





COMMONWEALTH of VIRGINIA
Department of Health

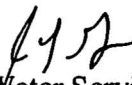
June 29, 2018

MEMORANDUM

TO: District Health Directors
Environmental Health Managers
Office of Environmental Health Services Staff
Onsite Soil Evaluators
Professional Engineers
Onsite System Operators and Installers
Water Well System Providers
GMP #2018-03

THROUGH: M. Norman Oliver, MD, MA. 
State Health Commissioner

THROUGH: Allen Knapp, Director
Office of Environmental Health Services 

FROM: Lance Gregory, Director 
Division of Onsite Sewage and Water Services,
Environmental Engineering, and Marina Programs

SUBJECT: GUIDANCE MEMORANDA AND POLICY (GMP) 2018-03
Implementation of House Bill 888; Transition of Evaluation and Design Services

PURPOSE:

This policy addresses implementation of enactment 1, §§ 1, 2, and 3 from Chapter 831 of the 2018 Virginia Acts of Assembly (HB 888) regarding the transition of onsite sewage system and private well evaluations and designs which take effect July 1, 2018. Other aspects of HB 888 with effective dates after July 1, 2018, will be addressed in subsequent policies.

The purposes of this policy are to:

1. Aid staff in proper implementation of enactment 1, §§ 1, 2 and 3 of HB 888;
2. Inform Onsite Soil Evaluators (OSEs), Professional Engineers (PEs) and Master Water Well System Providers (WWSPs) of the expectations for private well evaluations and

designs in compliance with the Private Well Regulations (12VAC5-630, the Well Regulations);

3. Provide guidance to agency staff and private sector professionals for processing private well applications; and
4. Establish expectations for processing private well applications.

AUTHORITY:

HB 888 directs the Virginia Department of Health (VDH) “to take steps to eliminate evaluation and design services for onsite sewage systems and private wells provided by the Department.” The act includes a requirement for VDH to begin accepting evaluations and designs for private wells completed by certified master water well system providers on July 1, 2018. The act also includes a requirement that VDH transition all onsite sewage system evaluations and design services that are not associated with a building permit or repair, and new onsite sewage system construction evaluations and designs that are not for a principal place of residence to private sector professionals beginning July 1, 2018. Onsite sewage system voluntary upgrades, certification letters, and subdivision evaluations are not associated with a building permit or repair.

DEFINITIONS:

“Bare Application” means an application for a construction permit or a certification letter submitted without supporting documentation from a properly licensed private sector designer.

“Complete Application” means an application for a construction permit that includes all necessary information needed to process the application as specified by code, regulation or this policy.

“Courtesy Review” means a site-specific field review requested by an OSE, PE, or WWSP prior to the submission of an application for a private well construction permit.

“Level 1 Review” means the in-office analysis performed by VDH staff of the application and supporting documentation submitted by a private sector OSE, PE, or WWSP to determine completeness, approval, or denial, as applicable, to protect public health and the environment.

“Level 2 Review” means the field analysis to include review of the site conditions and the design certified by a private sector OSE, PE, or WWSP to determine approval or denial, as applicable, to protect public health and the environment.

“Licensed private sector professional” is an onsite soil evaluator, onsite sewage system installer, onsite sewage system operator, professional engineer, or master water well system provider as applicable, who is properly licensed to perform specific services through the Department of Professional and Occupational Regulation (DPOR), and who is not performing such work as an employee of VDH.

"Minor modification of an existing sewage disposal system" means an alternation that is not a repair, voluntary upgrade, or routine maintenance, does not result in an increase in treatment level or volume of the system, and does not require evaluation of the soil conditions prior to issuance of a permit. Minor modifications include but are not limited to relocation of a system component or an additional plumbing connection to the system that does not increase the actual or estimated flow of the system.

"Onsite Soil Evaluator" or "OSE" means a person who is licensed under Chapter 23 (§ 54.1-2300 et seq.) of Title 54.1 as an onsite soil evaluator. A licensed onsite soil evaluator is authorized to evaluate soils and soil properties in relationship to the effects of these properties on the use and management of these soils as the locations for onsite sewage systems.

"Owner" means any person who owns, leases, or proposes to own or lease a private well, an onsite sewage system, or an alternative discharging system.

