Township of Mendham  
Board of Health  
Incorporated March 29, 1749  
P.O. BOX 520  
BROOKSIDE, NJ 07926  
(973) 543-4555/FAX (973) 543-6630

WELL PERMIT &  
CERTIFICATE OF POTABLE WATER SUPPLY  
APPLICATION PACKAGE

INSTRUCTIONS

Please include the following with this application:

- Correct Fee (see fee schedule on attached FAQs)

- A copy of the NJDEP Well Permit

- A copy of the NJDEP Decommissioning Approval (if a well will be decommissioned)

- A site plan (please see attached FAQs for information on what must be included on the site plan)

Applications must be submitted to the Board of Health Secretary at least ten (10) days prior to the Board of Health at which consideration is desired, provided that this requirement shall not apply to emergency or repair work.
# Township of Mendham Board of Health

P.O. Box 520  
Brookside, NJ 07926  
(973) 643-4665/FAX (973) 643-6630

## INDIVIDUAL WATER SUPPLY SYSTEM PERMIT APPLICATION

### I. PROPERTY AND APPLICANT INFORMATION

<table>
<thead>
<tr>
<th>Application Date</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Block</td>
<td>Lot</td>
</tr>
<tr>
<td>Name of Property Owner(s)</td>
<td>Property Owner(s) Address <em>(If Different from Above)</em></td>
</tr>
<tr>
<td>Owner’s Telephone No.</td>
<td>Name &amp; Address of Applicant</td>
</tr>
</tbody>
</table>

### II. WELL DRILLER INFORMATION

<table>
<thead>
<tr>
<th>Name &amp; Address of Well Driller</th>
<th>Driller’s Telephone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NJDEP License Number(s)</td>
<td>Please check your NJDEP License Designation:</td>
</tr>
<tr>
<td>□ Master Well Driller</td>
<td>□ Journeyman</td>
</tr>
<tr>
<td>□ Journeyman Class B</td>
<td>□ Monitoring Well Driller</td>
</tr>
<tr>
<td>□ Monitoring Well Driller</td>
<td>□ Dewatering Well Driller</td>
</tr>
<tr>
<td>□ Dewatering Well Driller</td>
<td>□ Soil Borer</td>
</tr>
</tbody>
</table>

### III. ENGINEER INFORMATION

<table>
<thead>
<tr>
<th>Name &amp; Address of Engineering Firm</th>
<th>Firm’s Telephone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NJ Professional Engineer License No.</td>
<td>Name of Professional Engineer</td>
</tr>
</tbody>
</table>

### IV. WELL INFORMATION

<table>
<thead>
<tr>
<th>Type of Well</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Potable Water □ Irrigation/Non-Potable</td>
<td></td>
</tr>
<tr>
<td><strong>Type of Work To Be Performed (Check all that apply):</strong></td>
<td></td>
</tr>
<tr>
<td>□ Construction of New Well</td>
<td>□ Alteration to Existing Well</td>
</tr>
<tr>
<td>□ Well Decommissioning/Abandonment</td>
<td></td>
</tr>
</tbody>
</table>

In the space below, please describe the reason for work:

Will the well have a water filtration or treatment system? □ Yes □ No
If Yes, please describe the type of system below:
If a well will be decommissioned/abandoned, please describe how decommissioning/abandonment will be performed (a copy of the NJDEP Well Decommissioning Approval must be included with this application).

V. LOCATION, DESIGN, & YIELD INFORMATION (For Construction of New Wells Only)

<table>
<thead>
<tr>
<th>Septic Tank(s):</th>
<th>Seepage Pit(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribution Box:</td>
<td>Disposal Field(s):</td>
</tr>
<tr>
<td>Line to Disposal Bed(s) or Seepage Pit(s):</td>
<td>Cesspool(s):</td>
</tr>
</tbody>
</table>

PLEASE PROVIDE THE FOLLOWING INFORMATION REGARDING THE NEW WELL:

<table>
<thead>
<tr>
<th>Depth of Well (Feet):</th>
<th>Yield (How many gallons per minute?):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Depth of Casing (Feet):</td>
<td>The attached Mendham Township Board of Health Well Yield Certification Form must be completed and submitted to the Board of Health Secretary upon completion of work.</td>
</tr>
<tr>
<td>Diameter of Casing (Feet):</td>
<td></td>
</tr>
</tbody>
</table>

