

690-205-0070

**Water Supply Well Construction Notice Required (Start Card)**

(1) Each bonded water supply well constructor licensed to operate in the State of Oregon and each landowner holding a landowner's permit shall provide notice as required in ORS 537.762 before commencing the construction, alteration, or abandonment of any water supply well or conversion of any monitoring well, geotechnical hole, or other hole to a water supply well. The start card shall contain the following information:

- (a) Name and mailing address of the landowner;
- (b) Street address of the well;
- (c) The approximate location of the water supply well; and
- (d) The proposed depth, diameter, and purpose or use if the well is new, altered, or converted.

(2) All start cards for new water supply wells or conversion of monitoring wells, geotechnical holes, or other holes by a licensed and bonded water supply well constructor shall be submitted with a \$75 start card fee. [*Landowners are exempt from this \$75 start card fee. However,*] OAR 690-205-0050 shall apply to landowners who construct, alter, convert, or abandon a water supply well.

(3) Forms for making these reports and submitting fees shall be furnished by the Water Resources Department.

(4) Each start card shall be mailed, [*or*] **hand-delivered** during regular business hours **or transmitted by Department-approved electronic submittal** to the Water Resources Department in Salem no later than the day construction, conversion, alteration, or abandonment is commenced.

**(a) Start cards submitted electronically shall be submitted before commencing construction, alteration, conversion or abandonment of any water supply well.**

(5) In addition to the start card required under (4) of this rule, the constructor shall provide a legible copy of the start card to the Oregon Water Resources Department (OWRD) region office within which the water supply well is being constructed, altered, converted, or abandoned, **before commencing the construction, alteration, conversion or abandonment of any water supply well** [*no later than the day work begins*], using one of the following options:

- (a) By regular mail no later than three (3) calendar days (72 hours) prior to commencement of work; or
- (b) By hand delivery, during regular office hours, **before commencing the construction, alteration, conversion or abandonment of any water supply well** [*no later than the day work is commenced;*] or
- (c) By facsimile transmission (FAX) **before commencing the construction, alteration, conversion or abandonment of any water supply well** [*no later than the day work is*

Language to be deleted is in *italic and bracketed*. New language is in **bold**.

1 *commenced*]. If this method is used, a legible copy of the start card shall also be mailed, or  
2 delivered to the appropriate OWRD region office no later than the day work is commenced.

3 **(d) Start cards submitted electronically under Section (4)(a) of this rule have**  
4 **satisfied the notification requirement to the OWRD region office.**

5 **(6) If a start card has been filed under section (4) and (5) of this rule and additional**  
6 **wells are required on the same or contiguous tax lot and for the same landowner, then**  
7 **start cards for the additional wells shall be filed no later than the day work begins.**

8  
9 ~~[(6)]~~**(7)** The Director or region office may provide an alternative means of notification. If an  
10 alternative means of notification is used, the start card shall be mailed or  
11 delivered to the region office within one week of beginning work on the water supply well. A  
12 water supply well constructor whose license has been restricted by  
13 order shall provide notice as stipulated in the order.

14  
15 ~~[(7)]~~**(8)** Once received by the Department, the start card shall be confidential for a period of one  
16 year after it is received or until the water supply well report required by  
17 OAR 690-205-0080 is received, whichever is shorter.

18  
19 ~~[(8)]~~**(9)** The start card may be used in an administrative enforcement action at any time,  
20 including the period of confidentiality. Once the start card is used for enforcement  
21 reasons, it is no longer confidential.

22  
23 **NOTE:** WRD region office fax numbers are listed in Table 205-1. Region boundaries are shown  
24 in Figure 205-1.

25  
26 Stat. Auth: ORS 536.090 & 537.505 - 537.795

27  
28 Stats. Implemented: ORS 537.505 through 537.795

29  
30 Hist.: WRD 3, f. & ef. 2-18-77; WRD 3-1983, f. & ef. 4-28-83; Amended & Renumbered from  
31 690-010-0035 by WRD 13-1986, f. 10-7-86, ef. 11-1-86;  
32 WRD 7-1988, f. & cert. ef. 6-29-88; WRD 7-1989 (Temp), f. & cert. ef. 9-29-89; WRD 10-1989,  
33 f. & cert. ef. 11-20-89; WRD 8-1993, f. 12-14-93, cert. ef.  
34 1-1-94; WRD 9-2001, f. & cert. ef. 11-15-01

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