

GUIDELINES FOR THE PERMITTING PROCESS NONPUBLIC WATER SYSTEM

The following information is intended to guide the prospective water system applicant through the process required for the Nonpublic Water Supply Permit.

NONPUBLIC WATER SYSTEM DEFINED

A nonpublic water system is a water system intended to serve more than one (1) and less than five (5) service connections and less than 25 individuals daily.

PERMIT PROCESSING FEES

A fee of \$125.00 per hour will be charged for the amount of time required to process the permit application. Staff time includes office visits by applicant, telephone conversations, evaluation of system design, travel time to system site and field investigations.

APPLICATION PACKET

Applications Forms. The attached application forms should be completed and returned. The various forms include the following:

- Application for a Non-Public Water Supply Permit

The application shall be signed by the property owner(s) of the water system. **Signatures on the application shall be witnessed by a Notary Public unless signed before a member of the Environmental Health Division staff. Applications lacking a notarized signature(s) or proper verification will not be accepted.**

- Information to Accompany the Application for a Non-Public Water System Permit

The Information to Accompany the Application form shall be completed in its entirety. This includes the name of the system, location of the well(s), Assessor=s Parcel Numbers served by the system, principal features of the water system and the owner/billing information.

SOURCE OF SUPPLY

The source of supply may be a well, a spring, etc. If it is a well, it is always preferable to submit a copy of the well driller's report when providing information about the well.

WATER SYSTEM SITE MAP

A site map of the water system is to be submitted along with the application packet. The map shall include the parcels that will be served by the system, location of the well(s), storage tank(s), layout of the water lines as they serve each parcel, and existing and/or proposed structures connected to the system. The map shall also show animal enclosures, agricultural drainage sumps, storm and runoff sumps, waste disposal wells, hazardous material sites, sewer lines, septic tanks, seepage pits, cesspools, leach lines, etc., that are located within 200 feet of the well. A handwritten sketch will be acceptable only if it is accurate and legible.

PROOF OF RECORDED EASEMENTS

Copies of recorded easements for the well, storage facilities, and water mains are required.

RECORDED WATER SYSTEM USE AGREEMENT

If the source of supply is to be shared by a group of property owners with no formal organization, then the maintenance and operation of the well shall be described in a recorded Water System Use Agreement. This agreement shall include the following:

1. Assessor's Parcel Numbers served by the water system.
2. Percentage of undivided interest each property will have in the water system.
3. Signatures of all property owners involved, acknowledged before a notary public.

An example of a water system agreement is attached for your convenience. If this is used, Exhibit A is a statement of the percentage of interest each Assessor's Parcel Number has in the water system. Exhibit B contains easements for the water system. It is recommended that these documents be reviewed by the Kern County Public Health Services Department, Environmental Health Division, before recording.

PUMP TEST REPORT

If the source of supply is a well, then a pump test to determine the sustained yield of the well may be required. The length of the test will be determined by the Environmental Health Specialist. A pump test is not needed for systems in the San Joaquin Valley basin. Contact Environmental Health Division if you are uncertain.

WATER QUANTITY

The water system must have sufficient water available from the source and storage facilities to supply a minimum of three (3) gallons per minute for at least 24 hours for each service connection, or 4320 gallons of storage (not including “fire” water storage) for each connection.

WATER PRESSURE

The system shall be capable of supplying a water pressure of a least 20 psi at each connection.

WATER QUALITY ANALYSES

Analyses of the water to determine its suitability for domestic use shall be performed by a State Certified Laboratory. The following water quality analyses are required:

1. A bacteriological analysis is required for all systems and shall indicate that no coliform bacteria are present in the water supply. The bacteriological analysis shall have been performed no more than 90 days before the application date.
2. The results of a complete chemical analysis, including general mineral, general physical, and inorganic chemicals is required of all systems.
3. Analysis for uranium is required of all systems to determine the radiological quality of the water.
4. Analyses for the pesticides Dibromochloropropane (DBCP) and Ethylene Dibromide (EDB) are required for all water systems located in the San Joaquin Valley basin portion of Kern County.

