



WATER WELL APPLICATION CHECKLIST

***Application(s) that are not completely filled out will not be processed.**

APPLICATIONS MUST BE:

- ✓ Legible
- ✓ Complete with current application (filled out and signed)
 - Check box indicating the service(s) applying for
 - APN (Assessor Parcel Number) or listed as CATHODIC
 - Mailing Address & Site Address (street, city, and zip)
 - Applicant / Agent's Signature (Attach a letter from the property owner providing authorization if signed by an Agent.)
 - Contractor's Information and Signature (except for Pump Test and Permit to Operate)
- Submit with a form of payment (see Land Use Fee Guide):
 - Cash (over the counter only)
 - Check (made to San Mateo County), or
 - Credit Card (Visa, Mastercard; over the counter or by phone only)
- 3 Scaled plot plans submitted
(for Well Drilling Permit or Exception/Variance)
- Method of Abandonment/Destruction on separate sheet
(required for Well Abandonment/Destruction only)



WATER WELL APPLICATION

Domestic, Agricultural, Cathodic, Exploratory, Geothermal Heat Exchange

**ALL WORK MUST BE SCHEDULED WITH ENVIRONMENTAL HEALTH STAFF AT LEAST 2 WORKING DAYS IN ADVANCE
 (Check one or more) Fees must be submitted with application (See land use fee guide)**

- | | |
|--|---|
| <input type="checkbox"/> PE 4666 Well Drilling Permit | <input type="checkbox"/> PE 4668 Certification (Pump Test) |
| <input type="checkbox"/> PE 4667 Abandonment/Destruction | <input type="checkbox"/> PE 4672 Permit to Operate as Domestic Source |
| <input type="checkbox"/> PE 4670 Permit Extension | <input type="checkbox"/> PE 4210 Resubmittal: _____ |
| <input type="checkbox"/> PE 4678 Exception/Variance | <input type="checkbox"/> PE 4699 Other: _____ |

Ground Source Heat Exchange Bores: (check one)

- | | | |
|--|--|--|
| <input type="checkbox"/> PE 4686 from 1 to 3 bores | <input type="checkbox"/> PE 4688 from 9 to 13 bores | <input type="checkbox"/> PE 4690 from 20 to 29 bores |
| <input type="checkbox"/> PE 4687 from 4 to 8 bores | <input type="checkbox"/> PE 4689 from 14 to 19 bores | <input type="checkbox"/> PE 4691 from 30 to 39 bores |

SITE INFORMATION:

SITE ADDRESS: _____ City: _____ Zip: _____
 APN (9 digit number required): _____ CDX or CDP: _____
 Type of well: _____ Depth to be drilled: _____
 Depth of proposed annular seal: _____ Size of outer casing: _____ Type of casing: _____

WELL OWNER INFORMATION:

WELL OWNER: _____ Phone: _____ Cell Phone: _____

PROPERTY OWNER INFORMATION:

PROPERTY OWNER: _____
 Mailing Address: _____ City: _____ Zip: _____
 Phone: _____ Cell Phone: _____ Email: _____

CONTRACTOR INFORMATION:

CONTRACTOR: _____ C-57 License Number: _____
 Mailing Address: _____ City: _____ Zip: _____
 Phone: _____ Email: _____

Contractor Signature: _____ Date: _____

Property Owner/Agent Signature: _____ Date: _____

(Attach a letter from the property owner providing authorization if signed by an agent)

*APN (Assessor Parcel Number) or as CATHODIC for cathodic protection wells in public right-of-way
 *Applicant/Agent's Signature (Attach a letter from the Property Owner providing authorization if signed by an Agent.)
 *Contractor's information and signature (except for Pump Test and Permit to Operate)
 *3 Plot plans submitted (for Well Drilling Permit or Exception/Variance)
 *Method of Abandonment/Destruction on separate sheet (required for Well Abandonment/Destruction only)

See next page for important notes.

ALL FEES ARE NON-REFUNDABLE

**APPLICATION WILL BE VOID AFTER 1 YEAR FROM DATE OF SUBMITTAL IF UNABLE TO PERMIT
 PERMITS ARE NONTRANSFERABLE AND MUST BE POSTED ON-SITE IN A CONSPICUOUS PLACE**

WATER WELL APPLICATION

DOMESTIC, AGRICULTURAL, CATHODIC, EXPLORATORY, GEOTHERMAL HEAT EXCHANGE

The State Water Resources Control Board, (916) 657-2170, has requested that we provide the following notification:

Notice

Please be advised that any actual or threatened diversion of water, except under existing water rights, prior to obtaining an appropriation permit from, or registering a small domestic use with the State Water Resources Control Board, is in violation of law. Such violation may result in assessment of monetary penalties against the diverted (see California Water Code Sections 1052 and 1225). Water rights have been adjusted for Pilarcitos Creek and San Gregorio Creek and Tributosis. Also, construction of a water project may be subject to the California Environmental Quality Act and should not be commenced prior to completion of necessary environmental clearances. Such clearance may be evidenced by receipt of an Appropriation Permit from the State Water Resources Control Board or, in case of registration of a Small Domestic Appropriation, by receipt of written approval from the California Department of Fish and Game.

County Policies of Note

Well sites must be winterized to prevent siltation, must be restored to as close as possible to their native condition, must comply with all regulations of the State of California, the County and the Town or City in which they are located. Site restoration is the responsibility of the property owner.

Mud pits should not be excavated in the drip line of trees.

Coastal wells must comply with Coastal Commission rulings, and the Local Coastal Plan.

The Local Coastal Plan includes special requirements for wells proposed in riparian corridors, or riparian corridor buffer zones.

Wells cannot be located in flood *flow zones* and the casing of wells must extend at least 2 feet above the *hundred-year flood zone* elevation.

Setbacks - the San Mateo County Well Ordinance lists required setbacks - make sure that you have checked these setbacks.

For domestic water wells a drilling permit, certification and a permit to operate domestic water well are all required.

Check with the Environmental Health Specialist assigned to your area for clarification of this or any other regulation.

Site restoration must be implemented within 60 days of the well completion and within one year of the issuance of the permit.

**SAN MATEO COUNTY ENVIRONMENTAL HEALTH SERVICES
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VOICE (650) 372-6200 FAX (650) 627-8244 SMCHEALTH.ORG**