/Applicant:

EACH AND EVERY OWNER OF THE PROPERTY MUST BE LISTED. (Please attach a separate sheet with the following information for each additional owner)

- a. Name: _____
 - b. Address: _____
 - c. Type of legal entity: _____
8. Person CAGR should contact for additional information.
- a. Name: _____
 - b. Organization: _____
 - c. Address: _____
 - d. Telephone: _____ Email: _____

**PART IV
DOCUMENTS REQUIRED FOR INITIAL PROCESSING**

1. A legal description of the Property that the applicant wishes to de-enroll as Member Land of the CAGR. Attach legal description in **Word format** and email it to Nelle Carlsmith at ncarlsmith@cap-az.com .
2. One (1) 11x17 copy of the approved final plat. Include all supporting data such as metes and bounds, bearings and distances, lot and tract tables, etc.
3. A Preliminary Title Report which is a true statement of the condition of title to the Property. The Preliminary Title Report must be **dated no more than 30 days prior to receipt by CAGR**. (The applicant shall pay all costs associated with obtaining the Preliminary Title Report.)
4. List the current county assessor parcel numbers that show all parcels within the boundary of the Property. Please follow the format indicated below, for each parcel number. (If an individual parcel is located in more than one county or Active Management Area (AMA), or is only partially within an AMA, please indicate.)

Tax Assessor Parcel Number	Tax Year	County	AMA
_____ - _____ - _____	20 _____	_____	_____

The following are the documents required for each owner and each municipal water provider.

5. For each Owner that is a corporation, please submit the following documents:
 - a. A copy of the **filed** Articles of Incorporation along with any Amendments to the filed Articles;
 - b. A copy of the **most current** By-laws of the corporation;
 - c. An **original** Certificate of Good Standing from the Arizona Corporation Commission or, if the Certificate of Good Standing was purchased from the [Arizona Corporation Commission](http://www.arizona.gov.com) website and provide the Order Number.
If the corporation was formed in a state other than Arizona, provide a similar certificate from the state of incorporation;
 - d. The **original** [Corporate Resolution](#) authorizing (i) the corporation to execute and perform the CAGR Declaration and Revocation, and (ii) an officer or agent to sign on behalf of the corporation; and
 - e. If applicable, a copy of the filed application and Certificate of Disclosure of Foreign Corporation.

6. For each Owner that is a limited liability company, please submit the following documents:
 - a. A copy of the **filed** Articles of Organization along with any Amendments to the filed Articles;
 - b. A copy of the **current** Operating Agreement authorizing a member, manager, officer or agent to sign on behalf of the company;
 - c. An **original** Certificate of Good Standing from the Arizona Corporation Commission. If the corporation was formed in a state other than Arizona, provide a similar certificate from the state of incorporation;
 - d. The **original** [Consent to Action](#) by the members or managers of the company authorizing the company to execute and perform the CAGR Declaration and Revocation;
 - e. If applicable, a copy of the **filed** Application for Registration as a foreign limited liability company and certificate of registration.

7. For each Owner that is a General Partnership or Joint Venture, please submit the following documents:
 - a. A copy of the **most current** Partnership Agreement authorizing a partner or agent to sign on behalf of the partnership or joint venture;
 - b. The **original** Certificate of Partners ([Certificate of General Partners](#)) authorizing the partnership or joint venture to execute and perform the CAGR Declaration and Revocation;
 - c. If applicable, a copy of the **recorded** Certificate of Fictitious Name from the county recorder.

8. For each Owner that is a limited partnership, please submit the following documents:
 - a. A copy of the **most current** Limited Partnership Agreement authorizing a general partner or agent to sign on behalf of the limited partnership;
 - b. A copy of the **filed** Certificate of Limited Partnership;
 - c. An **original** Certificate of Existence from the Arizona Secretary of State and if the partnership was formed in a state other than Arizona, provide a similar certificate from that state;
 - d. An **original** [Certificate of Limited Partners](#) authorizing the limited partnership to execute and perform the CAGR Declaration and Revocation;
 - e. If applicable, a copy of the filed application for registration as a foreign limited partnership and certificate of registration.

9. For each Owner that is a limited liability partnership, please submit the following documents:
 - a. A copy of the **most current** Partnership Agreement authorizing a partner or agent to sign on behalf of the partnership;

- b. A copy of the **filed** Application for Registration and **most recent filed** Renewal of Registration;
 - c. An **original** Certificate of Existence from the Arizona Secretary of State and similar certificate from the domicile state, if different;
 - d. The **original** **Certified Limited Liability Partnership** authorizing the partnership to execute and perform the CAGR D Declaration and Revocation;
 - e. If applicable, a copy of the **filed** Application for Registration as a foreign limited liability partnership and Certificate of Registration.
10. For each Owner that is a Trust, please submit the following document:
- a. A **copy** of the Trust Agreement authorizing a Trustee to sign and perform the CAGR D Declaration and Revocation on behalf of the Trust.
11. The original Stipulation and Consent Order Revoking Certificate of Assured Water Supply, from the Arizona Department of Water Resources.

AFFIDAVIT OF APPLICANT

I hereby certify under penalty of perjury that the statements contained in this application, together with any documents submitted herewith are full, true, complete, and correct.

I am duly authorized to prepare and am the person responsible for the content of this application.

OWNER: _____
(Please print owner name)

By: _____

Its: _____

Revised 11/28/16

CHECKLIST

All

_____ current Title Report (**no more than 30 days old**) _____ legal description
_____ 11 X 17 Final Plat _____ list of tax parcel numbers

Each Corporation (page 4)

_____ filed Articles of Incorporation (**copy**) _____ current By-laws of the corporation (**copy**)
_____ Certificate of Good Standing (**original**) _____ Corporate Resolution (**original**)
_____ If applicable, filed application & certificate of disclosure of foreign corporation

Each Limited Liability Company (page 5)

_____ filed Articles of Organization (**copy**) _____ current Operating Agreement (**copy**)
_____ Certificate of Good Standing (**original**) _____ Consent to Action (**original**)
_____ If applicable, filed application for registration as a foreign limited liability company & certificate of registration

Each General Partnership or Joint Venture (page 5)

_____ Certificate of General Partners (**original**) _____ current Partnership Agreement (**copy**)
_____ If applicable, recorded certificate of fictitious name from the county recorder (**copy**)

Each Limited Partnership (page 5)

_____ current Limited Partnership Agreement (**copy**) _____ Certificate of Existence from the Secretary of State and similar certificate from the domicile state (**original**)
_____ Filed Certificate of Limited Partnership (**copy**) _____ Certificate of limited Partners (**original**)
_____ If applicable, filed application for registration as foreign limited partnership and certificate of registration

Each Limited Liability Partnership (pages 5 & 6)

_____ current Partnership Agreement _____ filed application and most recent renewal of registration (**copy**)
_____ certificate of existence from the Secretary of State and similar certificate from the domicile state (**original**) _____ Certified limited liability Partnership (**original**)
_____ If applicable, filed application for registration as foreign limited liability partnership and certificate of registration

Each Trust (page 6)

_____ Trust Agreement _____ List of Beneficiaries

Other