



Dear Landowner:

A Landowner's Well Permit and Bond allows you to construct, alter, or abandon a water supply well on property you own. If more than one well is to be constructed, please provide an application, bond, and fee for each well to be constructed. Be advised that ***only the owner of record, a member of the immediate family of the owner of record, or a full-time employee of the owner of record (whose main duties are other than the construction of wells), may construct a well under a landowner's permit.***

To apply for a Landowner's Well Permit, please complete the attached Landowner's Well Permit application packet. Within the application packet is a landowner's permit surety bond; please contact your homeowner's insurance agent for assistance with the bond. If your insurance agent is unable to provide the bond, please contact the Department at (971) 287-8305, as other bonding agent options may be available. All landowner bonds should name the landowner as principal; a business name may not be used. The Special Standards Request form may or may not need to be completed. Please consult the last page of the application to see if this applies to you. If you have questions regarding the Special Standards Request form, please contact Ryan Pillsbury, Well Construction Program Coordinator, at 971-493-2012 or Ryan.C.Pillsbury@water.oregon.gov

Fees related to the Landowner Permit and Bond:

- Permit Fee = \$550
- Start Card Fee = \$490 → Due after permit is issued
- Groundwater Recording Fee = \$300 → Due after well is completed

The permit is valid for six months from the date of issuance. If the permit expires before you complete the work, you may reapply for a new permit. Bonds are typically valid for about one year and shall be maintained through the construction of the well. All work performed must be in compliance with Oregon's Administrative Rules for Water Supply Well Construction and Maintenance (OAR 690-200 to 690-230).

If you have questions related to the completion of the Landowner's Well Permit application, please contact Buffy Madrigal-Adams, Well Licensing & Compliance Specialist, at (971) 287-8305 or Buffy.M.Madrigal-Adams@water.oregon.gov

Enclosures: Landowner's Well Permit Application Form
Frequently Asked Questions (FAQs)
Landowner's Water Well Bond Form
Special Standards Request Form
Paper Submittal Request Form



Oregon Water Resources
Department
725 Summer Street NE, Suite A
Salem Oregon, 97301-1266
(503) 986-0900
www.oregon.gov/OWRD

Landowner's Well Permit Application

Landowner Information

Name(s):

Mailing Address:

City:

State:

Zip:

Phone #:

Email Address:

Proposed Well Location *If a situs has not been assigned, please describe using landmarks, mileposts, etc.*

Situs Address:

City:

Zip:

Township:

Range:

Section:

¼ of the

¼

County:

Tax Lot #:

Tax Map #:

Enclose:

- a completed \$10,000 landowner's bond or irrevocable letter of credit,
- a \$550.00 permit fee (check or money order made payable to OWRD),
- a completed well design,
- to expedite the process you may include proof of ownership of the property on which the well is to be constructed.

I hereby certify that I (we) am (are) the legal owner(s) of the property on which the proposed well is to be constructed.

Signature of Applicant(s)

Date

Signature of Applicants(s)

Date

Return to: Oregon Water Resources Department
Attn: Well Construction Section
725 Summer St NE, Suite A
Salem OR 97301-1266

Well Design



Proposed GPS Location of Well:

Lat _____ ° _____ ' _____ " or _____ DMS or DD

Long _____ ° _____ ' _____ " or _____ DMS or DD

Proposed Use of Well:

Please specify if other:

Proposed Depth of Well:

Casing Type:

6, 8, or 10-inch diameter steel (0.25 Wall Thickness) *

PVC type 1120 SDR 21 (class 200) **

PVC type 1220 SDR 26 (class 160) **

Buried slab type casing (OAR 690-210-0420(1))

Surface Curbing (OAR 690-210-420)

Other (specify) _____

Casing Diameter:

6-inch

8-inch

10-inch

Other (specify) _____

Annular Seal Material:

Cement Grout (OAR 690-210-0310) ***

Concrete (OAR 690-210-0315) ***

Bentonite (OAR 690-210-0330) ****

Other (specify) _____



Annular Space:

2-inch

4-inch

Other (specify) _____

8-inch

Depth of Annular Seal:

18 feet

Within 3 feet of bottom of well

Other (specify) _____

Type of Work:

New Construction

Alteration/Repair

Deepening

Permanent Abandonment

Drill Method:

Air Rotary

Auger

Cable Tool

Hand Tools

Backhoe

Excavator

Other (specify) _____

Checking "Other" will likely require an approved Special Standards request. See OAR 690-200-0021.

