



## **GUIDELINES FOR THE INSTALLATION OF IRRIGATION WELLS**

In order to obtain a Permit to drill and install a Well, the following shall be submitted:

- 1) Obtain and submit a copy of the plot plan for the property where the well is to be installed from the Engineering Department located at 1000 Commonwealth Avenue, Newton MA in City Hall, 1<sup>st</sup> Floor 617-796-1020.  
Include on the plot plan:
  - (a) Location of the water service and sewer service
  - (b) Location of any subsurface sewage systems, underground utilities, storage tanks and any other subsurface structures
  - (c) Location of the proposed well
- 2) To complete the application, please create an account at ([newtonma.viewpointcloud.com](http://newtonma.viewpointcloud.com)). Once your account is created, log in and scroll down, and click the 'Health & Human Services' tile. You will see an application for 'Well Permit'.
- 3) Fill out the application in its entirety and submit \$50.00 fee. Fees are NON REFUNDABLE.
- 4) Submit a Well Completion Report once the Well has been installed.
  - Once received, the application will be reviewed and processed. A permit will be issued to the owner or well driller specified on the application.
  - Please note that completing items 1 through 3 in the order listed will expedite your application and make repeated visits to the Engineering Department and Health and Human Services Department unnecessary.
  - The Well Permit shall EXPIRE twelve (12) months after issuance.
  - A copy of the well regulations can be obtained at the Health and Human Services Department and / or on the City's website: [www.newtonma.gov](http://www.newtonma.gov)

**Any missing information or applications not completely filled out will be considered incomplete and will not be processed.**