

MEMORANDUM

TO: Monitoring Well Contractor
Water Well Contractor

FROM: Ms. Kara Dennis, Hydrologist
Well Management Section
625 North Robert Street
P.O. Box 64975
St. Paul, Minnesota 55164-0975

SUBJECT: Monitoring Well Permit Application Forms

The permit fee is \$235 per monitoring well or site (agricultural chemical facility, motor fuel retail outlet, petroleum bulk storage). Please use the attached form for all permit applications and discard all previous blank forms.

Item Number 1. Be sure to list the name of the **county**.

The legal description of the well location should include the township, range, section, and at least three quarter-sections if possible. If a site address is provided, it must include street number, street, and city so that an inspector can locate the well in the field from the address. A post office box number is not an acceptable address for the well site. A site map is required for at-grade wells and is helpful for all permit applications.

Item Number 2. An application for a well expected to be constructed through a **confining layer** or into **rock** must include all the information requested. If the well will be in the surficial aquifer, a construction plan is not required; however, if the well will be more than 50 feet deep, briefly describe the geology and anticipated.

Item Number 3. At-grade wells are only allowed where there is no alternative location to avoid vehicular traffic. Minnesota Rules, part 4725.6850 specify that a monitoring well may terminate at-grade only on a roadway, railroad tracks, sidewalk, driveway, or a parking area. The location of the well identified by **unique well number** must be marked on a scaled map with distance and directions from surveyed property corners, a permanent benchmark, or the corners of a permanent structure.

Item Number 5. Consultant name (not required), may be used to indicated anyone you think might help answer questions regarding the application.

Item Numbers 6 and 7. The well owners address must be listed, and if the property owner is different from well owner, the property owner must also be listed with address, phone number, and contact person.

Item Number 8. The form must be signed by the certified representative for the licensed or registered contractor responsible for the well, and the property owner or property owner's agent. If the property owner and well owner are not the same, **the well owner or well owner's agent must also sign accepting responsibility for obtaining maintenance permits** and for **sealing** the monitoring well.

If you have questions contact me at 651-201-4589 or the Minnesota Department of Health Well Management Section receptionist at 651-201-4600 or 800-383-9808.

KD:kad
Attachments



Monitoring Well Permit Application

Minnesota Department of Health, Well Management Section
 P.O. Box 64502, St. Paul, Minnesota 55164-0502
 651-201-4600 or 800-383-9808 Fax: 651-201-4599

MDH USE ONLY	
Date Received	_____
Amount Received	_____
Receipt Codes: Well (238)	Site (240)
	Well (Government-314)
Deposit Number	_____
Not Approved	_____
Date Approved	_____
Site Permit Number	_____

Make check or money order payable to the Minnesota Department of Health or by credit card using the attached Credit Card Information form. Mail completed application and fee to the Minnesota Department of Health, Well Management Section, P.O. Box 64502, St. Paul, Minnesota 55164-0502.

CHECK ALL BOXES THAT APPLY

- | | | |
|---|------------|------------|
| <input type="checkbox"/> Motor fuel retail outlet or petroleum bulk storage site or agricultural chemical site. | FEE | \$235/Site |
| <input type="checkbox"/> Site permit exists. Permit Number _____. | | None |
| <input type="checkbox"/> Well owned by federal, state, or local government. | | \$235/Well |
| <input type="checkbox"/> All other monitoring wells. | | \$235/Well |
| <input type="checkbox"/> Reconstruction requiring a permit. | | \$235/Well |

1. A. LEGAL DESCRIPTION OF WELL LOCATION COUNTY _____

Township Name	Township Number	Range Number	Section Number	Smallest Quarter	Quarter	Largest	MN Unique Well Number	Depth	At-Grade
	N	W		¼	¼	¼	¼		
	N	W		¼	¼	¼	¼		
	N	W		¼	¼	¼	¼		
	N	W		¼	¼	¼	¼		

B. Well Site Address _____
 Numerical Street Address City ZIP Code

C. Sketch (attach map identifying well location and Minnesota Unique Well Number and include distance from nearest road intersection).

2. Check this box for wells constructed through a **CONFINING LAYER** or **INTO BEDROCK**, submit the following information: Well diameter, grout material, drilling method, grouting method, casing materials, cross-sectional diagram of well, and cross-section of anticipated geologic formations.
3. Check this box for **AT-GRADE WELLS**, submit the following information: an explanation of why the well casing cannot terminate 12 inches above ground, a map showing the location of the proposed well referenced to a permanent landmark or property boundaries, and cross-sectional diagram of the well cap and vault.

4. Well Contractor Company Name	Company Registration or License Number
Contact Person	Telephone Number (including Area Code) ()
5. Consultant Name	Telephone Number (including Area Code) ()
6. Well Owner Name	Contact Person
For Well(s) Owned by the Minnesota Pollution Control Agency Only – Check One of the Following Boxes	
<input type="checkbox"/> MN PCA Closed Landfill Program <input type="checkbox"/> MN PCA Monitoring Program <input type="checkbox"/> MN PCA Petroleum Program <input type="checkbox"/> MN PCA Superfund Program	
For Well(s) Owned by the Minnesota Department of Agriculture Only – Check One of the Following Boxes	
<input type="checkbox"/> MONU-State Program-Monitor <input type="checkbox"/> FMU1-State Program-Nutrient <input type="checkbox"/> IRUN-MERLA-PA/SI State Lead <input type="checkbox"/> IRUN-MERLA-Kettle River CO	
Well Owner Mailing Address (including City and ZIP Code)	Telephone Number (including Area Code) ()
7. Property Owner Name	Contact Person
Property Owner Mailing Address (including City and ZIP Code)	Telephone Number (including Area Code) ()

Monitoring Well Permit Application for Minnesota Unique Well Number(s) as listed on page 1 of this application.

--	--	--	--

8. If the well owner is not the property owner, Minnesota Statutes, section 103I.205 requires that "A person may not construct a monitoring well on the property of another until the owner of the property on which the well is to be located and the well owner sign a written agreement that identifies which party will be responsible for obtaining maintenance permits and for sealing the monitoring well. If the property owner refuses to sign the agreement, the well owner may, in lieu of a written agreement, state in writing that the well owner will be responsible for obtaining maintenance permits and sealing the well."

As owner of the well(s) listed in 1. A. on page 1 of this application, I agree I will be responsible for obtaining maintenance permits and for sealing the well(s) in accordance with Minnesota Statutes, section 103I.205 and Minnesota Rules, Chapter 4725.

Billing Address for Maintenance Permits

Well Owner Name _____

Well Owner Mailing Address _____
Numerical Street Address or Post Office Box

City

State

ZIP Code

Name of Property Owner or Agent (Please Print) _____

Signature of Property Owner or Agent _____

Name of Well Owner or Agent (Please Print) _____

Signature of Well Owner or Agent _____

I certify that all the information provided in this application is true and complete. I understand that misstatement of facts may result in forfeiture of all rights to licensure/registration as a well contractor/monitoring well contractor in accordance with Minnesota Statutes, Chapter 103I.

Well Contractor Company Name _____ Reg./Lic. No. _____

Name of Certified Representative _____

Signature of Certified Representative _____

Certified Representative Number _____ Date _____

Failure to submit permit application and fee and receive permit approval prior to the beginning of monitoring well construction is a violation of Minnesota Statutes, Chapter 103I and may result in the assessment of an administrative penalty.

A permit application must accompany variance request for monitoring wells.

Well Management Section

625 North Robert Street
P.O. Box 64502
St. Paul, Minnesota 55164-0502
651-201-4591 or 800-369-1290 Fax: 651-201-4599
www.health.state.mn.us/divs/eh/wells

Credit Card Payment Information

Minnesota Unique Well No.	MN Well and Boring Sealing No.
	H

Please complete and return this form if payment of fee(s) is by credit card. **NOTE:** If the *notification form* already has the preprinted credit card information box **DO NOT** use this form.

- Fee Type: Elevator Boring Permit Application
 License/Registration and/or Rig Registration
 Maintenance Permit
 Monitoring Well Permit Application
 Variance Application
 VHE/Groundwater Thermal Exchange Permit Application
 Well Notification
 Well Sealing Notification

Credit Card Type: Visa MasterCard Discover Expiration Date: _____

Total Amount to be Charged: _____

Print Cardholder Name: _____

Credit Card Number: _____

3-Digit Security Code (Printed on backside of card.): _____

Authorized Signature: _____

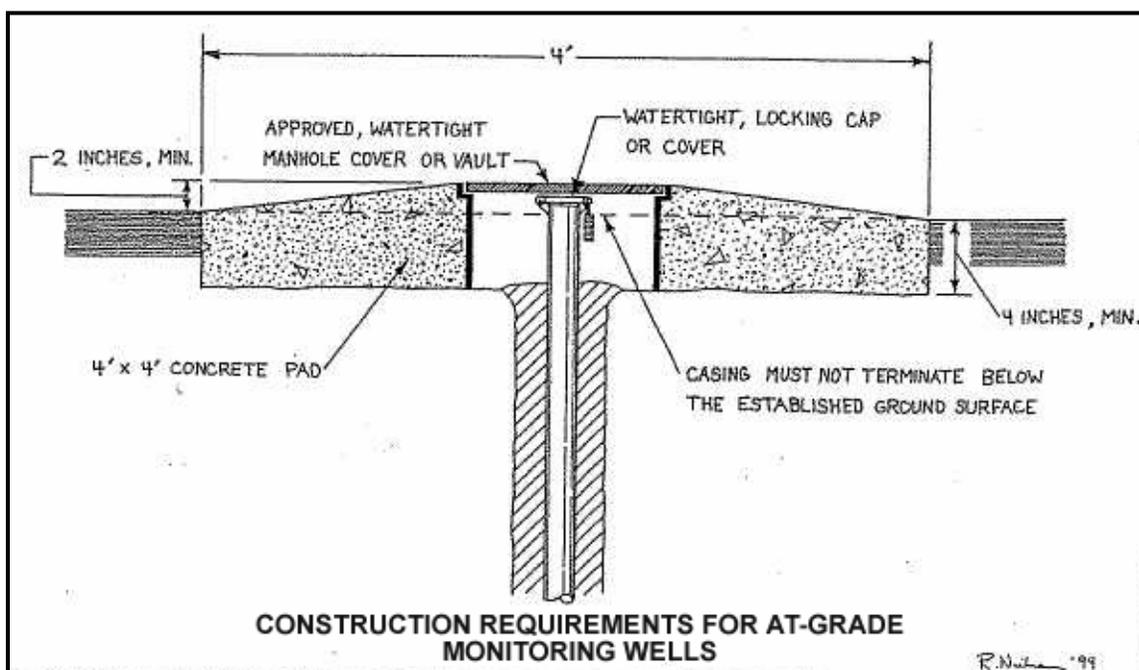
Requirements for At-Grade Monitoring Well Installation

Minnesota Statutes, chapter 103I allows the installation of at-grade monitoring wells under certain conditions. Specifically, Minnesota Statutes, section 103I.205, subdivision 5 requires that an at-grade monitoring well must be installed in accordance with the rules (Minnesota Rules, chapter 4725), must be installed with an impermeable double-locking cap, and must be labeled “monitoring well.”

At-grade monitoring wells may be constructed only after a permit has been issued by the Minnesota Department of Health. Construction must be in accordance with the at-grade requirements of **Minnesota Rules, part 4725.6850**.