Analyses performed within the last five years will be accepted for all except the bacteriological analysis. The sample bottles must be obtained from the laboratory being used or some results may not be accurate.

FINAL CONSTRUCTION INSPECTION

A construction inspection will be conducted by a representative of this Division to determine compliance with applicable statutes and regulations. All deficiencies shall be corrected before the issuance of the water supply permit.

A domestic well shall meet the following construction criteria:

1. Have a concrete slab around the well casing, a minimum of six (6) inches thick, extending three (3) feet in all directions from the edge of the well casing. An existing smaller slab in good condition may be acceptable.
2. Have a screened casing air vent facing downward or a comparable air vent approved by this Division.
3. Have an approved backflow prevention device (check valve).
4. Have an unthreaded sample spigot on the discharge side of the check valve.

Storage and pressure tanks will be inspected. The storage tanks that have overflow piping shall be screened.

Pressure checks will be conducted to verify that the system is capable of supplying a water pressure of at least 20 psi to exterior hose bibs.

CONDITIONS

The Nonpublic Water System shall be completed within six months of the submission of the application. If extenuating conditions exist making it impossible to complete within the six-month time period, a written request for an extension of time, detailing why an extension is needed and the amount of time it will take to complete the system, shall be submitted prior to the end of the six-month time limit.

The Nonpublic Water System application will be returned to the applicant and no records will be retained if the system is not completed within six months or by the granted extension date.

If a conditional building permit was issued with a requirement that a non public water system permit be obtained prior to final, then occupancy will not be signed off by Environmental Health until all conditions for the permit have been completed and the permit issued.

WATER SYSTEM USE AND MAINTENANCE AGREEMENT (EXAMPLE)

Herein referred to as “Owners” are parties to this agreement at the same time it is first made and they hold an undivided interest in the water well, pumps, tanks, electrical system, distribution pipe, and all appurtenances (herein called “Water System”). The percentage of undivided interest attributed to each parcel of land and the legal description for each parcel of land, as owned by the Owners, is described in Exhibit “A” attached hereto. The legal description of the Water System is attached to the Agreement as Exhibit “B”.

Each property set forth in Exhibit “A” is provided with water from the well through a distribution line which runs from the well to each property.

The Owners desire to set forth in the agreement their rights and duties for themselves, their heirs, executors, administrators, assigns, and successors in interest with regard to the well, related equipment, and distribution lines.

AGREEMENT

1. Each party will pay, proportionate to his or her ownership interest in the Water System, for all reasonable necessary repair, maintenance, and renovation of the well, the pump, appurtenances, or water lines extending from the well to the service connection. This payment will be due and payable within 10 days of written notice of such repair, maintenance, and/or renovation.
2. Each party shall pay on or before the due date, with regard to the electrical bill incurred for running the pump on the well, a share of the electric bill in direct proportion to his or her ownership interest.
3. The term of this agreement shall be one year from the date of the execution of this agreement. This agreement shall be renewed automatically with respect to any party not in default with respect to any obligation arising under this agreement. In the event this agreement is not renewed as to any party, that party shall forfeit all right to draw water from the Water System until that party has reinstated under this agreement by paying to the party advancing the same all amounts in default, plus interest at the rate of twelve (12) percent per annum.
4. In the event any party fails to pay his portion of the utility bill incurred in connection with the pump, that party shall, upon ten (10) days written notice, forfeit all right to draw water from the well until his portion of the bill is paid in full with interest at the rate of twelve (12) percent per annum, to the party advancing the same.



MATTHEW CONSTANTINE
DIRECTOR

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5. Each party shall have the right to draw from the Water System for domestic, non-commercial use only, water in an amount not exceeding the fractional amount of his interest in the well. Domestic use as set forth in this agreement includes usual household use, watering of ornamental plants and household garden plots, all in connection with the use of the parties' land described in this agreement.
6. No party guarantees to any other party the quality of the water from the well.
7. This agreement shall be binding on the parties hereto and on their heirs, executors, administrators, assigns, and successors in interest.
8. All notices required or permitted by this agreement to be served or delivered shall be deemed duly served or delivered when mailed to the party to whom delivery is required.
9. It is further agreed that the parties cooperate in the operation of said Water System solely for their own benefit and use of the lands described in Exhibit "A".
10. The management of the Water System shall consist of a Manager, appointed by the Owners for one (1) year term. The Manager's duties shall include, but not be limited to:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
11. In the event any action shall be instituted in connection with this Declaration, the party prevailing in such action shall be entitled to recover from the other party all its costs of action, including reasonable attorney's fees as fixed by the court therein.

