



Planning Division (415) 435-7390  
[www.townoftiburon.org](http://www.townoftiburon.org)

## APPLICATION REQUIREMENTS FOR WATER WELL

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**As regulated by Title IV, Chapter 13F of the Tiburon Municipal Code**

The following materials shall be submitted with an application for Water Well:

### **Non-Potable (irrigation) Water Well**

- A. Forms/Fees. A Land Development Application form and filing fee deposit (\$880\* for a non-potable water well and \$1,490\* for a potable water well).
- B. Site Plan. Two (2) full-size sets and eight (8) reduced (11" x 17") sets of a Site Plan of the property on which the well is proposed to be located, showing the location of the proposed well and including the following items: property lines, structures, trees, sewage disposal systems, all intermittent or perennial natural or artificial water bodies or water courses, the general drainage pattern, and any existing wells.
- C. Hydrologist or Geologist's Report. A report prepared by hydrologist, geologist or other qualified person describing possible adverse effects, if any, of the proposed well installation and operation on nearby water resources (springs, seeps, watercourses) and on adjoining properties.
- D. Project Narrative. A narrative describing in detail the proposed well (including proposed depth and whether use of the well will be potable or non-potable) and any facilities appurtenant to the well that are proposed at this time, including storage tanks, mechanical pumps, etc., that might generate noise or be visible from off-site. In the narrative and on the Site Plan, describe the proposed method of access to drill the well, and identify point(s) of entry and exit for any drilling rigs or other heavy equipment proposed to install the well. Describe any unusual circumstances associated with the installation or operation of the well on this property that could have adverse effects on properties in the vicinity.
- E. MMWD letter. A letter of conditional approval from the Marin Municipal Water District.
- F. Contractor's License and Certificate. A copy of the contractor's license from the well-driller who will be performing the work, plus verification of their Workers Compensation Certificate.

*\*Fees subject to periodic amendment. Fees listed are as of the date of this form.*

## **Potable (Drinking) Water Well**

In addition to all of the above-listed items, the following must be submitted with an application for potable water well (see **Exhibit A** below for additional information):

- G. Fire Protection District approval letter.
- H. Indemnification Agreement.
- I. Disclosure Statement.

Once accepted as complete, and following mailed notice to adjoining parcel owners, the water well application will be scheduled for consideration at a Town Council meeting.

## **FINDINGS REQUIRED FOR APPROVAL**

In order to approve a permit for a water well to be used for non-potable purposes, the Town Council shall make the following findings:

- The granting of the permit will neither be detrimental to the public health, safety or welfare, nor injurious to other properties in the vicinity.

In order to approve a permit for a water well to be used for potable (drinking) purposes, the Town Council shall make the following additional findings:

- The owner is currently prevented from connecting to the public water system due to a moratorium.
- The owner has provided a written opinion from a geologist, hydrologist, or other qualified person stating that the water supply of the well will remain reasonably intact during drought periods.

## **CONDITIONS OF APPROVAL**

In approving a permit application for a water well to be used for non-potable purposes, the Town Council shall impose (at a minimum) the following conditions:

- No well-related site work shall commence until such time as the Director of Community Development has issued a Well Permit Certificate pursuant to Title IV, Chapter 13F, Section 13F-7, of the Tiburon Municipal Code.
- The well shall meet all applicable well standards adopted by this Chapter and Chapter 7.28 (or any successor sections) of the Marin County Code and any regulations adopted by the County of Marin pursuant thereto.
- The well shall meet all requirements of the Marin Municipal Water District.

- Owner shall be required to obtain all zoning and building permit approvals required by the Tiburon Municipal Code for installation of the well and any related components (such as water storage tanks and pumps).
- An unexercised well permit shall expire six (6) months after its approval unless extended for good cause. One such extension for up to six (6) months may be granted by the Town Manager.

In approving a permit application for a water well to be used for potable purposes, the Town Council shall impose the following conditions in addition to those specified above:

- Owner agrees to connect to the public water system as soon as possible.
- The well shall serve no more than two adjoining dwellings.
- Owner shall provide for regular water testing on a recurring basis as may be required by the enforcement agency or agencies.

The Town Council may impose additional conditions of approval that will ensure compliance with the objectives of Title IV, Chapter 13F of the Tiburon Municipal Code.

## **EXHIBIT A**

### **(Additional Information on Required Items for Potable Water Wells)**

1. Fire District Letter. The applicant shall provide a letter from the Fire Marshal of the appropriate fire protection district certifying that the well and water system will have sufficient storage capacity and water pressure to satisfy on-site fire containment needs, including sprinklers.
2. Indemnification Agreement. The property owner shall submit a fully-executed agreement, on behalf of himself and all successors in interest, indemnifying, defending, and holding harmless the Town of Tiburon and its officers and employees, in the event of any future inadequate supply of potable water resulting from any cause. Such agreement shall be approved by the Town Attorney and recorded by the Director of Community Development for the benefit of the Town of Tiburon following approval of the Well Permit.
3. Disclosure Statement. Evidence that a fully-executed statement, written to the satisfaction of the Town Attorney, has been prepared and submitted to the Town in recordable format for recordation by the Town on the title of the affected property following approval of the Well Permit, which statement shall contain the following disclosure:

“As of this recording date, this property is served by private water well and is not connected to the public water system. In the event the well fails, there is no assurance that the property will be able to connect to the public water system. Information concerning the current status of this property relative to the public water system is available from the Marin Municipal Water District.”

## WATER WELL APPLICATION CHECKLIST

### NON-POTABLE (IRRIGATION) WELL

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|---|--|
| <input type="checkbox"/> Application Form & Fee       | <input type="checkbox"/> Letter from MMWD                  |
| <input type="checkbox"/> Project Narrative            | <input type="checkbox"/> Copy of Contractor's License      |
| <input type="checkbox"/> Drawings (2 full; 8 reduced) | <input type="checkbox"/> Copy of Workers Comp. Certificate |
| <input type="checkbox"/> Geologist/Hydrologist Report |  |

### POTABLE (DRINKING) WELL

All of the above, plus:

- Fire Protection District Approval Letter
- Indemnification Agreement
- Disclosure Statement

STAFF NOTES:

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