

# CHECKLIST FOR SHARED PRIVATE WATER CLEARANCE

(2 to 4 connections serving 2 to 4 properties)

- STOP!!! If the well has not been drilled, then see the Well Construction Checklist. If the well has been drilled, then continue with this checklist.
- Complete an application for a clearance for a Shared Private Water Clearance 2 to 4 service connections (see attached application). *NOTE: If there are more than four (4) connections, see the application for State Small Water Systems. A connection is per habitable dwelling/commercial structure.*
- Submit the well driller's log. **Well drillers log must show a minimum 50 ft annular seal or well cannot be used to serve new development.**
- Provide the well yield and pump test report on form provided. *Reports greater than two (2) years will NOT be accepted.*
- Provide the certified laboratory test results for E. coli, total coliform, and Title 22 inorganics (aluminum, arsenic, barium, cadmium, chromium, fluoride, iron, lead, manganese, mercury, nitrate (NO<sub>3</sub>), selenium, and silver). **All wells located in the South County area (Morgan Hill, San Martin, and Gilroy) will be required to test for perchlorates.** *Lab results greater than two (2) years will NOT be accepted. NOTE: Personnel from a state certified laboratory must come out and collect the water samples. Please provide Well ID# on lab results report.*
- A recorded and notarized copy of a Shared Well Agreement (see attached Shared Well Agreement Guideline). *Prior to recording and notarizing, submit a draft copy of the agreement for review.*
- Provide an engineer's report describing the proposed system (see attached Engineer's Report Guideline & Engineer's List for Small Water System).
- Submit the final *stamped* plan of the proposed/existing location(s) of the houses, septic systems and well for **ALL** properties on the shared well system.
- Provide the vicinity map (e.g. road map) indicating the general location of the well.

## **PAYMENT INFORMATION:**

1. Forms of payment: (NOTE: Review will NOT begin until all fees are paid in full.)
  - a. For applications submitted via email ([dehlanduse@deh.sccgov.org](mailto:dehlanduse@deh.sccgov.org)), an invoice will be generated and emailed to you for payment online.
  - b. For applications that are submitted in person or via US Mail, checks or money orders can be made payable to: County of Santa Clara – DEH.

**PLEASE NOTE:** In order for the applicant to obtain water clearance, all physical deficiencies to a water system must be completed prior to approval with the exception of water quality treatment. Examples of physical deficiencies include, but are not limited to, providing a disinfection plug, installing a steel reinforced 4.5'x4.5'x4' concrete pad around the well head, providing a weather tight well head seal and any other physical well head issue that must be addressed at the development stage.

**INCOMPLETE PACKETS WILL NOT BE ACCEPTED, AND ALL FEES ARE NON-REFUNDABLE**



## Shared Water CLEARANCE Application Form

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**PLEASE NOTE:** Submit a vicinity map and an initial site plan (scale 1"=20') showing existing and proposed improvements.

**Property Owner:** \_\_\_\_\_  
**Owner Address:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Fax#:** \_\_\_\_\_  
**E-mail Address:** \_\_\_\_\_

**Well Site Information:**

**APN:** \_\_\_\_\_ **Well ID Number:** \_\_\_\_\_  
**Well Address:** \_\_\_\_\_  
**Cross Street:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Number of Connections:**  1     2     3     4    **\*\* If more than one, complete page 2 \*\***  
**Waste Water Disposal:**     Septic     Sewer     Existing Well(s) – Qty? \_\_\_\_\_  
**Access Restrictions:**     None     Dogs     Locked Gates     Other: \_\_\_\_\_

**Contact Person** (Designer/Architect/Contractor): \_\_\_\_\_  Same as Well Owner  
**Business Name** (if any): \_\_\_\_\_  
**E-mail Address:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Fax #:** \_\_\_\_\_

**By signing this application, authorization is granted to agents of the Department of Environmental Health to enter the property during inspection hours (7:30 am – 6:00 pm) to conduct any necessary investigations related to this application. The undersigned certifies under penalty of perjury that the forgoing is true and correct, and understands that all application fees are non-refundable.**

Owner/Authorized Agent Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**\*\* Office Use Only \*\***

**Comments:** \_\_\_\_\_  
**Owner ID:** \_\_\_\_\_ **Facility ID:** \_\_\_\_\_ **Account ID:** \_\_\_\_\_  
**Existing Information:**  
**ON0:** \_\_\_\_\_ **Septic Permit #:** \_\_\_\_\_ **Well Permit #:** \_\_\_\_\_ **Invoice #:** \_\_\_\_\_  
**Received By:** \_\_\_\_\_ **Name** \_\_\_\_\_ **Date** \_\_\_\_\_ **Date Paid:** \_\_\_\_\_  
**Assigned To:** \_\_\_\_\_ **Amount Paid:** \_\_\_\_\_  
**Check Number:** \_\_\_\_\_  
**Project ID#: SR0** \_\_\_\_\_ **Program Element(s):** \_\_\_\_\_

# Shared Private Water CLEARANCE Application Form

## PAGE 2

This application requires a submittal of a recorded Shared Well Agreement for **each** of the properties listed below.