PLEASE PROVIDE THE DISTANCES IN FEET FROM THE PROPOSED NEW WELL FOLLOWING THESE FEATURES:

<table>
<thead>
<tr>
<th>Nearest Property Line:</th>
<th>Septic Distribution Box:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Water Supply Line(s):</td>
<td>Seepage Pit(s):</td>
</tr>
<tr>
<td>Water Courses (Reservoirs, Streams, Lakes, Ponds):</td>
<td>Dry Well(s):</td>
</tr>
<tr>
<td>Building Sewer or Septic Line(s):</td>
<td>Cesspool(s):</td>
</tr>
</tbody>
</table>

VI. SITE PLAN

Please attach a site plan detailing the construction, alteration or repair to this application. The site plan must be drawn to scale and include any of the following details:

1. All structures, including the principal structure (e.g. residence) and accessory structures (garages, sheds, gazebos, etc.) on the property;

2. The property lines with adjacent lots;

3. The location of any existing wells on the property including those which were previously decommissioned or currently used for irrigation/non-potable water usage;

4. The location of suction lines and water service lines;

5. The location of any easements on the property;
6. The location of public roadways, public sewers, or public water supply service lines adjacent to the property;

7. The location of any above-ground or underground fuel storage tanks;

8. The location of any septic systems on the property including the following septic system components: septic tank(s), distribution box (d-box), disposal field(s), seepage pit(s), and/or dry well(s);

9. The location of any existing or proposed water storage tanks;

10. The location of the proposed new well;

11. Distances (in feet) must be provided from the proposed new well to all of the applicable structures, property lines, and locations listed above; and

12. The elevation (in feet) of the proposed new well in relation to the septic system and any of its individual components.

VII. CERTIFICATION
I certify that the information contained in this information is true and correct. I further certify that the location and design of the proposed system, alteration, or other work comply with all applicable local and state regulations and/or standards governing the same.

PROFESSIONAL ENGINEER

__________________________________  ____________________________  ____________________________
Print Name  Signature  Date

Affix Seal Here:

Name of Engineering Firm

OR

WELL DRILLER

__________________________________  ____________________________  ____________________________
Print Name  Signature  Date

Name of Well Drilling Firm

FOR BOARD OF HEALTH USE ONLY

Application Fee Paid:  __________________ Date Paid:  __________________
Alteration, Repair, Abandonment Fee Paid:  __________________ Date Paid:  __________________
Permit Number:  __________________ Date Issued:  __________________
Date of Board of Health Review:  __________________ BOH Approval:  □ Granted □ Denied
BOH President Signature:  __________________ Date:  __________________
Emergency Alteration/Repair (Chapter 397-7):  □ Yes □ No
RBHS/HO Signature:  __________________ Date:  __________________

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REV. 1/1/2018
When is a permit required?
In accordance with Mendham Township Board of Health regulations (Chapter 397), a permit is required for construction, alteration, abandonment/decommissioning or repair of an individual water supply system.

What is the difference between an alteration and a repair?
An alteration is any modification of an existing individual water supply system. A repair is the performance of work which is strictly limited to the repair or replacement of an existing system component including the pump, a section of pipe, the tank, the filter (or other similar device) and which does not involve any change whatsoever in the design, location, or portion of the existing system.

How do I obtain a permit?
A separate application must be filed with the Board of Health for each permit. Application must be submitted at least ten (10) days prior to the Board of Health meeting at which consideration of the application is desired.

Who can perform the work?
Only individuals who are properly licensed by the NJ Department of Environmental Protection (NJDEP) are permitted to install, service, and decommission wells and pumps. To determine if an individual is licensed, contact the NJDEP, Division of Water Supply & Geoscience at 609-984-6831 or via email: wellpermitting@dep.nj.gov. Additional information may be found on NJDEP’s website: www.nj.gov/dep.

