

PERMITS BEING APPLIED FOR

THIS PERMIT PACKET CONTAINS AN APPLICATION FOR A PRIVATE WATER WELL. A Private water well is defined as "A well that does not supply a public water supply system". A Public Water Supply System is defined as "A system for the provision to the public of piped water for human consumption, if such system has at least 15 service connections or regularly serves an average of at least 25 individuals daily at least 60 days out of the year. The term includes (1) any collection, treatment, storage, and distribution facilities under control of the supplier of water and used primarily in connection with the system, and (2) any collection (including wells) or pretreatment storage facilities not under the control which are used primarily in connection with the system.

UNLESS YOU ARE WANTING TO DRILL A WELL TO DETERMINE IF WATER IS AVAILABLE ON A NEW BUILDING SITE, IF A NEW HOUSE OR BUSINESS IS BEING CONSTRUCTED YOU WILL NEED TO APPLY FOR A BUILDING, SEPTIC AND WELL PERMIT BY COMPLETING A "COMBINED APPLICATION FOR RESIDENTIAL CONSTRUCTION PERMITS or FOR COMMERCIAL CONSTRUCTION PERMITS".

Public Water Well Permits are issued through the Iowa Department of Natural Resources. Contact the IDNR at 712-243-1934.

Please be sure that you want to proceed with this project when you submit your application. The fees that you submit are not refundable once the application is submitted.

WHEN PERMITS ARE READY? Check the appropriate box to indicate how you would like to know when your permits are ready.

PROPERTY OWNER: Name, current mailing address, current email address and current telephone number (**telephone number where the property owner can be reached between 8:00 A.M. & 4:30 P.M.**) of the owner of the property. Please check the appropriate box to tell us the best way to contact the property owner during the day.

WELL DRILLER: Name, State Registration Number, current mailing address, email address and telephone number (**telephone number where the property owner can be reached between 8:00 A.M. & 4:30 P.M.**) of the well driller. Please check the appropriate box to tell us the best way to contact the well driller during the day. The driller can give you his State registration number or you can get it from a list available in the Planning Office. An Iowa State registered driller must drill the well.

PROPERTY INFORMATION

JOB SITE ADDRESS: Address of the property where the proposed work is going to take place. If this address is the same as the current mailing address check the box *Same As Above*. If the proposed construction is for a new house or business, check the box *To be assigned by the Planning Department*. *The address for a new structure is assigned based on where your driveway intersects the County Road. Therefore, you will need to provide us with the distance of the centerline of your driveway from a sidelot line.*

CIVIL TOWNSHIP: Name of the township where the subject property is located. Example: Lake, Lewis, York, Center, etc.

LEGAL DESCRIPTION: Legal description of the subject property, which can be taken from your tax statement or the deed for the property. Check the box *Per Attachment* and include a copy of the deed with the application if the legal description is lengthy.

PARCEL NUMBER: The Parcel Number for your property can be taken off of your tax statement.

FLOODPLAIN INFORMATION: This data can be furnished to you by the Planning Office. If your property is located in a Zone A, the Floodplain or Floodway, you will be required to have the upper terminal casing of the well at least 12 inches above established grade, pump house floor, or the 100-year flood level, whichever is higher.

WELL DRILLER: Name, State Registration Number, current mailing address, email address and telephone number (**telephone number where the property owner can be reached between 8:00 A.M. & 4:30 P.M.**) of the well driller. Please check the appropriate box to tell us the best way to contact the well driller during the day. The driller can give you his State registration number or you can get it from a list available in the Planning Office. An Iowa State registered driller must drill the well.

PROPOSED WELL:

Use: Select the appropriate code using Table A, Section D on the permit application.

Status: Select appropriate code using Table B, Section D on the permit application.

Estimated Depth: Denote estimated depth of the well. The well driller should be able to give you this information.

NOTE: *If you are installing a Geothermal System, you will also need to complete the Geo-Thermal Permit application (mechanical permit). Also, if you are installing a vertical geothermal system that is less than 20' deep, even though you will not need a well permit you will still a mechanical permit.*

EXISTING WELL:

Use: Select the appropriate code using Table A, Section D on the permit application.

Status: Select appropriate code using Table B, Section D on the permit application.

Depth: Denote depth of the well, if known, or if not known, the estimated depth.

