

## **REQUEST TO CONSTRUCT A WELL FOR A PUBLIC WATER SUPPLY - WELL CONSTRUCTION**

Description: Prior to the construction of new well, approval must be secured from the Westchester County Department of Health for the siting of the well.

Applicable Codes: Part 5, Subpart 5-1 Section 5-1.2 and 5-1.22 of the New York State Sanitary Code and Chapter 873, Article VII, Section 873.707.1 of the Laws of Westchester County.

Fees: Chapter 873, Article XXI of the Laws of Westchester County.

Submittal: The submittal shall be prepared by a licensed and registered Professional Engineer in the State of New York and forwarded to the Westchester County Department of Health, 145 Huguenot Street, 7<sup>th</sup> Floor, New Rochelle, NY 10801, Attention: Program Administrator. When requesting Approval of Plans for a project pursuant to the above provisions, the following list serves as minimum filing requirements:

1. A letter of authorization bearing the original signature of the owner or owner's representative authorizing the Professional to file applications and plans.
2. One (1) original form DOH-348 with all items completed. This form must be dated and bear the original signature of the applicant.
3. One (1) original Engineer's Report bearing the original signature and seal of a licensed and registered Professional Engineer in the State of New York. The Engineer's Report must provide a narrative of the scope, details, whether the well is to be used for fire protection, and specifications of the project.
4. A minimum of three (3) sets of site plans, (one (1) will be retained by the Department) that are prepared by a licensed and registered Professional Engineer in the State of New York. These plans must bear the professional's original signature and seal, be prepared pursuant to Title VIII, Article 145, Section 7209 of the New York State Education Law and signed by the Municipal Engineer when applicable.

(A) Plan Contents:

I. Minimum requirements to be included in the plans:  
(Plans size preferably 24" x 18")

1. Location Map, show street locations, etc.
2. Site plans of the project denoting all proposed and existing wells including irrigation wells and the location of the on-site sewage disposal system and

those systems within 200 feet of the well. Public water supply well locations must satisfy the requirements of Appendix 5B and Appendix 5D of the New York State Sanitary Code. A legend is required on plans.

3. Profile view of the well. This profile view must denote standards for construction of the wells and include:
  - Well depth/casing diameter
  - Well pump location
  - Source of water – overburden
  - Well casing/grouting
  - Termination of well's casing

# **REQUEST TO CONSTRUCT, MODIFY, AND COMPLETED WORKS**

## **FOR A PUBLIC WATER WELL SYSTEM**

Description: Prior to the construction of new or modification of an existing public water well system, and after receiving approval for well location, approval must be secured from the Westchester County Department of Health.

Applicable Codes: Part 5, Subpart 5-1 Section 5-1.22 of the New York State Sanitary Code and Chapter 873, Article VII, Section 873.707.1 of the Laws of Westchester County.

Fees: Chapter 873, Article XXI of the Laws of Westchester County.

Submittal: The submittal shall be prepared by a licensed and registered Professional Engineer in the State of New York and forwarded to the Westchester County Department of Health, 145 Huguenot Street, 7th Floor, New Rochelle, NY 10801, Attention: Program Administrator. When requesting Approval of Plans for a project pursuant to the above provisions, the following list serves as minimum filing requirements:

1. A letter of authorization bearing the original signature of the owner or owner's representative authorizing the Professional to file permit applications and plans.
2. One (1) original Form DOH-348 with all items completed. This form must be dated and bear the original signature of the applicant.
3. One (1) original Engineer's Report bearing the original signature and seal of a Professional Engineer licensed and registered in the State of New York. The Engineer's Report must provide a narrative of the scope, details, and specifications of the project and calculations supporting average and peaking water demands and comparison of such to the capacity of well(s).
4. Provide in the Engineer's Report calculation supporting the sizing of the storage tank for one day storage.
5. Submission of a complete well log report.
6. The following testing shall be completed and the results submitted:
  - a. Full inorganic chemical analysis including nitrates and nitrites
  - b. Microbiological analysis (E-Coli and HPC)
  - c. Organic chemicals (EPA Method 524, including MTBE, SOCs)
  - d. Radioactivity
7. A minimum of three (3) sets of construction plans (one (1) set of plans will be retained by the Department), that are prepared by a Professional

Engineer licensed and registered in the State of New York. These plans must bear the professional's original signature and seal, be prepared pursuant to Title VIII, Article 145, Section 7209 of the New York State Education Law and signed by the Municipal Engineer when applicable.

(A) Plan Contents:

I. Minimum requirements to be included in the plans.

1. Location Map of the facility including appropriate streets, etc.
2. Site plan of the project denoting all proposed and existing wells including irrigation wells and location of on site sewage disposal system and those systems within 200 feet of the well. A legend denoting wells, septic field, etc. is required on plans.
3. Provide a mechanical flow diagram illustrating well, piping network from well to the distribution system including equipment for disinfection, carbon adsorber, air stripper, water softening, filters sampling taps and appurtenances. The diagram must illustrate the areas served by the proposed system and a floor plan of such.
4. Provide detailed elevation view of well systems from the well to distribution, supplying specifications of the piping network, pipe diameter, material of construction, class of pipe and treatment. In the well profile view show type of well and denote:
  - Well depth
  - Well capacity
  - Pump location and pump data
  - That the supply is metered
  - Location of pressure gauges and valves and cross-connection controls if applicable
5. Provide a note on the plans regarding fire fighting demand.
6. Provide a note on plans indicating that disinfection will be performed in accordance with AWWA Standard C651-05 except for Section 4.4.2, and that acceptable bacteriological (E-Coli and HPC) results will be submitted and accepted by the Westchester County Health Department, and approval secured prior to the activation of the system.

# **ISSUANCE OF COMPLETED WORK APPROVAL**

## **FOR A PUBLIC WATER WELL SYSTEM**

**Description:** Prior to the activation of a newly constructed or of a modified existing public water well system, approval must be secured from the Westchester County Department of Health.

**Applicable Codes:** Part 5, Subpart 5-1 Section 5-1.22 of the New York State Sanitary Code and Chapter 873, Article VII, Section 873.707.5 of the Laws of Westchester County.

**Fees:** Chapter 873, Article XXI of the Laws of Westchester County.

**Submittal:** The submittal shall be filed by a licensed and registered Professional Engineer in the State of New York and forwarded to the Westchester County Department of Health, 145 Huguenot Street, 7<sup>th</sup> Floor, New Rochelle, NY 10801, Attention: Project Reviewer. When requesting Approval of Completed Works pursuant to the above provisions, the following list serves as the minimum requirements:

- (1) Submit test results for bacteriological analysis after construction of the system. These samples are to be taken after disinfection.
- (2) A minimum of two (2) sets of “As Built” plans (one (1) set being retained by the Department) bearing the original signature and seal of the construction supervising Professional Engineer licensed and registered in the State of New York. This plan must reflect any changes from the original approved plan by “Bubbling” these changes. Note: all deviation from the original plan approval must have received prior approval from the Department.
- (3) That the construction supervising Professional Engineer licensed and registered in the State of New York provides a Certification Letter bearing the professional’s original seal and signature, which will be forwarded with the “As Built” plans. This letter shall provide a statement that the professional has supervised or witnessed construction, and that there are no construction changes from the original Departmental approval. In the event that construction changes do exist and have received prior Departmental approval, this letter must reflect such changes and the changes reflected on the plans are to be “Bubbled” for clarity.