List of Properties on Proposed Water System located at: \_\_\_\_\_  
Well Site Address City APN

Well ID Number: \_\_\_\_\_

APN	Property Address	Property Owner Name	Contact Phone	Contact Email	# of Dwellings

**NOTE:** If there are more than four (4) connections to a single well, you must apply for a STATE SMALL WATER System Permit. A connection is per habitable dwelling/commercial structure.



DEPARTMENT OF ENVIRONMENTAL HEALTH  
DRINKING WATER PROGRAM

1555 Berger Drive • Suite 300 • San Jose CA 95112-2716  
Phone (408) 918-3400 • Fax (408) 258-5891

Website: [www.ehinfo.org/drinkingwater](http://www.ehinfo.org/drinkingwater) • Email: [dehlanduse@deh.sccgov.org](mailto:dehlanduse@deh.sccgov.org)

**Well Yield and Pump Test Report**

Property Owner Name: \_\_\_\_\_

APN: \_\_\_\_\_

Well Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Well ID#: \_\_\_\_\_

**Pump Test Information:**

Date of pump test: \_\_\_\_\_

Meter reading: Begin: \_\_\_\_\_ End: \_\_\_\_\_ Total yield: \_\_\_\_\_ gallons

Time: Begin: \_\_\_\_\_ End: \_\_\_\_\_ Continuous pumping hours: \_\_\_\_\_

Pump rate during test: \_\_\_\_\_ gpm

Draw down during pumping test: \_\_\_\_\_ feet

Static water level: \_\_\_\_\_ feet

Pumping water level: \_\_\_\_\_ feet

I certify that I performed the pump test and the information provided here is correct to the best of my knowledge:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name – Please print)

\_\_\_\_\_  
(License/Registration Number)

\_\_\_\_\_  
(Company Name – Please print)

- Licensed Well Drilling Contractor (C-57)
- Licensed Pump/Motor Specialist (C-61)
- Registered Environmental Health Specialist
- Registered Engineer
- Registered Geologist

**Note: Section B11-119(a) (4) states the applicant must notify the Senior Environmental Health Specialist at least 24 hours before the beginning of any pump test which is intended to establish source capacity. Contact the Water Program Senior at 408-918-3400 or email: [dehlanduse@deh.sccgov.org](mailto:dehlanduse@deh.sccgov.org)**

**Section B11-119 (a) (1) states for each connection to an individual or shared water system where the source of water is a well, a source capacity of 2.5 gpm must be sustained during a 24-hour period of pumping, or until 3600 gallons per proposed connection has been achieved during a time period of 24 hours or less of continuous pumping.**

**Note: Development proposals related to SB9 will require well yield testing for a minimum of two connections per proposed lot.**

**Section B11-118 (b) requires that the state certified laboratory test report include the following: total coliform, aluminum, arsenic, barium, cadmium, chromium, fluoride, iron, lead, manganese, mercury, nitrate (as NO<sub>3</sub>), selenium and silver.**

# SHARED WELL AGREEMENT GUIDELINES

The following items must be covered in the Shared Well Agreement when submitted with an application to construct a Shared Private Water System (2 to 4 connections). A legal advisor should develop this document.

1. The agreement shall specify the manner in which the expense and responsibility for the maintenance and repair of said Shared Private Water System shall be apportioned between the applicant (grantor) and other interested parties (grantees) associated with the water system.
2. Submit a copy of recorded deed, showing that the owner of any parcel to be served by the shared water system shall have not less than a  $\frac{1}{4}$  undivided interest in the water source and distribution facilities and sufficient legal interest to guarantee access thereto and right to use thereof.
3. Legal descriptions of all water system land and easements and evidence of dedication of such to the grantees must be included in the agreement.
4. This agreement must state clearly that the rights and responsibilities described shall constitute covenants running with the lands described, and therefore, shall bind all heirs, executors, assigns and successors in interest to the properties.
5. Submit a recorded and notarized copy of a Shared Well Agreement of all the interested parties associated with the water system.

## **ENGINEER'S REPORT GUIDELINE**

Items which must be covered in the Engineer's Report submitted with an application to construct a Shared Private Water System (2 to 4 connections).

