



Environmental Quality

PROCEDURE FOR OBTAINING ENDORSEMENT OF NOTICE OF INTENTION TO DRILL A WELL

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

The following must be submitted before endorsement is given:

1. Complete the attached *Application for Notice of Intent to Drill a Well*, and submit with the appropriate fee. Make check payable to **C.C.H.D.**
2. Submit the Arizona Department of Water Resources (ADWR) Notice of Intention (NOI).
3. Submit a Site Plan (include physical address, landmarks, etc.), drawn to scale, as referenced in the NOI instructions. Make sure to include the Assessor's Parcel Number (APN). **Also include detailed directions and drawn map to the property by completing the *Property Locator Form*.**
4. Submit the appropriate ADWR fee, check payable to **ADWR**. It will be sent along with your completed NOI forms to the state.

After completing our review, our office will forward all documents to ADWR. There is a 15-day processing time for the ADWR office. (All forms not completed will be returned).

If there are any questions, please contact us using the information below.

**PLEASE ALLOW 10 WORKING DAYS FOR ENVIRONMENTAL QUALITY TO
REVIEW APPLICATIONS.**

APPLICATION FOR NOTICE OF INTENT TO DRILL A WELL

ON-SITE INSPECTION: Residential Commercial

Location of Property (i.e. Subdivision, Unit, Lot): _____

Assessor's Parcel # (Required): _____

(Please call 928-675-7962 if you do not know the APN)

Septic Permit Number: _____

Name of Property Owner/ Business Name: _____

Owner's Mailing Address: _____

_____ Telephone: _____

Name of Well Driller: _____ Telephone: _____

Septic System Currently on Property? Yes No Shown on Site Plan? Yes No

Well currently on property? Yes No Shown on Site Plan? Yes No

	DO NOT WRITE BELOW THIS LINE
	_____ Date Received
	_____ Receipt Number
	Comments: _____ _____ _____

PROPERTY LOCATOR FORM

Name: _____ Phone: _____

Subdivision: _____ Unit #: _____ Lot #: _____

Assessor Parcel #: _____

Directions from the nearest highway: _____

Map (Must provide a detailed drawing that includes landmarks, street signs, indicator of North, and mileage).