What are the permit fees?
Applications must be accompanied by the required fee(s):

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$230.00</td>
</tr>
<tr>
<td>Alteration Fee</td>
<td>$120.00</td>
</tr>
<tr>
<td>Repair Fee</td>
<td>$60.00</td>
</tr>
<tr>
<td>Reinspection Fee</td>
<td>$60.00</td>
</tr>
<tr>
<td>Permit Renewal Fee:*</td>
<td>$10.00</td>
</tr>
<tr>
<td>Well Abandonment or Conversion to Nonpotable Well Fee:</td>
<td>$110.00</td>
</tr>
<tr>
<td>Technical Review Fee:**</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

*Every permit to install a new individual water supply system shall expire one (1) year after the first business day following approval of the application (the date of issuance), unless prior to that time, construction of the facility improvement with respect to which the permit was issued shall have been commenced, in which event the permit shall remain valid and in effect for a period of two years from the date of issuance. The Board of Health may in its discretion renew a permit which has expired.

*Payment of a technical review fee is only required if the Board of Health determines that the application requires review, study, research, reporting, and/or testimony by a Professional Engineer contracted by the Board of Health.
Other than the application and the appropriate fee, what other documents must I submit for a permit?
Applications for construction of any well must include a copy of a valid permit issued by the NJDEP.

In addition, applications for construction, alteration, or repair of an individual water supply system must include a site plan, which is drawn to scale, and includes the following details:

1. All structures, including the principal structure (e.g. residence) and accessory structures (garages, sheds, gazebos, etc.) on the property;

2. The property lines with adjacent lots;

3. The location of any existing wells on the property including those which were previously decommissioned or currently used for irrigation/non-potable water usage;

4. The location of suction lines and water service lines;

5. The location of any easements on the property;

6. The location of public roadways, public sewers, or public water supply service lines adjacent to the property;

7. The location of any above-ground or underground fuel storage tanks;

8. The location of any septic systems on the property including the following septic system components: septic tank(s), distribution box (d-box), disposal field(s), seepage pit(s), and/or dry well(s);

9. The location of any existing or proposed water storage tanks;

10. The location of the proposed new well;

11. Distances (in feet) must be provided from the proposed new well to all of the applicable structures, property lines, and locations listed above; and

12. The elevation (in feet) of the proposed new well in relation to the septic system and any of its individual components.
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Am I required to schedule inspections with the Board of Health?
Yes. The following required inspections must be scheduled at least 24 hours prior to the start of work: (1) when the well casing is being installed and grouted and (2) when a pitless well installation is being made.

What are the requirements for abandoning an existing well?

Once the well work has been completed, can it be placed into operation?
No. The Board of Health must issue a certificate of potable water supply prior to the well being placed into operation.

What are the requirements of a certificate of potable water supply?
In order for the Board of Health to issue a certificate of potable water supply, the following requirements must be met:

1. All of the required inspections (when well casing is being installed and grouted and when a pitless well installation taking place) have been performed by the Township Health Department.

2. A system yield certification form has been completed, signed, and returned to the Township Health Department.

3. A copy of a water quality laboratory report which confirms that the water meets the water quality standards for bacteria, chemistry, metals, and volatile organics set by the Board of Health has been provided (see attached sheet). The report must be from a laboratory which has been certified by the NJ Department of Environmental Protection. A list of certified labs can be found at this web link:

http://www.nj.gov/dep/enforcement/cqa/certlabs.htm

4. An as-built plan of the system which details the exact location of the well in relation to the foundation of the building being served.

What are the requirements for abandoning an existing well?
The individual performing the abandonment must be licensed by the NJDEP for the decommissioning of wells. In addition, an application for well abandonment must be completed and submitted to the Board of Health with the required fee (see page 1 of this document). A copy of the NJDEP well decommissioning approval must accompany the application. Upon completion of the abandonment a copy of the NJDEP decommissioning report must be submitted to the Board of Health.
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When must wells be abandoned?  
Per N.J.A.C. 7:9D – 3.1, when drilling a new well, existing wells that meet certain criteria (see examples below) are required to be decommissioned by a Licensed Well Driller:

- Abandoned wells  
- Damaged wells  
- Wells been replaced by another well

However, some owners may forego decommissioning if the well is properly re-classified by a Licensed Well Driller for purposes such as irrigation (lawn watering, agricultural etc.). This re-classification process includes the requirement that all piping be disconnected from the potable water supply/distribution system. A copy of an NJDEP Well Permit indicating an approved re-classification to non-potable use must accompany any application where an applicant desires to maintain another well on the property.

