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Ottawa, OH 45875
Phone: 419-523-5608
Fax: 567-538-5076

Email: pchd@putnamhealth.com
Website: www.putnamhealth.com

“Working towards a healthy and safe Putnam County”

How to complete the Application/Permit for a Private Water System for Pond Water

Complete the forms detailed below and return with the appropriate fee **prior** to having work done to install or alter a private water system using a pond. A permit utilizing pond water as the water source can only be issued for a single-family home. **An existing pond may not be used for a private water system unless it has been drained and inspected by a registered contractor. A permit must be obtained prior to constructing the pond.**

Please ensure that the application documents are complete with signatures and dates. Submit with the applicable permit fee indicated below. **Make checks payable to PUTNAM COUNTY HEALTH DEPARTMENT**

Permit Fees

Permit to construct a private water system using pond water \$425.00
Alteration (enlarge an existing PWS pond, upgrade or move a treatment system) \$175.00

Information for Putnam County Health Department

Acknowledgement of requirements for the construction and use of ponds as a private water source

Required for all pond water systems. Read both pages of the form, complete and sign.

Ohio Department of Health Permit Application

Application/Permit for a Private Water System-Page 1

Mark the applicable check boxes to indicate the type of work, what the system will serve, the type of PWS, and all additional components (a pond system will always require a continuous disinfection and filtration system). Fill your information into applicable sections of the form. Be certain to sign and date the application where indicated.

You must hire Private Water System contractors registered by the Ohio Department of Health to do the work outlined in the application. This includes the excavation contractors who will dig the pond and the contractors who will install the required treatment system components. A current list of State registered water contractors organized by the counties they are based out of can be found at odh.ohio.gov. Look for “Know our programs” then search: “Private Water Systems,” or contact the Putnam County Health Department for a current list of registered contractors.

Application/Permit for a Private Water System Site Plan-Page 3

Sketch and indicate distances from any potential sources of contamination to where the pond is proposed.

If the property is in a flood plain, then a registered surveyor must determine flood elevations to verify the pond surface is at least 1 foot above the flood plain elevation. Include all relevant elevation points on plan.

In the Comments box indicate where the excavated material will be used or moved. If the soil is to remain on your property show the soil placement on your sketch and print the following statement on your plans: “EXCAVATED SOIL FROM POND CONSTRUCTION WILL NOT BE PLACED IN AREAS FOR THE SEWAGE TREATMENT SYSTEM OR ITS DESIGNATED REPLACEMENT AREA”.

Private Water System Site Plan-Additional Plans – Contact your pond excavator to complete pages 1 & 3.

Private Water System Site Plan- Additional Plans- Continuous Disinfection/Filtration Plan– Contact your water treatment contractor to complete pages 1 & 2, who are required to describe the pond water treatment system that will be installed.



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Acknowledgement of requirements for the construction And use of ponds as a private water source

This completed form must be included with the *Application/Permit for a Private Water System* when you propose to have a pond installed or converted to a private water system. We will only consider issuing a permit upon evaluation of your request. **Please read all of the information on this page and the next page, then sign & date below.**

Owner's Name:	Phone:
Address or location of Pond:	Township:
Reason(s) you are proposing to install or use pond as a private water system (check all that apply): <input type="checkbox"/> Drilled wells in the immediate area have high levels of Sulphur in the water <input type="checkbox"/> Drilled wells in the immediate area have very low sustained gallons per minute flow <input type="checkbox"/> Other:	

The Putnam County Health Department does not recommend the installation of ponds as a potable water source for the following reasons:

1. Water used to fill ponds may contain any/all of the following: pesticides, herbicides, nitrates, sewage effluent, livestock yard drainage, wild animal and fowl contamination, road drainage (accidental spills), and industrial and commercial drainage.
2. Water in pond is subject to contamination from surface runoff, subsurface drainage and drifting agriculture pesticides and herbicide sprays.
3. Treatment of water may not be adequate to remove viruses, bacteria spores, cryptosporidium, giardia or chemicals.
4. The treatment system requires maintenance and must be continuously functioning as designed in order to properly filter and disinfect water used in the home.
5. Disinfectants will not kill cryptosporidium and giardia spores.
6. Ponds are subject to contamination from accidents or intentional sabotage.
7. Safety and liability issues are present due to accidental drowning, etc.

Finding an acceptable source of water to initially fill a pond can be very difficult. The preferred method is to allow the pond to fill with rainwater. This process can take several years. Another acceptable alternative is to fill the new pond with water from a well over a period of time. The practice of removing water from a near-by drainage ditch, creek, or river to fill a newly constructed pond is **prohibited** due to the numerous unknown natural and man-made contaminants that are present in these sources.

How will the pond be filled: _____

A permit for the installation of a private water system utilizing pond water will expire one year from issuance date. Prior to permit expiration, the pond must be constructed, filtration and disinfection equipment installed, required documents received from contractors, final inspection and approval issued. If the permit expires prior to final approval an alteration permit may be required to complete the private water system.

