

**DATE:** March 7, 2007

**TO:** Proposed New Public Water System Applicants

**FROM:** Drinking Water Program

**RE:** PROCEDURE FOR DEVELOPING A NEW PUBLIC WATER SYSTEM  
(UPDATED)

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The following is a summary of the process to develop a new public water system in Kitsap County, Washington:

- A. The applicant proposes to the Health District intention to develop a new public water system by submitting a completed *Coordinated Water System Plan Review* application with fee.
1. The Health District requests a schematic of the properties and tax parcel numbers, with the well location (proposed well site or existing private well) identified to the nearest quarter/quarter section, township and range.
  2. The Health District receives the applicant's plot plan and reviews the Water Utilities Coordination map and water system database to determine whether utilities and water systems exist within a quarter mile of the proposed new system.
  3. The Health District issues a letter to the applicant informing them of the Water Utilities Coordination procedure, of whether the proposed project is within a claimed service area, and of water systems existing within a quarter mile. The applicant is provided with *Confirmation or Denial of Service* forms and contacts the utilities and water systems to determine service availability. If the project is within a utility service area but direct service is not available, the utility has first option of providing remote management until direct service is available. If the project is not within a service area, management by a satellite management agency (SMA) will be required for water system approval and ongoing compliance. A list of approved SMAs will be provided to the applicant.
  4. The applicant submits the completed *Confirmation or Denial of Service* forms to the Health District. If a new system is determined to be the only choice for water service, the Health District provides the applicant with a *Well Site Inspection* application and the applicant proceeds to Step B.

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B. The applicant submits a completed *Well Site Inspection* application with fee to the Health District.

1. The Health District conducts a well site inspection (of the proposed well location or of the existing well) and issues a letter of approval or denial to the applicant. If the well location is approved, the letter will list items required for completion and approval of the water system. The requirements include recorded covenants for the sanitary control area and design by either a certified Kitsap County Water System Designer or licensed professional engineer. Design approval must be obtained before beginning construction.
2. If the well site is approved, the well driller may commence with drilling. (Or, if the well is existing, then work specified in the site approval letter to meet current construction code may proceed.) Well site approval is valid for a period of two years from the date of written approval. If the two-year time limit is exceeded, the applicant must reapply.
3. A four-hour pump test is conducted, documenting the static water level, yield, four-hour drawdown stabilization, and recovery rate for the well. Based on pump test data, a design for the water system by a Kitsap County certified water system designer or licensed professional engineer is submitted to the Health District for review. If the water system will serve more than 25 connections, then the State Department of Health reviews the design.
4. The appropriate agency reviews the design and issues a letter to the applicant, either granting approval or requesting additional information.

C. The water system is installed in accordance with the approved design.

1. The designer or engineer submits a Completion of Construction report to the Health District.
2. The Health District conducts an inspection of the water system. Once all requirements are satisfied and all paperwork is received, the Health District issues water system approval.
3. The Health District completes a *Water Facilities Inventory* form and submits it to the State Department of Health. The State Department of Health assigns an identification number to the water system.

State and Local Regulations pertaining to Drinking Water:

- Kitsap County Board of Health Ordinance 1999-6, *Rules and Regulations for Private and Public Water Supplies*
- Chapter 246-291 WAC, *Group B Public Water Systems*
- Chapter 246-290 WAC, *Group A Public Water Systems*
- *Kitsap County Coordinated Water System Plan 2005 Revision*