

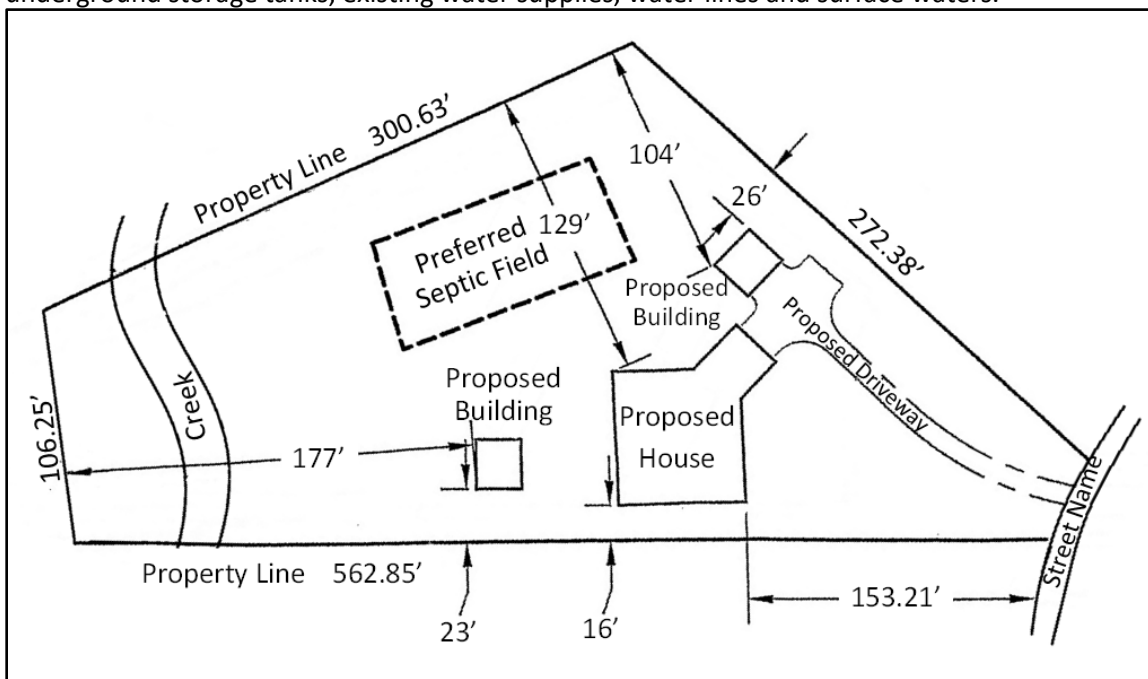
# Applicant Instructions for Well Permit Approval Process

In order to make the best use of your time and to assist the staff in completing applications quickly we ask that the items provided below be completed prior to visit. By completing these items it reduces the time on site and the need for return visits. We appreciate your cooperation.

**\*\* Please be advised that a revisit fee of \$50.00 may be assessed if site visit is made and items are not completed.**

1.  I have completed the "Application for Well Permit"
2.  I have provided a survey plat or site plan of the property (with dimensions). This plat or site plan **MUST** include property lines with dimensions, the location of the proposed residence, addition/expansion to existing or commercial facility, any appurtenances (for example: detached garage, driveway, storage building(s), barn, swimming pool, pond or special landscaping features), preferred site for wastewater disposal system and any burial sites, underground storage tanks, existing water supplies, water lines and surface waters.

**Example Site Plan**  
 Minimum Site Plan Size  
 8 ½ by 11 inches



3.  I have marked all property corners and boundaries.
4.  I have located all wells, springs, and surface waters on the property or within 50 feet of the property. I have staked all proposed structures in their exact location on the site, including driveway.
5.  I have cleared undergrowth on the property to the point that there is visibility for at least 50 feet from any one location.
6.  I understand that no grading shall be performed before issuance of permit.
7.  I understand that if above items are not completed, and a site visit is made, **I may be assessed a re-visit fee and delays will occur.**

I agree to complete the requirements listed above and have the property prepared for a soil/site evaluation, prior to the evaluation being conducted.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Application Fees:**

Well Permt: \$480.00

Additional site visit: \$50.00



**Environmental Health**

500 N. Main Street  
Suite #47  
Monroe, NC 28112

T. 704.283.3553  
unioncountyeh@unioncountync.gov  
[www.unioncountync.gov](http://www.unioncountync.gov)

### Authorization to Act as Agent for Owner

Any application /document/permit requiring a signature must be signed by the property owner or their authorized agent. This form shall be provided by the owner to allow specified individuals to act as agent for the owner. This form also allows the specified individuals to sign or receive any application/document/permit on behalf of the owner and allows the authorized agent to make decisions on behalf of the owner pertaining to modifications of permits in the field. It is the responsibility of the owner to assure that any and all permit conditions stated on permits issued by this Division are followed.