An annular space (space between the drillhole wall and the outer well casing) of 4-inches or greater is required when constructing a dug well. See OAR 690-210-0420. An approved Special Standards request is required for an annular space of 2-inches in a dug well.

* Other specifications for wall thickness may apply depending on depth of well and diameter of well casing. See table 210-1 or 210-2 in the Oregon administration Rules (OAR).

** Other specifications may apply. See OAR 690-210-0210.

***Placement of cement grout and concrete are referenced in OAR 690-210-0320.

**** Placement of un-hydrated bentonite is referenced in OAR 690-210-0340.

Frequently Asked Questions: Landowner Permit

How do I obtain the required \$10,000 surety bond?

Surety bonds are available from many bond and insurance companies at varying prices. Call your insurance agent for assistance.

Why do I need a surety bond?

Surety bonds are required to protect the public; they guarantee obligations will be fulfilled. In the case of well construction, this means constructing a well in such a manner as to keep the groundwater safe for all Oregonians. If the bond guarantee is not fulfilled and damages are caused, a claim can be filed.

I have submitted my landowner permit, \$10,000 surety bond, and \$550 fee, what are the next steps?

- The permit application and bond will be reviewed for completeness by the Well Licensing Specialist.
- The permit application will be reviewed for construction standards by the Well Construction Program Coordinator. If your project requires a Special Standards Request (variance), you will be contacted by the Department to complete and sign a Special Standards form.
- Once construction standards have been evaluated and approved, your permit will be sent, via certified mail, to your mailing address. The permit includes the following:
 - Landowner's Water Well Permit w/ receipt
 - Landowner Constructed Well sheet
 - Approved Special Standards Request- if applicable
 - Well Constructor Notification Form
 - Start Card (notice of new construction)
 - Water Well Report
 - Well ID Label (well tag)
 - Water Well Owner's Handbook

I have received my landowner permit in mail—what do I do now?

- Mail Start Card and **\$490.00** fee to the Salem office. Please include the proposed date of construction, proposed date of seal placement, and proposed global positioning system (GPS) coordinates of well location. The Start Card must be received by the region office not earlier than 60 days and not later than three (3) calendar days (72 hours) before beginning construction, alteration, conversion, or abandonment work on any water supply well.
- Contact your local well inspector to schedule an appointment for staff to be on site during the seal placement. If the seal placement date is not the same day as indicated on the Start Card, please submit a well constructor notification form stating new seal placement date and time. The notification must be received by the region office no later than four (4) hours prior to seal placement.
- Submit a Day of Drilling notification form to the Department on day work is to commence.
- The Water Well Report shall be completed and signed by Department staff and the landowner.
- Once the Well Report has been received, the landowner will receive an invoice from the Department for the **\$300** Recording fee, with the option to pay online.
- The Well Report will be made available to the public on the Department's website.

Can I pay all the fees upfront?

- No. Pay only the \$550 permit fee with the application.

Can I pay the \$550 permit fee online/pay over the phone with a credit/debit card?

- No. Payment can only be accepted via check or money order.

What if the proposed seal placement date changes?

- Submit a Well Constructor Notification form indicating the new date and time of seal placement. The Department must be notified a minimum of four hours prior to the placement of the seal.

Well Construction Standards: Landowner Permit

Wells constructed under a Landowner's Permit and Bond are required to adhere to the same construction standards as Oregon Licensed, bonded well constructors. The well shall be constructed in a manner that protects ground water resources as required under Oregon Administrative Rules 690-200 through 690-240.

Setback Requirements (OAR 690-210-0030 Placement of Water Supply Wells)

(1). No Person shall construct a water supply well:

- (a) Within 50 feet of any septic tank; or
- (b) Within 100 feet of a septic drainline or sewage disposal structure or facility; or
- (c) Within 50 feet of a closed sewage or storm drainage system (except those in or underneath a building); or
- (d) Within 50 feet of a confined animal feeding or holding area; or
- (e) Within 50 feet of any animal waste holding area such as a pond or lagoon; or
- (f) Within 100 feet of any sewage sludge disposal area; or
- (g) Within 5 feet from a permanent structure or the roof, eaves, or overhangs of a permanent structure; or
- (h) Within 500 feet of a hazardous waste storage, disposal, or treatment facility without written permission of the Director; or
- (i) Within 25 feet of an underground or aboveground petroleum storage tank that is used for residential purposes; or
- (j) Within 50 feet of an underground or aboveground petroleum storage tank that is used for commercial purposes.