1. Scope of the system.
2. A description of how the system functions normally to achieve fire flow, and during repair of equipment.
3. A description of the source of supply.
4. A description of the pumping equipment.
5. A description of the transmission and distribution facilities.
6. A description of the water storage facilities.
7. A description of the suggested maintenance program.
8. A summary of the quality of the water and proposed methods of treatment to correct undesirable characteristics. All of the following are required to be tested from each source prior to approval of a system:
  - a. Total coliform organisms and E.coli
  - b. Aluminum, arsenic, barium, cadmium, chromium, fluoride, iron, lead, manganese, mercury, nitrates (NO<sub>3</sub>), selenium, and silver
9. Reports showing the well yield and pump test.
10. Specifications covering all material and construction methods.
11. Supporting data for major equipment: pump curves, pressure tank selection data, etc.
12. Total acreage, list of parcels (including APNs) to be served, and number of dwellings to be served per parcel.
13. Estimates of the immediate and ultimate water consumption in the area to be served.
14. A copy of the California State Water Well Driller's Log and the Santa Clara Valley Water District's permit to drill the well.
15. Legal descriptions of all water system land and easements and evidence of dedication or acquisition.
16. The following water system calculations where applicable:
  - a. Sizing of mains
  - b. Meeting fire flow requirements
  - c. For determining minimum and maximum working pressures to significant lots at peak and off-peak hours
  - d. Sizing the pressure tank
17. If the system is organized as a Shared Water System, the agreement setting forth the terms and conditions under which the co-owners will share the system shall be submitted.



## ENGINEERS LIST FOR SMALL WATER SYSTEMS

The Santa Clara Ordinance for the Construction of Domestic Water Systems, Section B11-173, states that a *qualified registered engineer* shall prepare all applications for a permit to construct a Shared or State Small Water System. The following engineers can be contacted for more information in the development of a small water system.

**NOTE:** This does not represent a complete list. This list does not constitute a recommendation of any individual or firm. You may employ any qualified registered engineer.

DAVID FARIA FARIA ENGINEERING AND SURVEYING 602-515-7650 <a href="mailto:DAVID@FARIAENGINEERING.COM">DAVID@FARIAENGINEERING.COM</a>	SHAAF & WHEELER: 4699 OLD IRONSIDES SANTA CLARA, CA 95054-1860 (408)246-4848 <a href="mailto:PROCUREMENT@SWSV.COM">PROCUREMENT@SWSV.COM</a>
FREITAS + FREITAS ENGINEERING: 3233 VALENCIA AVE #A1 APTOS, CA 95003 (831) 688-1168 <a href="mailto:FR8TUS@AOL.COM">FR8TUS@AOL.COM</a>	HANNA & BRUNETTI: 7651 EIGLEBERRY ST GILROY, CA 95020 (408) 842-2173 <a href="mailto:OFFICE@HANNABRUNETTI.COM">OFFICE@HANNABRUNETTI.COM</a>
M.H. ENGINEERING: 325 TENNANT AVE MORGAN HILL, CA 95037 (408) 779-7381 / (408) 226-3050 <a href="mailto:GLORIAB@MHENGINEERING.COM">GLORIAB@MHENGINEERING.COM</a>	



## Water Clearance Online Resources

- Well Drillers Log Information:

- Valley Water District Public Records Request:  
<https://www.valleywater.org/how-we-operate/public-records>
- Cal Dept. of Water Resources:  
<https://water.ca.gov/Programs/Groundwater-Management/Wells/Well-Completion-Reports>

- Water Quality Labs:

- Accredited Water Quality Laboratory Locator App:  
<https://waterboards.maps.arcgis.com/apps/webappviewer/index.html?id=bd0bd8b42b1944058244337bd2a4ebfa>

- Frequently Asked Questions:

[https://cpd.sccgov.org/sites/g/files/exjcpb706/files/documents/WP\\_FAQ\\_0.pdf](https://cpd.sccgov.org/sites/g/files/exjcpb706/files/documents/WP_FAQ_0.pdf)

- Well Driller List:

[https://cpd.sccgov.org/sites/g/files/exjcpb706/files/documents/WP\\_Well\\_Driller\\_List\\_1.pdf](https://cpd.sccgov.org/sites/g/files/exjcpb706/files/documents/WP_Well_Driller_List_1.pdf)

- Water Treatment Operator List:

[https://cpd.sccgov.org/sites/g/files/exjcpb706/files/documents/WP\\_Water\\_Treatment\\_Operators\\_0.pdf](https://cpd.sccgov.org/sites/g/files/exjcpb706/files/documents/WP_Water_Treatment_Operators_0.pdf)