



**MONTEREY PENINSULA  
WATER MANAGEMENT DISTRICT**

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**WATER WELL REGISTRATION**

This form must be completed and filed by the owner and/or agent on behalf of the owner of any new or existing water well within the Monterey Peninsula Water Management District.

Assessor's Parcel No.: \_\_\_\_\_ County Health Department Well Permit No.: \_\_\_\_\_

Describe Site Location of the Well (also attach site map): \_\_\_\_\_

Well Status: Active: \_\_\_\_\_ Inactive: \_\_\_\_\_ Observation/Monitoring: \_\_\_\_\_ Form needs updating if status changes

Name (Owner): \_\_\_\_\_ Name (Agent): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Agent's Phone Number: \_\_\_\_\_

I, the undersigned owner and/or agent on behalf of the owner of the well identified above, will report my annual water production by the Water Meter reporting method, in order to satisfy my obligation under Section 354 of the Monterey Peninsula Water Management District Law and Rule 52 of the Rules and Regulations of the Monterey Peninsula Water Management District (MPWMD). Water meters must be installed and inspected within 90 days of well completion.

The Water Meter reporting method requires installation and maintenance of a water meter on the well in accordance with the timetable, specifications and installation configuration required by Rule 56 of the Rules and Regulations of the MPWMD. Each year an annual reporting form will be sent to the well owner or agent to complete. Questions on the annual reporting form include the meter reading at the end of each Water Year (October 1 through September 30).

A Water Distribution System Permit or written exemption is required for all new wells in the MPWMD (see Item 9 of the instructions).

This Well Registration form shall be effective until such time as an amended form is filed with the MPWMD. Information regarding MPWMD Rules and Regulations is available at the District office.

I understand that I am responsible for notifying the Monterey Peninsula Water Management District upon the change of ownership of the property described above. I declare under penalty of perjury that the information on this form is true and correct to the best of my knowledge and belief.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ City \_\_\_\_\_

Check here if this is an amended form

**PLEASE NOTE: ALL INFORMATION REQUESTED MUST BE PROVIDED  
BEFORE THIS FORM CAN BE PROCESSED.**

## INSTRUCTIONS FOR COMPLETING THE WATER WELL REGISTRATION FORM

- 1. WHO MUST COMPLETE THE FORM?** Any property owner within the Monterey Peninsula Water Management District that has a well or plans to install a new well must complete a form for each well. For new wells, the form must be completed and returned with the completed Monterey County Health Department Water Well Permit application form. **All owners of new wells must also obtain either a Water Distribution System permit or a written exemption, and owners must file a Pre-Application for a Water Distribution System form with the District.** When a property with a well changes ownership, a new Well Registration form must be filed by the new property owner.
- 2. WHAT ABOUT EXCEPTIONS?** There are three exceptions. They are: (a) Destroyed Wells. These are wells that have not produced water in the last year and have been destroyed under a Monterey County Permit to Destruct a Water Well. (b) Test Holes. These are test borings whose purpose is to gather subsurface information. To qualify as a test hole, no well casing or pump can be installed. (c) Monitoring Wells. These wells are used solely to observe and/or monitor ground water quality or levels. To qualify as a monitoring well, there must be no extractions of ground water made except for sampling purposes.

If you feel your well qualifies for one of these exceptions, complete the top half of the form, being sure to indicate the well status, sign at the bottom, and return the form. A change in well status requires an updated registration form.

- 3. ASSESSOR'S PARCEL NUMBER.** This is a nine digit number that appears such as the following: 169-055-001. This number can be found on your Monterey County Property Tax Statement. It can also be obtained from the Monterey County Assessor's Office. **THIS NUMBER MUST BE PROVIDED IN ORDER FOR YOUR REGISTRATION FORM TO BE PROCESSED.** In some cases, the number has been provided for you.
- 4. MONTEREY COUNTY HEALTH DEPARTMENT WELL PERMIT NUMBER.** This number is assigned by the Monterey County Health Department. For existing wells that either pre-date the Monterey County Health Department permit process or have not been assigned a well permit number, please contact the Health Department.
- 5. SITE LOCATION.** Print the address of the property where the well is located. If no street address is available, describe the location with respect to nearby named roads. Also, **attach a site location map** that provides the precise location of the well on the parcel. The map should include a north arrow and scale.
- 6. OWNER.** Print the owner's name and agent's name on behalf of the owner (if applicable).
- 7. MAILING ADDRESS.** Print the owner's and agent's (if applicable) mailing addresses, including street or P.O. Box number, city, state, zip code, and phone number.
- 8. REPORTING METHOD.** Water meters are required for all wells completed after February 23, 1992. Water meters must be accurate to within five percent of actual production and equipped with a totalizer. Meters shall be installed so as to permit access for inspection and testing as the District may, from time to time, deem necessary. Meters shall be installed on each well within 90 days of well completion. If the well is not active, the owner should report "zero" water production on the annual reporting form.

For existing wells on property within the Monterey Peninsula Water Resources System (MPWRS) for which a title transfer is made upon resale after June 30, 1992, a water meter shall be installed before the close of escrow. The MPWRS includes lands that overlie the Carmel Valley Alluvial Aquifer and Seaside Coastal Ground Water Subbasins.

- 9. FEES.** There is a twenty-five dollar (\$25) fee for registering a new water well. This fee is collected as part of the total fee assessed by the Monterey County Health Department for processing new well permit applications. For unregistered wells that existed prior to June 30, 1992, an additional delinquent penalty of \$500 may be assessed. There is also a \$25 fee for amendment of the Well Registration form. There is no fee for a change of ownership. **All owners of new wells must also obtain either a Water Distribution System permit or a written exemption, and a Pre-Application for a Water Distribution System form must be filed for all new wells for an initial fee of \$490.** Information on the Pre-Application is used to determine whether the well is Exempt or needs to be processed as a Level 1, 2, 3, or 4 Permit. Initial fees for Water Distribution System Permits range from \$490 (Level 1) to \$2,800 (Level 4). Actual costs are based on staff, legal and consultant effort to process the permit.