

INSTRUCTIONS WHEN APPLYING FOR A NEW WELL

ATTENTION: Applicant must stake the location of existing or proposed septic tank(s), drainfield(s), and repair areas(s) within 100 feet of the proposed new well. (Please show these on your site plan drawing.)

NOTE: Environmental Health may be able to assist in locating previously issued septic permit(s) if the following information is provided:

1. Name of the individual the permit(s) was issued to, if known.
2. The property parcel ID number that existed when permit was issued, if known.

SITE PREPARATION

1. Flag any property line within 100 feet of your proposed well.
2. Clear the site of undergrowth to the extent that the site is accessible and accurate measurements can be taken.
3. Stake the proposed location of the new well.
4. Stake proposed improvements to the property such as dwelling, pool, garage, driveway, outbuilding(s), etc.
5. Select a reference point and flag. (An example of a reference point may be a tree, iron post or stake on the corner, light pole, etc.).

Once the site preparations have been completed, accurate measurements should be taken and must be shown on the site plan drawing. Site plan drawing must include a directional arrow, distance from the reference point to the proposed well, and the distance from the proposed well to any proposed or existing building(s), proposed or existing septic system(s) (including the repair area), existing wells, and any body of water (stream, river, creek, branch, etc.) All setbacks indicated on page five of the application (Well Site Plan Drawing Instructions) must be met.

EXAMPLE SITE PLAN DRAWING

