



DEPARTMENT OF NATURAL RESOURCES

DIVISION OF WATER RESOURCES

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March 5, 2013

**MEMORANDUM**

**TO:** MONITORING/OBSERVATION WATER WELL PERMIT APPLICANTS

**FROM:** DICK WOLFE, STATE ENGINEER *Dick Wolfe*

**SUBJECT:** INSTRUCTIONS FOR SUBMITTING MONITORING/OBSERVATION WELL PERMIT APPLICATIONS IN BATCHES

**Introduction**

This process has been created for the submittal of Monitoring/Observation Water Well Permit Applications in batches, such that one Form GWS-46 may be submitted, with an attached spreadsheet, by following the instructions below. This process is meant exclusively for monitoring/observation well permit applications. Please email [caleb.foy@state.co.us](mailto:caleb.foy@state.co.us) to request a copy of the Monitoring Well Application Spreadsheet to be used for this process.

**Instructions for Completing Form GWS-46**

1. Complete items **1. Well Owner Information** and **2. Type of Application**.
2. Enter "See Attachment" in item **3. Refer To**.
3. Enter "See Attachment" in item **4. Location Of Proposed Well**.
4. Complete item **5. Property Owner Information**.
5. Enter "See Attachment" in item **7. Well Data**.
6. Complete items **8. Consultant Information**, **9. Proposed Well Drill License # (optional)**, and **10. Name of Well Owner or Authorized Agent**.

**Instruction for Completing the Monitoring Well Application Spreadsheet**

7. The items where "See Attachment" was entered on Form GWS-46 shall be completed on the Monitoring Well Application Spreadsheet as follows:
  - a. **Item 3. Refer To (if applicable)**
    - i. "MH-reference" is only necessary if the application is to use an existing well that was constructed under this office's Notice of Intent to Construct Monitoring Hole(s).
    - ii. The "Well Name or #" should be entered for each well such that each well as a unique well owner identification.

- b. **Item 4. Location of Proposed Well**
- i. "County", "Section", "Township", "Range", and "Principle Meridian" must be entered for all wells.
  - ii. "1/4", "1/4", "Distance from N/S Section Line", and "Distance From E/W Section Line" shall be entered unless the applicant has specified UTM Coordinates (see iii.) or requested Rule 6.2.3 (see iv.).
  - iii. Alternatively to option ii., the applicant may enter the UTM coordinates in "UTM Easting" and "UTM Northing" - If using UTM format, the GPS unit must be set to true north, the zone must be 12 or 13, the Datum must be NAD83, and the units must be in meters.
  - iv. Alternatively to options ii. and iii., the applicant may enter "Request Rule 6.2.3" in "Distance From N/S Section Line". If Rule 6.2.3 is requested, the applicant must provide a defined area in which the proposed well will be located (ie parcel of land, quarter-quarter section of land, etc.) in the last column "Additional Comments". Rule 6.2.3 may only be requested for applications to construct a new monitoring/observation well.
- c. **Item 7. Well Data (proposed)**
- i. The proposed "Total Depth" for each well must be entered.
  - ii. The proposed "Aquifer" for each well should be entered if known.
8. Submit the application with the required fee of \$100.00 per well with a cover letter providing any other relevant information not contained in the application or spreadsheet. Please include both an 11" x 17" hard copy and an electronic copy of the Monitoring Well Application Spreadsheet with the submittal. **For each application to use an existing well, the applicant must submit information concerning the construction of the well on Form No. GWS-31, Well Construction and Test Report, along with the permit application (if evidence of well construction was not previously been submitted to this office).**