Dug Wells: Dug wells that are 21 feet or less in depth shall be sealed with grout from land surface to within three feet of the bottom of the well. Dug wells greater than 21 feet in depth shall be sealed with grout from land surface to a depth of at least 18 feet below land surface. In all cases a watertight surface curbing shall extend from a minimum of 12 inches above land surface and continue the entire length of the sealed interval.

***Specific site conditions** may require different design and construction procedures than required by the Water Supply Well construction rules. In this event a written Special Standards request must be submitted to the Department detailing the alternate design and how it will protect the groundwater resource. Special Standards approval must be obtained prior to construction of the well.

Please direct all well construction questions to Ryan Pillsbury, Well Construction Program Coordinator, at (971) 493-2012 or Ryan.C.Pillsbury@water.oregon.gov.

Landowner's Water Well Bond

Name of Surety

Bond Number _____

\$10,000

KNOW ALL MEN BY THESE PRESENT, that We, _____

(Landowner's Name)

As PRINCIPAL, and _____, a surety company duly licensed by and authorized to do business in the State of Oregon, as SURETY are held and firmly bound unto the STATE of OREGON, in the penal sum of ...TEN THOUSAND and no/100 dollars (\$10,000)... Lawful money of the United States of America, for the payment of which, well and truly to be made, we do jointly and severally bind ourselves, our heirs, executors, administrators, successors, or assigns.

WHEREAS, the Principal as landowner has applied to the Water Resources Commission for a Landowner's Water Well Permit under the provisions of ORS 537.505 to 537.795 and is required by these provisions to furnish a bond; and;

WHEREAS, the Principal hereby promises to comply with all the provisions of ORS 537.505 to 537.795 and to all rules and standards of water well construction, alteration, and abandonment that are prescribed by the Water Resources Commission by rule or order;

THE CONDITIONS of this BOND are such, that if said Principal, as landowner shall construct, alter, or abandon water wells in compliance with the provisions of ORS 537.505 to 537.795 that are applicable to such construction, alteration, or abandonment, and to the rules and standards of water well construction, alteration, or abandonment that are prescribed by the Water Resources Commission by rule or order, then this obligation shall be void; otherwise to remain in full force and effect.

IT IS FURTHER PROVIDED that the Water Resources Commission or any person injured by a failure of the Principal to comply with the provisions of this bond has a right of action on this bond. The Water Resources Department shall notify the Principal of the alleged violation(s) of statute, rule, or order. Action against the bond shall be initiated within 3 years of the date the Water Well Report is received by the Water Resources Department.

The amount requested from this bond shall be the cost to bring the well into compliance, and may not exceed the amount of the bond.

THIS BOND shall become effective on the _____ day of _____, and shall remain in effect until the surety is released from liability by the Water Resources Commission, or until this bond is canceled by the surety. The surety may cancel this bond and be relieved of further liability hereunder by giving 30 days' written notice to the Principal and to the Water Resources Commission. The cancellation procedures for this bond are provided under Oregon's Insurance Laws (ORS 742.366).

IN WITNESS WHEREOF we have set our hands and seal this _____ day of _____, 20____.

Principal (signature)

Surety

Attorney-in-fact

Address of Principal

(Seal)

Address of Surety

Lnd-wwbnd 5/2022

Telephone Number of Surety



Oregon Water Resources Department
725 Summer Street NE, Suite A
Salem, OR 97301-1266
(503) 986-0900
(503) 986-0902 Fax
wrd_dl_wcc@water.oregon.gov

Special Standards

Request Form

REQUEST FOR WRITTEN APPROVAL TO USE CONSTRUCTION METHODS NOT INCLUDED IN OREGON ADMINISTRATIVE RULES 690-200 THROUGH 690-240

Before the request can be considered, this form must be completed. Requests shall be submitted to the Well Construction Program Coordinator, Water Resources Department, 725 Summer Street NE, Suite A, Salem, OR 97301-1266. Requests may also be considered by the Well Construction Section Manager or Well Construction Compliance Coordinator.

