

UPPER MOUNT BETHEL TOWNSHIP

Municipal Building
387 Ye Olde Highway
Mount Bethel, PA. 18343
(570)897-6127

WELL PERMIT APPLICATION GUIDLINES

A WELL PERMIT MUST BE **ISSUED** BY THE TOWNSHIP WELL ENFORCEMENT OFFICER PRIOR TO BEGINNING ANY WELL DRILLING. UNTIL YOUR WELL PERMIT IS **ISSUED**, YOU ARE PROHIBITED FROM DRILLING A WELL, WHETHER NEW OR A REPLACEMENT, UNLESS DIRECTED OTHERWISE BY THE TOWNSHIP WELL ENFORCEMENT OFFICER.

Please follow the steps on the attached pages for permit application requirements and procedures.

In summary:

See that three copies of the application & supporting documents are included. All sections & information must be completed on all forms. The Well Enforcement Office does not fill in missing data or research any missing information. Incomplete applications will be returned to the Applicant. The WEO has 30 days to review an application & issue the permit.

CONTACT THE WELL ENFORCEMENT OFFICER

SCOTT P. POLICELLI
Phone: (610) 588-5232 (8 AM – 3 PM, M-F)
Email: policellisurveyor@gmail.com

Hours by appointment only.

The entire Well Ordinance is available from the Township Office.

Upper Mount Bethel Township
387 Ye Olde Highway
P.O. Box 520
Mt. Bethel, PA 18343

Phone: 570-897-6127 Fax: 570-897-0108

Official use only

Date Rec'd: _____ Rec'd By: _____

Fee: _____ Cash: _____ Check No: _____

Receipt No: _____

Permit No: _____

Well Drilling Application

_____ New Well Install

_____ Repair/Replacement

Date: _____

Applicant Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell Phone: _____ Fax: _____

Property Owner: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell Phone: _____ Fax: _____

Property Tax ID# _____

Property Address: _____

City: _____ State: _____ Zip Code: _____

Well Driller: _____ Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell Phone: _____ Fax: _____

Date Work Scheduled to Begin: _____ Date Work Scheduled to be completed: _____

A Plot plan must be submitted with this application.* Plan must include, at a minimum, property boundaries, all existing and proposed structures, sanitary sewage disposal facilities and building setback lines.

*An application for a well reconstruction or re-drilling, which does not alter the existing well location, is not subject to the requirement for a plot plan. However, the well location shall be documented to the satisfaction of the well permitting authority.

Owner's Signature: _____ Date: _____

Upper Mount Bethel Township
387 Ye Olde Highway
P.O. Box 520
Mt. Bethel, PA 18343

Phone: 570-897-6127 Fax: 570-897-0108

Well Utilization Permit Application

Date: _____

Applicant Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell Phone: _____ Fax: _____

Property Owner: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell Phone: _____ Fax: _____

Property Tax ID# _____

Property Address: _____

City: _____ State: _____ Zip Code: _____

Well Driller: _____ Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell Phone: _____ Fax: _____

Owner's Signature: _____ Date: _____

Official use only

Date Rec'd: _____ Rec'd By: _____

Fee: _____ Cash: _____ Check No: _____

Receipt No: _____

Permit No: _____

Upper Mount Bethel Township
387 Ye Olde Highway
Mount Bethel, PA 18343
570-897-6127

Well Utilization Requirements: required to obtain a Well Utilization Permit and Certificate of Occupancy:

1. Facility Type: _____ (residential or commercial)
2. Well Type: _____
3. Well Drill date: _____
4. Completion date: _____
5. Well Diameter: _____
6. Well Depth: _____
7. Latitude: _____ Longitude: _____
8. Casting Depth: _____
9. Casing material: _____
10. GPM: _____

Copy of CDNR Well Completion Report

UPPER MOUNT BETHEL TOWNSHIP WELL PERMIT & INSPECTION FEES

July 29, 2025

Class 1 Well Application (Up to 1,000 GPD: lot is not part of a subdivision) \$100.00