I am purchasing a home in Mendham Township which is served by a well. Am I required to obtain a certificate of compliance for the well?  
You would be required to obtain a certificate of potable water supply. To do so, you must complete a Board of Health application for the certificate. A copy of a water quality laboratory report which meets the water quality standards for bacteria, chemistry, metals, and volatile organics set by the Board of Health has been provided (see attached sheet). The report must be from a laboratory which has been certified by the NJ Department of Environmental Protection. A list of certified labs can be found at this web link: http://www.nj.gov/dep/enforcement/ogas/ertlabs.htm

I am looking to install an irrigation well (for gardening/non-drinking purposes). Do I need a permit? Are there any specific requirements for irrigation wells.  
A permit from the Township Board of Health is required for all irrigation wells (wells which are intended for non-potable use). All application, permits, inspections, and water parameter requirements required for potable wells are also required for irrigation wells. For more information, please contact the Township Health Department at (973) 543-4555.
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REQUIRED WATER & CORROSION STANDARDS FOR
CERTIFICATE OF POTABLE WATER SUPPLY

Prior to the issuance of a certificate of potable water supply for a new individual water supply system or prior to the transfer of title for a single family dwelling served by an existing individual water supply system, the Mendham Board of Health must be provided with reports of tests establishing that the system will meet the water quality and test of corrosivity requirements below. Testing may only be performed by testing laboratory certified by the NJ Department of Environmental Protection.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>STANDARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bacteria</td>
<td></td>
</tr>
<tr>
<td>Total coliform</td>
<td>None detected</td>
</tr>
<tr>
<td>Chemistry</td>
<td></td>
</tr>
<tr>
<td>Fluoride</td>
<td>2.0 mg/l maximum</td>
</tr>
<tr>
<td>Nitrate</td>
<td>10.0 mg/l as N maximum</td>
</tr>
<tr>
<td>Turbidity</td>
<td>1 turbidity unit (TU) maximum</td>
</tr>
<tr>
<td>pH</td>
<td>6.5 minimum to 8.5 maximum</td>
</tr>
<tr>
<td>Hardness</td>
<td>50 mg/l minimum*</td>
</tr>
</tbody>
</table>

*Whenever hardness exceeds 2.50 mg/l, it may be desirable to undertake corrective action.

<table>
<thead>
<tr>
<th>METALS – ATOMIC ABSORPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arsenic</td>
</tr>
<tr>
<td>Barium</td>
</tr>
<tr>
<td>Cadmium</td>
</tr>
<tr>
<td>Chromium</td>
</tr>
<tr>
<td>Iron</td>
</tr>
<tr>
<td>Lead</td>
</tr>
<tr>
<td>Manganese</td>
</tr>
<tr>
<td>Mercury</td>
</tr>
<tr>
<td>Selenium</td>
</tr>
<tr>
<td>Silver</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VOLATILE ORGANICS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemical scan</td>
</tr>
</tbody>
</table>
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WELL YIELD CERTIFICATION
(To be completed by Well Driller pursuant to Mendham Township BOH Code, Chapter 379-9 A)

Property Address: ___________________________ Block: _______ Lot: _______

Name & Address of Well Driller:

_________________________________________

NJDEP License Number: ____________

This is to certify that I have performed testing of the well system installed at the above captioned
property for yield on __________, ____, 20____ and that:

(1) The system yield is not less than five (5) gallons per minute.

(2) The yield was determined through the use of a four-hour pumping test.

(3) The as-built plan of the well showing the exact location of any well in relation to the foundation
of the building being served (PLEASE ATTACH AS-BUILT PLAN) is correct.

I further certify that said test indicated a static level of ___________ and drawdown of
___________ during the pumping test, and a recovery time to static level of ____________.

_________________________________________  ___________________________________________  ____________
Signature of Well Driller             Printed Name of Well Driller                  Date

FOR OFFICIAL USE ONLY – REVIEW OF CERTIFICATE

_________________________________________  ___________________________________________  ____________
Printed Name of REUIS             Signature of REUIS                  Date