

CHECKLIST FOR WELL CONSTRUCTION APPLICATION

- Provide this department with a completed Well Construction Application Form and a completed Santa Clara Valley Water District (SCVWD) Well Construction Application (all 3 pages).
 1. Both applications must be signed.
 - a. SCVWD – Well driller’s signature
 - b. DEH – Well Driller, Property Owner, or Authorized Agent
 2. Include the Assessor’s Parcel Number (APN#) on the applications (see attached applications).
 3. Property owner information must be accurate on all applications and/or submittal documents.
 4. If well is within 100 feet of property line, provide neighboring addresses.

- Provide a copy of the plot plan to scale showing the proposed well site, existing or proposed sewage disposal systems, and if applicable, the location of all nearby houses (See Attached Sample Site Plan).
 1. Required minimum setbacks for water wells:

a. Sewer mains/laterals	50-ft.
b. Subsurface sewage leaching field	100-ft.
c. Septic/OWTS	100-ft.
d. Animal or fowl enclosure	100-ft.
e. Detention/Retention ponds	100-ft.
f. Chemical/Fuel storage	100-ft.
g. Cesspool or seepage pit	150-ft.

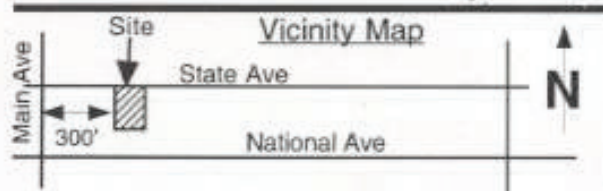
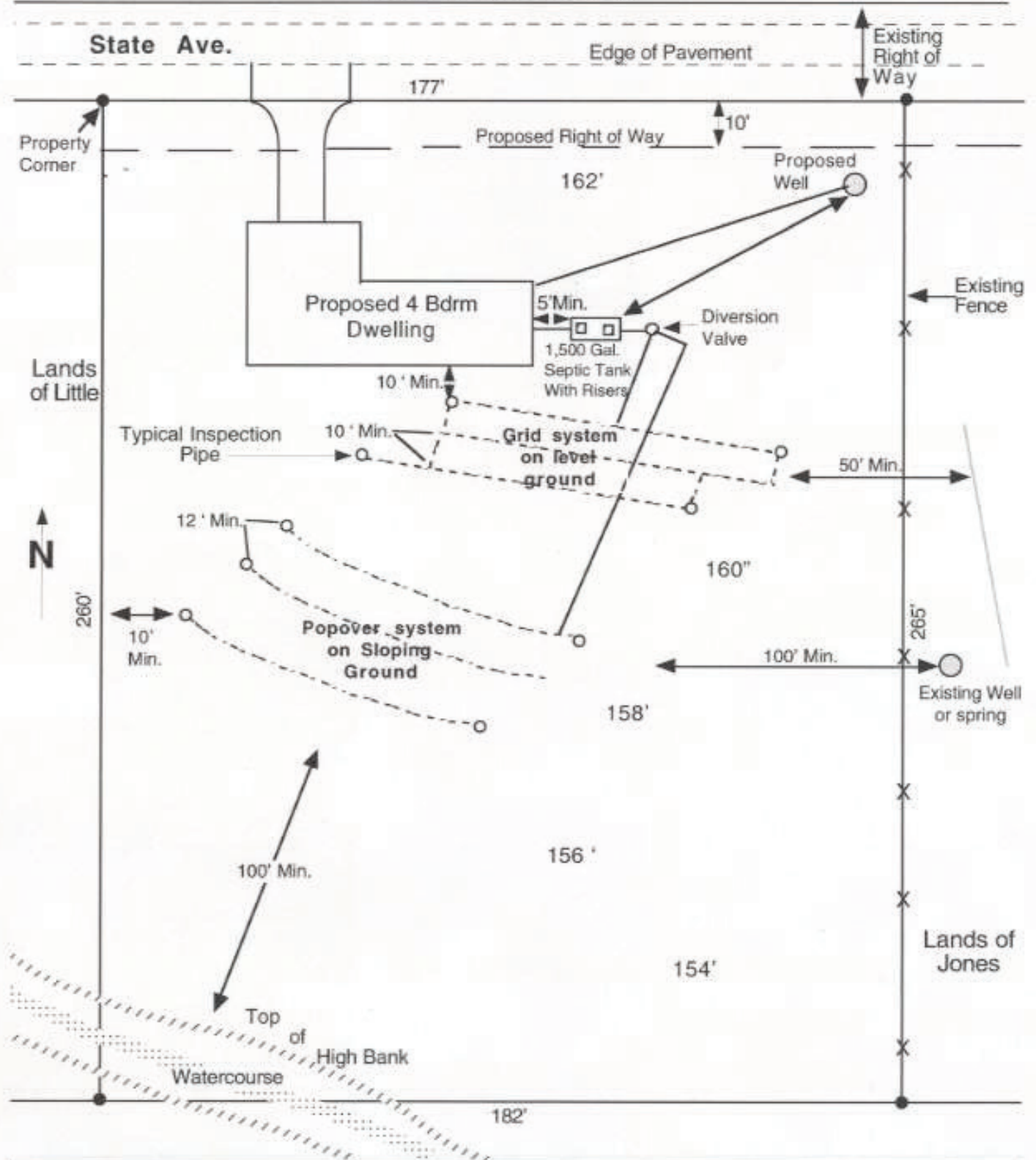
- Submit a copy of the vicinity map (e.g. road map) indicating the general location of the well.