SO AGREED:

OWNER

DATE



Application from _____
Name of applicant, and if not as individual, a statement as to whether partnership or corporation

Pursuant and subject to all of the terms, conditions and provisions of Kern County Ordinance Code, Section 14.08.470, et seq., and all amendments thereto, relating to nonpublic water permits, application is hereby made to the Kern County Public Health Department, Environmental Division, for a permit to _____

Applicant must state specifically what is being applied for - whether to construct new works, to use existing works, to make alterations or additions in works or

sources, and state nature of improvement in works. Enumerate definitely source or sources of supply, kind of works used or considered (if known) and specify

the locality to be served and the number of connections, whether metered or flat rate. Additional sheets may be attached.

Dated _____, 20____.

Signatures

IF BY CORPORATION,
CORPORATE SEAL
HERE

NOTES

If this application is made by a corporation, it must be signed in the name of the corporation by its duly accredited officer or officers.

If this application is made by a partnership, all of the members must sign.

If this application is made by more than one individual, all must sign.

In all cases the mailing address of the applicant must be given and the execution of the application must be acknowledged before a Notary Public.



Application from John Brown

Name of applicant, and if not as individual, a statement as to whether partnership or corporation

Pursuant and subject to all of the terms, conditions and provisions of Kern County Ordinance Code, Section 14.08.470, et seq., and all amendments thereto, relating to nonpublic water permits, application is hereby made to the Kern County Public Health Dept, Environmental Division, for a permit to provide water to 2 additional parcels using a flat

rate. The system will use an existing well on Assessor's Parcel Number (APN) 100-200-30 to provide

Applicant must state specifically what is being applied for - whether to construct new works, to use existing works, to make alterations or additions in works or

water to APN 100-200-30, APN 100-200-31 and APN 100-200-32. It will use an existing 120-gallon

sources, and state nature of improvement in works. Enumerate definitely source or sources of supply, kind of works used or considered (if known) and specify

pressure tank. A new 5,000-gallon storage tank and 180 feet of 2-inch PVC Schedule 40 will be added

the locality to be served and the number of connections, whether metered or flat rate. Additional sheets may be attached.

to complete the system. No water meters will be used.

Dated October 17, 2006.

NOTES

If this application is made by a corporation, it must be signed in the name of the corporation by its duly accredited officer or officers.

If this application is made by a partnership, all of the members must sign.

If this application is made by more than one individual, all must sign.

In all cases the mailing address of the applicant must be given and the execution of the application must be acknowledged before a Notary Public.



INFORMATION TO ACCOMPANY APPLICATION for NONPUBLIC WATER SUPPLY PERMIT

Number of Connections:	System (circle): New Existing		Date:	
System Name:				
Source of Supply Location T/R/S:		APN:		Permit #:
Nearest Cross Streets:				
Parcel Map/Tract #:	Well Parcel #:	Parcels Served:		
Enter Assessors Parcel Numbers To Be Served	1.	2.		
	3.	4.		
Billing Information for Permit Processing Fee	Name:			
	Address:		Phone #:	
	City:	State:	Zip:	
Owner Information	Name:			
	Address:		Phone #	
	City:	State:	Zip:	

Describe Water Supply (drilled well, spring, etc.):	Describe Booster Pumps (if any):
Describe Pressure Tank(s)(# of gallons):	Describe Storage Tank(s)(# of gallons):
Describe Distribution System (size and type pipe and length of runs):	
Describe Water Treatment (if any):	
Emergency Provision during floods, earthquakes, power outages:	
Describe type of any auxiliary source of supply and frequency of use:	