



**Commonwealth of the Northern Mariana Islands**  
**OFFICE OF THE GOVERNOR**  
**Division of Environmental Quality**  
**SAFE DRINKING WATER PROGRAM**  
**STANDARD OPERATING PROCEDURE**  
**WELL DRILLING PERMIT PROCESS**

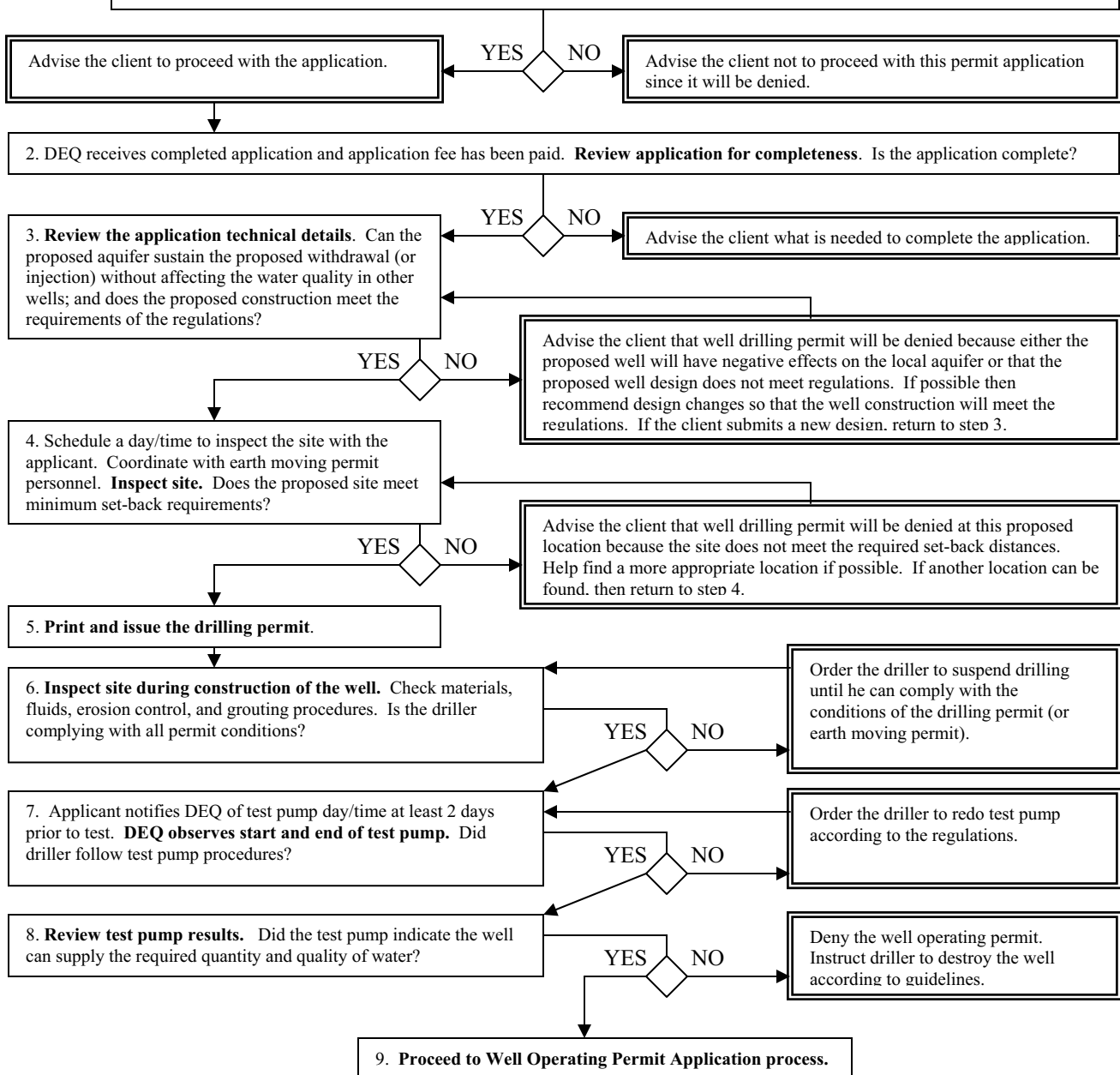


**Purpose:** To outline the procedures to follow when a client is applying for a well drilling permit.

**Background:** Under the **Well Drilling and Well Operation Regulations**, Section 5, Well Drilling Permit Application Requirements, “no well may be drilled unless the owner (or lessee) of the land upon which the well is to be drilled, has obtained a well drilling permit from the Director.” Section 5 outlines the information required in the permit application (use the DEQ permit application form). The purpose of the application process is: 1) to assure that the well **site** is suitable (meets setback regulations); 2) to assure that the proposed well **design** is suitable (sanitary, selects desired aquifer, and meets other design criteria in the regulations).

**Procedure:**

**1. Before the client pays the permit application fee, staff should consult with the client in the office (no field visit) to assess whether there are obvious reasons the permit may be denied.** Does the applicant own the land; and is CUC unable to provide the requested amount of water; and will the proposed well site meet the minimum set-back distances; and will the aquifer sustain the proposed pumping rate?





**Commonwealth of the Northern Mariana Islands**  
**OFFICE OF THE GOVERNOR**  
**Division of Environmental Quality**  
P.O. Box 501304 C.K., Saipan, MP 96950  
Tels.: (670)664-8500/01  
Fax: (670)664-8540



## EXPLORATORY WELL DRILLING PERMIT APPLICATION

(please print or type clearly)

FOR OFFICE USE ONLY	
APPLICATION NO.:	
DATE RECEIVED:	
RECEIPT NO.:	
RECEIVED BY:	

### SECTION 1 APPLICATION INFORMATION

- 1.1 Name of applicant: \_\_\_\_\_
- 1.2 Name of project: \_\_\_\_\_
- 1.3 Mailing address: \_\_\_\_\_
- 1.4 Telephone and fax number: \_\_\_\_\_
