



**MECKLENBURG COUNTY**  
 Land Use & Environmental Services Agency  
 Groundwater & Wastewater Services

**Monitoring Well Information**

Effective January 1, 2005, all monitoring wells require registration in Mecklenburg County. This document is an overview of the process to register these wells using the on-line well registration feature available at <http://groundwater.charmeck.org>.

**Site registration and obtaining a Subsurface Investigation Permit (SIP)**

Prior to registering, you will need to gather the following information:

- Property owner name and address
- Agent to property owner name and address (optional)
- Site name, address and parcel number\*

	<b>Site Registration</b>	<b>SIP</b>
Criteria	A site registration number allows you to register wells installed at a site before January 1, 2005.	A SIP is required for all wells drilled or abandoned after January 1, 2005
Step 1	From the on-line well registration main page select <b>“monitoring well”</b> as the type of well and the appropriate choice for the person entering the data (owner, agent, etc.)	From the on-line well registration main page select <b>“monitoring well”</b> as the type of well and the appropriate choice for the person entering the data (owner, agent, etc.)
Step 2	From the on-line monitoring well services screen, select <b>“Register Monitoring Wells”</b> for wells constructed <b>prior to January 1, 2005.</b>	From the on-line monitoring well services screen, select <b>“Go to application form”</b> under Apply for a Subsurface Investigation Permit
Step 3	Enter the applicable owner, agent, and site information.*	Enter the applicable owner, agent, and site information.*
Step 4	Select either the owner or agent to receive the bill.	Select either the owner or agent to receive the bill.
Step 5	When you press <b>“submit”</b> , you will be given a page to print and a site registration number. <b>This number is important for you to retain in order to access this site information in the future!</b>	When you press <b>“submit”</b> , you will be given a page to print and a subsurface investigation permit (SIP) number. <b>This number is important for you to retain in order to access this site information in the future!</b>
Step 6	Once you receive the registration number, you may either exit the system or proceed to the well registration by pressing “go to well registration”. (This will take you to Step #3 in the registration instructions)	Once you receive the SIP number, you may either exit the system or proceed to the well registration by pressing “go to well registration”. (This will take you to Step #3 in the registration instructions)

\*You may use the Mecklenburg County GIS application link (POLARIS) on the right hand side of the screen to assist you with gathering this information. It is important that your site address matches the GIS database. If your site address does not match an existing address in the County GIS system, you will be prompted to correct this information prior to proceeding.

## Registration of monitoring wells

The deadline to register wells installed prior to January 1, 2005 is **June 30, 2005**.

You may register wells for a site by either:

- Entering a Site Registration Number (for wells installed prior to January 1, 2005) or
- Entering an existing Subsurface Investigation Permit (SIP) number (for wells installed after January 1, 2005).

Step 1	From the on-line well registration main page select <b>“monitoring well”</b> as the type of well and the appropriate choice for the person entering the data (owner, agent, etc.)
Step 2	Once you enter the appropriate SIP or Registration Number, press “Register Monitoring Wells”
Step 3	Enter the appropriate tax parcel number. *
Step 4	Select the appropriate well types and enter the TOTAL number of each type of well for that parcel. The date of installation is only required for wells installed AFTER January 1, 2005.
Step 5	Answer yes/no questions for Groundwater and Soil Contamination **.
Step 6	Once the wells are entered for a parcel number you can press “register wells”.
Step 7	If you are done with the registration, you can press “I’m done” to review the data for the site. If you have more wells for that site, but they are located on different parcels, you can enter that data after step 7 by repeating steps 3-7 until you are done.

\* Help obtaining parcel numbers can be aided by using the link to the Mecklenburg County GIS application POLARIS. This link can be found on the right hand column of the registration page.

\*\*Notes for Groundwater Std. Exceeded and Soil Contamination:

- If the North Carolina 2L standard is exceeded for ANY of the wells of a certain type, “yes” should be selected. If soil contamination exists for any of the wells of a certain type, select “yes”.

### **Reviewing Data/Important Information:**

- You may review all of the wells registered for a site by entering the system as if you are registering wells and instead of entering well information, just hit the “I’m done (site summary) button on a clear form. The wells registered for the site registration/SIP number will be cumulative for all the wells registered up until the current date.
- Wells abandoned less than 60 days of installation are exempt from fees, therefore it is vital you submit all abandonment records for wells in a timely fashion. Please be aware, that well abandonment for ALL wells regardless of their installation date now requires a SIP. Wells abandoned will be removed from the database by GSW staff.

### **Changing the status of a well:**

- If a well is registered as a temporary well, well abandonment records should be submitted within 30 days to substantiate this status type. GWS staff will make the necessary changes to the database once the records are received.
- Other status changes can be made by notifying GWS by e-mail or fax using the appropriate form.
- All status changes should be completed within 30 days of the well’s status change. Wells will be billed in July of each year, and will be based on the status/billing party information effective June 30, of each year.

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