



COCONINO COUNTY ARIZONA

COMMUNITY DEVELOPMENT DEPARTMENT

Jay Christelman, Director

Procedure for Obtaining Endorsement of Notice of Intention to Drill a Well

April 14, 2022

Applicability

To obtain endorsement from Coconino County Community Development – Environmental Quality (EQ) division to drill, deepen, replace, or modify a well, EQ must determine that there are no onsite wastewater systems within 100 feet of your proposed well. We must review your ADWR (Arizona Department of Water Resources) application and site plan, make a site visit, and perform a record search of wastewater files. **Please clearly mark the well site by staking or flagging it.**

Submittal Requirements

The following must be submitted before endorsement is given:

- ADWR Application – linked [here](#), with a checklist linked [here](#) and instructions linked [here](#).
- If not already included with the ADWR application, please upload a Site Plan with well site (and wastewater system, if applicable) clearly marked, sample linked [here](#)
- If there is supplemental documentation that you feel would aid staff in their work, you may upload it as well.
- Fee payment (cash, check, credit/debit card using the online portal)

After EQ completes its review, your documents will be forwarded to ADWR. Please ensure all forms are thorough and complete before uploading them in the online portal.

Instructions

The basic procedure for the well permit is:

- 1) The applicant applies for the permit through the [online portal](#) and pays the fee.
- 2) The applicant will upload the ADWR application and other documents as applicable.
- 3) Staff will ensure that all submittal requirements are met. If so, and if the fee has been paid, the applicant will receive a notification from the system that the permit has been issued.
- 4) The applicant schedules the inspection unless a schedule was provided already.
- 5) The EQ inspector completes an inspection and documents the results.

The online portal may be accessed at: <https://co-coconino-az.smartgovcommunity.com/Public/Home>.