INSTRUCTIONS FOR COMPLETING MONITORING WELL PERMIT APPLICATIONS

Submit one (1) original of the application package, including site maps, with the required fee to the Monitoring Well Permit Desk, Department of Environmental Health, Site Assessment and Mitigation Program (SAM) at 5500 Overland Ave., Suite 110, San Diego, CA 92123 or mail the application package to P. O. Box 129261, San Diego, CA 92112-9261. All accompanying documentation must be included in the application package. Information in addition to that presented in the application package may be needed in order to obtain final approval. Any application that is missing information or documents may be returned to the submitter as incomplete. Allow ten business days for processing. **Checks should be made payable to the County of San Diego.**

PLEASE PROVIDE ALL INFORMATION AS REQUIRED ON THE APPLICATION FORM

PART A: Responsible Party – the person, persons or company who contracts to have the proposed work done.

PART B: Site Assessment Project -- If there is a Site Assessment and Mitigation (SAM) case (open or closed), please provide the Establishment Number and release number. EXAMPLE: H00011-002.

PART C: Consulting Firm -- Well design, logging and construction and soil borings must be supervised by a Geologist, Engineering Geologist or Civil Engineer who is registered or certified by the State of California. A Geologist or Engineer is not required on the application for a well destruction permit.

PART D: Drilling Company -- Well driller must have an active C-57 License and current $7,500 bond with the County.

PART E: Proposed Construction -- Provide all requested data concerning the proposed construction/destruction of wells and/or drilling of borings. You may include additional construction diagrams. Be sure that the registered professional and the authorized person for the drilling company have both signed the application. Applications for well destructions must include the well construction diagrams.

PART F: Site Location -- Space is provided on the application for more than one site. If your application includes more than one parcel, the sites must be adjacent to one another or located within the same block. Please provide the correct Assessor's Parcel Number (APN) and owner information for each property. You can verify the parcel number by accessing the Internet SANGIS site at: http://laguna.sangis.org/SangisInteractive/viewer/viewer.asp or by calling the Assessor's Office at (619) 236-3771. If the property in question is undeveloped or otherwise difficult to identify, the Mapping Division of the Assessor's office may be able to assist you. Their phone number is (619) 531-5588. In addition, if the work is to be done in the public right-of-way or other location that has no assessor's parcel identification, use the APN of the adjacent property closest to your proposed drilling location.

Military Sites: Some bases are divided into "areas". Since the bases are so large, please include only one "area" per application in addition to the parcel number. If you are in doubt about how a military site is designated, please check first with your military contact person. If it is still not clear how to proceed, call our office and we will help you.

PART G: Fees -- Please use the fee table included in the application, on page three, to compute the appropriate fees for your project. If you are in doubt, please contact the Monitoring Well Permit Desk (619 338-2339) for assistance

PART H: Questions: Provide full and accurate answers to all applicable questions. If you are requesting a variance for well constructions and/or destructions, be sure to answer "yes" to Question #9 or #10 and provide a detailed description of your variance proposal.

REQUIRED SUPPORTING DOCUMENTS:

Site Maps: All applications must include a site map to scale giving location of property lines, existing improvements such as structures, underground tanks, underground utilities, underground piping, and the existing and proposed monitoring and/or observation wells. If you propose to drill on more than one property, please identify the properties with their correct APN's. Please be sure the site map also shows the streets bounding your site property. Sometimes you can do it all with just one map and other times it may require one site-specific map and one more general area map. If you are in doubt, ask yourself: "If I were unfamiliar with this site/area, would I be able to locate the property and the wells using this map?"

Traffic Control Permits and Encroachment/Excavation Permits: If your proposed work will be located in a public right-of-way that requires permits from the city in which the work is being done, you must include a copy of the appropriate application(s) those permits with your application package.

Property Owner Consent (POC): This document, completed and signed by the property owner[1], must accompany all applications **except** work proposed for open on-site LOP/SAM cases, Military property or Caltrans property.