



## **MONITORING WELL PERMIT APPLICATION PROCEDURES**

The following procedures are for Monitoring Well Construction or Destruction permits. **Allow seven (7) working days (from delivery to this office) for the application to be processed.**

1. One application per monitoring well must be completed.

*Faxed copies shall not be accepted.*

2. The physical address of the work site must be complete: street number, street name, city and zip code.
3. The **Assessors Parcel Number (APN)** must be included for each parcel where a monitoring well will be installed. **The application will not be processed without this number.**
  - If monitoring wells are placed on city or county property or if they are to be located on adjacent properties, then appropriate APN's must be noted on each separate Monitoring Well application.
  - Signatures of all property owners for each APN shall be provided on each Monitoring Well application. Agents for the property owner may sign the applications, if a written agreement exist. A copy of this agreement must accompany the application. **An encroachment permit from a municipality will be acceptable in lieu of a property owner signature.**
4. Owner, consultant, and drilling contractor information must be complete: street name, city, state and zip code. Phone number is to be included. If the facility address is different, the mailing address should be included.
5. Drilling contractor's C-57 license number.
6. A single site map must be included, showing the location of all proposed Monitoring Wells on each parcel.
7. A permit fee for construction or destruction of **each** Monitoring Well must be included. \*
8. Sign and submit the "Contamination Reporting Procedure" form.
9. Fill out and submit a "Site Safety Plan" for the referenced site (must include map and directions to the nearest hospital).

**\*The installation of Monitoring Wells for Site Investigations, at known or potentially contaminated sites (i.e. UST facility), requires the completion of a "Work Plan Review" application. The application is to be accompanied with the appropriate fee (Please see current fee schedule).**



**Upon receipt of the requested information, a Monitoring Well Construction or Destruction permit will be issued.**

Any questions can be directed to the Hazardous Materials Management Services of the Monterey County Environmental Health Bureau at the following offices:

*Salinas-* 1270 Natividad Road, Salinas, CA 93906 (831) 755-4511

*South County-* 620 Broadway, Ste. N., King City, CA 93930 - (831) 386-6899

<http://www.mtyhd.org>