

STATE OF NEBRASKA
DEPARTMENT OF WATER, ENERGY AND ENVIRONMENT
WATER WELL REGISTRATION INSTRUCTIONS

To register ground water wells, forward the required forms within sixty days of completion of wells to the Department of Water, Energy and Environment, 245 Fallbrook Blvd., Suite 100, Lincoln, NE 68521-6729.

To request additional forms or verify existing well information, phone (402) 471-2186 or use the website www.dwee.nebraska.gov.

Checks should be made payable to: Department of Water, Energy and Environment.

A. To register a single ground water well, submit the following:

- Water Well Registration form (DWEE WWR form) with appropriate well information indicated as follows:
 1. Well owner information. Name(s) must be exactly as described on deed or other document transferring ownership of property. If more than one owner, please describe type of ownership, i.e. limited partnership, joint ownership, corporation. Only owner name OR company name accepted. Do not complete both owner name and Company Name.
 2. Drilling firm information.
 3. Well Location. The legal description must include ¼¼, Section, Township, Range w/direction and County and also GPS coordinates for the well. Footage may be provided. You may submit an aerial photograph marked with the well location but it will NOT take the place of the two locations required on the form. An aerial photograph can be obtained from the Department web site.
 4. Permit number(s). Any permit associated with the well including: Management Area Permit (NRD Permit), Municipal and Rural Domestic Ground Water Transfers Permit, Industrial Ground Water Regulatory Permit, Geothermal Resource Development and Production Permit, Permit to Transport Ground Water to Adjoining State, Ground Water Management Area Permit, special Well Spacing Permit, and site reference number issued by Department of Environmental Quality for Remedial Action.
 5. Purpose of the well. Indicate the intended use of the well. For definitions of types of wells see Department Rules, Title 456, Chapter 1. (Fees are based on actual pumping rate and/or use)
 6. A site plan is required to accompany the water well registration forms for any wells in a series. For a series of two or more irrigation wells completed and pumped into a common carrier as part of a single site plan. Proper fees apply for each of the first two wells.. No fees for any additional irrigation wells which are added to the series.
 7. Replacement and decommissioning information. A Well Decommission Form must be filed in the Department within 60 days after the completion of the filling and sealing of the well. A replacement well is a well which (a) replaces a decommissioned water well within 180 days after the decommissioning of the original water well, replaces a water well that will not be used after construction of the new well and the original water well will be decommissioned within 180 days of construction of the new well or the original water well can be modified within 180 days to pump 50 gallons per minute or less for use only for livestock, monitoring, observation or nonconsumptive or de minimus uses that are approved by the local natural resources district and (b) is constructed to provide water to the same tract of land served by the water well being replaced. A statement certifying the status of the original water well is required. If contractor cannot certify status, then a Decommission/Modification Certification form is required from owner.
 8. Pump and Pump Installer information. (Fees are based on the actual pumping rate)
 9. Well Construction Information.
 10. Well Construction Casing and Screen. Additional sheets may be attached (DWEE Form 145-1).
 11. Grout and Gravel Pack. Additional sheets may be attached (DWEE Form 145-2).
 12. Geologic Materials Logged. Include the description and depth of geologic materials encountered. Additional sheets may be attached (DWEE Form 145-3).
 13. Signature. The form must be signed and dated by the water well contractor. Submit the original to the Department. A copy of the information supplied will be sent to the well owner and well contractor (if submitted by paper) when the well is registered.
 - Fees:
 - For monitoring and observation wells -- \$70.
 - For wells which pump 50 gallons per minute or less --- \$70.
 - For wells which pump greater than 50 gallons per minute --- \$110.
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B. To register a series of water wells completed for purposes of installation of a ground heat exchanger (closed loop heating system), submit the following:

- One Water Well Registration form (DWEE WWR form). Follow Instruction A for completion of DWEE WWR form. In parts 8 and 9, provide well construction information and geologic materials logged for one boring typical of the entire site.
- A detailed site plan. The plan should be submitted on 8½" x 11" white paper showing the location of the heat exchanger and the loop system. Plan scale and north arrow must be clearly indicated. This can be faxed to (402)471-2900 or emailed to dwee.gwsiteplan@nebraska.gov. Do not fax an aerial that is dark as it will not fax well and not be acceptable.
- Fee: \$70.

C. To register water wells constructed as part of a single site plan for monitoring ground water, obtaining hydrogeologic information, or extracting contaminants from the ground, submit the following:

- Water Well Registration form for each well (DWEE WWR form)
- A detailed site plan. The plan should be submitted on 8½" x 11" white paper showing the layout of wells on the site. The location of each well must be clearly marked with a unique reference letter. Assign reference letters to the wells in alphabetical order (A, B, C, ..., X, Y, Z, AA, AB, AC, ...). Plan scale and north arrow must be clearly indicated. This can be faxed to (402)471-2900 or emailed to dwee.gwsiteplan@nebraska.gov. Do not fax an aerial that is dark as it will not fax well and not be acceptable.
- Fees: Separate fees for each of the first five wells according to the below fee schedule.
PLUS a single fee for each additional group of five or fewer, according to the below fee schedule, based on the highest single pumping rate in each group.

Fee Schedule: For monitoring and observation wells - - \$ 70.00

For wells which pump less than 50 gallons per minute - - \$ 70.00

For wells which pump 50 gallons per minute or more - - \$ 110.00

Example: For a site plan where fourteen monitoring wells have been constructed, a registration fee of \$ 490.00 is calculated as follows:

\$ 350.00 for the first five wells @\$ 70.00 per well
+\$ 140.00 for two additional groups of five or fewer monitoring wells @ \$ 70.00 per group
\$ 490.00 TOTAL

- For future wells constructed at the site, a new site plan, separate Water Well Registration forms and proper fees must be submitted.
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D. To register water wells constructed as part of remedial action approved by the Department pursuant to section 66-1525, 66-1529.02, or 81-15,124, R.R.S., 1943, as amended, submit the following:

- A copy of the approval letter from the Department indicating remedial action may proceed.
- A detailed site plan. Follow the procedures outlined in Instruction C.
- One Water Well Registration form (DWEE WWR form) for each water well. Follow the procedure outlined in Instructions A . In Part 4 on the Water Well Registration form, include the site reference number issued by the Department.
- Fees: A \$ 40.00 fee.
PLUS separate fees for each of the first five wells according to the below fee schedule.
PLUS a single fee for each group of five or fewer such wells, according to the below fee schedule, based on the highest single pumping rate in each group.

Fee Schedule: For monitoring and observation wells - - \$ 30.00

For wells which pump less than 50 gallons per minute - - \$ 30.00

For wells which pump 50 gallons per minute or more - - \$ 70.00

Example: For a site plan where construction of fourteen monitoring wells has been approved, a registration fee of \$250.00 is calculated as follows:

\$ 40.00 for all wells on the site regardless of the total number of wells
+\$150.00 for the first five wells registered @ \$30.00 each
+\$ 60.00 for two additional groups of five or fewer monitoring wells @ \$30.00 each
\$250.00 TOTAL

- For future wells constructed at this site, a copy of the remedial action approval letter, a new site plan, separate Water Well Registration forms and proper fees must be submitted.