PAYMENT INFORMATION:

1. Forms of payment: (NOTE: Review will NOT begin until all fees are paid in full.)
 - a. For applications submitted via email (dehweb@deh.sccgov.org), an invoice will be generated and emailed to you for payment online.
 - b. For applications that are submitted in person or via US Mail, checks or money orders can be made payable to: County of Santa Clara – DEH
2. Submittals and permit fees to the Santa Clara Valley Water District are the sole responsibility of the property owner/applicant.

**INCOMPLETE PACKETS WILL NOT BE ACCEPTED, AND ALL FEES
ARE NON-REFUNDABLE**

SAMPLE SITE PLAN



BUILDING SITE FOR

Name _____

Site Address _____

APN _____ Phone No. _____

Scale **1" = 20'** Date _____



TO BE COMPLETED BY OWNER AND DRILLER

Well Owner:	Property Owner:	Name of Business at Well Site:
Well Owner's Mailing Address: City, State, Zip	Property Owner's Mailing Address: City, State, Zip	Address of Well Site: City, State, Zip
Telephone No. & Contact Name:	Telephone No. & Contact Name:	Telephone No.:

Owner's/Consultant's Well No.: _____ Assessor's Parcel No. of **Well Site**: Book _____ Page _____ Parcel _____

Consultant (Company):	Drilling Company:	
Address: City, State, Zip	Address: City, State, Zip	
Telephone No.:	Telephone No.:	C-57 License No.:
<input type="checkbox"/> Check if address or phone number has changed	<input type="checkbox"/> Check if address or phone number has changed	

THIS SECTION TO BE COMPLETED FOR ALL MONITORING WELLS OR EXTRACTION/RECOVERY WELLS

Case Name/No.:	Caseworker Name:
Oversight Agency:	Caseworker Telephone No.:

Signature of Responsible Professional Date Print Name (No substitution of signature will be accepted)

Civil Engineer Registration No. OR Geologist Registration No.

Estimated Depth of Completed Well: Less than 50 feet 50 to 300 feet Over 300 feet Other: _____

Well is to be constructed: In a public sidewalk In a public road On public property On private property On Valley Water property/easement*
*See General Condition F, page 2.

WELL TYPE/USE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	WATER PRODUCTION PRODUCTION (Please answer the questions below)	MONITORING	REMEDATION	DEWATERING (Please answer the questions below)
	<input type="checkbox"/> Agricultural <input type="checkbox"/> Single Domestic/Household Only, No Commercial Agriculture (less than 2 AFY) <input type="checkbox"/> Single Domestic/Household Only with Commercial Agriculture or Large Irrigation (2AFY or more) <input type="checkbox"/> Industrial or Institutional <input type="checkbox"/> Public/Community Drinking Water Supply System – 25 or more persons regularly served, or 15 or more connections <input type="checkbox"/> Small Drinking Water Supply System – more than one household but less than 25 persons regularly served or fewer than 15 connections	<input type="checkbox"/> GW Level <input type="checkbox"/> GW Quality <input type="checkbox"/> Inclinator <input type="checkbox"/> Vapor <input type="checkbox"/> Other	<input type="checkbox"/> Air Sparge <input type="checkbox"/> GW Extraction (Please answer the questions below) <input type="checkbox"/> Material Emplacement <input type="checkbox"/> Vapor Extraction <input type="checkbox"/> Other	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary
	<input type="checkbox"/> HEAT EXCHANGE <input type="checkbox"/> Closed Loop <input type="checkbox"/> Open Loop (Please answer the questions below).	<input type="checkbox"/> INJECTION <input type="checkbox"/> Groundwater Cleanup Reinjection <input type="checkbox"/> Stormwater <input type="checkbox"/> Water Supply Recharge <input type="checkbox"/> Other	<input type="checkbox"/> CATHODIC PROTECTION	<input type="checkbox"/> OTHER (Please specify)

