Kansas Department of Agriculture / Division of Water Resources <u>Stockton</u> Field Office

TO: HEADQUARTERS
RE 🗌 Vested Right; 🖸 Water Right; 🔲 Appropriation of Water; 🔲 Application
File No(s). <u>41, 303</u> County
Enclosed are the following checked items:
AFIR Full Partial Inspection Return to Field Office Proposed Certificate to deliver to Certificate Unit Meter Order: GMD#4 Lower Smoky A Compliance Check Inspection on Other Meter Install New App Chg App In Compliance Not in Compliance, why Modify Point of Diversion Modify Point of Diversion No Yes, document attached Indicate all overlapping p/d files Other Other
 An application and judgment sheet with recommendation. A memorandum dated
Violation Date An ownership change (name(s) and address(es) below). A water use report for
A copy of an <u>Approval</u> to Change the place of use and/or point of diversion, Filing Fee attached. #10°(6, \$100.00
An Advanced <u>copy</u> of a change application and the filing fee, to be processed at the field office.
An original field office change <u>application</u> and the filing fee needing headquarters office review and further processing.
Other:
111.1010
huhhll 2026-19
Assistant Water Commissioner Date

DM/R 1-308 (Revised 01/16/2009)

ę

Kansas Department of Agriculture Division of Water Resources CHANGE: P/D P/U UMW WORKSHEET

1. File Number: 41,303	2. Status Change Date:	3. Change Num: C1	4. Field Office: 03	5. GMD: 04						
6. Status: 🛛 Approved 🗌 De	enied by DWR/GMD	Dismiss by Reques	t/Failure to Return	7. Filing Date of Change: 2/25/19						
 8a. Applicant(s) New to system □ PHILLIP L KNOX PO BOX 278 BREWSTER, KS 67732 	Person ID <u>9612</u> Add Seq#	8c. Landown New to sy		Person IDAdd Seq#						
8b. Landowner(s) New to system □ KNOX LAND LLC PO BOX 278 BREWSTER, KS 67732 *UPDATE OWNERSHIF	Person ID <u>9612</u> Add Seq#	PO BO	P L KNOX	Person ID <u>9612</u> Add Seq#						
Anti-Reverse Meter	9. Documents and Enclosure(s): DWR Meter(s) Date to Comply: N & P Date to Comply: 12/31/19 Anti-Reverse Meter Meter Seal Check Valve N & P Form Water Tube Driller Copy H & E Letter Conservation Plan Date Required: Date Approved: Date to Comply:									
10. Use Made of Water From:		To: _								
			Date Prepared: 2/26/ Date Entered:	19 By: BILLINGER By:						

File N	o. 41,	303	11. Count	y: LG	B	asin: N	FSM	OKY H	IILL R	IVER		S	tream							F	ormation C	Code: 21	1 Special Use:	
12. P CHK	oints of E	Diversion														Rate	and Q	uantity						
MOD	PDIV															ļ	Author	zed		А	dditional			
ENT		Qualifier	S	Т	R	ID		'N	Ϋ́ν		Com	ment	(AKA	Line)		Rate gpm		Quanti mgy	•	Rate gpn		antity af	Overlap PD Files	
DEL	24723	LOT 4	4	11S	37W	2		4450	492	20	GEO	CTR	2			20)	3.062	2	20	3	8.062		
ENT	NEW	LOT 4	4	11S	37W	NEV	v	4615	462	2	GEO	CTR	1			20)	3.062	2	20	3	.062		
DEL	47756	LOT 4	4	11S	37W	3	4	490	475	0	BAT	т 1 О	0F 2 W	VELL	S									
ENT	NEW	LOT4	4	11S	37W	NEV	V 4	772	459	0	BAT	T 1 O	F 2 W	/ELL	5									
DEL	3554	LOT 4	4	11S	37W	4	4	410	5090		BAT	T 1 O	F 2 W	VELL	S									
ENT	NEW	LOT 4	4	11S	37W	NEV	V 4	458	4654	4	BAT	T 1 O	F 2 W	ELL	5									
13. St	orage: R	ate		NF	Qua	intity					ac/ft	A	dditior	naí Rat	e				NF	Add	itional Qua	antity		_ac/ft
14. Lir	nitation:		af/yr	at				gpm (cfs) w	hen co	mbine	d with	file n	umber	(s)						
Limitation: af/yr at gpm (cfs) when combined with file number(s)																								
15. 5Y	'R Alloca	tion: Allocation	Туре	St	tart Yea	ar		5 YR	Amou	nt		Amo	ount U	nit		Base	Acres		C	omment				
16. PI CHK	lace of U	se				E¼			NV	V1/4			sv	N1/4			s	E¼		Total	Owner	Chg?	Overlap Files	
MOD DEL ENT	PUSE	STR	ID	NE 14		sw ¼	SE ¼	NE ¼	NW ¼	sw ¼	SE ¼	NE ¼	NW ¼	sw ¼	SE ¼	NE 1/4	NW ¼	SW ¼	SE ¼					
NO C																					8B.	MOD	NFY	
				_																				
Base / Comm		Year:	I	Minimu	m Reas	sonable	e Quar	ntity:																