Date of Construction: Denote, to the best of your knowledge, what date (month/year) the existing well was constructed.

HOW FAR AWAY FROM POTENTIALS OF SOURCES OF CONTAMINATION MUST MY WELL BE?	Minimum Lateral Distance (Feet) Shallow Well	Minimum Lateral Distance (Feet) Deep Well
Sources of Contamination		
Formed manure storage structure, confinement building, feedlot solids settling facility, open feed lot	200'	100'
Public Water Supply Well	400'	200'
Earthen manure storage basin, runoff control basins and an aerobic lagoons	1,000'	1,000'
Domestic wastewater lagoons	400'	400'

Sanitary landfills	1,000'	1,000'
Preparation or storage areas for spray materials, commercial fertilizers or chemicals that may result in groundwater contamination	100'	100'
Drainage wells	1,000'	1,000'
Conforming wells	10'	10'
Nonconforming wells	100'	100'
Soil absorption field, any sewage treatment system with an open discharge, pit privy or septic tank discharge line	100'	100'
Septic Tank, concrete vault privy, sewer of tightly joined tile or equivalent material, sewer-connected foundation drain or sewers under pressure	50'	50'
Sewer of cast iron with leaded or mechanical joints, sewer of plastic pipe with glued or compression joints, independent clear water drains, cisterns, well pits, or pump house floor drains	10'	10'
Hydrants	10'	10'
Property lines	4'	4'
Liquid hydrocarbon storage tanks	100'	100'
Ditches, streams, ponds or lakes	25'	25'

ATTACHMENTS

- A. Site Plan: See Example. You will need to draw, on a separate sheet of paper, a site plan, drawn to scale. The scale should be either 1"=10', 1"=20', 1"=30', 1"=40', 1"=50' or 1"=60. The example in this packet shows the type of information that needs to be included on the map.
- B. Site Plan Check List: Complete the attached site plan check list and make sure that the information requested is shown on your site plan, unless you have marked "None exists on Site" box
- C. Filing Fee for Well Permit only: \$210.00 payable to Pottawattamie County Treasurer and \$25.00 payable to IDNR for state well permit
Filing Fee for Geothermal System: Plumbing and Mechanical Permits are broke out in the application forms and are in addition to the above \$210.00 and \$25.00.

SIGNATURES

IOWA REGISTERED WELL DRILLER'S CERTIFICATION OF SITE EVALUATION: The well driller is required to conduct a site evaluation of this property prior to the applications being submitted. That contractor must sign and acknowledge that they have viewed the site and agree with the proposed site development plan. If in the development of the site, contractors are changed, you will need to notify this Office and that contractor will need to likewise acknowledge that they agree with the proposed site development plan. Any and all changes to the site development plan after permits are issued shall be given in writing to this Office. In conducting a site evaluation for a well permit, *consideration shall be given, but not be limited, to the impact of the following: topography; drainage ways; terraces; floodplain; location of property lines; location of easements; buried utilities; existing and proposed tile lines; existing, proposed and abandoned water wells.* **YOUR IOWA REGISTERED WELL DRILLER MUST SIGN THIS SECTION.**

PROPERTY OWNER'S SIGNATURE: Sign and date the application.

WHEN CAN I EXPECT TO RECEIVE MY PERMIT?