Date of request: _____ **Oral approval date (if applicable):** _____

Bonded Well Constructor (name, license #, and mailing address): _____

(1) Location of Well: _____ $\frac{1}{4}$ _____ $\frac{1}{4}$ Tax Lot: _____ Section: _____

Township: _____ Range: _____ County: _____

Latitude: _____ Longitude: _____

(2) Special Standards Number (OWRD Assigned): _____

(3) Start Card Number(s) (for work to be done): _____

(4) Well Label Identification Number (if assigned): _____

(5) Associated Well Report Numbers (if applicable): _____

(6) Name and Address of Landowner: _____

(7) Address of Project/Well Site: _____

(8) Type of Work (New, Deepening, Alteration, Abandonment): _____

(9) Distance to Nearest Septic Tank, Drain Field, Closed Sewage Line, and Closed Storm

Drainage System (if water supply well): _____

(10) The Unusual Site Conditions Which Necessitate this Request: _____

(11) The Proposed Construction Methods the Bonded Well Constructor Believes will be Adequate for this Well (attach additional pages if needed): _____

(12) Attach a Site Map Showing the Relationship of the Well(s) to Any Existing Septic Tank, Drainfield, Closed Sewage Line, and Closed Storm Drainage System if the Request is to Place a Water Supply Well Within the Minimum Setbacks Detailed in OAR 690-210-0030.

(13) If the Request is to Abandon a Monitoring Well In-Place, Then the Most Current Water Quality Analytical Data Must be Provided.

(14) Monitoring Well Special Standard Requests Must Provide Oregon Department of Environmental Quality Site or Facility Identification Number and No Further Action (NFA) Decision (if applicable).

(15) Diagram showing the pertinent features of the proposed well design and construction (attach additional pages if need):

PLEASE NOTE:

- (1) The Well Construction Standards serve to protect ground water resources. By approving and issuing special construction standards, the Oregon Water Resources Department is not representing that a well constructed in accordance with this condition will maintain structural integrity or that it meets engineering standards. The well constructor or landowner is responsible for ensuring that a well is constructed in a manner that protects groundwater resources as required under Oregon Administrative Rules 690-200 through 690-240.
- (2) If it should be determined at some future date that the well, due to its construction, is allowing groundwater contamination, waste or loss of artesian pressure, the undersigned shall return to the site and rectify the problem.
- (3) If oral approval was granted, a written request must be submitted to the Department either within three (3) working days of the date of oral approval or prior to completion of the associated well work. Failure to submit a written request as described above may void prior oral approval.

I have read and understand the above information. I further attest that the information provided is accurate to the best of my knowledge.

Bonded Constructor Signature: _____



Oregon Water Resources Department
725 Summer Street NE, Suite A
Salem Oregon 97301-1266
(503) 986-0900
(503) 986-0902 fax
wrd_dl_wcc@water.oregon.gov

Request to Submit Paper Documents

Oregon Revised Statutes (ORS) 537.762 & 537.765 requires start cards and well reports to be submitted by electronic means unless the Department authorizes a different method of submission. Completion of this form is a single request to submit documents on paper and must be completed prior to *each* start card and/or well report not filed electronically.

Document(s) to be submitted on paper:

Start Card ☐ Well Report ☐ Start Card & Well Report ☐

Please describe the circumstances that prevent you from filing electronically:

Start Card number for work to be done: _____

Location of well:

County: _____ Township: _____ Range: _____ Sec: _____ $\frac{1}{4}$ of the $\frac{1}{4}$ _____ Tax lot: _____

Street address of well: _____

Name and address of landowner: _____

Bonded well constructor name: _____ License#: _____

Bonded well constructor email address: _____

I have read and understand the above information. I further attest that the information provided is accurate to the best of my knowledge.

Bonded Well Constructor Signature: _____ Date: _____

FOR WATER RESOURCES DEPARTMENT USE ONLY

Date Postmarked:	Staff Name and Section:
Date Region Office Rec'd:	Date Hand-Delivered:
Time Region Office Rec'd:	Time Hand-Delivered: