

## MEMORANDUM

**TO:** Environmental 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:** Environmental Well Construction Notification Form

An environmental well construction notification and fee must be submitted to the Minnesota Department of Health (MDH) before constructing an environmental well.\* The attached Environmental Well Construction Notification form must be used beginning July 1, 2017. Please discard all unused monitoring well permit application forms.

Multiple wells located on the same property may be listed on a single notification with a single \$275 fee. A separate notification form and \$275 fee must be submitted for each property on which environmental well construction is proposed. Well construction may begin as soon as the completed notification(s) and fee(s) are received by MDH.

### **Well Location**

Be sure to list the name of the **county**.

The well location should include the township, range, section, and at least one quarter-section, and the Minnesota Unique Well Number. The street address, including city, must be provided if the site has an address. A post office box number is not an acceptable address.

### **Site Map and Additional Well Construction Details**

A site map that indicates all the items listed on the form is required.

A notification for a well expected to be constructed through a **confining layer** or into **bedrock** must include a well cross-sectional drawing on a separate sheet and all the information requested for this item.

At-grade wells are only allowed where there is no alternative location to avoid vehicular traffic. Minnesota Rules, part 4725.6850 specifies that a well may terminate at-grade only on a roadway, railroad tracks, sidewalk, driveway, or a parking area. The well's location must be marked on a scaled map.

Check this box for any well constructed within a Special Well and Boring Construction Area. A separate plan review may be required. Contact me for additional information.

### **Consultant**

Consultant name (not required), may be used to indicate anyone you think might help answer questions regarding the proposed well construction.

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### **Well Owner/Property Owner**

The well owner's name and contact information must be listed. If the property owner is different from the well owner, the property owner's name and contact information must also be listed.

### **Signatures**

The form must be signed by the licensed contractor's certified representative, 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 environmental well(s).**

If you have questions, contact me at 651-201-4589 or 800-383-9808, or [kara.dennis@state.mn.us](mailto:kara.dennis@state.mn.us).

\*A construction notification is not required for a temporary environmental well that is sealed within 72 hours after construction starts, but a sealing notification is required.

KED:kad

Attachments