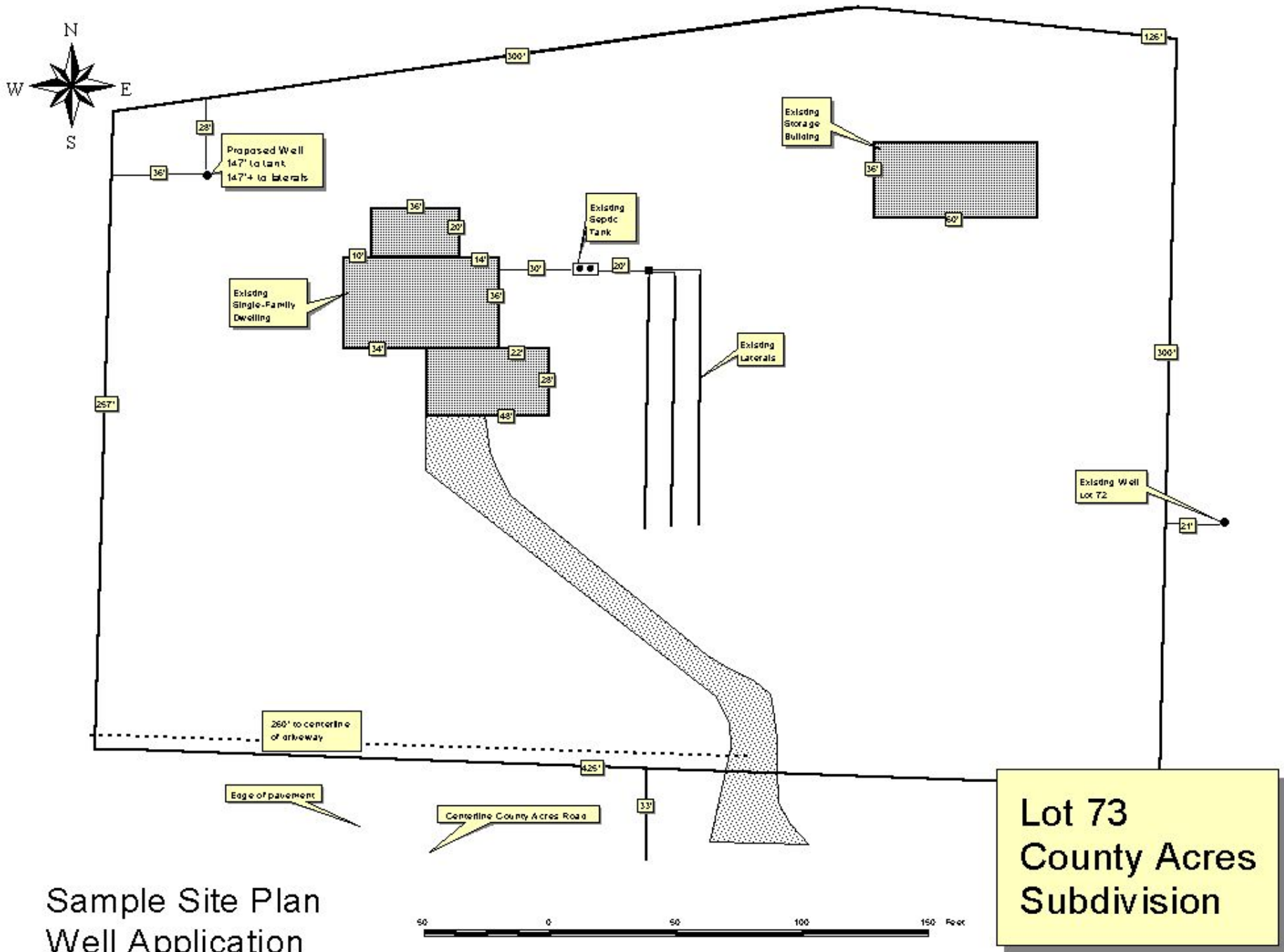
Once the application has been properly filed with the Office of Planning and Development, 223 South 6th Street, Council Bluffs, Iowa, it will be reviewed by the Planning Director. If everything is found to be in order and to comply with regulations of the appropriate ordinance, a permit will be issued within approximately seven (7) to ten (10) working days.

WHAT OTHER PERMITS DO I NEED?

Entrance Permit: If a new entrance is required you must contact the appropriate authorities. For entrance permits along a county road, contact the County Engineer (328-5608). For entrance permits along a state highway contact the Iowa Department of Transportation (323-6125).

Water Withdrawal Permit: **This permit to construct a private water well has been granted pursuant to the provisions of Chapter 5B, Pottawattamie County, Iowa, Code and is further subject to the general permit conditions within this permit. This is not a water withdrawal permit. Applicants who may need to withdraw more than 25,000 gallons per day from any source or combination of sources MUST apply to the Iowa Department of Natural Resources (712)243-1934 for a water withdrawal permit.**

NOTE: The data contained in this document is for reference purposes only. For the specific regulations, you should refer to the Pottawattamie County, Iowa, Code. Data contained in this document is subject to change without further notice to recipients of this document.