Please answer the questions below for construction of any Water Production, GW Extraction, Permanent Dewatering and Open Loop Heat Exchange wells

Estimated water production per year (AFY): _____

Is proposed casing size 6" or larger? Y/N Casing Size Diameter (Inches): _____

Is proposed discharge pipe 3" or larger? Y/N Discharge Pipe Diameter (Inches): _____

How many discharge pipes will be attached to well? _____

Other wells exist on this property? Yes No If yes, status: Active Inactive Abandoned

***For water supply wells, please complete the Well Inventory Form located on page 6.**



SITE PLAN

A 8½" x 11" paper site plan **must** be attached to this application, including:

1. Location of site features, including major buildings, landscaped areas, tank fields, existing wells, etc.
2. North arrow and scale
3. Location of proposed well with dimensions in feet from well to nearest cross streets.

SIGNATURES

I understand and agree that all work associated with this permit is required to be done in accordance with Santa Clara Valley Water District (Valley Water) Well Ordinance 90-1, Valley Water Well Standards, and the conditions of this permit (see page 2). I certify that the information given in this permit is correct to the best of my knowledge and that the signature below, whether original, electronic, or photocopied, is authorized and valid, and is affixed with the intent to be enforceable. I also certify that a right of entry/encroachment agreement has been formalized between the well owner and property owner, if parties differ. I also understand that it is my responsibility, as the well owner, to notify Valley Water of any changes in the purpose of this well, from which, is indicated on this application.

Signature of Property Owner/Agent:	Date:	Print Name of Property Owner/Agent:
Signature of Well Owner/Agent:	Date:	Print Name of Well Owner/Agent:
Signature of Well Driller/Agent:	Date:	Print Name of Driller/Agent:
Signature of Consultant/Agent:	Date:	Print Name of Consultant/Agent:

IMPORTANT: A minimum 24-hour notice must be given to Valley Water's Well Ordinance Program prior to installing the annular seal. Please call the Well Ordinance Hotline at (408) 630-2660 to schedule an inspection. Please allow 10 working days to process permit application.

**NEW WELL PERMITTING PROCEDURES IMPLEMENTING REQUIREMENTS UNDER
EXECUTIVE ORDER N-7-22**

On March 28, 2022, Governor Gavin Newsom signed Executive Order N-7-22 (“Executive Order”) in response to extreme and expanding drought conditions which **effective immediately** prohibits Valley Water and other well permitting agencies from issuing a construction permit for a new groundwater well or for alteration of an existing groundwater well unless certain requirements are met or the permit falls within the limited exception to the requirements. A complete copy of the Executive Order is available here: <https://www.gov.ca.gov/wp-content/uploads/2022/03/March-2022-Drought-EO.pdf> (see Paragraph 9).

Limited Exception

Paragraph 9 of the Executive Order does not apply to permits for wells that will provide **less than two (2) acre-feet per year** of groundwater for **individual domestic users or wells that will exclusively provide groundwater to public water supply systems as defined in Health and Safety Code Section 116275**. Valley Water may require the owners claiming exemption from the requirements of the Executive Order to provide proof of such claim in addition to completing attached Exhibit A or B.

If a water well construction permit application for a new groundwater well or for alteration of an existing groundwater well identifies the “well type/use” as **“Single Domestic/Household Only, No Commercial Agriculture (2AFY or less)”**, **the owner of the well will need to sign and submit the declaration** attached as **Exhibit A**. Valley Water may request additional documentation to verify the exemption prior to the issuance of the well permit.

If a water well construction permit application for a new groundwater well or for alteration of an existing groundwater well identifies the “well type/use” as **“Public Community Drinking Water Supply System”**, **an authorized representative of the public water system will need to provide its identification number and submit the declaration** attached as **Exhibit B**. Valley Water may request additional documentation to verify the exemption prior to the issuance of a well permit.

Licensed Professional Geologist Report Required for ALL Non-Exempt Wells

Regardless of the well’s location, the water well construction permit application for a non-exempt groundwater well must be accompanied by a report signed by a California licensed Professional Geologist **with a Certified Hydrogeologist specialty certification** that concludes **both** that extraction of groundwater from the well (1) “is not likely to interfere with the production and functioning of existing nearby wells” **and** (2) “is not likely to cause subsidence that would adversely impact or damage nearby infrastructure.” (See Paragraph 9(b) of the Executive Order)



5750 Almaden Expressway
San Jose, CA 95118-3686
(408) 265-2600

WELL CONSTRUCTION APPLICATION

FC 158 (08-02-22)
Page 4 of 6

OFFICE USE
Permit No. _____
WP No. _____

EXHIBIT A

Well for Individual Domestic Use

As the owner of the proposed well or existing well to be altered and as a necessary condition on the issuance of a water well construction permit for a new groundwater well or alteration of an existing groundwater well, I hereby declare for myself, successors and assigns, that all water pumped from the well will be used only to supply water for the domestic needs of an individual residence and not for any commercial use regardless of scale, including, without limitation, use for the growing of food or other crops for sale (<2AFY).

Signature of well owner: _____ Date: _____

Printed Name: _____



OFFICE USE
Permit No. _____
WP No. _____

EXHIBIT B

Well for Public Water Supply System

The public water system name is: _____.

The public water system identification number is: _____.

As an authorized representative for the water system identified above, I hereby declare that the proposed well or existing well to be altered will be exclusively used to provide groundwater to the public water supply system for human consumption as defined in Health and Safety Code Section 116275. I further declare that a previous constructed public water supply system well will not be replaced by the proposed well such that the previously constructed well can be used for purposes other than human consumption.

Signature: _____ Date: _____

Printed Name: _____



TO BE COMPLETED BY DISTRICT			
District Permit No.:	Date Issued:	Driller's Log No.:	Well Registration No.:

Well Owner:	Property Owner:	Name of Property at Well Site:
Well Owner's Mailing Address:	Property Owner's Mailing Address:	Address of Well Site:
City, State, Zip	City, State, Zip	City, State, Zip
Telephone No.:	Telephone No.:	Assessor's Parcel No. of Well Site: Book _____ Page _____ Parcel _____

Do other wells exist on the property? Yes No How many wells total currently exist? _____

Reasons for installing new well: _____

LIST ALL EXISTING WELLS AND THEIR STATUS, IF KNOWN	ENVIRONMENTAL HEALTH DEPT.
Well Registration No.:	Owner's Well No.:
Permit No.:	Purpose of Well:
Status: <input type="checkbox"/> Active <input type="checkbox"/> Inactive	Depth: _____ Casing: _____
Comments:	
Do you plan to use this well? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Comments:	
Well Registration No.:	Owner's Well No.:
Permit No.:	Purpose of Well:
Status: <input type="checkbox"/> Active <input type="checkbox"/> Inactive	Depth: _____ Casing: _____
Comments:	
Do you plan to use this well? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Comments:	
Well Registration No.:	Owner's Well No.:
Permit No.:	Purpose of Well:
Status: <input type="checkbox"/> Active <input type="checkbox"/> Inactive	Depth: _____ Casing: _____
Comments:	
Do you plan to use this well? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Comments:	
Well Registration No.:	Owner's Well No.:
Permit No.:	Purpose of Well:
Status: <input type="checkbox"/> Active <input type="checkbox"/> Inactive	Depth: _____ Casing: _____
Comments:	
Do you plan to use this well? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Comments:	

***This form must be completed and submitted with any Well Construction Application for a water supply well. Also attach a map showing all well locations with respect to property boundaries and structures.**



5750 Almaden Expressway
 San Jose, CA 95118-3686
 (408) 265-2600

WELL CONSTRUCTION PERMIT*

FC 1487 (07-16-15)
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VALLEY WATER WELL PERMIT NO.: _____

Based on information provided on the attached application and subject to approval noted below, permission is hereby granted to construct (drill) the described well. Permission to start work may be withheld until a field check verifies all statements made on application by permittee and is also subject to the "General" and "Special" Conditions stated below.		
SANTA CLARA COUNTY DEPARTMENT OF ENVIRONMENTAL HEALTH APPROVAL (Water Supply Well Only)		
NOTE: Department of Environmental Health approval must be granted before this application will be accepted by Valley Water.		
Approved by:	, R.E.H.S	<input type="checkbox"/> Approved as submitted <input type="checkbox"/> Approved as corrected Date:
TO BE COMPLETED BY VALLEY WATER		
Valley Water Permit No.:	Date Issued:	Well Registration No.:
Geologic Setting:	Expiration Date:	Driller's Log No.:
Executive Order N-7-22 Exempt? Y/N	Meter? Y/N	
GENERAL CONDITIONS		
<p>A. The Valley Water's Well Ordinance Program (408-630-2660) must be notified a minimum of one working day before construction of the annular seal. An authorized Valley Water representative must be on site to witness the construction of the annular seal.</p> <p>B. Permittee agrees to construct, operate, and maintain the well according to provisions of the latest Valley Water Ordinance and the latest published revisions of Valley Water Well Standards to the end that this well will not cause pollution or contamination of groundwater or otherwise jeopardize the health, safety, or welfare of the people of Valley Water.</p> <p>C. This permit is valid only for the purpose specified herein. Well construction methods authorized under this permit may not be changed except by written approval of an authorized Valley Water representative, and only if Valley Water believes that such a change will result in equal or superior compliance with Valley Water and State Well Standards (e.g., if Valley Water representative finds that site conditions warrant such a change).</p> <p>D. This permit is only valid for the Assessor's Parcel No. indicated on it.</p> <p>E. This permit may be voided if it contains incorrect information. If the permit is voided after work has begun, the well or boring that was constructed under this permit must be destroyed in accordance with Valley Water and State Well Standards.</p> <p>F. If any work associated with this permit will take place on Valley Water property/easement, an encroachment or construction permit must be granted by the Valley Water's Community Projects Review Unit (telephone 408-265-2607, ext. 2589).</p> <p>G. Before the well constructed under this permit can be used as a drinking water source, its use must be approved by the regulatory agency with authority over such use (typically the Santa Clara County Department of Environmental Health or the State of California Department of Public Health). A completed Well Inventory Form must also be approved.</p> <p>H. If the well constructed under this permit cannot be or is not being used for its intended purpose, permittee is hereby required to destroy the well according to Valley Water Well Standards and under permit from Valley Water. Any test holes drilled under this permit must be destroyed within 24 hours of completion of testing activities. Destruction activities must be completed according to Valley Water standards. Valley Water must be notified a minimum of 24 hours prior to destruction.</p> <p>I. Within 30 days of the completion of the well construction activities, the driller or consultant identified on this permit shall fully complete State of California DWR Form 188 and mail the original to Valley Water's Well Ordinance Program.</p> <p>J. The permittee(s) shall assume entire responsibility for all activities and uses under this permit and shall indemnify, defend, and hold Valley Water, its officers, agents, and employees, free and harmless from any and all expense, cost, and liability in connection with or resulting from the granting or exercise of this permit including, but not limited to, property damage, personal injury, and wrongful death.</p> <p>K. Permittees are required to be in full compliance with Cal/OSHA California Labor Code Section 6300.</p> <p>L. A current C-57 Water Well Drilling Contractor's License is required for the construction of all wells.</p> <p>M. Permittee, permittee's contractors, consultants, or agents shall be responsible to assure that all materials or waters generated during drilling, well construction, well development, pump testing, or other activities associated with this permit will be safely handled, properly managed, and disposed of according to all applicable federal, state, and local statutes regulating such. In no case shall these materials and/or waters be allowed to enter, or potentially enter, on- or off-site storm sewers, dry wells, or waterways. Such materials/waters must not be allowed to move off the property where the work is being completed.</p> <p>N. The driller and consultants (if applicable) shall have an active copy of their Worker's Compensation Insurance on file with Valley Water.</p> <p>O. This permit shall expire if not executed within one (1) calendar year of its approval.</p> <p>P. This permit must be kept on site during all activities associated with it and shall immediately be presented to an authorized Valley Water representative upon request.</p> <p>Q. Permittee shall notify Underground Service Alert (USA) at 1-800-227-2600 or 811 prior to any digging.</p>		
SPECIAL CONDITIONS		
Community Projects Review Unit Approval (if needed):	CPRU Permit No.:	
Approved by:	Date:	

Please allow 10 working days to process this application.

Attachment: Permit Application