"Professional Engineer" or "PE" means a person who is licensed under § 54.1-406 to engage in the practice of engineering, which includes design, consultation, evaluation or analysis and involves proposed or existing improvements to real property.

"Repair" means the construction or replacement of all or parts of a sewage disposal system or private well, that is not defined as maintenance, to correct a failing, damaged, or improperly functioning system or well when such construction or replacement is required by the Board of Health's regulations.

"Single Lot Construction Permit/Certification Letter" or "Certification Letter" means one application filed by an owner or a sewage disposal system construction permit or certification letter to serve an individual dwelling on one lot or parcel of land.

"Water Well System Provider" or "WWSP" means a person who is licensed under § 54.1-1129.1 who is engaged in drilling, installation, maintenance, or repair of water wells, water well pumps, ground source heat exchangers, and other equipment associated with the construction, removal, or repair of water wells, water well systems, and ground source heat pump exchangers to the point of connection to the ground source heat pump.

"Well Area" means an area on a property determined to meet appropriate criteria for the construction of a private well. The entirety of the area must comply with 12-VAC5-630-380 location criteria in order to be designated a well area. A private well may be constructed at any place within a well area without revision of a construction permit. Temporary land disturbance associated with well construction (e.g., grading, mud pits) may occur outside the well area.

Part I: HB 888 §1, item 1; private well evaluations and designs.

A. Roles and Responsibilities.

1. The Virginia Department of Health (VDH) shall:

- a. Review applications as necessary to assure compliance with applicable regulations and the department's policies prior to approval or denial of an application.
 - b. Conduct Level 1 and Level 2 reviews.
 - c. Provide a site-specific field courtesy review as time and resources may allow. The courtesy review is voluntary and will be provided at the sole discretion of the local health department. Staff will not render case decisions for requests for courtesy reviews.
 - d. Initiate procedures to revoke or modify permit approval when there is reason to believe the approval does not comply with applicable regulations.
 - e. Inspect all private wells prior to final approval of the well.
2. The private sector OSE, PE, or WWSP shall:
- a. Certify that work performed meets all applicable regulations when that work is used to seek a permit or other approval from VDH.
 - b. Assure site evaluations and designs comply with all applicable regulations and this policy. The OSE, PE, or WWSP shall conduct the sanitary survey required per 12VAC5-630-380.A, to include onsite inspection and review of existing well and onsite permits for the property and applicable adjacent properties.
 - c. OSEs, PEs, and WWSP are expected to perform a final inspection for any private well installed pursuant to a construction permit based on a design certified by the OSE, PE, or WWSP. A completed Uniform Water Well Completion Report may be submitted by WWSPs in lieu of an inspection for a well permitted based on the WWSP's evaluation and design.
3. Relationship to onsite sewage system applications.

For new residential construction, where private well construction is often permitted and performed in conjunction with that of onsite sewage systems, a certified master WWSP may perform evaluations and designs for the private well separate from the onsite sewage system evaluation and design from an OSE or PE. WWSPs, OSEs, and PEs are encouraged to coordinate efforts so that applications for well construction and for onsite sewage system construction on the same site do not conflict.

B. General Requirements.

1. All requests for VDH approvals or reviews must be made on the appropriate application form (see Application for a Sewage Disposal System and/or Private Well Construction Permit). A complete application from the owner or owner's agent is required to apply for and receive a construction permit. The owner of record must give VDH permission to enter the property to process the application.
2. All evaluation reports and designs submitted to VDH must be in the form specified by regulation, the Code of Virginia, and applicable agency policy. The OSE, PE, or WWSP must certify that evaluations and designs comply with the applicable regulations.

3. Valid construction permits for private wells are transferable to new property owners. Valid construction permits remain in force through property transfers. A new application is not required. At the owner's request, VDH will revise owner information for valid construction permits in VDH's database. Submitting a permit transfer form is voluntary. Valid construction permits transfer to new owners whether or not a permit transfer form has been submitted. All private well construction permits are null and void and are not valid when (i) conditions such as house location, sewage system location, sewerage system location, well location, topography, drainage ways, or other site conditions are changed from those shown on the application; (ii) conditions are changed from those shown on the construction permit; or (iii) more than 54 months elapse from the date the permit was issued.

C. Applications: General.

Incomplete applications delay timely and accurate decision-making. Applicants are encouraged to assure all submittals are complete at the time of submission by following the guidelines below. This section outlines the minimum administrative and documentation requirements for processing an application. VDH staff are required to comply with the Work Product Expectations (WPEs) listed in Part I Section E below. Private sector OSEs, PEs, and WWSPs are strongly encouraged to comply with the WPEs. VDH may make reasonable requests for additional documentation for any application when the agency deems such information necessary for making a case decision; failure to provide such documentation may result in denial of the application.

All applications with supporting work from a private sector OSE, PE, or WWSP for construction permits shall contain the following, completed and signed, as appropriate:

1. The correct and complete applications (see Application for a Sewage Disposal System and/or Private Well Construction Permit)

Note: Applications for wells being installed for commercial purposes involving human consumption will be referred to the VDH Office of Drinking Water for evaluation as to whether the well meets criteria for classification as a groundwater source for a waterworks. There is no application fee for a well serving a waterworks; however, well construction criteria is subject to 12 VAC 5-590.

2. The appropriate fee(s);
3. Site plan, including a proposed well point or well area location. While a survey plat is not required, VDH recommends that they be used when available.
4. A statement on the cover page certifying that the site conditions and design comply with applicable regulations (see Cover Page – Well Only)

5. Construction drawing and specifications for the well (see Example Construction Drawing Page – Well Only; Well Specifications Worksheet; and Private Well Abandonment Specification Worksheet, where applicable).

For bare applications, a VDH staff shall provide the items 4 and 5 as part of the application processing procedure.

D. System Designs

1. The OSE, PE, or WWSP, as applicable, must provide sufficient detail to allow a WWSP to accurately construct the private well. Plans and specifications must be sufficient to allow the successful installation of the private well. The primary goal is to ensure that the private well is located on the correct property and at the correct location on the property.
2. All reports must be properly marked as complying with applicable regulations.
3. The construction drawing shall document any obvious or potential source of toxic or dangerous substances within 200 feet of a proposed private well pursuant to 12VAC630-380.A. This includes both onsite visual confirmation and review of available documentation from VDH, DEQ, and local government sources. Distances from features contained in 12VAC5-630-380 and Table 3.1 of the Well Regulations shall not be estimated. Drawings must provide sufficient information to allow a person with the knowledge, skills, and abilities of an Environmental Health Specialist (EHS), an onsite sewage system installer, or a WWSP to locate the area in the field using the paperwork and field markers. Field markers may include permanent field stakes or distances and bearings to identifiable landmarks. Trees and wooden stakes are not considered permanent field markers.
4. The OSE, PE, or WWSP, as applicable, shall specify the class of well, and the proposed depth of casing and grout.

Additional information may be necessary depending on the regulations applicable to the specific site.

E. Work Product Expectations.

The following are Work Product Expectations (WPEs) established for all designers of private wells, including those employed by VDH. These WPEs are intended to serve as guidelines for documentation *in addition to the minimum requirements outlined previously in this document*. The WPEs are the standard expected of VDH employees. Private sector OSEs, PEs, and WWSPs are encouraged to comply with these standards since doing so should reduce misinterpretations and lead to more efficient processing of applications.

A failure to adhere to these WPEs shall not result in the denial of an application. However, as is the case with any application, VDH has discretion to conduct a Level 2 review if

the OSE, PE, or WWSP, as applicable, fails to adhere to a particular WPE. If the Level 2 review reveals that applicable regulations have not been followed, then VDH shall deny the application.

1. The pages of all submittals should be consecutively numbered beginning with the first page using the format "Page x of y". The cover page should, at a minimum, contain: (i) a list of the documents contained in the supporting design package; (ii) a property identification; (iii) the property owner's name and address; (iv) the contact information of the OSE, PE, or WWSP, as applicable; (v) date of plans; and (vi) revision dates. To assure that the WWSP has the correct set of plans, the health department's approval letter must correspond to the date on the cover page or, if revisions have been made, the date of last revision on the cover page.
2. Construction drawings and sanitary survey notes should be drawn to scale. Critical dimensions must be shown on the drawing. This includes measurements to well or well area, which should be located using triangulation from appropriate field markers. When a well area is designated, the boundaries shall be clearly defined and limited on all sides. Drawings should represent the topography in the vicinity of the private well so as to establish the topographic relationship between the well and sources of contamination.
3. In recognition that field conditions may limit drill rig access and set-up, well areas are preferred to a specific well point. All applications with footprints, sites, and areas planned for private wells and, if applicable, onsite sewage systems should have the proposed areas identified with accuracy and precision of three feet or less.
4. All submittals within a Designated Groundwater Management Areas (9VAC25-600) should document compliance with Groundwater Withdrawal Regulations (9VAC25-610).
5. All submittals should document compliance with other applicable state laws and local ordinances.

F. Design Changes

For private wells, design changes will typically require a new application and a new fee. However, District Environmental Health Managers are provided discretion to allow minor deviations to the initial design without a new application and fee. It is vital that OSEs, PEs, and WWSPs discuss the proposed well location with the owner prior to submitting an application. The use of well areas is encouraged to avoid unnecessary follow-up site evaluations. When a well area is designated and a dry hole is encountered, a WWSP may drill multiple wells within the well area without reapplying for a new permit for each new site, provided the dry holes are properly abandoned in accordance with the Well Regulations.

VDH will review any changes before issuing a well approval. Any changes that do not fully comply with applicable regulations may result in the construction permit being deemed null and void. In such case, the owner will be required to submit a new application and a new application fee. If improperly installed, the owner may be required to abandon the private well.

G. VDH Application Review.

1. All applications and fees must be logged into VDH's data system by local and district health departments. As a best practice, all applications should be reviewed for completeness at the time they are received. That way, if the application is incomplete for any reason, VDH can contact the applicant and/or designer to provide the missing information so that VDH can fully evaluate the application.
2. An incomplete application should not be logged in, nor should fees be accepted for an application that is known to be incomplete at the time it is filed. Whenever possible, administrative support staff should be responsible for these tasks. If an incomplete application is accepted, it will be denied.
3. VDH's process for reviewing applications for private well construction permits will employ Level 1 and Level 2 reviews.
 - a. A Level 1 review includes a cursory review to make a determination as to whether the application is complete. The Level 1 review confirms the site and design certified by the OSE, PE, or WWSP complies with applicable regulations.
 - b. A Level 1 review consists of administrative and technical reviews and does not include field review. Local and district health departments should complete a Level 1 review of every application as soon as practicable.
4. For Level 1 reviews, staff should review VDH records to verify the site was not previously denied a permit and the proposed well does not conflict with the minimum set back distances for features on adjacent properties. This review of VDH records constitutes a quality assurance review and is not a substitute for a sanitary survey, which is necessary to positively establish setbacks with certainty. The ultimate responsibility for establishing setback distances remains with the OSE, PE, or WWSP certifying the submitted work.
5. The Level 2 review is a detailed review of the site conditions and the design certified by a private sector OSE, PE, or WWSP. The Level 2 review is discretionary and should be performed on at least 10% of applications submitted with supporting work from each private sector OSE, PE, and WWSP. In addition, staff is strongly encouraged to conduct a Level 2 review when a submittal lacks a WPE specified in this policy.
 - a. If a Level 2 review is not performed and the application complies with the minimum requirements of the applicable regulations and this policy based upon the Level 1 review, then a construction permit must be issued. Applications that do not comply with the minimum requirements of the applicable regulations must be denied. The denial must be linked to the appropriate OSE, PE or WWSP in the VDH data system.
 - b. A Level 2 review assesses the performance of private sector OSEs, PEs, and WWSPs by sampling a subset of the work submitted by the OSE, PE, or WWSP.
 - c. Staff should conduct their Level 2 reviews prior to approving or denying an application. Level 2 reviews should only be conducted after approving or denying an

- application when requested by the owner, the owner's agent, the designer, or the WWSP responsible for installing the well.
- d. A Level 2 review may include a sanitary survey, including review of onsite sewage systems and private wells on adjacent parcels or other actions necessary to assure that a site or design complies with applicable regulations.
 - e. Except in extraordinary circumstances, the local or district health department shall notify the owner and the OSE, PE, or WWSP when intending to conduct a Level 2 review.
6. The local health department shall provide a copy of each approval or denial based on an OSE, PE, or WWSP certification to the licensed individual that certified the site. Additionally, a copy of any Level 1 and Level 2 forms used in the review of the submittal shall be provided to the owner and the OSE, PE, WWSP, as applicable. Sending a copy of the approval or denial letter including the permit identification number (when the approval is for a construction permit), and a copy of the Level 1 and Level 2 forms (when applicable), normally shall be sufficient to comply with this policy. Electronic transmittal via email to the owner and OSE, PE, or WWSP, when an email address is provided will satisfy this requirement.