POTTAWATTAMIE COUNTY, IOWA APPLICATION FOR WELL PERMIT

		<input type="checkbox"/> Mail them <input type="checkbox"/> Call me <input type="checkbox"/> Call the well driller <input type="checkbox"/> Email me <input type="checkbox"/> Email the well driller			
PROPERTY OWNER	WHEN PERMITS ARE READY				
	Name				
	Mailing Address	Street	City, State, Zip Code		
	Email Address				
	Telephone	Home	Work	Cellular	
	Best way to contact?	<input type="checkbox"/> Email <input type="checkbox"/> Home Telephone <input type="checkbox"/> Work Telephone <input type="checkbox"/> Cellular Telephone			
WELL DRILLER	Name		State Registration #		
	Mailing Address	Street	City, State, Zip Code		
	Email Address				
	Telephone	Home	Work	Cellular	
		Best way to contact?	<input type="checkbox"/> Email <input type="checkbox"/> Home Telephone <input type="checkbox"/> Work Telephone <input type="checkbox"/> Cellular Telephone		
PROPERTY INFORMATION	Job Site Address	<input type="checkbox"/> Same as above #1 <input type="checkbox"/> To be assigned by Planning Dept.			
	Civil Township				
	Legal Description	<input type="checkbox"/> Per Attachment			
	Parcel Number				
	Floodplain Information	Rate Map # 19155C0- <input style="width: 100px; height: 20px;" type="text"/>	Flood Zone <input type="checkbox"/> .2% <input type="checkbox"/> AH* <input type="checkbox"/> A* <input type="checkbox"/> AO* <input type="checkbox"/> AE* <input type="checkbox"/> X.	Floodplain? <input type="checkbox"/> Yes* <input type="checkbox"/> No	Floodway? <input type="checkbox"/> Yes* <input type="checkbox"/> No
*Well head must be located 1' above base flood elevation. Elevation certification required.					
PROPOSED	Well #	Use Code (Table A)	Status Code (Table B)	Estimated Depth	
	#1				
	#2				
	#3				
EXISTING	Well #	Use Code (Table A)	Status Code (Table B)	Depth in Feet	Date Constructed
	#1				
	#2				
	#3				

TABLE A - USE CODE
1---Public Water Supply
2A-Private Water Supply for Existing House
2B-Private Water Supply for New House
3---Irrigation
4---Livestock
5---Commercial
6---To Be Plugged or Sealed
7---Conditioned Air
8---Monitoring Well
9---Agricultural Drainage Well
10-Dewatering Well
11-Injection Well
12-Fire Protection
13-Recreational
14-No Designated Use

TABLE B - STATUS CODE
P-Proposed
1-Existing and In Use
2-Reserve Well/Well is in Good Condition
3-Well in Poor Condition & Disrepair
4-Well to be or is Properly Plugged and Sealed

Wells listed with a Status Code #1 or #2 must conform to well construction standards of Chapter 5B, Pottawattamie County, Iowa, Code.

Wells listed with a Use Code of #6 and a Status Code of #3 or #4 must have an Agreement to Properly Plug an Abandoned Private Water Well submitted with the Application. After being plugged Form #DNR 542-1226 must be filed with the Planning Department. Ask about cost sharing dollars for plugging.

ATTACHMENTS

ATTACHED TO THIS APPLICATION IS THE FOLLOWING DOCUMENTATION AND/OR ATTACHMENTS:

	Attached	NA
A. Site Plan, Drawn to Scale	<input type="checkbox"/>	<input type="checkbox"/>
B. Site Plan Check List	<input type="checkbox"/>	<input type="checkbox"/>
C. Agreement to Properly Plug an Abandoned Private Water Well	<input type="checkbox"/>	<input type="checkbox"/>
D. Floodplain Elevation Certificate	<input type="checkbox"/>	<input type="checkbox"/>
E. Geo-Thermal Permit Application	<input type="checkbox"/>	<input type="checkbox"/>
F. Filing Fee-Checks are to be made payable to "Pottawattamie County Treasurer".	<input type="checkbox"/>	<input type="checkbox"/>

Please make be certain that you want to proceed with this project when you submit your application. The fees that you submit are not refundable once the application is submitted.

