



DEPARTMENT OF INSPECTION SERVICES

Larry Goudy, Zoning & Building Administrator
2000 North Calhoun Road
Brookfield, Wisconsin 53005-5095
262-796-6646 FAX 262-796-6702

Dear Property Owner:

The State of Wisconsin Department of Natural Resources (DNR) mandated that municipalities create a private water well ordinance. The City of Brookfield created this ordinance in 1993. Generally speaking, the ordinance requires that private wells are abandoned once municipal water is available and hooked up to the property. The local ordinance does allow for continued use of the well for uses such as car washing and lawn watering if the proper steps are taken and a well operation permit is obtained.

Enclosed is a packet of information designed to answer any questions you may have about the City's ordinance. The following items are included in this packet:

- A list of frequently asked questions regarding private wells
- A check-off sheet to help you in the process of abandoning your well OR obtaining a five year well operation permit
- A well operation permit application
- An affidavit form for using when you have no DNR paperwork that your well was previously abandoned

As a well owner, you are required by state and local law to abandon your private well within one year OR apply for a five year well operation permit **within 30 days of connecting to municipal water.**

We hope this packet answers all of your questions regarding your role in well operation OR abandonment. You may phone Inspection Services at 262-796-6646 with any other questions you may have. Thank you for your cooperation.

Sincerely

CITY OF BROOKFIELD
Enclosures

THIS IS A LIST OF THE MOST FREQUENTLY ASKED QUESTIONS AND ANSWERS REGARDING WELLS.

Q. May I continue to use my well if it is operational?

A. The Inspection Services Department may issue a five year well operation permit for uses such as watering grass, washing vehicles, etc, if the well is not connected to the municipal water system within the building and the water is safe. You must apply for a well operation permit **within 30 days of connection to municipal water.**

Q. What must I submit to receive a well operation permit?

A. A completed permit application form.

One coliform water test result which shows that the water is bacteriologically safe.

A signed affidavit or letter from a Department of Natural Resources licensed pump installer or from the Waukesha County Division of Environmental Health Well and Septic Inspector which certifies that the well conforms to Wisconsin Administrative Code NR 812 .

A check or cash in the amount of \$55.00 made out to the City of Brookfield.

Q. If I do not intend to continue use of my well, must it be abandoned?

A. Yes.

Q. Why must my well be abandoned?

A. State of Wisconsin law requires that wells are abandoned when a property is served by a municipal water system. The law was passed to help prevent contamination of ground water.

Q. When must it be abandoned?

A. The well must be abandoned **no later than one year from the date of connection to the municipal water system.**

Q. Who may perform the well abandonment?

A. As of June 1, 2008, the DNR requires that registered well drillers and pump installers be retained to fill wells. You may find contractors by looking in the Yellow Pages under the following categories:

Water Well Abandonment Service

Plumbing Contractors

Pumps-Service & Repair

Q. Where can I get my water tested and well inspected?

A. Contact either Waukesha County Dept of Environmental Resources: **262-896-8300** or access the Wisconsin DNR website (dnr.wi.gov) for a listing of certified labs performing coliform bacteria water testing and state certified contractors who perform well inspections. You may also check the Yellow Pages listings under Pump Dealers/Serv & Repairs. The City of Brookfield does not perform well inspections or water tests.

**IF YOU HAVE FURTHER QUESTIONS OR COMMENTS, PLEASE CALL THE
INSPECTION SERVICES DEPARTMENT. (262) 796-6646**

WELL CHECK OFF SHEET

FIVE YEAR WELL OPERATION PERMIT

- Have you completed the well operation permit application?
- Do you have documentation signed by a licensed pump installer or Waukesha County Well inspector, which shows that the well installation was done to code?
- Do you have a copy of the safe water test?

IF YOU HAVE ANSWERED YES TO ALL OF THESE QUESTIONS, YOU ARE READY TO SUBMIT YOUR PERMIT APPLICATION TO THE INSPECTION SERVICES DEPARTMENT.

ABANDONING WELL

- Have you contracted with a licensed professional to abandon the well?
- Has the well been abandoned to DNR (NR812) specifications?
- Do you have a copy of the completed DNR well abandonment form (3300)

IF YOU HAVE ANSWERED YES TO ALL OF THESE QUESTIONS, YOU ARE READY TO SUBMIT A COPY OF DNR FORM 3300 TO THE INSPECTION SERVICES DEPARTMENT (submit the original to the address indicated on the DNR form)

PREVIOUSLY ABANDONED WELL

- Do you have your affidavit from a licensed pump installer or Waukesha County Well inspector, which proves that the well was abandoned properly?
- If not, have you filled out the affidavit form provided which indicates that you confirm the fact that the well was abandoned properly, but you do not have the necessary documentation?

IF YOU HAVE ANSWERED YES TO EITHER OF THESE QUESTIONS, YOU ARE READY TO SUBMIT YOUR ABANDONMENT DOCUMENTATION TO THE INSPECTION SERVICES DEPARTMENT

CITY OF BROOKFIELD WELL OPERATION PERMIT APPLICATION

2000 North Calhoun Road
Brookfield, WI 53005
Phone: (262) 796-6646 FAX (262) 796-6702

OWNER' NAME: _____

TELEPHONE NUMBER: _____ (HOME) _____ (WORK)

ADDRESS OF WELL: _____

I certify the proposed use of the well and pump installation will be used for exterior hose bibs only

Signature of Applicant /Date _____

Be sure to include your payment, well inspection report and safe water test results

WELL ABANDONMENT /OPERATION AFFIDAVIT

Licensed Professional Signature _____

I hereby certify that to the best of my knowledge the private well located at _____, in the City of Brookfield, Wisconsin, was (please circle one) **installed per code** or **has been abandoned** per Wisconsin Department of Natural Resources regulations.

Credential Title & License Number

Phone Number and Date