H. Denials of Applications

VDH will deny incomplete applications and applications where staff determined that the proposed design does not comply with the Well Regulations or that installation of the well would create an actual or potential health hazard, or the proposed design would adversely impact the groundwater resource. Denial letters must clearly state the rights and administrative remedies available to the owner.

I. Final Inspections; General Requirements and Expectations.

The local health departments will perform 100% construction inspections of all private wells for both VDH and private sector designs. At a minimum, staff will obtain and record (in the VDH data system) GPS coordinates for all private wells as specified in previous GMP's. Inspections will take place prior to issuance of the Inspection Statement.

OSEs, PEs, and WWSPs are expected to perform a final inspection for any private well installed pursuant to a construction permit based on a design certified by the OSE, PE or WWSP. When the WWSP that submitted the evaluation and design is the same as the WWSP installing the well, submission of a completed Uniform Water Well Completion Report will represent said inspection. WWSPs shall notify the local health department and private sector OSE, PE, or WWSP, as applicable, prior to starting construction of a private well. Inspections may be made during construction or prior to placing the well in service. VDH staff is encouraged to inspect during the grouting process.

Part II: HB 888 § 1, items 2 and 3; services not associated with a building permit or repair, and new construction not for a principal place of residence.

A. Policy

Part II of this policy addresses implementation of enactment 1, §§ 2 and 3 from HB 888 regarding the transition of onsite sewage system evaluations and designs for voluntary upgrades, certification letters, subdivision evaluations, and applications that are not for a principal place of residence.

This policy identifies types of permit applications that will no longer be accepted by VDH as bare applications beginning July 1, 2018. VDH will process and issue all permits; however, pursuant to HB 888, VDH will not provide evaluation and design services for onsite sewage system voluntary upgrades, certification letters, subdivision evaluations, and applications for new onsite sewage system construction that are not for a principal place of residence beginning July 1, 2018. All applications for such onsite sewage system permits must be accompanied by supporting work from a licensed private sector professional who is properly licensed to do such work through the Department of Professional and Occupational Regulation (DPOR).

The VDH may provide design services for conventional onsite sewage systems and private wells if requested by the owner. Applications are limited to: new construction onsite systems intended to serve a principal place of residence; onsite sewage system expansions intended to serve a principal place of residence (e.g. adding a bedroom); onsite sewage system repairs; safe, adequate, and proper evaluations; minor modification of an existing sewage disposal system; and private well evaluations and designs.

There is no hardship authorized that would allow VDH to provide design services for onsite sewage system voluntary upgrades, certification letters, subdivision reviews, or applications for new onsite sewage system construction that are not for a principal place of residence beginning July 1, 2018.

Principal place of residence means the dwelling unit, single-family dwelling, or mobile home where the owner lives. The home is the primary residence for the owner or is intended to be a primary residence of an owner. Primary residence means a person's true, fixed, and permanent home to which he intends to return whenever he is absent.

All applications for an onsite sewage system voluntary upgrades, certification letters, or subdivision reviews, must be accompanied by work from a licensed private sector professional. All applications for new onsite sewage system construction where the property is not intended to serve as the owner's principal place of residence must be accompanied by work from a licensed private sector professional. Bare applications for new onsite sewage system construction may be accepted when the application notes that the property is intended to serve as the owner's principal place of residence.

B. Outreach

OEHS will notify the local health departments of the changes through issuance of this policy. A sample notice to the public is attached for posting at all local health departments (Attachment 1). The notice will also be posted on the Division of Onsite Sewage and Water Services, Environmental Engineering, and Marina Program's website.