SIGNATURES

WELL PERMIT * IOWA REGISTERED WELL DRILLER'S

I CERTIFY THAT AS THE **IOWA REGISTERED WELL DRILLER** TO BE INVOLVED WITH THE CONSTRUCTION OF THE PRIVATE WATER WELL SHOWN ON THE ATTACHED SITE DEVELOPMENT PLAN, THAT I HAVE PERSONALLY BEEN TO THE SITE, REVIEWED THE PROPOSED DEVELOPMENT OF THIS SITE AND ACKNOWLEDGE THAT THE PROPOSED CONSTRUCTION OF THE PRIVATE WATER WELL WILL BE ABLE TO BE ACCOMPLISHED IN ACCORDANCE WITH THE PRIVATE WELL WATER ORDINANCE OF POTTAWATTAMIE COUNTY, IOWA.

Signature of Iowa Registered Well Driller: _____ Date: _____

Type or Print Name: _____

PROPERTY OWNER'S CERTIFICATION

I CERTIFY THAT AS THE **PROPERTY OWNER** OF THE ABOVE-DESCRIBED PROPERTY THAT THE INFORMATION CONTAINED IN THIS APPLICATION AND THE ACCOMPANYING DOCUMENTATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND THAT ALL WORK WILL BE COMPLETED IN ACCORDANCE WITH THE POTTAWATTAMIE COUNTY, IOWA, CODE.

Signature of Property Owner: _____ Date: _____

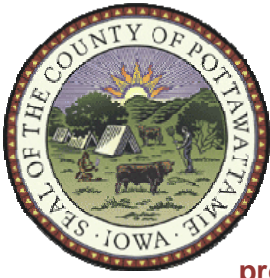
Type or Print Name: _____

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

DO NOT START CONSTRUCTION UNTIL PERMITS ARE RECEIVED IN THE MAIL AND PLACARDS ARE POSTED. FAILURE TO WAIT FOR PERMITS AND POST PLACARDS WILL CAUSE YOU TO HAVE TO PAY AN INVESTIGATION FEE, WHICH IS DOUBLE THAT OF ANY PERMIT FEES YOU PAY. ADDITIONALLY, FAILURE TO OBTAIN PERMITS PRIOR TO STARTING CONSTRUCTION COULD RESULT IN THE ISSUANCE OF A CITATION OF COUNTY INFRACTION. OUR GOAL IS TO HAVE PERMITS OBTAINED PRIOR TO CONSTRUCTION STARTING. PLEASE HELP US ATTAIN THIS GOAL BY APPLYING FOR AND OBTAINING YOUR PERMITS BEFORE STARTING YOUR CONSTRUCTION.

RETURN COMPLETED FORM TO:
 POTTAWATTAMIE COUNTY
 PLANNING AND DEVELOPMENT
 223 SOUTH 6TH STREET
 COUNCIL BLUFFS, IA 51501-4245

IF YOU HAVE ANY QUESTIONS ON COMPLETING THIS FORM, PLEASE FEEL FREE TO CALL (712) 328-5792.



RESIDENTIAL GEO-THERMAL PERMIT APPLICATION

POTTAWATTAMIE COUNTY, IOWA
OFFICE OF PLANNING AND DEVELOPMENT
BUILDING & SAFETY DIVISION

COURTHOUSE ANNEX
223 SOUTH 6th STREET, SUITE 4
COUNCIL BLUFFS, IA 51501-4245
TELEPHONE: (712) 328-5847
FAX: (712) 328-4731
INSPECTION REQUEST: 328-5846
WWW.POTTCOUNTY.COM

Note: This application shall be accompanied by a Private Water Well Permit Application, if a vertical system is proposed or constructed.

