

MEMORANDUM

TO: Well Permit Applicants
RE: INSTRUCTIONS TO COMPLETE ONLINE WELL PERMIT APPLICATION

Access online permit application by clicking [here](#).

Contact Information for the applicant should be for the person completing the application. This can be the well driller, lease holder, or property owner. Please note the property owner's information must be included on the form and their consent to drill the well should be provided as an attachment if they are not the primary applicant.

Select a Permit Class, please refer to Section 4 in our Groundwater Rules and Regulations, [Appendix N](#) for more details.

- Class 1 – A permit for a Class 1 well is not a requirement. The District asks that the applicant complete as much information about the well as possible either before or after the well is complete and submit it. There is no requirement to wait for the NRD to review or approve a permit before installing the well.
- Permits are required for all Class 2 wells. If you are unsure about the estimated amount of acre-feet per year, scroll down and complete the Estimated Maximum Annual Groundwater Use.
- Permits are required for all Class 3 wells. In addition, a full technical analysis of the well including pump test and groundwater model are required and can be submitted online or District staff will be in contact with the applicant after submitting to obtain the data and required \$500 review fee.

Complete the remaining information about the Proposed Well Details.

Provide the Driller Information as indicated on the form.

File Upload

- Test Hole or other relevant geologic info (generally within 1000 feet) is required for all Class 2 or Class 3 permits. If the driller and owner are relatively sure their well location will meet spacing requirements, they may agree to complete the well installation at the time the Test Hole is completed, but at the sole risk of the owner or driller. If a permit is not approved, the illegally installed well must be properly abandoned and would not be eligible for well abandonment cost-share from the District.

Complete the Date of Application and the Consent for Electronic Submittal.

Proposed Well Location

- Enter the latitude and longitude of the proposed well (click the green arrows to select Degrees Minutes Seconds if this is what you typically enter for NDNR)
- You can use the map to check or modify the proposed location.

BEFORE SUBMITTING YOUR PERMIT, CLICK PRINT AT THE TOP OF THE APPLICATION TO SAVE A HARD COPY. ONCE YOU CLICK SUBMIT, YOU CAN NO LONGER EDIT YOUR APPLICATION!