DEPARTMENT OF AGRICULTURE DIVISION OF WATER RESOURCES STOCKTON FIELD OFFICE 820 S. WALNUT STOCKTON, KS 67669-0192



PHONE: (785) 425-6787 FAX: (785) 425-6842 www.agriculture.ks.gov

GOVERNOR JEFF COLYER, M.D. JACKIE MCCLASKEY, SECRETARY OF AGRICULTURE

February 26, 2019

PHILLIP L KNOX BOX 278 BREWSTER KS 67732

Re: Water Right, File No. 41,303

Dear Mr. Knox:

Enclosed is the order executed by David W. Barfield, Chief Engineer, Division of Water Resources, Kansas Department of Agriculture, approving the application for change under the above referenced file number.

Your attention is directed to the terms, conditions, and limitations specified in this approval for change. Also, the approval of the order requires the installation of a water flow meter(s) on the point(s) of diversion authorized under the above referenced file number by **December 31, 2019**. Please complete and return the enclosed Notice of Completion of Diversion Works when a water flow meter has been installed. A copy of the Chief Engineer's specifications for the water flow meters are found in K.A.R. 5-1-4 through K.A.R. 5-1-12 along with a partial list of those flow meters found to be acceptable for installation in Kansas can be found on our website at the following web address:

http://agriculture.ks.gov/meters

Please note that all meters must be installed and maintained in accordance with the specifications for water flow meters referenced above.

The abandoned water well must be plugged in accordance with the requirements of Article 30 of the Rules and Regulations as adopted by the Kansas Department of Health and Environment (KDHE). If the well is to be retained by the landowner for other purposes, a copy of the legal transfer of responsibility for maintenance of the well must be forwarded to KDHE Geology Section, 1000 SW Jackson, Suite 420, Topeka, Kansas 66612, telephone number (785) 296-5524. More information is available online at: <u>http://kdheks.gov/waterwell</u>

Since this order modifies the original certificate, it should be recorded with the Register of Deeds just as other legal documents affecting real estate. Such records are maintained at the Register of Deeds Office in the county wherein the place of use is located.

This document is a summary order by this agency regarding this matter. This order shall become final if a request for a hearing is not filed with the Chief Engineer within 15 days of the date of service of this order.

(over)

If you have any questions, please feel free to contact this office at (785)425-6787. If you wish to refer to a specific file, please reference it when you contact us.

Sincerely,

Which Bill

Mark Billinger Assistant Water Commissioner

MB:rfh Enclosures pc: G.M.D.4

CERTIFICATE OF SERVICE

On this 26th day of February, 2019, I hereby certify that the attached <u>SUMMARY ORDER</u> <u>APPROVING APPLICATION FOR CHANGE in POINT OF DIVERSION</u> for water right, File No. 41,303, dated on the 26th day of February, 2019, was mailed postage prepaid, first class, U.S. mail, to the following:

PHILLIP L KNOX BOX 278 BREWSTER KS 67732

Bleen Kaymin

A copy of the Change Approval was sent to the following:

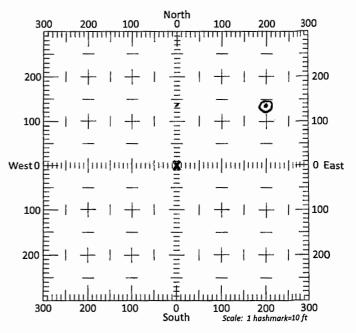
Groundwater Management District No. 4 P.O. Box 905 Colby, KS 67701

Call f T S S	. 0a	ess: (785) (620) (785 City (f	of Agr source area. 296-5 234-5) 425-0 (234-5 (234-5 (234-5)	icultur es 311 6787 76-290 <u>v/dwr</u>	e)1 Fee M	ust Ac	TO (I scomp	ICA CHA US POIN	TIO NG SE A NT C	N F E TH ND DF D	DOF OR/ HEF /OR DIVE	APP PLA(THE RSI(ROV CE C E DN	DF b(b), a			2		ANSAS
than ²		, or if pl	ace of	use w													ized a	nd prop	ion is greater losed point(s) EIVED
1. A	Applicati	on is he	ereby r	nade f	or app	roval c		Chief E		er to ch	nange Point	the (ch	neck or		oth):		Sto	3:3 ockton	5 2019 9 p.m. Field Office fater Resource
	nder the		-		s the s	-	of this Ground		ation i		ordanc Surfa			ndition	s desc	ribed I	below.		
<u>F</u> F N 	Vame ar PO BOX Phone N Vame ar Phone N	278 B umber: nd addre umber:	REWS (786) ess of (694-3 Water	KS 67 057 Use C	732 Forresp	onder	it: <u>SAI</u>	Email ME	addre	ss:								
C	Dwner of	f Land -	NA	AME: ESS:	KNOX PO BC	LAND	BRE	WSTE			2				EEDL	OT NV	V 4-11	-37	
					E1/4				 V¼		[V1⁄4				E¼		TOTAL
Sec.	Twp.	Range	NE¼		SW1/4	SE¼	NE¼		SW1⁄4	SE¼	NE¼	NW1/4	SW1/4	SE¼	NE¼	NW1/4	SW1/4	SE¼	ACRES
C	f this ap Owner of	۔ f Land - ر	NA Addri	AME: ESS:	NO CI	ANG	E PL/L	ISE				ace of	use be	e chan	ged to				
					E1⁄4				V1⁄4			SV	V1⁄4			SI	E¼		TOTAL
Sec.	Twp.	Range	NE¼	NW1/4	T	SE¼	NE¼	NW1/4		SE¼	NE¼	NW1/4		SE¼	NE¼	NW1/4		SE¼	ACRES
			0.1	0			<u> </u>		TR		. <u> </u>			Dete			Cher		

5.	Presently author	ized point of	diversion: _2 WELL B/	ATTERY GEO	CTR		
	One in the		Quarter of the		Quarter of the	LOT 4	Quarter
	of Section	4	, Township	11	South, Range	37	VV,
	in LOGAN	Cou	unty, Kansas, <u>4477 (MA</u>	<u>P)</u> feet North <u>4</u>	1821 (MAP) feet West of S	Southeast corne	er of section.
	Authorized Rate	20 GPM	Authorized Quantity	9.39 AF	Depth of well	(fee	et)
	(DWR use only:	Computer ID	No GF	PS	feet North	feet We	est)
	☐This point will no	t be changed	🛛 This point will be chang	ed as follows:	🗌 No change, point better o	lescribed with GP	S as follows:
	Proposed point of	of diversion: (Complete only if chan	<u>ge is request</u>	ed or if existing point is	better describe	ed byGPS)
	One in the		Quarter of the		Quarter of the	LOT 4	Quarter
	of Section	4	, Township	11	South, Range	37	VV,
	in LOGAN	Col	unty, Kansas, <u>4615</u>	feet North _	feet West of	Southeast corne	er of section .
	Proposed Rate	20 GPM	Proposed Quantity _	9.39 AF	Proposed well depth	(feet)	
	This point is: 🔲 A	Additional Well	🖾 Geo Center List d	other water rig	hts that will use this point		