Receipt Number:		Total Permit Amount:		Permit Number:	
Job Address				Parcel Number	
Property Owner				Phone	
Property Owners Mailing Address					
Mechanical Contractor				Phone	
Contractors Mailing Address				State of Iowa Issued License Number	
Plumbing Contractor				Phone	
Contractors Mailing Address				State of Iowa Issued License Number	
System Use for: <input type="checkbox"/> New Residential <input type="checkbox"/> Existing Residential <input type="checkbox"/> Multi-Family <input type="checkbox"/> Other _____					
Class of Work: <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Replacement					
Type of System: <input type="checkbox"/> Vertical (Well) <input type="checkbox"/> Horizontal (Non-Well) <input type="checkbox"/> Other (specify) _____					
UNIT FEE SCHEDULE					
01	a. For the issuance of each mechanical/plumbing permit			\$23.50	\$23.50
	b. For the issuing of each supplemental permit for which the original permit has not expired, been canceled, or finale.			\$ 7.25	
QUANTITY	MECHANICAL EQUIPMENT FEES			COST	AMOUNT
	FURNACE EQUIPMENT	For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliances, <u>up to and including</u> 100,000 Btu/h (29.3).		\$14.80	
		For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance <u>over</u> 100,000 Btu/h (29.3).		\$18.20	
	PUMP, COMPRESSOR AND ABSORPTION SYSTEMS	For the installation or relocation of each pump or compressor to and including 3 horsepower (10.6 kW), or each absorption system.		\$14.70	
		For the installation or relocation of each pump or compressor over 3 horsepower (10.6 kW) to and including 15 horsepower (52.7 kW), or each absorption system over.		\$27.15	
		For the installation or relocation of each pump or compressor over 15 horsepower (52.7 kW) to and including 30 horsepower (105.5 kW), or each absorption system.		\$37.25	
		For the installation or relocation of each pump or compressor over 30 horsepower (105.5 kW) to and including 50 horsepower (176 kW), or each absorption system.		\$55.45	
		For the installation or relocation of each pump or compressor over 50 horsepower (176 kW), or each absorption system.		\$92.65	

(See Reverse Side for Additional Permit Application & Information)

QUANTITY	PLUMBING FEES	COST	AMOUNT
	SYSTEM PIPING For installation, alteration, or repair of piping or liquid-treating equipment, or both, and each well connection(s), each.	\$4.75	
	For each new or replacement residential water heater(s) including vent(s), each.	\$12.30	
	MISC. For each appliance or piece of equipment regulated by the Plumbing Code but not classed in other appliance categories, or for which no other fee is listed in this code	\$9.80	
Please be sure that you want to proceed with this project when you submit your application. The fees that you submit <u>are not</u> refundable once the application is submitted.			TOTAL AMOUNT \$

I will save, indemnify, and keep harmless the County of Pottawattamie, its officers, employees, and agents against all liabilities, judgments cost, and expenses which may accrue against them in consequence of the granting of this permit, inspections, or use of any on-site or off-site improvements placed by virtue hereof, and will in all things strictly comply with all applicable rules, ordinances, and laws. Signature constitutes an attestation by the applicant that application complies with all covenants, conditions, and restrictions.

Applicant Signature: _____ Date: _____

Issued By: _____	Date: _____
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INSPECTIONS ARE REQUIRED BEFORE COVER-UP AND AT COMPLETION

Required Inspections: It shall be the duty of the holder of this building permit or their duly authorized agent to notify the Building & Safety Division when work is ready for the following required inspections:

- **Underground/Rough-In Inspection:** All underground piping from wells to house is required to be inspected **BEFORE** covering or backfilling. The plumbing code requires that this inspection shall have a minimum of a 15 psi test holding for minimum 20-minutes on all pipes from wells to house or a code equivalent flow test provided. All new system related or replacement equipment must be accessible for inspections.
- **Final Inspection:** All related equipment and/or system must be up and running and working properly for final inspection verification.
 - Inspections should be scheduled and recorded before 5:00 p.m. the day **BEFORE** the inspection is requested.
 - After Hours, Weekend and Holiday Inspections should be scheduled and the appropriate fee must be paid at least two-days before the required inspection date.
 - All inspections should be called in and recorded using the County Inspection Request Message System (CIRMS) at (712) 328-5846.
 - AM scheduled inspections will be performed from 8:00 a.m. to 12:00 noon.
 - PM scheduled inspections will be performed from 12:00 noon to 4:00 p.m.
 - Any special requested inspection times will need to be pre-approved by your scheduled Inspector, the day before.

Contact Information
 Building & Safety Division
 Office Hours: 8:00 a.m. to 4:30 p.m.
Inspection Request Line: (712) 328-5846
 Main Phone Line: (712) 328-5847
 Fax Line: (712) 328-4731
 Website: www.pottcounty.com

AGREEMENT TO PROPERLY PLUG AN ABANDONED PRIVATE WATER WELL

This Agreement is for the purpose of establishing responsibility of the property owner in the proper abandonment of a private water well.