I, \_\_\_\_\_, am the legal owner of the property located at \_\_\_\_\_ (address, subdivision and lot #). The tax parcel identification number(s) is \_\_\_\_\_, located in Union County, North Carolina.

I do hereby authorize \_\_\_\_\_ (print agent and company name, if applicable), to act as an agent on my behalf in applying for/signing/obtaining any of the documents associated with Union County Environmental Health services.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Date





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**Application Type:**

- New Drinking Water Well
- Well Repair (no fee)
- Well Abandonment
- Well Camera Request

**IF THE INFORMATION IN THE APPLICATION FOR A WELL PERMIT IS FALSIFIED, CHANGED, OR THE SITE IS ALTERED, THE WELL PERMIT TO CONSTRUCT SHALL BECOME INVALID. A well permit is valid for 5 years (60 months).**

Applicant Name: _____	Property Owner: _____
Mailing Address: _____	Address: _____
Phone: (h) _____, (w) _____	Phone: (h) _____, (w) _____
Email: _____	Email: _____

**Property Information:** Date originally deeded & recorded: \_\_\_\_\_

Tax Code: \_\_\_\_\_ Lot Size: \_\_\_\_\_ Street/Road Name: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Section/Phase: \_\_\_\_\_ Lot #: \_\_\_\_\_

Directions: \_\_\_\_\_

**Development Information:**

Residential   
  Farm   
  Shared Well (Number of connections \_\_\_\_\_)   
  Commercial   
  Other

**Well-Use Specifications:**

Maximum number of Occupants: \_\_\_\_\_

Waste Disposal Type: Public Sewer  Yes  No      Septic System  Yes  No

If Septic System, Construction Authorization Permit #: \_\_\_\_\_

Location of existing septic system or municipal sewer line: \_\_\_\_\_

1. Are there any current or pending restrictions regarding groundwater use as specified in N.C.G.S. 87-88(a) for this property?  Yes  No
2. Is the design capacity of the well or well system 100,000 gallons or greater per day?  Yes  No
3. Have any variances been issued for this property regarding well construction or location?  Yes  No
4. Are there any existing septic systems (surface or subsurface) located on this property?  Yes  No
5. Are there easements or rights of way on this property?  Yes  No
6. Are there existing wells, springs or water lines on this property?  Yes  No
7. Are there any surface water bodies or designated wetlands on this property?  Yes  No
8. Are there any above ground or below ground chemical or petroleum storage tanks on this property?  Yes  No
9. Are there any known landfills within 500 feet or waste storage sites within 100 feet of this property?  Yes  No
10. Is there any known underground contamination of this property?  Yes  No
11. Are there any areas (on or adjacent to this property) that are used for industrial or municipal sludge spreading or as wastewater-irrigation sites?  Yes  No



**Terms & Conditions:**

**Important: Site Plan Required:** This application must be accompanied by a surveyed plat or site plan of the property, which includes: property boundaries and dimensions, all easements, (including utility easements), all structures or proposed structures, (including but not limited to: a residence, decks, porches, pools, driveways, and outbuildings). Tie structures to two property lines by measurements. The site plan shall also include other known or proposed potential sources of ground water contamination such as: existing or proposed wastewater systems, existing or proposed wells, springs, any surface waters or designated wetlands, chemical or petroleum storage tanks above or below ground, known underground contamination, known chemical or petroleum spills, and any other characteristics or activities on the property or adjacent properties that could impact groundwater quality or suitability of the site for well construction.

The applicant is responsible for identifying the property by marking the property lines and corners. The applicant is responsible for making the site accessible.

By signing this application, the applicant signifies that they understand the terms and conditions and that permission is granted for Union County Environmental Health representatives to perform required site evaluations.

\_\_\_\_\_  
Property owner or Legal Representative signature (required)

\_\_\_\_\_  
Date