

# OWRD Exempt Use Well Mapping Tool Help

Effective July 23, 2009 land owners are required to record their well with Oregon Water Resources Department (OWRD) within 30 days after the well is completed (ORS 537.545). By providing more accurate locations of these wells, OWRD will be able to evaluate Groundwater supplies, conduct groundwater studies and carry out groundwater monitoring. It also benefits local governments for planning purposes and benefits landowners in having more accurate information recorded with OWRD about their well.

The OWRD Exempt Use Well Mapping Tool is designed to meet this requirement by providing the landowner with an on-line mapping tool that can submit the map directly to OWRD Technical support for the on-line mapping tool is available daily at 503-986-0861

## Getting Started

To get started, you will need your "Well Label Number". You should receive a metal tag for your well head from your well driller. (Figure 1). You may also find your Well Label number on your Well Log in the upper right hand corner.



Figure 1: Well Label

## 1. Find Well Record

The OWRD mapping tool is available at [http://apps.wrd.state.or.us/apps/gw/exempt\\_use\\_map/](http://apps.wrd.state.or.us/apps/gw/exempt_use_map/). To begin the process of mapping your Exempt Use well click the "Start" button on the opening mapping tool page as shown below in (Figure 2).

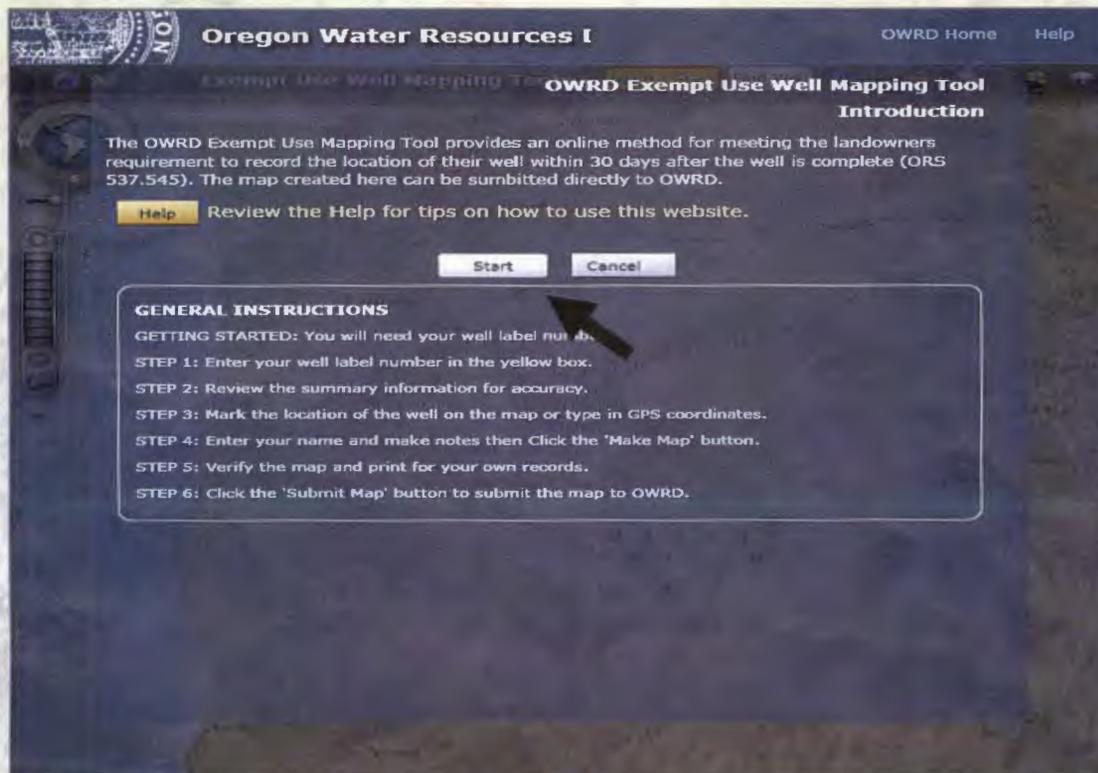


Figure 2: Well Mapping Tool Opening Page

1. Enter your Well Label number in the yellow box and click the "Find Well" button. (Figure 3)



Figure 3 : Information Box

2. Review the provided information in the "Exempt Use Well Summary" box. If the information contained in the box is correct click the yellow "Yes" box and proceed.



Figure 4

If the information is not correct, call the Exempt Use Well Program Coordinator at 503-986-0861

3. Click the "Find Well" button again. This action will zoom you into the correct Township, Range, Section and Quarter/Quarter ( i.e. SENW, NWNE, etc) where your property is located. You may use the "Zoom" bar on the left hand side of the screen to further zoom in on your property. (Figure 5)



Figure 5

4. Once you have located your property, click on the "Click Icon and Draw on Map" box. (Figure 6)

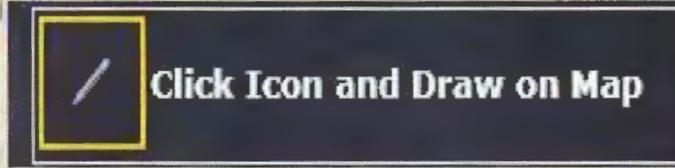


Figure 6

5. After clicking on the box above, drag your cursor to the correct spot on the map where your well is located and click. This action will cause a red marker to appear locating your well with the well label number. (Figure 7)



Figure 7

5a. Alternately, if you have GPS coordinates for your well location, you may enter those in the "Decimal Degrees" box (example Latitude 45.01234, Longitude -121.5321). After entering the coordinates click "Mark Point" button and the program will automatically mark the well on the map using the same red marker and number as shown above. (Figure 8)

Type in GPS Decimal Degrees:

GPS Latitude:  [Converter](#)

GPS Longitude:

Figure 8

6. Once you have marked your Exempt Use well on the map you need to enter your name in the "Submitted by" box, enter any information you'd like the Department to know about the well in the "Special Notes" field and click the "Make Map" button. (Figure 9)

3) Fill in the form and Make a Map.

Submitted by: \*

Address of Well:

Special Notes:

Figure 9

7. After clicking the "Make Map" button, a map showing your property and well location will appear. Near the top, right-hand corner of the map are three buttons, marked "Print", "Submit" and "Close. Print a copy of the map for your records, click the "Submit Map" button to electronically send a copy of the map to OWRD and click the "Close" button to exit the program. (Figure 10).

**STATE OF OREGON  
EXEMPT USE WELL MAP**  
(as required by ORS 537.545 & OAR 690.190)  
This map is supplemental to the WATER SUPPLY WELL REPORT

**Oregon Water Resources Department**  
725 Summer St NE, Salem, OR 97301  
(503)986-0900

**LOCATION OF WELL**

Latitude: 45.45460005  
Longitude: -122.99670619  
Datum: WGS84  
Township/Range/Section/Quarter-Quarter Section:  
WM 1.00S 3.00W 25 NWSE  
Address of Well:  
██████████

Well Label: L18225  
Well Log: WASH 52674  
Printed: Apr 27, 2012

DISCLAIMER: This map is intended to represent the approximate location of the exempt use well provided by the land owner. It is not intended to be construed as survey accurate in any manner.

Figure 10