Property Owner:

PROPERTY OWNER

I/we do hereby acknowledge and/or agree:

- 1. That I/we are the property owner(s) of the following described property, which is located in Pottawattamie County, Iowa:

Address:

Parcel #

Legal Description:

- 2. That I/we need to have a private water well drilled on the above-described property.
- 3. That currently situated on the above-described property is a private water well that must be properly abandoned in order for said Well Permit to be issued because said existing well (check all that are applicable)
 is being abandoned
 is located less than 50' to the septic tank and/or less than 100' to the laterals
 is located closer than to
 is a nonconforming well.
- 4. That I/we have contracted with to properly plug said abandoned private water well.
- 5. That I/we understand that said abandoned private water well shall be properly plugged within ninety (90) days of the new private water well being drilled.
- 6. That I/we understand that in the event does not properly plug this abandoned private water well as required in Item #5 above that I will immediately hire another well driller registered in the State of Iowa to perform said work.
- 7. That I/we will have the Well Driller sign the attached form (DNR Form 542-1226) and return it to the County within thirty (30) days of the abandoned well being plugged.
- 8. That failure to have the abandoned well properly plugged and failure to submit the DNR Form 542-1226 constitutes a violation to the Pottawattamie County, Iowa, Code and that I/we could be fined up to \$750 for failure to comply.



*Pottawattamie County
Office of Planning and Development*

RE: FY 2008-2009 WELL CLOSURE COST SHARING PROGRAM

In response to your request to cost sharing the closure of an abandoned well(s) has been received. Under the FY 2008-2009 program, the County will fund 50% of the closure cost up to \$200.00 maximum per well, with the remaining cost being paid by you. The County will distribute these funds on a first-come, first-served basis until all funds are expended.

One of the following procedures shall be utilized to qualify for the funds:

CLOSURE BY PROPERTY OWNER

1. Contact the Planning and Development Department. They will help you determine the quantities of materials you will need to plug the well, will oversee the closure when you do it and will confirm the closure by signing off on the "Iowa Department of Natural Resources Abandoned Water Well Plugging Record, DNR Form 542-1226". You, as the property owner, will not be reimbursed for your time expended or use of your own equipment.
2. Submit your bills for the materials (sand, ag. lime, bentonite) and DNR Form 542-1226 to this Office.

CLOSURE BY REGISTERED WELL DRILLER

1. Contact the driller and make arrangements for the closure. If you have not selected a driller, you will find a partial list of the area registered well drillers on the reverse side of this memo. You can make your arrangements with one of these individuals or with another registered well driller. The well driller will perform the closure and will confirm the closure by signing off on the "Iowa Department of Natural Resources Abandoned Water Well Plugging Record, DNR Form 542-1226".

NOTE: IF YOU HIRE A COMPANY TO DO A WELL CLOSURE AND THEY ARE NOT A REGISTERED WELL DRILLER, POTTAWATTAMIE COUNTY CAN NOT COST SHARE IN THE CLOSURE.

2. Submit your bill from the registered well driller for plugging the well and DNR Form 542-1226 to the Planning & Development office.

When the bills and DNR Form are received in our Office, if funds are available, payment to you will be processed; if all funds are expended, you will be notified that we cannot cost share. At the time this letter is being sent to you, funds are available; however, if there is a time delay between now and the time you are ready to have your well(s) closed, you may want to check with us and we will give you an idea of whether or not we will be able to cost share your closure(s).

If you have any questions about this program, please do not hesitate to contact this Office at 328-5792.

SEE ATTACHED SHEET FOR WEST POTTAWATTAMIE COUNTY SOIL & WATER CONSERVATION DISTRICT'S CLOSURE PROGRAM. THEIR NUMBER IS 328-2489. A SIMILAR PROGRAM IS AVAILABLE THROUGH EAST POTTAWATTAMIE COUNTY. THE CONTACT PERSON FOR EAST POTTAWATTAMIE COUNTY SOIL & WATER CONSERVATION IS MARIA SIECK AT 712-482-6408.