- 1.5 Authorized representative: \_\_\_\_\_
- 1.6 Mailing address of representative: \_\_\_\_\_
- 1.7 Telephone and fax number of representative: \_\_\_\_\_
- 1.8 Type of application:  New  Renewal

### SECTION 2 WELL DRILLER INFORMATION

- 2.1 Name of Well Driller \_\_\_\_\_
- 2.2 Well Driller license number \_\_\_\_\_
- 2.3 Type of drilling equipment to be used \_\_\_\_\_
- 2.4 Type of drilling fluid to be used (indicate manufacturer brand name, chemical composition, and quantity to be used) \_\_\_\_\_
- 2.5 Proposed well drilling start date \_\_\_\_\_

SECTION 3 WELL INFORMATION

3.1 Intended use (check appropriate space or spaces)

Community Drinking Water Supply

- Commonwealth Utilities Corp.
- Hotel/Resort
- Staff Workers Housing
- Apartments
- Residential Subdivision
- Condominiums
- Others, specify \_\_\_\_\_

Non-Community Drinking Water Supply

- School
- Garment Factory
- Commercial
- Restaurant
- Rental Space

Agricultural/Irrigation Water Supply

- Farming
- Golf Course
- Others, specify \_\_\_\_\_

Domestic Water Supply

- Single Family
- Industrial Use Water Supply
- Ground Water Monitoring Wells
- Test Wells/Test Holes
- Others, specify \_\_\_\_\_

Note: if you propose to construct an underground injection well, you must follow the requirements set forth in the UNDERGROUND INJECTION WELL CONTROL REGULATIONS, a copy of which is available at the office of DEQ.

3.2 Type of well(s) (check appropriate type)

- a.  New
- b.  Reconstruction
- c.  Seawater Well
- d.  Well Pre-Determined to under go reverse osmosis treatment
- e.  Monitoring Well(s)
- f.  Injection Well(s)

Is the well within 250 feet to a CUC Water Distribution line?  Yes  No  
If yes, the applicant must complete WD Form Section I and II

3.3 Schematic Well Design

List the INTENDED discharge capacity and monthly production of each proposed well. This discharge capacity must be equal to or greater than the total well discharge capacity requirement defined in Section II of the Regulations. Also, list estimated well depths and expected well casing diameter(s).

