



# Notice of Intent to Drill, Deepen or Modify a Monitor / Piezometer / Environmental Well

## Introduction

These instructions are a guide to filling out Form DWR 55-44 (Rev.12/2023), entitled “Notice of Intent to Drill, Deepen, Replace or Modify a Monitor/Piezometer/Environmental Well.” Please review the instructions prior to completing the form in black or blue ink. Forms may be obtained at the Arizona Department of Water Resources (ADWR) office and at ADWR’s web site, <http://www.azwater.gov>. For information about the form or these instructions, contact the Groundwater Permitting & Wells at (602) 771-8527.

## When Form 55-44 Must be Filed

Form 55-44 must be filed prior to drilling, deepening or modifying a monitor, piezometer or any type of environmental well. Monitor and piezometer wells are wells used to monitor water quality and water levels. Environmental wells are normally associated with site investigation or remedial actions, and include air sparging wells, biosparging wells, vapor extraction wells, free product recovery wells and wells involving other types of remediation. Environmental wells are permanent installations, as opposed to geotechnical or exploration boreholes drilled to obtain samples or information, and then immediately abandoned.

Generally, monitor, piezometer and environmental wells are not intended to pump water as their primary purpose. If a pump is installed in a monitor or environmental well located within an Active Management Area (AMA), pumping must be limited to the maximum amount required for sampling or remediation purposes, but in no event may the maximum pump capacity exceed 35 gallons per minute, nor may the total volume of groundwater withdrawn exceed 10 acre-feet per year. If additional pumping capacity or annual withdrawal volume is needed for the well, a groundwater withdrawal authority permit (such as a Poor Quality Groundwater Withdrawal Permit) will be required. Piezometer wells typically do not have pumps.

## Filing Fee

The filing fee for each Notice of Intent to Drill, Deepen or Modify a Monitor/Piezometer/Environmental Well is \$150.00. Checks should be made payable to the Arizona Department of Water Resources. Failure to enclose the filing fee will cause the notice to be returned. In addition to the filing fee, the applicant must pay any review-related costs associated with the application and

the actual cost of mailing or publishing any legal notice of the application or any notice of a pre-decision administrative hearing on the application. Review-related costs are: (1) costs associated with a pre-decision hearing on the application, such as court reporter services and facility rentals for the hearing, and (2) mileage expenses for a site visit conducted before issuing a decision on the application. **Failure to enclose the filing fee will cause the notice to be returned. Fees for the Notice of Intent to Drill, Deepen or Modify a Monitor/Piezometer/Environmental Well are authorized by A.R.S. § 45-596 and A.A.C. R12-15-104.**

## When Drilling May Begin

After an NOI is filed, the well may not be drilled, deepened or modified until ADWR issues a drilling card to the licensed well driller. However, if the well is part of a Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) project, an Arizona licensed driller may proceed to drill, deepen or modify the well prior to issuance of a drilling card, as long as an NOI is filed prior to commencement of the drilling. Please note that ADWR will not grant a variance from its minimum well construction standards after a well is drilled. Therefore, if a variance is requested, the well driller should verify whether the variance has been granted before commencing well drilling.

## Instructions for Filling out the Form

### Section 1 – Registry Information

#### *Well Type and Proposed Action*

Check the appropriate boxes indicating the type of well involved, and whether the applicant intends to drill a new well or deepen or modify an existing well. If an existing well will be deepened or modified, fill in the original registration number of the well.

#### *Location of Well*

Fill in the following information relating to the location of the well:

- The street address of the property where the well will be drilled. This information is usually the same as the site or facility address.

- A legal description for the proposed well location. The legal description is the township, range, section, and in decreasing order, the quarters of that section so that well location falls in a 10-acre block within that section.
- The county tax assessor's parcel identification number and the acreage of the parcel. This number ordinarily has at least eight digits, arranged in a book-map-parcel sequence (XXX-XX-XXX). The number can be obtained from the county tax assessor's office. Federal or State land will not have a parcel identification number.
- The name of the county where the well is located.

### **Section 2 – Owner Information**

#### *Well Owner*

Fill in the well owner's name, mailing address and telephone and fax number. If the well owner is a corporation, governmental unit or other entity, provide the name of a contact person.

#### *Landowner*

If the land is not owned by the well owner, fill in the landowner's name, mailing address, telephone and fax numbers and, if the landowner is a company or organization, the name of a contact person. If the landowner does not sign the signature block of the NOI form, also attach a copy of an access agreement or permission letter from the landowner indicating the landowner's approval of the proposed action.