Review per Section C.4.A.----- 90.00

Site Inspection per Section C.5. ----- 90.00

Total \$ 280.00

Class 2 Well Application (1,001 to 4,000 GPD and or 4 Lot Subdivision). \$100.00

Review per Section C.4.A. ----- 90.00

Plot Plan Review per Section C.4.B. (new well only) ----- 90.00

Site Inspection per Section C.5. (one time) ----- 90.00

Hydrogeological Analysis per Section C.7. ----- Twp. Eng. Rate

Minimum Total \$ 370.00

Class 3 Well Application (Greater than 4,000 GPD and or 5 Lot Subdivision) \$100.00

Review per Section C.4.A. ----- 90.00

Plot/Subdivision/ LD Plan Review per Section C.4.C. ----- 90.00

Site Inspection per Section C.5. (one time) ----- 90.00

Hydrogeological Analysis per Section C.7. ----- Twp. Eng. Rate

Minimum Total \$ 370.00

Emergency Permits.

Emergency Permit per Section C.12. ----- \$ 150.00

In each case the Application Fee of \$100.00 covers the Well Permit (\$45) and the Utilization Permit (\$55).

3. Permit Application Procedure.

- A. An application for a Well Drilling Permit (Attachment D) – along with the required fee and all supporting documents - shall be filed with the Township Office. Three copies are required to be filed. The office staff will distribute two to the Township officials. The applicant can retain one stamped copy.
- A. Class II and Class III Applicants shall submit a Well Drilling Permit simultaneously with (or after) the submission of any application under Upper Mount Bethel Township's Subdivision and Land Development Ordinance ("SALDO") concerning any property which the well(s) is(are) to serve. The drilling of the well must be accomplished, and a Well Utilization Permit (Attachment E) must be issued, prior to the building permit being issued.

4. Well Drilling Permit Application Requirements.

No permit shall be issued and no well shall be constructed unless the person or entity selected by the applicant to perform the well construction, reconstruction or repair has first registered with the Township and certified on a form provided by the Township that, in addition to any other requirements of law, all well construction, reconstruction, or repair performed by the person or entity in the Township will be in accordance with standards and requirements set forth in the UMBT Well Ordinance.

- A. The following shall be submitted with the Well drilling permit application for all applicants:

- 1. Applicant's name, address and telephone number.
- 1. The well drilling permit application fee paid to the Township, for the use of the Township, in accordance with the fee schedule adopted by resolution of the Board of Supervisors upon enactment of this Ordinance or as such schedule may be amended from time to time.
- 2. Location of the proposed well using USGS Coordinates.
- 3. Well driller's name, address and telephone number.

5. Site Inspection.

Upon receipt of a complete application with all supporting documents for a well permit, the Township shall, within thirty (30) calendar days, review the site plan showing the location of the proposed well or wells and supplemental information, and perform an inspection of the premises on which the well is to be constructed to determine if the location, which must be staked by the applicant, conforms to the standards hereof. The inspection shall be conducted by the Township in accordance with the provisions of the Ordinance and the provisions of any and all other relevant ordinances of the Township. If an emergency situation occurs where supply of water to residents, and wells would affect health and safety, effort will be made to act immediately. Upon completion of the inspection, the Township shall either:

- A. Issue a permit to the applicant indicating the approved location for the well and special instructions for construction, if any.
- B. Deny the said permit, and, in such event, shall provide the applicant with written reasons for such refusal.

If the location of any proposed well is altered, notification of the re-location shall be submitted to the Township for review.

6. Permit Approval.

- A. The Township shall examine the completed application with all supporting documents, complete the site inspection, if a site inspection is required, and approve or disapprove the application, in writing, within thirty (30) calendar days from the receipt of the application.

Where the capacity of any new well or wells, or the total capacity of old and new wells on or for use on one property is in excess of two thousand (2,000) gpd, or where close spacing of wells in an area causes hydraulic interference, that in taking action on the application, the Board shall have the authority to impose such conditions and make such requirements and limitations as may in their opinion be both reasonable and necessary to protect the health and safety of people.

- B. Township well permits shall be valid for three years from the date of issuance. If they are not used within that time they need to reapply.