6.	Presently author	rized point of diversion:									
	One in the	Quarter of the _		Quarter of the	Quarter						
	of Section	, Township		South, Range	(E/W),						
		County, Kansas,									
	Authorized Rate	Authorized Quan	tity	Depth of well	(feet)						
	(DWR use only:	Computer ID No.	GPS	feet North	feet West)						
	This point will not be changed This point will be changed as follows: No change, point better described with GPS as follows:										
	Proposed point	of diversion: (Complete only if ch	ange is requested	l or if existing point is be	tter described by GPS)						
	One in the	Quarter of the _		Quarter of the	Quarter						
	of Section	, Township		South, Range	(E/W),						
	in	County, Kansas,	feet North	feet West of Sou	theast corner of section.						
	Proposed Rate	Proposed Quanti	ty	Proposed well depth (fee	et)						
	This point is:	Additional Well 🛛 Geo Center Li	st other water right	s that will use this point							

- 7. The changes herein are desired for the following reasons? (please be specific) <u>RE-DRILL WELL</u>
- 8. If a well, is the test hole log attached? Yes X No
- The change(s) (was)(will be) completed by?
 5/1/19
- 10. If the point of diversion is a well:
 - (a) What are you going to do with the old well?
 - PLUG
 - (b) When will this be done? DONE
- 12. Assisted by RL GMD #4
- 13a.If the proposed point of diversion will be relocated more than 300 feet but within 2,640 feet of the existing point of diversion, attach a topographic map or aerial photograph. For groundwater sources, show all wells (including domestic) within one-half mile of the proposed point of diversion and the names and mailing addresses of the owners. For surface water sources, show the names and addresses of the landowner(s) one-half mile downstream and one-half mile upstream from your property lines



13b. If the proposed point of diversion will be relocated within 300 feet of the existing point of diversion, indicate its location on the diagram shown above in relation to the existing point of diversion. (PLEASE NOTE: The "X" in center of diagram above represents the presently authorized point of diversion.)

- 14. If the proposed groundwater point of diversion is 300 or fewer feet from the existing point of diversion, complete the following:
 - (a) Does the undersigned represent all owners of the currently authorized place(s) of use identified in this application? ⊠ Yes □ No (If no, all owners must sign this application.)

 - (c) If this application is not approved expeditiously, will there be substantial damage to property, public health or safety? ⊠ Yes □ No (If no, all owners must sign this application.)

If the application proposes a surface water change in point of diversion, a groundwater change in point of diversion greater than 300 feet, or a change in place of use, the application must be signed by all owners of the currently authorized place of use, or their duly authorized agent (attach notarized statement authorizing representation).

I hereby verify, being first duly sworn upon my oath or affirmation and under penalty of perjury, that I am of lawful age and the owner, the spouse of the owner, or a duly authorized agent of the owner(s) to make this application on their behalf, in regards to the water right(s) to which this application pertains. I further verify that the statements contained in this application are true, correct and complete.

Dated at	Brewster	, Kansas, this _	day of	February	20 19
	Inflip Knox				
<i>v</i>	(Owner)			(Spouse)	
	Phillip KNOX (Please Print)				
	(Please Print)			(Please Print)	
	(Owner)			(Spouse)	
	(Please Print)			(Please Print)	
	(Owner)			(Spouse)	
	(Please Print)			(Please Print)	
State of Kansas	›)				
County of					
		ion algood in m	w proposed and a	worn to before me t	his 20 th day
of <u>Felviar</u>	tify that the foregoing application with the source of the	C - State of Kansas	ly presence and s	worn to belote the t	nis <u>7</u> uay
·	MICHAEL		IALLA 1	1-1+	
			M w J. C.	Notary Public	
My Commission	Expires 4/26/2020			,	

ONLY COMPLETE APPLICATIONS WILL BE PROCESSED. To be complete, all of the applicable portions of the application form must be completed with accurate information; maps, if necessary, must be included; signatures of all the appropriate owners' must be affixed to the application and notarized; and the appropriate fee must be paid.