INTENDED WELL		MONTHLY WELL	
WITHDRAWAL CAPACITY	DEPTH	CASING DIAM.	PRODUCTION
Well #1 _____ GPM	_____ FT	_____ INCH	_____ GPM
Well #2 _____ GPM	_____ FT	_____ INCH	_____ GPM
Well #3 _____ GPM	_____ FT	_____ INCH	_____ GPM
Well #4 _____ GPM	_____ FT	_____ INCH	_____ GPM
Total: _____ GPM			

Note:

- (1) In order to determine a projects well discharge capacity requirement, the applicant must fill out the attached "Estimate of Project Water Supply Requirement", WD Form 6.0.
- (2) The values dictate the pump test flow rate.
- (3) If the project total well discharge capacity requirement exceeds 200 gpm, the applicant must identify the hydrogeologist/groundwater engineer retained to supervise the pump test.

3.4 FOR BOTH PUBLIC AND NON-PUBLIC WATER SUPPLY WELLS: THE MAP (MASTER SITE DEVELOPMENT PLAN) DRAWN AT A SCALE OF 1 INCH EQUALS 100 FEET, SHOWING ALL INFORMATION AS REQUIRED IN SECTION OF THE ADOPTION OF AMENDMENTS TO THE WELL DRILLING WELL OPERATIONS REGULATIONS. THE MAP (SITE DEVELOPMENT PLAN) MUST BE CERTIFIED TO BE COMPLETE AND ACCURATE.

Note: Map must accompany with the application when submitting the application, for it has been referenced as Attachment A.

3.5 NOTE: LOCATION OF ALL WELLS AND PROJECT PROPERTY BOUNDARIES ON A COPY OF THE USGS MAP. USGS map must accompany with the application for it has been referenced as Attachment B.

**SECTION 4 PROJECT DESCRIPTION**

4.1 Briefly describe the project for which this well drilling permit is required (Note: Fill in as appropriate)

Project Name \_\_\_\_\_

General Description \_\_\_\_\_

Number of buildings, bedrooms, housing units, sq. ft., etc. \_\_\_\_\_

4.2 Project Location:

Lot Number(s) \_\_\_\_\_ District \_\_\_\_\_

Village \_\_\_\_\_ Island \_\_\_\_\_

4.3 Other permits required for this project (Note: Fill in as appropriate)

CRM Major Siting Permit number and date issued \_\_\_\_\_  
DEQ Earthmoving Permit number and date issued \_\_\_\_\_  
DEQ IWDS Permit number and date issued \_\_\_\_\_

**SECTION 5 APPLICANT ACKNOWLEDGEMENT AND SIGNATURE**

BEFORE THIS APPLICATION CAN BE PROCESSED, YOU, THE APPLICANT MUST ATTEST TO THE FOLLOWING:

I, \_\_\_\_\_(print), AS THE APPLICANT FOR THIS WELL DRILLING PERMIT, HEREBY STATE THAT I HAVE KNOWLEDGE OF THE FACTS HEREIN SET AND THAT THE SAME ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND ARE MADE IN GOOD FAITH. I HAVE READ THE PROVISIONS AND REQUIREMENTS SET FORTH IN THE SELL DRILLING AND WELL OPERATIONS REGULATIONS PERTAINING TO WELL SITING, WELL SIXING, WELL CONSTRUCTION, PUMP TESTING, WATER QUALITY SAMPLING, AND REPORTING TO DEQ, AND UNDERSTANDING THEM AND THEIR IMPORTANCE TO THE PROPER MANAGEMENT AND PROTECTING OF THE GROUNDWATER RESOURCES OF THE CNMI. I UNDERSTAND THAT COMPLIANCE FO ALL WELL DRILLING PERMITS.