OEHS will send a copy of the notice with a link to the policy to the stakeholders on the Sewage Handling and Disposal Advisory Committee and request dissemination of the materials to their organization's membership.

Attachment 1

Effective July 1, 2018

Owners are currently required to submit evaluations and designs from properly licensed private sector individuals for applications that are for:

- A non-residential sewage system.
- A system that will use over 1,000 gallons per day.
- An alternative onsite sewage system.
- An onsite sewage system design that requires a professional engineer.

Beginning July 1, 2018, applications for onsite sewage systems and/or private wells must be accompanied by supporting work from a private sector professional who is properly licensed to do such work through the Department of Professional and Occupational Regulation (DPOR).

The Virginia Department of Health (VDH) will require evaluations and designs from properly licensed individuals for onsite sewage system or private well applications related to:

- Certification Letters.
- Voluntary Upgrade Permits.
- Subdivision Reviews.
- New construction of onsite sewage systems for properties that are not intended to serve as the owner(s)' principal place of residence.

VDH may provide design services for conventional onsite sewage systems and private wells if requested by the owner. Applications are limited to:

- ✓ New construction onsite systems intended to serve a principal place of residence.
- ✓ Expansion intended to serve a principal place of residence (such as adding a bedroom)
- ✓ Repairs.
- ✓ Safe, Adequate, and Proper.
- ✓ Minor modification of an existing sewage disposal system (adding an accessory building such as a garage to the onsite system)
- ✓ Private well evaluations and designs

However, VDH encourages the use of properly licensed private sector individuals for these services. An owner does not have to use VDH for design services.

***Questions? Contact your local health district today.
Find your local health district at www.vdh.virginia.gov***

Index of Forms. Forms are available upon request from the Division or they may be obtained by visiting the VDH website: vdh.virginia.gov. OSEs, PEs, and WWSPs are encouraged to periodically review the VDH website to ensure they are using the most current forms.

1. Application for a Sewage Disposal System and/or Private Well Construction Permit.
2. Cover Page – Well Only.
3. Example construction drawing page – Well Only.
4. Example private well specification worksheet.
5. Example private well abandonment specification worksheet.

Commonwealth of Virginia

Application for: Sewage System Water Supply

VDH Use only
Health Department ID# _____
Duc Date _____

Owner _____

Phone _____

Mailing Address _____

Phone _____

Agent _____

Fax _____

Mailing Address _____

Phone _____

Site Address _____

Phone _____

Fax _____

Email _____

Directions to Property: _____

Subdivision _____ Section _____ Block _____ Lot _____

Tax Map _____ Other Property Identification _____ Dimension/Acreage of Property _____

Sewage System

Type of Approval: Applicants for new construction are advised to apply for a certification letter to determine if land is suitable for a sewage system and to apply for a construction permit (valid for 18 months) **only when ready to build.**

Certification Letter Construction Permit Voluntary Upgrade Repair Permit

Proposed Use:

Single Family Home (Number of Bedrooms _____) Multi-Family Dwelling (Total Number of Bedrooms _____)

Other (describe) _____

Basement? Yes No Walk-out Basement? Yes No Fixtures in Basement Yes No

Conditional permit desired? Yes No If yes, which conditions do you want?

Reduced water flow Limited Occupancy Intermittent or seasonal use Temporary use not to exceed 1 year

Do you wish to apply for a betterment loan eligibility letter? Yes No *There is a \$50 fee for determination of eligibility.

Water Supply

Will the water supply be Public or Private? Is the water supply Existing or Proposed?

If proposed, is this a replacement well? Yes No If yes, will the old well be abandoned? Yes No

Will any buildings within 50' of the proposed well be termite treated? Yes No

All Applicants

Is this a private sector OSE/PE application? Yes No If yes, is the OSE/PE package attached? Yes No

Is this property intended to serve as the owner's principal place of residence? Yes No

In order for VDH to process your application for a sewage system you must attach a plat of the property and a site sketch. For water supplies, a plat of the property is recommended and a site sketch is required. The site sketch should show your property lines, actual and/or proposed buildings and the desired location of your well and/or sewage system. When the site evaluation is conducted the property lines, building location and the proposed well and sewage sites must be clearly marked and the property sufficiently visible to see the topography.