### **Section 3 – Drilling Authorization**

#### *Drilling Firm*

Provide the name, ADWR license number, Arizona Registrar of Contractors license category, telephone number, fax number, and email address of the licensed well driller that will perform the work. Only a well drilling contractor licensed in the State of Arizona may drill, deepen or modify a well in Arizona. Except for wells drilled as part of a CERCLA project, drilling may not begin until the well drilling contractor has possession of a drilling card at the well site, issued by ADWR in the name of the well drilling contractor or licensee, and which authorizes the drilling of that specific well in that specific location.

#### *Consultant*

If a consulting firm is used, provide the name of the firm, and the name, telephone number, fax number and e-mail address of the contact person at the firm.

### **Section 4 – Questions**

Check the appropriate boxes and fill in information indicating the following:

1. Whether all annular spaces between the casing and the borehole for the placement of grout are at least 2 inches. A minimum of 2 inches of space is required if the well is located in or near a groundwater contamination site (such as a CERCLA, WQARF, DOD or LUST site). The minimum requirement for all other wells is 1½ inches.
2. Whether the screened or perforated interval of casing will be greater than 100 feet in length. The screened or perforated interval may not be greater than 100 feet in length if the well is located in or near a groundwater contamination site (such as a CERCLA, WQARF, DOD or LUST site).
3. Whether a variance is requested to use thermoplastic casing (PVC) in lieu of steel casing in the surface seal. If so, unless ADWR determines that extraordinary circumstances requiring the use of steel casing exist, ADWR will grant the variance without the necessity for the applicant to submit a separate letter requesting the variance. If ADWR grants the variance request, the well must be constructed in a vault, as defined in A.A.C. R12-15-801(27), the thermoplastic casing must be installed only in an oversized borehole without driving, and the PVC must conform to ASTM standards.
4. Whether there is any other well name or identification number for the proposed well. There may be a site-specific well number (such as MW-1, MW-2, etc.) or a number provided by the Arizona Department of Environmental Quality (ADEQ). Providing ADWR with a unique name or number will aid in identifying and communicating well information, especially at the time of abandonment.
5. Whether construction plans have been coordinated with ADEQ. If so, fill in the name and phone number of the ADEQ project manager or hydrologist for the site.
6. If the proposed well is a monitor or environmental well, whether dedicated pump equipment will be installed. If so, fill in the design pump capacity in gallons per minute. If the well is within an AMA, the maximum pumping capacity may not exceed 35 gallons per minute and the annual amount of groundwater withdrawn may not exceed 10 acre- feet.

- Whether the well is located in an AMA **AND** is intended to pump water for the purpose of remediating groundwater. If so, unless the well is a replacement well and the total number of operable wells on the site is not increasing, you must file supplemental form A.R.S. § 45-454(C) & (F), certifying whether any part of the land on which the well is to be drilled is within 100 feet of the operating water distribution system of a municipal water provider with an Assured Water Supply designation (designated provider) as shown on the provider's most recent digitized water service area map on file with ADWR. To make this determination, you must review the most recent digitized water service area maps of designated providers on file with ADWR. A current listing of designated water providers may be found at: <http://www.azwater.gov/>

Pursuant to A.R.S. § 45-454(C), if any part of the land on which the well is to be drilled is within 100 feet of a designated provider's operating water distribution system as shown on the provider's most recent digitized water service area map on file with ADWR, the well may not be drilled unless you apply for and are granted an exemption under A.R.S. § 45- 454(F). To apply for an exemption under A.R.S. § 45-454(F), you must complete the second section of form A.R.S. § 45-454(C) & (F) and submit the documentation specified in that section. See supplemental form A.R.S. § 45-454(C) & (F) for further information.

- Whether the well registration number will be stamped on the vault cover or upper part of the casing. If not, indicate where the registration number will be placed. ADWR's well construction rules require the well registration number of a monitor well to be inscribed on the vault cover or at the top of the casing. Inscribing the registration number in the wet cement around the vault during installation is a common method of additional identification.

### **Section 5 – Well Construction Diagram**

In addition to filling in the information in section 6, attach a well construction diagram on which all of the specifications listed in Section 6 are labeled. The information in the well construction diagram must match the information in Section 6.

### **Section 6 – Well Construction Details**

Section 6 requires information on the well construction methods to be used and the surface or conductor casing. Check the appropriate box in each category. Provide details if "Other" is checked for any category.

### **Section 7 – Proposed Well Construction Plan**

Section 7 requires information on the proposed well construction plan. In the box in the upper right-hand corner, fill in the date when construction is to begin.

