PROCEDURES FOR OBTAINING A WELL PERMIT

1. An **accurate** and **complete** application for a well permit must be submitted along with the appropriate fee.

2. Three copies of a site plan must be submitted with the application (5 copies if also applying for a septic permit). The site plan must be legible and dimensioned (a scale of 1 inch = 20, 30 or 40 feet is preferred). The following must be shown on the site plan:

   - Property boundaries
   - Abutting streets and road right-of-ways
   - Location and dimensions of easements
   - Location of existing building(s), driveway(s), etc.
   - Location and dimensions of proposed buildings(s), driveway(s), pond(s), etc.
   - Location of wells (existing and proposed) on this and adjoining properties
   - Location of underground and overhead utilities (existing and proposed)
   - Any other physical features which may be pertinent

3. The property tax I.D. and legal description and/or survey shall be submitted with the application.

   **Upon receipt of this information, this department can proceed to process your permit application.**