

Procedures for Completing a Water Well Permit Application

The attached permit application is for the construction, modification, inactivation and destruction of **water wells** as defined and regulated by the County Well Standards Ordinance. A copy of this ordinance is available from the EHS office upon request.

STEP 1 – APPLICATION

Submit a completed application for a Water Well Permit. Please fill in all the blanks. An incomplete application may result in denial or delay in processing. The application must be signed, dated, and accompanied by the proper fee at the time of submittal.

STEP 2 – PLOT PLAN

A plot plan form is provided as part of your Water Well Permit application. The top of the plot plan lists those items that must be shown on the plan. All setback distances from the proposed well site(s) need to be accurately depicted with proper measurements.

STEP 3 – SITE EVALUATION

Following the submittal of an application and fee, an Environmental Health Services representative will review the application to ensure its completeness and conduct a site inspection of the proposed water well site. Often times, due to the remote or unknown location of the intended well site, a joint inspection with the property owner or owner's agent will be necessary. If a joint inspection is not possible, the proposed well site must be conspicuously marked (i.e. with flagged stake or pole). In the event that the first proposed well site is not acceptable or utilized, the applicant may wish to designate some alternative well sites on the application plot plan. Early selection of some alternative sites allows for these sites to also be evaluated during the initial site inspection, thereby eliminating unnecessary repeat trips to the site and inefficiencies in processing the application.

STEP 4 – PERMIT ISSUANCE

Once the application and proposed well site is determined to be satisfactory, the application may be approved. When approved and signed on the reverse side by the Environmental Health Services representative, this application shall be considered a permit to perform the proposed work.