Ohio Administrative Code Rule 3701-28-14 | Location and construction of ponds.

- (A) Ponds shall be considered as a source of water for human consumption at the discretion of the board of health, only when available ground water sources are inadequate for the intended use or unacceptable due to the presence of naturally occurring or man-made contaminants that are not economically or technically feasible to treat, and on the ability of the property owner to meet all of the requirements of this rule. A pond shall not be acceptable as a new water supply source when a public water supply is readily accessible to the property, as determined by the board of health. The board of health may choose not to approve an application for a permit utilizing a pond for source water as a private water system if there is incomplete or inconclusive information about the suitability for a pond system at a specific site.
- (B) Surface water sources, including, but not limited to, rivers, streams, creeks, lakes, quarries, and drainage ditches shall not be considered for construction as private water systems because there is no control of the water source by the owner of the individual property. The board of health shall not consider a variance to this rule.
- (C) The pond and the watershed shall be under the complete control of the pond owner and the watershed shall be located on a parcel or parcels under one deed with the dwelling to which it is supplying water. A private water system pond may only serve one single family dwelling. If control of the watershed cannot be maintained on parcels under the same deed then other private water system sources shall be considered. The board of health shall not consider a variance to this rule.
- (D) The pond shall be located at the minimum distances from sources of contamination as specified in rule 3701-28-07 of the Administrative Code. In addition, the following criteria shall be met:
 - (1) For purposes of this rule "watershed" means the area up gradient from the water supply that drains, channels, or otherwise directs surface water toward the water source;
 - (2) The watershed shall have a permanent growth of vegetation;
 - (3) The watershed shall be free of barns, poultry yards, sewage treatment systems, privies, orchards, cultivated fields, and other sources of contamination;
 - (4) The watershed shall not be used for pasture;
 - (5) Livestock shall be fenced or otherwise prevented from entering the pond and watershed area;
 - (6) The pond shall not be used for recreational purposes such as swimming, fishing, or boating;
 - (7) The minimum distance from the nearest building shall be ten feet; and
 - (8) Diversion ditches or similar devices shall be used to direct water of unsuitable quality out of the watershed and away from the pond.
- (E) Any person intending to install a pond to be used as a water source shall submit a plan to the board of health as required under paragraph (F) of rule 3701-28-03 of the Administrative Code. The pond and watershed shall conform to the following basic design criteria:
 - (1) The watershed shall be of sufficient size to meet the requirements for pond water recharge based on local conditions as determined by the board of health. The board of health may require the watershed plan to be submitted by a professional engineer or soil scientist in accordance with paragraphs (F) and (G) of rule 3701-28-03 of the Administrative Code;
 - (2) The pond shall not be recharged by pumping water from field drain tiles or drainage ditches. Ponds shall not be recharged from on site wastewater system discharges, gray water systems, curtain drains, sump pumps or washing machines;
 - (3) The pond may be recharged from roof water runoff. The roof area may be calculated as part of the total watershed area if it is to be included as a recharge source;
 - (4) The pond may be filled by a water well constructed in compliance with this chapter and also meeting the following requirements:
 - (a) A threaded or smooth nose faucet shall be installed near the well for collecting a water sample from the well.
 - (b) If the well is to be converted into a private water system well for direct use for a residence or building, an alteration permit is required to be obtained in accordance with paragraph (C) of rule 3701-28-03 and the well shall meet all applicable requirements of this chapter at the time of the alteration.

Your signature below indicates that you have read, understand, and accept the inherent risks of utilizing a pond for a potable water source. It is your responsibility to disclose this information to future owners of this property.

Signature:

Date:

Local Health District	Local Fee	State Fee	Total Fee Owed	Date Received	Receipt #	Permit #
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OHIO DEPARTMENT OF HEALTH APPLICATION / PERMIT FOR A PRIVATE WATER SYSTEM

The application instructions are available on page 2 of this form.

CHECK ALL BOXES, IN THIS SECTION, THAT APPLY TO THE PERMIT REQUEST.

