



Permit Application for an Underground Water Catchment

How to file a permit application

To obtain a permit, you must provide the Municipality with all the necessary documents along with the completed form, signed and dated, and present your application over to the Planning and Sustainable Development Services. Your application shall contain the maximum amount of information and must comply with our Municipal By-laws. The officer assigned to your request reserves the right to ask for additional documents or information that may give them a better understanding of your project.

Also expect to pay for costs associated with the permit at the same time you file your application.

We will contact you once the permit is ready.

Please note that incomplete documents or missing information may delay the delivery of your permit and any misleading information may revoke your request or render you permit non-compliant. This application does not constitute in any way of any kind to be a completed request or a permission to build.

The issuance of a permit request a comprehensive analysis of your project by a Municipal Officer and in some cases, approval by the Municipal Council. The review process begins when the Municipality receives all the documents identified in its By-laws. Therefore, several weeks might be necessary before the delivery of the permit and it is highly recommended that the request be filed as soon as possible to avoid any delays in the completion of your work.

General information

Applicant(s) name(s): _____

Are you the owner(s)? YES NO If no, proxy? YES NO

Mailing address: _____

Home phone #: (____) ____-____ Cell #: (____) ____-____ Other #: (____) ____-____

E-mail address: _____

Work site, if different from the mailing address: _____

Lot identification number: _____ of the Québec cadastre



Works description

Estimated work costs: \$ _____

Expected start date: _____

Sealed well:

YES NO

Expected end date: _____

Type of groundwater catchment work:

- Tube well
- Spring water tap (lake, river, stream)
- Surface well
- Sand point
- Closed geothermal system

Flow rate capacity:

- <75m³/day
- >75m³/day *

Number of persons to be supplied daily:

- than 20 persons
- + than 20 persons *

* A MDDEFP permit is required.

Construction manager

Contractor's name: _____

Mailing address: _____

RBQ licence #: _____ Main office phone #: (____) ____-____ Cell #: (____) ____-____

E-mail address: _____

Ensure that the selected contractor is competent and authorized to execute drilling.

Documents to include with your application

- Two (2) copies of the site plan drawn to the required scale. The site plan will show:
 - Location of the proposed catchment work, the building, septic tank, and tile field;
 - Location of septic installations on neighbouring lots;
 - Direction of flow of surface water run-off;
 - Location of waterways, natural high water mark, flood plains, and wetlands (if applicable)

In the case of a project aimed at replacing an existing catchment work, the applicant can produce their own layout plan by using the site plan for the said property.

In the case of a vacant lot, the septic installation report prepared by a consultant can serve as the layout plan.

Any amendment to the layout plan must be approved by the Municipality BEFORE commencing work.

Documents to provide 30 days after completion of work

- A drilling report certifying its conformance with the Schedule 1 of the *Groundwater Catchment Regulation* in effect (obligations of the well driller or excavator)
- Layout plan indicating the exact site location if different from the layout plan filed with the application
- Proof that the old well has been sealed off in the case where a well has been replaced
- Written confirmation that the pumping equipment was installed or shall be in less than three (3) years following the drilling



Applicant's responsibilities

- Assume the maintenance and integrity of the well cover
- Maintain and ensure the finishing grade around the catchment work (within a 1 metre radius) to prevent the presence of stagnant water
- Prevent any gushing from an artesian or sand point well
- Must seal off a catchment work:
 - Where pumping equipment hasn't been installed three (3) years after the completion of the work
 - Where pumping has been interrupted for at least three (3) years
 - Where new work intended to replace it is installed
 - Where catchment work is not fulfilling the owner's need

Water analysis

Between the 2nd and 30th day following the installation of the pumping equipment, you need to have your water analysed by a certified laboratory for microbiological & physiochemical analysis. The lab will transmit the results over to the MDDEFP within 10 days of the sample taking.

The applicant must ensure the groundwater results comply with the Provincial standards established in the *Regulation with respect to the quality of drinking water* (Section 21), that the water is intended for human consumption and the catchment work isn't contaminating the groundwater.

Check our website www.chelsea.ca for water tests available through our H₂O Chelsea Program starting June 2014 or consult the MDDEFP website for a list of certified laboratories at www.mddefp.gouv.qc.ca/ceaq/index.htm.

Calculation of costs to be included with your application

Fee for a construction permit	Amount
Underground water catchment.....	\$100 \$.....
Payment: <input type="checkbox"/> cash <input type="checkbox"/> check <input type="checkbox"/> debit	TOTAL \$.....

Declaration and signature

I declare that the information here above is correct and that if a permit is granted, I will comply with all provisions of the Municipal By-laws and Provincial Regulations thereto. The issuance of a permit, approval of plans and specifications and inspections made by the Municipal Officer are considered as administrative procedures and should not be construed as a guarantee of the quality of plans, specifications and work or compliance with Laws and Regulations applicable to such work. The provisions of the permit must be fulfilled not only at the time of issuance of the permit but at any time after the issuance thereof.

Signature: _____ **Date:** _____

We wish to remind you that it is illegal to undertake any construction work PRIOR to obtaining the required permit for this purpose.

Additional information

For more information, consult our website www.chelsea.ca or contact the Environment and Sustainable Development Advisor by calling (819) 827-6227 or send an E-mail to environnement@chelsea.ca.