

Guideline for Well Inspection Application

Delegated Agreement between Jefferson County and Ecology requires Jefferson County to conduct inspections of well construction and decommissioning:

- Inspect the construction activity and communicate any compliance issues observed
- Randomly inspect 50% of all new wells drilled
 - 25% of which must be inspected while the driller is on-site
- Inspect 90% of all decommissioned wells

It is imperative that you are as specific, accurate and as complete as possible when submitting all notices to the County.

NOTE: Department of Ecology has **Well Drilling Requirements**

(<http://www.ecy.wa.gov/programs/wr/wells/wellhome.html>) separate from Jefferson County's Well Inspection Requirements.

Step 1 - Application for Inspection

 <p>Jefferson County Public Health Environmental Health Department 615 Sheridan Street Port Townsend, WA 98368 Tel: 360-385-5644 Fax: 360-379-4487 Email: drinkingwater@co.jefferson.wa.us Website: www.jeffersoncountypublichealth.org</p>	<p>For Office Use: Date Rec'd _____ Receipt # _____ Airt _____ USR # _____ Comments: _____</p>
	<p>Application for Well Construction, Reconstruction or Decommissioning Inspection</p> <p>This packet is for (Check one): <input type="checkbox"/> New Well <input type="checkbox"/> Reconstruction <input type="checkbox"/> Decommission <input type="checkbox"/> Replacement</p> <p>APPLICANT AND SITE INFORMATION</p> <p>Applicant Name _____ Phone _____ Owners Name (if different from applicant) _____ Phone _____ Applicant Mailing Address _____ Zip Code _____ Parcel Tax ID# _____ Section _____ Township _____ Range _____</p> <p>Site Address and direction to site: _____ Drilling Company _____ Driller Name _____ License # _____ Anticipated Start Date _____ Start Cost No. (if renewal) _____</p> <p>SITE PLOT PLAN</p> <p>The plot plan must show the items listed below. Please draw the site in the allocated section on the reverse side of this document or attach another document to this application if needed.</p> <ul style="list-style-type: none"> • Indicate North with an arrow and draw the property boundaries; • Show all natural features, such as areas of permanent or seasonal surface water, streams, rivers, bluffs, etc.; • Show existing roads and other constructed or developed features (to help in locating the site); • Show all potential sources of contamination. These include, but are not limited to: approved septic areas (SPAAD), installed septic systems, septic reserve areas, barns, stock yards, sewage lagoons, hazardous waste sites, marine shorelines, or any other potential source listed in WAC 173-160-171 (including those located on adjacent lots); • Show all existing wells, including all wells that are to be decommissioned; • Indicate the well radius of 100' (including all potential) sources of contamination on the lot and the affected portions of adjacent lot(s); • Show measurement from the proposed well or decommissioned well to at least two (2) property lines and to all sources of contamination and septic approvals, including those located on adjacent lots. <p>Please understand the following items when siting your well:</p> <ul style="list-style-type: none"> • Consider locating the well 100 feet or more from any property line to ensure full control of the well's protective zone. This may be a requirement of the parcel in a subdivision with title conditions that require the well to be located 100' from all property lines. • The well must be located 100 feet minimum from any source of contamination, including approved septic areas (SPAAD), installed septic systems and septic reserve areas, barns, stock yards, sewage lagoons, hazardous waste sites, marine shorelines, or any other potential source listed in WAC 173-160-171. • The well must be located 1,000 feet minimum from the property line of an operating or closed landfill or solid waste facility. • If this well is located in a stream, any area of seasonal inundation or permanent surface water, then further well construction requirements will be needed. • If this well is located in the inventory area (WRCA 17, WAC 173-517), then further well use requirements will be applied. <p>NOTE: If parcel can be served by an approved public water supply, the water purveyor will have the first right of refusal to use the well. Please be aware that this may delay your application as the purveyor evaluates their conditions of approval on a case-by-case basis.</p> <p>Page 1 of 2</p>

- Submit Application for Inspection at least **3 working days** (or 72 hours) before beginning any work. Application can now be emailed to drinkingwater@co.jefferson.wa.us
- Payment can now be made online [EH Fees & Payments](#)
- Provide basic information about the location of the well
- Provide a plot plan showing location of well with measurements to at least two (2) property lines and:
 - Indicate the well radius of 100'
 - Indicate and show measurement to all sources of contamination, including those located on adjacent lots (refer to WAC 173-160-171)
 - Indicate and show measurement to septic approvals and/or septic systems, including those located on adjacent lots
 - Map must include all existing wells, show all natural features such as streams, bluffs, etc., existing roads and other constructed or developed features and a North arrow

Step 2 – Jefferson County Accepts Inspection Application

- **Work cannot proceed at the site until the driller has received a County signed copy of the application**
- Jefferson County Staff will review and return this application to the driller within 3 working days (or 72 hours) of being received **and** found to be complete
 - Jefferson County will determine if the parcel to receive a well is located within a water system service area (If public water is available the county is obligated to contact the water purveyor prior to well construction)
 - Jefferson County will determine if the location is within a saltwater intrusion zone
 - If the well to be constructed is for irrigation purposes only, Jefferson County will provide a letter to the applicant/property owner containing information regarding potential cross-connection concerns and water rights issues.
 - Review WRIA 17 New Water limitations
- **NOTE: If public water is available, the property owner may not be able to use the well for proof of potable water in order to receive a building permit**



Step 3 – Driller Notification Form)

FAX TO: <u>JEFFERSON COUNTY ENVIRONMENTAL HEALTH DIVISION</u>	
FAX #: <u>(360) 379-4487</u>	
FAX FROM: _____	
FAX #: _____	
DRILLER NOTIFICATION FORM	
DRILLER NAME: _____	
PROPERTY OWNER: _____	
USR CASE # _____ PARCEL # _____	
SITE LOCATION _____	
DIRECTIONS TO SITE (IF NO ADDRESS AT THE SITE) Please include reference to the nearest address if possible.	
APPROXIMATE DATE AND TIME OF START _____	
TYPE OF RIG DRILLING THE WELL _____	
CONTACT PHONE # _____	

- Driller must notify Jefferson County a minimum of **1 working day** (or 24 hours) prior to starting any well construction or decommissioning
- Notification must be made by faxing a County form to 360-379-4487 or email drinkingwater@co.jefferson.wa.us and must include:
 - **Parcel number and/or**
 - **Utility Service Review (USR) case number**
- NOTE: Submitting a street name, the name of a property owner, or **anything less than Parcel or Case number is not acceptable** and will not be considered a notification to construct or decommission any well.

Step 4 – Well Water Report (Well Log) (<http://www.ecy.wa.gov/programs/wr/wells/wellhome.html>)

The well driller must complete a well water report following completion of the work to Ecology.

- The report is required for both new construction or decommissioning
- The report must be submitted within 30 days to the Department of Ecology as proof that the work was completed as required
- A copy of the report should also be provided to the owner or applicant