- An at-grade monitoring well may be installed only where termination of the casing 12 inches above grade will pose a safety hazard to vehicular traffic (only on a roadway, sidewalk, driveway, or a parking area), and where a satisfactory alternative location for above-grade installation does not exist.
- An at-grade well casing must terminate no lower than the surrounding ground level. The well must be contained in an approved protective manhole or vault, and installed in a concrete pad at least 4 inches thick and 4 feet square or 4 feet in diameter. The manhole cover must be no less than 2 inches above the surrounding grade. The concrete pad must be sloped to divert surface water and spills away from the well.
- The location of the well, identified by unique well number, must be marked on a scaled map with angles and directions from surveyed property corners, a permanent benchmark, or the corners of a permanent structure.
- The manhole cover or vault must meet **AASHTO Standards H20-44 and M306-04** and must have a watertight, impervious compression O-ring or gasket.

At-grade installation of **monitoring wells, remedial wells, dewatering wells, and environmental bore holes** must meet the requirements in Minnesota Rules, part 4725.6850.



Protective Manhole Covers For At-Grade Wells October 2010

The following covers have been verified by the following companies to meet the AASHTO Standards H20-44 and M306-04:

Manufacturer	Model Number, Description	Cover Diameter, inches	Inside Diameter, inches	Cover Material
Baker Manufacturing	HE812CS (Out of Production)		8	Cast Iron
Bresnahan Foundry	00068	6.31		Aluminum
Century Products, Inc.	0-MH1012A (Out of Production)		8.5	Aluminum
Emco Wheaton Retail Corp.	A0721, 6-inch bolt-down	6	4.25	Ductile Iron
	A0721, 8-inch bolt-down	9	6.0	Ductile Iron
	A0721, 12-inch bolt-down	12.5	9.4	Ductile Iron
	A0721, 18-inch bolt-down	18	13.8	Ductile Iron
Fairfield Industries, Inc.	120 MW	12.3		Cast Iron
Griffin Industries Corp.	Ace 7191 (Out of Production)		8.1	Aluminum
Kenner Well Cover Co.	Sherwood Sherwood		5	Aluminum
			8	Aluminum
Lyc0 Enterprises, Inc.	7-10BS	5.88		Cast Iron
	JM-812 "Heavyweight"	7.88		Cast Iron
	8-B	8.50		Cast Iron
	12-B	11.25		Cast Iron
Martin Products, Inc.	MWL5006, 5-inch, 2 bolts	5.25	4.25	Cast Iron
	MWL8012, 8-inch, 3 bolts	8.37	7.25	Cast Iron
Morris Industries, Inc.	318101220	8.44		Cast Iron
	318131220	12		Cast Iron
Morrison Bros. Co.	8" 418XA and 418XAW	8.19		Cast Iron
	9" 418XA and 418XAW	8.88		Cast Iron
Neenah Foundry Co.	R-6460-C	27	23.5	Cast Iron
	R-6460-D	29	27	Cast Iron
	R-6461-AH and R-6462-AH	10.25	6.5	Cast Iron
	R-6461-CH and R-6462-CH	16.25	12.5	Cast Iron
	R-6461-DH and R-6462-DH	18.25	14.5	Cast Iron
	R-6461-FH and R-6462-FH	25.25	21.5	Cast Iron
	R-6461-GH and R-6462-GH	28.25	24.5	Cast Iron
	R-6461-HH and R-6462-HH	34.25	30.5	Cast Iron
	R-6461-JH and R-6462-JH	40	36.5	Cast Iron
	R-6461-KH and R-6462-KH	45.88	42.5	Cast Iron
	R-6464-F	26	24	Cast Iron
	R-6464-G	29	27	Cast Iron
	Wagner Manufacturing	015 (8-inch diameter)		

These manholes have been determined to meet the requirements in *Minnesota Rules, part 4725.6850*, and are approved for use in at-grade construction of monitoring wells, remedial wells, dewatering wells, and environmental bore holes in Minnesota. Manhole covers or vaults not appearing on this list may not be used unless and until the Minnesota Department of Health has verified that the cover or vault meets the rule requirements.