

## DRAFT Processing Well Permits Under Proposed New Ordinance Changes

1. Application Prepared by **Applicant**
  - a. Application – Update to clearly specify difference domestic and non-domestic
  - b. Water Use form for non-domestic: update to be able to determine Tier
  - c. Water Efficiency forms – updated.
  - d. Application accepted, Initial fee determination by **applicant/clerical**
2. Application reviewed by **Land Use Staff** for completeness, Tier determination and compliance:
  - a. Review application, water use form, and tier criteria to determine initial Tier assignment
  - b. Review water use form to be sure Tier 2 wells do not represent increase in water use. Refer to **Water Resources staff** for further evaluation if necessary.
  - c. Check GIS for Groundwater Extraction Concern areas, karst, proximity to perennial or intermittent streams (e.g. if a Tier 2 well is within 100' from stream it may get pushed to Tier 3), critical streams, within a 100 year flood plain other concerns, Complete updated permit checklist
  - d. Complete field inspection
  - e. Confirm that Tier 1 and 2 applications meet requirements for stream setback and seal depth.
  - f. If in coastal zone, determine if likely meets criteria for exemption or exclusion
    - i. Request exclusion from **CID staff**, or
    - ii. Notify applicant to apply for coastal development permit
    - iii. **Water resources staff** will work with **CID** for CDP and CEQA process
  - g. Send applications to **water agencies and GSAs** for review and comment
  - h. Review water efficiency form/checklist, refer to **Water Resources Staff** if necessary
  - i. Complete field inspection
  - j. If all requirements met, **Land Use staff** approves Tier 1 and 2 applications. If standards are not met, consult with **Water Resources staff** to see if the well should be pushed to Tier 3 or 4.
  - k. Refer Tier 3 and 4 applications to **Water Resources staff**
3. **Water Resources Staff** processes Tier 3, Tier 4 and discretionary applications
  - a. For Tier 3,
    - i. Review water efficiency measures

- ii. **Water Resources Staff** calculates impact on flow if well is located within 2000' of stream for Tier 3, or for Tier 4 wells that are within ½ mile of a stream, or falls within a designated Tier 4 groundwater extraction concern zone, or is within the watershed of a critical "Level 1 Stream"
      - iii. The **Water Resources Staff** calculates drawdown using the proposed distance from nearby wells and proposed well parameters to ensure that drawdown at the nearby well does not exceed 5 feet after 180 days.
      - iv. Consult with **GSA staff**
      - v. If Tier 3 standards met, approve permit
      - vi. If Tier 3 standards not met process as Tier 4.
    - b. For Tier 4, and discretionary permits subject to CEQA review
      - i. Notify **applicant** of specific analysis requirements, **additional fee required**
      - ii. **Applicant** hires **consultant** to prepare analysis/recommendations
      - iii. **Water Resources Staff** reviews analysis.
      - iv. **Water resources staff** completes CEQA exemption or initial study and works with **CID** to complete CEQA process
      - v. If protective standards are met, permit is approved, with conditions.
4. **Land Use Staff** conducts inspections during well installation
  - a. **Land Use Staff** will review well log and seal proposal for consistency with approved application, and to extend seal to impermeable layer if present.
  - b. If standards are not met or modification is necessary, consult with **Water Resources staff**
  - c. If karst is encountered, stop work and refer to **water resources staff**.
  - d. If in water quality concern area, require water quality test prior to well completion. If there are continued water quality concerns, refer to **Water Resources Staff**
5. Yield test
  - a. Tier 1 wells serving new domestic uses overseen by **Land Use staff**. Tests in limited yield areas should be witnessed by **Land Use Staff**
  - b. Tier 2-4 well yield tests in limited yield areas overseen by **Water Resources Staff**
  - c. Staff oversees collection of water sample