SIGNATURE \_\_\_\_\_  
APPLICANT

DATE: \_\_\_\_\_

## SECTION I

TO BE COMPLETED BY THE WELL DRILLING PERMIT APPLICANT  
(please type or print clearly)

1. Name of Applicant: \_\_\_\_\_
2. Project Name: \_\_\_\_\_
3. General Description of Project: \_\_\_\_\_
4. Project Location (attach map):  
Lot Owner(s): \_\_\_\_\_ District: \_\_\_\_\_  
Village: \_\_\_\_\_ Island: \_\_\_\_\_
5. Estimated project water supply requirement (complete Form 6.0) \_\_\_\_\_ gallons per day.
6. Desired start date of water service \_\_\_\_\_.

Submitted to CUC Water Division Manager by:

\_\_\_\_\_  
Applicant's Signature

## SECTION II

TO BE COMPLETED BY CUC WATER DIVISION MANAGER

I have reviewed the well drilling permit project location, the project's estimated water supply requirement, and the applicant's desired water service date. Given the current and near term future capacity of the CUC's water supplies to the applicant's project area, I determined that:

CUC Water Division could not supply the desired amount of water by applicant.

CUC Water Division could supply the desired amount of water by the applicant.

If you have any question concerning the water service in project area, please contact CUC Water Division at 235-7025.

\_\_\_\_\_  
CUC Water Division Manager

\_\_\_\_\_  
Date

## WD 6.0 ESTIMATE PROJECT WATER SUPPLY REQUIREMENT

Type of Development	Gallons Per Unit Per Day (GPD)	Number of Unit	Total Gallons Per Day (GPD)
Single Family or Duplex	150/Bedroom	_____ Bedroom	_____
Apartment	120/Bedroom	_____ Bedroom	_____
Condominium/Motel	150/Bedroom	_____ Bedroom	_____
Hotel/Resort	225/Bedroom	_____ Bedroom	_____
Barracks/Worker's Housing	225/Bedroom	_____ Bed	_____
Restaurants	60 /Bed	_____ Seat	_____
Lounge/Bars	40 /Seat	_____ Seat	_____
Schools with Cafeteria	10 /Seat	_____	_____
Schools without Cafeteria	25 /Student/Faculty	_____	_____
Office Space	10 /Student/Faculty	_____	_____
Retail Commercial Space	15 /100 sq. ft. gross	_____	_____
Factory	15 /Worker Shift	_____	_____
Self Service Laundry Facility	250/Washer	_____	_____
Car Wash	40 /Vehicle Served	_____	_____
Swimming Pool	10 /Person	_____	_____
Landscape Irrigation Demand	5,000/acre	_____	_____
Total Gallons Project Water Supply Requirement			_____
Number of Gallons Request per Well			_____ GPD _____ GPM
Total Gallons per Month			_____ Month

## NOTE TO THE APPLICANT

DEQ may not accept Well Drilling Application if any of the lists below are not completed.

### REQUIREMENTS TO BE SUBMITTED ALONG WITH THE WELL DRILLING APPLICATION FORM:

A map drawn at a scale of not more than one (1) inch equals one hundred (100) feet showing the following data FOR BOTH PUBLIC AND NON-PUBLIC WATER SUPPLIES:

1. Location of property lines and survey monuments with ties to proposed well location.
2. Name of property owner upon which well is to be located, and name of abutter of said property.
3. A site location plan (no scale required) sufficiently accurate to allow division staff to find the site.
4. Describe existing and proposed land use(s) must be scale of no more than one (1) inch equals 100 feet.
5. Sketch of existing and or proposed access to well site(s).
6. Ground surface topography, with contour intervals not to exceed ten (10) feet, within 150 feet to the proposed well location.
7. Location of all existing or proposed public sewer lines, sewer pump stations, and other sewage facilities, individual waste disposal systems, intermittent perennial streams, ponding basin, other wells (either active or abandon one), building, storm water drains, and wetlands within 2,500 foot radius of the proposed well location. In addition, the applicant is responsible for certifying that the proposed PUBLIC WATER SUPPLY meets the minimum set-back requirements outline in Section 6 of the amendment Well Drilling Regulations.
8. Location and elevation of a temporary benchmark established by a registered land surveyor.
9. A statement as to whether the proposed well is to be constructed within the 100-year flood plain area.
10. Location of pump test well water discharge.
11. WD Form 3.3, Section I and II of the application must be sign by CUC Water Division.