

# FORM #301 INSTRUCTIONS

## POTTAWATTAMIE COUNTY, IOWA APPLICATION FOR WELL PERMIT INSTRUCTIONS

Office of Planning and Development (712) 328-5792

### PERMITS BEING APPLIED FOR

THIS PERMIT PACKET CONTAINS AN APPLICATION FOR A PRIVATE WATER WELL. Private water well is defined as "A well that does not supply a public water supply system". A Public Water Supply System is defined as "A system for the provision to the public of piped water for human consumption, if such system has at least 15 service connections or regularly serves an average of at least 25 individuals daily at least 60 days out of the year. The term includes (1) any collection, treatment, storage, and distribution facilities under control of the supplier of water and used primarily in connection with the system, and (2) any collection (including wells) or pretreatment storage facilities not under the control which are used primarily in connection with the system.

UNLESS YOU ARE WANTING TO DRILL A WELL TO DETERMINE IF WATER IS AVAILABLE ON A NEW BUILDING SITE, IF A NEW HOUSE OR BUSINESS IS BEING CONSTRUCTED YOU WILL NEED TO APPLY FOR A BUILDING, SEPTIC AND WELL PERMIT BY COMPLETING A "COMBINED APPLICATION FOR RESIDENTIAL CONSTRUCTION PERMITS-APPLICATION #1 or FOR COMMERCIAL CONSTRUCTION PERMITS-APPLICATION #2".

If your well is located in the City of Council Bluffs, Iowa, you must also obtain a Well Permit from the City Health Department 712-328-4666.

**Public Water Well Permits are issued through the Iowa Department of Natural Resources. Contact the IDNR at 712-243-1934.**

**Please be sure that you want to proceed with this project when you submit your application. The fees that you submit are not refundable once the application is submitted. If you are paying these fees with a credit card, there will be a 3% convenience fee in addition to a \$.50 administrative fee added to your fee total.**

**WHEN PERMITS ARE READY?** Check the appropriate box  to indicate how you would like to know when your permits are ready.

**PROPERTY OWNER:** Name, current mailing address, current email address and current telephone number (**telephone number where the property owner can be reached between 8:00 A.M. & 4:30 P.M.**) of the owner of the property. Please check the appropriate box  to tell us the best way to contact the property owner during the day.

**WELL DRILLER:** Name, State Certification Number, current mailing address, email address and telephone number of the well driller. Please check the appropriate box  to tell us the best way to contact the well driller during the day. The driller can give you his State Certification ID number or you can get it from a list available in the Planning Office. An Iowa State Certified driller must drill the well.

### **PROPERTY INFORMATION**

**JOB SITE ADDRESS:** Address of the property where the proposed work is going to take place. If this address is the same as the current mailing address check the box  *Same As Above*. If the proposed construction is for a new house or business, check the box  *To be assigned by the Planning Department*. *The address for a new structure is assigned based on where your driveway intersects the County Road. Therefore, you will need to provide us with the distance of the centerline of your driveway from a side lot line.*

**CIVIL TOWNSHIP:** Name of the township where the subject property is located. Example: Lake, Lewis, York, Center, etc.

**LEGAL DESCRIPTION:** Legal description of the subject property, which can be taken from your tax statement or the deed for the property. Check the box  *Per Attachment* and include a copy of the deed with the application if the legal description is lengthy.

**PARCEL NUMBER:** The Parcel Number for your property can be taken off of your tax statement.

**FLOODPLAIN INFORMATION:** This data can be furnished to you by the Planning Office. If your property is located in a Zone A, the Floodplain or Floodway, you will be required to have the upper terminal casing of the well at least 12 inches above established grade, pump house floor, or the 100-year flood level, whichever is higher. An Elevation Certificate will be required for the Floodplain/Floodway area.

### **PROPOSED WELL:**

**Use:** Select the appropriate code using Table A on the permit application.

**Status:** Select appropriate code using Table B on the permit application.

**Estimated Depth:** Denote estimated depth of the well. The well driller should be able to give you this information.

### **EXISTING WELL:**

**Use:** Select the appropriate code using Table A on the permit application.

**Status:** Select appropriate code using Table B on the permit application.

**Depth:** Denote depth of the well, if known, or if not known, the estimated depth.

**Date of Construction:** Denote, to the best of your knowledge, what date (month/year) the existing well was constructed.

HOW FAR AWAY FROM POTENTIALS OF SOURCES OF CONTAMINATION MUST MY WELL BE? Sources of Contamination	Minimum Lateral Distance (Feet) Shallow Well	Minimum Lateral Distance (Feet) Deep Well
Formed manure storage structure, confinement building, feedlot solids settling facility, open feed lot	200'	100'
Public Water Supply Well	400'	200'
Earthen manure storage basin, runoff control basins and an aerobic lagoons	1,000'	1,000'
Domestic wastewater lagoons	400'	400'
Sanitary landfills	1,000'	1,000'
Preparation or storage areas for spray materials, commercial fertilizers or chemicals that may result in groundwater contamination	100'	100'
Drainage wells	1,000'	1,000'
Conforming wells	10'	10'
Nonconforming wells	100'	100'
Soil absorption field, any sewage treatment system with an open discharge, pit privy or septic tank discharge line	100'	100'
Septic Tank, concrete vault privy, sewer of tightly joined tile or equivalent material, sewer-connected foundation drain or sewers under pressure	50'	50'
Sewer of cast iron with leaded or mechanical joints, sewer of plastic pipe with glued or compression joints, independent clear water drains, cisterns, well pits, or pump house floor drains	10'	10'
Hydrants	10'	10'
Property lines	4'	4'
Liquid hydrocarbon storage tanks	100'	100'
Ditches, streams, ponds or lakes	25'	25'

### ATTACHMENTS

- A. Site Plan: See Example. You will need to draw, on a separate sheet of paper, a site plan, drawn to scale. The scale should be either 1"=10', 1"=20', 1"=30', 1"=40', 1"=50' or 1"=60. The example in this packet shows the type of information that needs to be included on the map.
- B. Site Plan Check List: Complete the attached site plan check list and make sure that the information requested is shown on your site plan, unless you have marked "None exists on Site" box
- C. Agreement to Properly Plug an Abandoned Private Water Well: This form must be completed. Understand the terms of the Agreement and discuss the Plugging arrangements with your Well Driller.
- D. Floodplain Elevation Certificate: If your property is located in the Floodplain you will be required to elevate your well head 1' above the Base Flood Elevation. You will need to contact a land surveyor to have them prepare the Elevation Certificate.
- E/F. Filing Fee for Well Permit only: \$210.00 payable to Pottawattamie County Treasurer and \$25.00 payable to IDNR for state well permit
- G. City of Council Bluffs Well Approval if the property is located in the City of Council Bluffs.

### SIGNATURES

**IOWA CERTIFIED WELL DRILLER'S CERTIFICATION OF SITE EVALUATION**: The well driller is required to conduct a site evaluation of this property prior to the applications being submitted. That contractor must sign and acknowledge that they have viewed the site and agree with the proposed site development plan. If in the development of the site, contractors are changed, you will need to notify this Office and that contractor will need to likewise acknowledge that they agree with the proposed site development plan. Any and all changes to the site development plan after permits are issued shall be given in writing to this Office. In conducting a site evaluation for a well permit, *consideration shall be given, but not be limited, to the impact of the following: topography; drainage ways; terraces; floodplain; location of property lines; location of easements; buried utilities; existing and proposed tile lines; existing, proposed and abandoned water wells.* **YOUR IOWA CERTIFIED WELL DRILLER MUST SIGN THIS SECTION.**

**PROPERTY OWNER'S SIGNATURE**: Sign and date the application.

### WHEN CAN I EXPECT TO RECEIVE MY PERMIT?

Once the application has been properly filed with the Office of Planning and Development, 223 South 6th Street, Council Bluffs, Iowa, it will be reviewed by the Planning Director. If everything is found to be in order and to comply with regulations of the appropriate ordinance, a permit will be issued within approximately seven (7) to ten (10) working days.

### WHAT OTHER PERMITS DO I NEED?

**Entrance Permit:** If a new entrance is required you must contact the appropriate authorities. For entrance permits along a county road, contact the County Engineer (328-5608). For entrance permits along a state highway contact the Iowa Department of Transportation (323-6125).

**Geothermal Well Permit:** See Geothermal Well Permit Application #302.

**Dewatering Well Permit:** See Dewatering Well Permit Application #303.

**Water Withdrawal Permit:** **This permit to construct a private water well has been granted pursuant to the provisions of Chapter 5B, Pottawattamie County, Iowa, Code and is further subject to the general permit conditions within this permit. This is not a water withdrawal permit. Applicants who may need to withdraw more than 25,000 gallons per day from any source or combination of sources MUST apply to the Iowa Department of Natural Resources (712)243-1934 for a water withdrawal permit.**

**NOTE:** The data contained in this document is for reference purposes only. For the specific regulations, you should refer to the Pottawattamie County, Iowa, Code. Data contained in this document is subject to change without further notice to recipients of this document.