*223 South 6th Street, Suite 4
Council Bluffs, Iowa 51501-4245
712-328-5792 * Office
712-328-4731 * FAX*

Iowa Department of Natural Resources

**Abandoned Water Well
Plugging Record**

1. Owner: PWTs Well Number: _____
Name: _____ City: _____ State: _____
Address: _____ Zip: _____ Phone: () _____

If this was a Public Water Supply Well, please provide:

PWSID Name: _____ PWSID Number: _____

2. Well (Cistern) Location:

____ 1/4 of, ____ 1/4 of, ____ 1/4 of, Section ____, Twp. ____ N, Range ____ West/East (circle one)
____ County, Describe well location on property: _____
GPS Well Location: Latitude _____ Longitude _____

3. Description:

Well depth: _____ ft. Casing material: steel, plastic, concrete, clay, brick, stone
Depth to water: _____ ft. (circle one)
Casing diameter: _____ in. Type of construction: drilled, driven, bored, dug, augered
Year or decade constructed: _____ (circle one)
Depth of casing: _____ ft. Check if this is a Monitoring Well Well ID _____
Check if Cistern depth: _____ ft. diameter: _____ ft.

I certify this well has been plugged as required by rule 567-39.8 of the Iowa Administrative Code (IAC). I agree to provide any additional information the county or department may need concerning this well.

Signature of Owner: _____ Date Plugged: _____

If plugged by certified well contractor, complete this box:

I have plugged this well as required by rule 567-39.8 of the Iowa Administrative Code (IAC).

Signature of Contractor: _____ Cert. No. _____

OR, If plugged by well owner, complete this box:

The property owner has plugged this well following requirements in rule 567-39.8 of the Iowa Administrative Code with the oversight and assistance of the designated county agent.

Signature of County Agent: _____ Date Approved: _____

Eligible for Grants-to-Counties cost share: YES NO (Private Wells Only - Determined by County Agent)

Complete one form for each well plugged and submit within 30 days to the local county agent:

POTTAWATTAMIE COUNTY PLANNING
223 SOUTH 6TH STREET
COUNCIL BLUFFS, IA 51501-4245

WEST POTTAWATTAMIE SOIL & WATER CONSERVATION DISTRICT

305 McKenzie Ave., Suite 1

Council Bluffs, IA 51503-1017

Fax 712-322-2987

Office 712-328-2489

Instructions for well closing financial assistance.

Step 1) Landowner applies for financial assistance AND is approved by the SWCD board PRIOR to work being done.

Step 2) AFTER being notified that financial assistance has been approved, have the well closed.

Step 3) Take bills, original "Plugging Record" form and aerial photo to Pottawattamie County Planning and Development. (They do not require pre-approval). If they are unable to cover 50% of the cost you may then submit your bills to this office along with proof of how much was covered by Planning and Development (i.e. copy of the check or a letter of denial if they are out of funds.)

Step 4) Submit copies of bills, "Plugging Record" and aerial photo to SWCD office.

The maximum financial assistance from Planning and Development is 50% up to \$200. The maximum financial assistance from this office is 50% not to exceed \$400.00 combined cost share funds:

Example 1: Bill \$600.00 – Planning & Development pays \$200, SWCD will pay \$100.

Example 2: Bill \$300.00 – Planning & Development pays \$150, SWCD will pay \$ 0.

Example 3: Bill \$900.00 – Planning & Development pays \$200, SWCD will pay \$200.

Example 4: Bill \$900.00 – Planning & Development \$ 0, SWCD will pay \$400.

Be sure to use a certified well company or have a representative from Planning and Development present at the time of closing. This is according to DNR regulations. The enclosed DNR "Plugging Record" must be completed at the time of closing, signed by you and either the well company or the Planning and Development representative. You will also need to obtain an aerial photo and mark the location of the well being closed. One may be printed from the Pottawattamie County web site www.pottco.org.

NOTE: The SWCD does not provide financial assistance for filling cisterns. Planning and Development will provide financial assistance IF the cistern is a threat to the drinking water supply.

If your well is in East Pottawattamie SWCD, check with them as each SWCD sets their own policy. East Pott is basically the same process as West Pott. [Here are the differences:](#)

The landowner submits bills to East Pott SWCD office. I run a copy through the District for their cost share and mail the original bills, plugging record form & aerial photo to your office for County cost share. One cost share isn't dependant on the other; however, if the County is out of money, then we run the entire amount through the District for cost share up to \$600 per well.

If notified that the County is out of money, the District may choose to postpone approving applications.

The District cost shares up to \$400 per well in addition to the County's \$200 -for a combined maximum total of \$600. (not exceeding the total cost of the well closure)