FEE SCHEDULE

Each application to change the place of use or the point of diversion under this section shall be accompanied by the application fee set forth in the schedule below: Make checks payable to: Kansas Department of Agriculture

- (1) Application to change a point of diversion 300 feet or less \$100

RECEIVED

FEB 25 2019

Stockton Field Office

Page 3

SUMMARY ORDER APPROVING APPLICATION FOR CHANGE AND IMPOSING CONDITIONS

This Summary Order is issued under authority of K.S.A. 82a-708b, as amended, and K.A.R. 5-5-1, *et seq.* and other applicable provisions of the *Kansas Water Appropriation Law, K.S.A. 82a-701 et. seq.*, and rules and regulations promulgated thereunder, With the exception of those conditions expressly contained herein, this Summary Order does not change the terms, conditions and limitations of File No. ______.

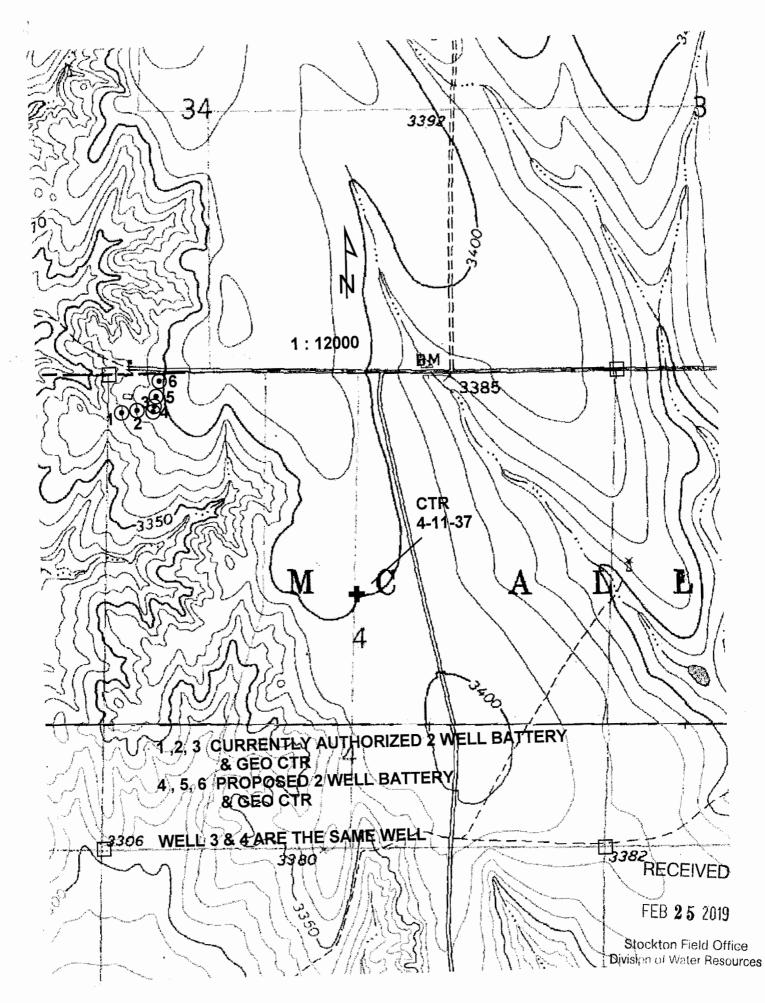
- 1. A change application was received on ______ requesting that the place of use and / or point of diversion authorized under the above-referenced file number be changed as described in the application.
- 2. On and after the effective date of this summary order, the authorized place(s) of use shall be located substantially as shown on the topographic map accompanying the application to change the place of use.
- 3. The change in point of diversion shall not impair existing rights and shall be limited to the same source or sources of water as previously authorized. The point of diversion authorized by this summary order shall be located within a **for** foot radius of the authorized point(s) of diversion. Applicable
- 4. The point(s) of diversion described herein is administratively corrected to be more accurately described using the Global Positioning System (GPS), as described in the application.
- 5. The point(s) of diversion authorized herein shall not actually be located more than ______ feet from the previously authorized point(s) of diversion.
- 6. As required by K.A.R. 5-3-5d, if the works for diversion is a well with a diversion rate of 100 gallons per minute or more, a tube or other device suitable for making water level measurements shall be installed, operated and maintained in accordance with K.A.R. 5-6-13.
 Applicable
 Not Applicable
- 7. The owner of the authorized place(s) of use shall properly install an acceptable water flow meter on or before December 31, 20 19, or before the first use of water, whichever occurs first. The water flow meter shall be installed, operated and maintained in accordance with K.A.R. 5-1-4 through 5-1-12. As required by K.S.A. 82a-732, as amended, and K.A.R. 5-3-5e, the owner shall maintain records and report the reading of the water flow meter and the total quantity of water diverted annually to the Chief Engineer by March 1 following the end of each calendar year.
- 8. Installation of the works for diversion of water shall be completed on or before December 31, 2019, or within any authorized extension of time. By March 1, 2020 the applicant shall notify the Chief Engineer that construction of the works for diversion has been completed, on the form provided by the Chief Engineer, as required by K.A.R. 5-8-4e.
- 9. The completed well log shall be submitted with the required notice.
- equired notice.
 Applicable
 Not Applicable
 her foreign substance will be injected into the water shall be equi
- 10. All diversion works into which any type of chemical or other foreign substance will be injected into the water shall be equipped with an in-line, automatic, quick-closing check valve capable of preventing pollution of the source of the water supply. The check valve(s) shall be installed, operated and maintained in accordance with K.A.R. 5-3-5c. Applicable D Not Applicable
- 11. Additional Conditions are attached. 🗌 Yes 🗹 No
- 12. In accordance with K.S.A. 82a-708a, as amended, and K.A.R. 5-5-14, all of the owners of the authorized place(s) of use of water appropriated under the above-referenced file number are responsible for compliance with its terms, conditions and limitations, as amended and/or supplemented by this Summary Order, and with applicable provisions of the Kansas Water Appropriation Law and the Rules and Regulations promulgated thereunder. Failure to comply with these provisions may result in civil penalties pursuant to K.S.A. 82a-737, as amended, and/or the suspension or revocation and dismissal of the water or appropriation right or any other enforcement actions authorized by law.

Administrative Appeal and Effective Date of Order

If you are aggrieved by this order, pursuant to K.S.A. 82a-1901, you may request an evidentiary hearing before the Chief Engineer or request administrative review by the Secretary of Agriculture. A request for hearing by the Chief Engineer must be filed within **15 days** of service of this Order and a request for administrative review by the Secretary must be filed within **30 days** pursuant to K.S.A. 77-531. Any request for administrative review must state a basis for review pursuant to K.S.A. 77-527. File any request with **Kansas Department of Agriculture**, **Legal Division, 1320 Research Park Drive, Manhattan, KS 66502.** Failure to timely request a hearing or review may preclude review under the Kansas Judicial Review Act.

For Use by Register of Deeds

FOR OFFICE USE ONLY									
APPLICATION APPROVED AND									
SUMMARY ORDER ISSUED									
By Wain Bills									
Duly Authorized Designee of the Chief Engineer									
(Print Name): March Burnom									
Division of Water Resources - Kansas Department of Agriculture									
Date of Issuance: 2 -26-19									
State of Kansas)									
) SS									
County of KOOKS									
Acknowledged before me on 2-26-19									
by Mark Billinger									
Signature: Blecci F. Kayundan Notary Public									
My commission expires:									
June 29, 2019									
4 File No. 41303									



APPLICATION FOR APPROVAL TO CHANGE THE PLACE OF USE AND/OR POINT OF DIVERSION SUPPLEMENTAL SHEET FILE NO. <u>41,303</u>

. .

Presently authorized								
One in the		Quarter of t	he		Qu	arter of the	Lot 4	Quarter
of Section	4	, Township		11	So	uth, Range _	37	W,
in <u>Logan</u>	Coun	ty, Kansas,	4,490	_ feet North _	4,750	_ feet West	of Southeast c	orner of section.
Authorized Rate		Authorized Q	uantity _		Dept	h of well		(feet)
(DWR use only: Com	puter ID No	o. <u>03</u>	GP	s	feet	North	fee	t West)
This point will not be cl	hanged 🛛	This point will b	e change	ed as follows: [No chan	ige, point bet	ter described wit	h GPS as follows:
Proposed point of div	ersion: (Co	omplete only	if chang	<u>e is requeste</u>	ed or if ex	disting poin	t is better des	cribed by GPS)
One in the		Quarter of t	he		Qu	arter of the	Lot 4	Quarter
of Section	4	, Township		11	So	uth, Range	37	(E/W),
in <u>Logan</u>	Coun	ty, Kansas,	4772	feet North	4590	_ feet West	of Southeast c	orner of section.
Proposed Rate		Proposed Qu	antity _		Prop	osed well de	pth (feet)	
This point is: 🗌 Addition								
Presently authorized								
One in the		Quarter of t	he		Qu	arter of the _.	Lot 4	Quarter
of Section	4	, Township		11	So	uth, Range ₋	37	
in <u>Logan</u>								
Authorized Rate		Authorized G	uantity _		Dept	h of well		(feet)
(DWR use only: Com	puter ID N	o. <u>04</u>	GP	S <u>4448</u>	feet	North	<u>4980</u> fee	t West)
This point will not be c	hanged 🛛	This point will b	e change	ed as follows:	No char	ige, point bet	ter described wit	h GPS as follows:
Proposed point of div								
One in the		Quarter of t	he		Qu	arter of the	Lot 4	Quarter
of Section	4	. Township)	11	So	uth, Range	37	W,
in Logan	Coun	ty, Kansas,	4458	_ feet North _	4654	_ feet West	of Southeast c	orner of section.
Proposed Rate		Proposed Qu	antity		Prop	osed well de	pth (feet)	
This point is: 🔲 Additio	onal Well	🗌 Geo Cente	r Listo	ther water rigl	nts that w	ill use this p	oint	
Presently authorized								
One in the								
of Section		, Township			So	uth, Range		(E/W),
in								
Authorized Rate								
(DWR use only: Com	puter ID N	0	GP	S	feet	North	fee	t West)
This point will not be c	hanged 🗌	This point will b	be change	ed as follows: [No char	ıge, point bet	ter described wit	h GPS as follows:

This point will not be cl	hanged LIThis point will be char	iged as follows:	No change, point better describ	ed with GPS as follows:
Proposed point of div	ersion: (Complete only if cha	nge is requested	or if existing point is bette	r described by GPS)
One in the	Quarter of the		Quarter of the	Quarter
of Section	, Township		South, Range	(E/W)
in	County, Kansas,	feet North	feet West of Southe	east corner of section.
Proposed Rate	Proposed Quantity	· · · · · · · · · · · · · · · · · · ·	Proposed well depth (feet)	
This point is: Addition	onal Well 🗍 Geo Center Lis	t other water right	s that will use this point	

Presently authorized point	nt of diversion:									
One in the	Quarter of the		Quarter of the	Quarter						
of Section	, Township		South, Range	(E/W),						
in	_ County, Kansas,	feet North	feet West of S	Southeast corner of section.						
Authorized Rate	Authorized Quar	ntity	Depth of well	(feet)						
(DWR use only: Comput	er ID No	GPS	feet North	feet West)						
This point will not be chan	This point will not be changed This point will be changed as follows: No change, point better described with GPS as follows:									
Proposed point of divers	ion: (Complete only if c	hange is requested	or if existing point is	better described by GPS)						
One in the	Quarter of the		Quarter of the	Quarter						
				(E/W),						
in	_ County, Kansas,	feet North	feet West of S	Southeast corner of section.						
Proposed Rate	Proposed Quan	tity	Proposed well depth	(feet)						
This point is: 🔲 Additiona	I Well 🛛 Geo Center I	List other water rights	s that will use this point	•						

NOTICE

This scan only represents the application as filed. The information contained herein meets the requirements of K.A.R. 5-3-1 or K.A.R. 5-5-1, and has been found acceptable for filing in the office of the Chief Engineer. The application should not be considered to be a complete application as per K.A.R. 5-3-1b or K.A.R. 5-5-2a.