In the Borehole table, fill in the diameter of the proposed borehole in inches, and indicate the depth interval for each change in diameter. If the Casing material is not listed, describe the material in the appropriate box.

Below the three tables, fill in the number of casing strings if the well has nested casings. Also fill in the expected depth to water table, fill in the outer diameter of the casing in inches, checking the appropriate boxes indicating the type of casing material and the type of perforations, if any, and fill in the slot size of any perforations. Fill in the depth interval for each change in casing type and diameter. Check the "Blank or None" box for non-perforated casing depth intervals. If the type of casing material or perforations is not listed, describe the type in the appropriate box.

In the Annular Material table, check the appropriate boxes indicating the type of annular material or filter pack installed at each depth interval. Fill in the size of the filter pack used. Provide the depth interval for each change in material information. If the type of annular material is not listed, describe the material in the appropriate box.

Below the three tables, fill in the number of casing strings if the well has nested casings. Also fill in the expected depth to water.

### **Section 8 – Optional By Property Owner and Well Owner Only**

The property owner and the well owner may grant ADWR permission to enter the property and obtain depth-to-water measurements from the well. The purpose of obtaining depth-to-water measurements is to collect groundwater level information that can be used to develop water level maps and databases that support scientific, planning and water management studies throughout the state. If permission is granted, ADWR will enter the property only during reasonable hours and no more than once per year.

### **Section 9 – Signature Block**

The NOI form must be signed and dated by the well owner. The name and title of the person signing the form must be typed or printed in the appropriate space.

In addition, if the landowner is different from the well owner, the landowner must also sign the signature block of the NOI form or attach a copy of an access agreement or permission letter indicating their approval of the proposed action. In addition please provide email address below signature line.

**Requests for Variance**

If a variance is requested from ADWR’s minimum well construction standards, the request must be submitted with the NOI. The request must be in writing and signed by the well owner or well driller. A consultant may sign the variance request letter if the well owner has provided a letter of authorization. Note that checking the appropriate box in the Section 4 may make a request for a variance to use thermoplastic casing in lieu of steel casing in the surface seal. Also note that under A.A.C. R12-15-811(I), a monitor well may be constructed below the land surface in a vault in areas of traffic or public rights-of-way. A variance is not necessary to construct the monitor well in that manner.

**Where to File Form**

Completed forms may be mailed to ADWR at the following address:

**Arizona Department of Water Resources**  
Groundwater Permitting and Wells Section  
1802 W Jackson St. Box 79  
Phoenix, Arizona 85007

Completed forms may also be submitted to ADWR’s main office at 1110 W. Washington St., Suite 310, Phoenix, AZ 85007-2952.

The completed form must be legible and of good quality when received by ADWR so that it can be scanned into ADWR’s permanent records. Also, if a fee is required, ADWR will not accept the form without the proper fee.

**Time Frames for Processing an NOI**

ADWR has 15 days after receipt of an NOI to perform an administrative completeness review to determine whether the NOI should be accepted or rejected and whether a drilling authority should be granted or denied. If ADWR determines an NOI to be incomplete or incorrect, ADWR will notify the applicant in writing and specify what information is necessary to make the NOI complete and correct. Until the requested information is received, the administrative completeness review time frame is suspended. If the information is not supplied within 60 days, ADWR may deny the drilling authority.

Any NOI that includes a request for a variance from ADWR’s well construction standards, including a request under Section 4 for a variance to use thermoplastic casing in lieu of steel casing in the surface seal, must undergo a substantive review after the administrative completeness review. The substantive review time frame is 35 days, making the overall time frame for approval or denial 50 days. ADWR may make one comprehensive written request for additional information during the substantive review time frame. If ADWR requests additional information, the substantive review time frame is suspended until the information is submitted. If the information is not submitted within 60 days, ADWR may deny the drilling authority.

At the end of the review, ADWR will send written notice either granting or denying the drilling authority. If drilling authority is granted, the drilling card will be mailed to the drilling firm. This authority is valid for one year from the date the NOI was filed. If denied, ADWR’s notice will state the reasons for the denial and provide an explanation of the applicant’s right to appeal.

**Forms to File After the Project is Completed**

Within 30 days of completion of the drilling, deepening or modification of the well, the well driller must file a Well Driller Report and Well Log (Form 55-55). If a pump is installed in the well, the well owner must file a Pump Installation Completion Report (Form 55-56) within 30 days of installation. These reports must include information on the well as it was actually constructed.