I give permission to the Virginia Department of Health to enter onto the property described during normal business hours for the purpose of processing this application and to perform quality assurance checks of evaluations and designs certified by a private sector Onsite Soil Evaluator or Professional Engineer as necessary until the sewage disposal system and/or private water supply has been constructed and approved.

Signature of Owner/ Agent

Date

OSE/PE/WWSP Report For:

Well Construction Permit

Well Repair Permit

Well Abandonment Permit

Well Modification Permit

Property Location:

911 Address: _____ City: _____

Lot _____ Section _____ Subdivision _____

GPIN or Tax Map # _____ Health Dept ID # _____

Latitude _____ Longitude _____

Applicant or Client Mailing Address:

Name: _____

Street: _____

City: _____ State _____ Zip Code _____

Prepared by: OSE PE WWSP

Name _____ License # _____

Address _____

City _____ State _____ Zip Code _____

Date of Report _____

Date of Revision #1 _____

OSE/PE/WWSP Job # _____

Date of Revision #2 _____

Contents/Index of this report (e.g., Private Well Worksheet, construction drawing, abandonment worksheet etc.)

Certification Statement

I hereby certify that the evaluations and/or designs contained herein were conducted in accordance with the *applicable provisions of the Private Well Regulations (12 VAC5-630)* and all other applicable laws, regulations and policies implemented by the Virginia Department of Health. I further certify that I currently possess any professional license required by the laws and regulations of the Commonwealth that have been duly issued by the applicable agency charged with licensure to perform the work contained herein.

I recommend that a (select one): construction permit repair permit be (select one) Issued
Modification permit abandonment permit Denied

OSE/PE Signature _____ Date _____

Well Specifications

VDH Use Only
HDIN: _____

Applicant Information	
Name: _____	Address: _____
Phone: _____	
Location Information	
Tax Map/GPIN #: _____	Property Address: _____
Subdivision: _____	Section: _____ Block: _____ Lot: _____
Directions: _____	
General Information	
Well Purpose (select all that apply): <input type="checkbox"/> Domestic Drinking Water <input type="checkbox"/> Agricultural	
<input type="checkbox"/> Irrigation <input type="checkbox"/> Industrial/Commercial <input type="checkbox"/> Geothermal	
Well Class: _____	Minimum Casing Depth: _____ ft.
Estimated Water Usage: _____	Minimum Grout Depth: _____ ft.
Horizontal Setbacks	
Distance from Building Sewer: _____ ft.	Distance from Pretreatment Unit(s): _____ ft.
Distance from Conveyance System: _____ ft.	Distance from Absorption Area: _____ ft.
Distance from Property Line: _____ ft.	Distance from foundations: _____ ft.
Distance from other source(s) of contamination: _____ ft.	
List other source(s): _____	
Note: _____	

Well Abandonment Specifications

HDIN:

VDH Use Only

Applicant Information	
Name: _____	Address: _____
Phone: _____	
Location Information	
Tax Map/GPIN #: _____	Property Address: _____
Subdivision: _____	Section: _____ Block: _____ Lot: _____
Directions: _____	
Abandonment Information	
Current Well Purpose (select all that apply): <input type="checkbox"/> Domestic Drinking Water <input type="checkbox"/> Agricultural	
<input type="checkbox"/> Irrigation	<input type="checkbox"/> Industrial/Commercial <input type="checkbox"/> Geothermal
Well Class: _____	Total Depth of Well: _____ ft.
Static Water Level: _____	Method of abandonment: _____
Type of Fill Material: _____	
Depth of Fill Material: From _____ to _____ ft. From _____ to _____ ft.	
Type of Grout: _____	
Depth of Grout: From _____ to _____ ft. From _____ to _____ ft.	
Method of permanently marking location: _____	
Additional abandonment criteria: _____	
Horizontal Setbacks Following Abandonment	
Distance from Building Sewer: _____ ft.	Distance from Pretreatment Unit(s): _____ ft.
Distance from Conveyance System: _____ ft.	Distance from Absorption Area: _____ ft.
Distance from Property Line: _____ ft.	Distance from foundations: _____ ft.
Distance from other source(s) of contamination: _____ ft.	
List other source(s): _____	
Note: _____	

