INSTRUCTIONS FOR COMPLETING MONITORING WELL PROGRAM PERMIT APPLICATIONS

Complete and submit one application package to the Monitoring Well Program (MWP). The preferred method of submittal is electronic via the following email: MonitoringWells.DEH@sdcounty.ca.gov. The application package can also be hand delivered to 5500 Overland Avenue, Suite 110, San Diego, CA 92123 or mailed to P.O. Box 129261, San Diego, CA 92112-9261. Any application that is missing information or documents may be returned to the submitter as incomplete. Allow ten business days for processing. **Checks should be made payable to the County of San Diego**.

INFORMATION REQUIRED ON THE APPLICATION FORM

PART A: Responsible Party – The person, persons, or company who contracts the proposed work to be done.

PART B: Site Assessment Project – If there is a Site Assessment and Mitigation (SAM) case (open or closed), please provide the Establishment Number and/or release number. EXAMPLE: H00011-002.

PART C: Consulting Firm – Well design, logging, and construction and soil borings must be supervised by a Geologist, Engineering Geologist, or Civil Engineer who is registered or certified by the State of California. A Geologist's or Engineer's signature is required on all applications, **except** on applications for well destructions.

PART D: Drilling Company – The well driller must have an active C-57 License.

PART E: Proposed Construction – Provide **all** requested data concerning the proposed construction/destruction of wells and/or drilling of borings. You may include additional construction diagrams. The registered professional and the authorized person for the drilling company must both sign the application. Applications for well destructions must include the well construction diagrams.

PART F: Site Location – Provide the correct Assessor's Parcel Number (APN) and owner information for each parcel. If your application includes more than one parcel, the sites must be adjacent to one another or located within the same block. You can verify the APN through the SANGIS site using your internet browser (http://sdgis.sandag.org/) or by calling the Assessor's Office at (619) 236-3771. If the parcel in question is undeveloped or otherwise difficult to identify, the Mapping Division of the Assessor's office may be able to assist you at (619) 531-5588. In addition, if the proposed work is in the public right-of-way or other location that has no parcel identification, use the APN of the property adjacent to your proposed drilling location and clearly note it on the application.

Military Sites: Some military bases are divided into "areas". Since the bases are so large, please include one "area" per application along with the APN. Also, please list nearby building numbers as reference points, when applicable. If you are in doubt about how a military site is designated, please check with your military contact person. If it is still not clear how to proceed, call our office at 858-505-6688.

PART G: Questions – Provide full and accurate answers to all applicable questions. If you are requesting a variance for well constructions and/or destructions, you must answer "yes" to Question #3 and provide a detailed description of your variance proposal.

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REQUIRED SUPPORTING DOCUMENTS:

Site Maps: All applications must include a scaled site map that shows **parcel property lines**, existing improvements such as structures, underground tanks, underground utilities, underground piping, existing monitoring wells, as well as proposed monitoring well (construction/destruction) and/or soil boring locations. If you propose to drill on more than one parcel, please identify the parcels with the correct APNs. The site map must also identify the **streets bounding the site property**.

Traffic Control Permits and Encroachment/Excavation Permits: If the proposed work is located in a public right-of-way, you must include a copy of the traffic control and encroachment/excavation application or permit.

Property Owner Consent (POC): The POC must be completed and signed by the property owner[1] and must accompany all applications. A POC is not required for Military properties or open cleanup cases that are overseen by the Department of Environmental Health, Regional Water Quality Control Board, or Department of Toxic Substances Control.

[1] The property owner may be an individual, several individuals or a company/corporation. If not a private individual(s), the signer must be an officer of the company. A "manager" may not sign for the property owner unless DEH receives written verification that the property owner has authorized this person to sign on his/her behalf.