

# FORM #303 INSTRUCTIONS

## POTTAWATTAMIE COUNTY, IOWA APPLICATION FOR DEWATERING WELL PERMIT INSTRUCTIONS

Office of Planning and Development (712) 328-5792

### PERMITS BEING APPLIED FOR

THIS PERMIT PACKET CONTAINS AN APPLICATION FOR DEWATERING WELL(S). "Water Well" is defined as an excavation that is drilled, cored, bored, augered, washed, driven, dug, jetted, or otherwise constructed for the purpose of exploring for groundwater, monitoring groundwater, utilizing the geothermal properties of the ground, or extracting water from or injecting water into the aquifer. Water well does not include an open ditch or drain tiles or an excavation made for obtaining or prospecting for oil, natural gas, minerals, or products mined or quarried.

Examples of private water wells requiring well construction permits include, but are not limited to: domestic wells, livestock wells, irrigation wells, recreational-use wells, monitoring wells, heat pump wells, industrial wells, and dewatering wells, except that dewatering wells shall be exempt from the construction standards of 567—Chapter 49 (nonpublic water wells).

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

**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. Note: 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.

**PROJECT OWNER:** Name, current mailing address, current email address and current telephone number 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 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 or check  NA.

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

**LEGAL DESCRIPTION OR PROJECT 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. If this is for a project and not on a specific parcel, describe the project.

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

### 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. **Filing Fee for Well Permit only:** \$210.00 payable to Pottawattamie County Treasurer and \$25.00 payable to IDNR for state well permit
- C. **Agreement to Properly Plug an Abandoned Private Water Well:** Complete the form as indicated.
- D. **Council Bluffs City Well approval** if the property is located in 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.**

**PROJECT 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.

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.