Type of Work: <input type="checkbox"/> New Construction <input type="checkbox"/> Replacement Construction <input type="checkbox"/> Emergency Construction <input type="checkbox"/> Conversion to PWS <input type="checkbox"/> Test Well Construction <input type="checkbox"/> Temporary Hauled Water	<input type="checkbox"/> Alteration <input type="checkbox"/> Emergency Alteration <input type="checkbox"/> Alteration – Public Water connection, not sealing <input type="checkbox"/> Sealing or Decommissioning only	Serves, served or will serve: <input type="checkbox"/> 1, 2, 3 family dwelling <input type="checkbox"/> *Other than a 1, 2, 3 family dwelling <input type="checkbox"/> *Multiple dwellings <input type="checkbox"/> *Building <input type="checkbox"/> Vacant lot (sealing only)	Type of System <input type="checkbox"/> Well <input type="checkbox"/> Hauled water storage tank <input type="checkbox"/> *Cistern <input type="checkbox"/> *Pond <input type="checkbox"/> *Spring <input type="checkbox"/> *Drive point well	Additional components: <input type="checkbox"/> *Continuous disinfection and/or filtration system <input type="checkbox"/> *Water treatment system – whole house <input type="checkbox"/> *Buried pressure tank <input type="checkbox"/> *Gas powered pump
*FLOODPLAIN - Is the property or any portion of the property located within the 100-year floodplain ? <input type="checkbox"/> YES <input type="checkbox"/> NO *FLOWING WELL AREA - Is the property located in an area known for flowing well conditions ? <input type="checkbox"/> YES <input type="checkbox"/> NO *LAND APPLICATION - Is this property located within 300 feet of septage and wastewater land application area ? <input type="checkbox"/> YES <input type="checkbox"/> NO <p style="text-align: center;"><i>NOTE: An asterisk (*) denotes the requirement for additional plans and information as required in OAC rule 3701-28-03(F) and (G).</i></p>				

COMPLETE THE FOLLOWING INFORMATION – If there is no phone number or email address, place “none” in the box

Property address or location (include city and zip code)		Parcel # (optional)	Township/City/Village
Owner's Name	Owner's mailing address <input type="checkbox"/> Check if same as property address	Phone number	
Owner's Email Address			Alt. phone number
<input type="checkbox"/> Check this box if the Owner and Applicant Information is the same. If checked do not fill in applicant information.			
Applicant's name		Applicant's mailing or email address	Phone number
All persons, including homeowners, performing work on a private water system must be registered with the Ohio Department of Health as required in Ohio Administrative Code Rule 3701-28-18(A). If the contractor information is not known at time of application, it must be provided prior to the commencement of work as per the requirements in Ohio Administrative Code Rule 3701-28-03(A)(1).			
1	Private water systems contractor legal company name (as registered)	ODH Registration #	Phone number
	Email address		
2	Private water systems contractor legal company name (as registered)	ODH Registration #	Phone number
	Email address		

Notice to Applicant: This application will not be processed until the form bears the signature of the applicant and the date (below). This application must be accompanied by the site plan form(s) and the appropriate fee. This application is not approved until it has the date and signature of a registered sanitarian or sanitarian-in training employed by the local board of health.

I, the undersigned, hereby agree to install, construct, develop or alter the private water system named in this permit application in accordance with the attached site plan and all applicable rules governed by Chapter 3701-28 of the Ohio Administrative Code.

I, the undersigned, also understand that the issuance of this permit is conditioned upon the right of the department to enter upon the premises of the private system named in this permit at any reasonable time prior to, during, or after completion of the work specified in this permit for the purpose of determining compliance with Chapter 3701-28 of the Ohio Administrative Code.

I, the undersigned, agree to contact the local health department upon completion of the private water system in order for the local health department to perform the final inspection and collect the water sample.

I, the undersigned, understand that this permit will expire one (1) year from the date approved and all work must be completed by that date.

Applicant's signature	Date of signature
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Once issued this permit will expire one (1) year from the date approved. All work must be completed by the date expiration.

Local Health District

Permit #

HEALTH DEPARTMENT USE ONLY

This permit is not valid without the sanitarian signature, approval date, and audit number.

Is a variance being requested prior to the permit being issued?

Yes If checked yes, complete the variance section on the Administrative Summary.

APPLICATION APPROVED BY (RS or SIT only)	DATE APPROVED <i>Permit expires one (1) year from this date.</i>
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PLACE AUDIT
STICKER HERE

PERMIT EXTENSION

Approved by	Date Approved	Date Extension Expires
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See comments on the Administrative Summary

APPLICATION INSTRUCTIONS

1. This is a two part form: APPLICATION and SITE PLAN
2. The form may be completed:
 - a. By computer, then printing; or
 - b. By printing the blank document, and filling all information with a typewriter or pen;
3. Contact the Local Health Department for the following information:
 - a. Fee information;
 - b. Site Plan completion information (some local health districts require staff to complete site plans);
 - c. Rule information.
 - d. Registered private water system contractor information.
 - i. A complete list of registered private water system contractors is available on the Ohio Department of Health website at <https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/private-water-systems-program/info-for-homeowners/>.
4. The applicant must sign and date the application prior to submitting to the Local Health District.
5. The applicable FEES must accompany all applications when submitting to the Local Health District. Applications will not be processed until all fees have been received by the Local Health District.
6. The Local Health District will review the application and site plan and notify you as to the application's status.
7. Contact the Local Health District if you do not receive information about the application status within fifteen (15) business days of submitting the application.

Local Health District

Date Received

Permit #

OHIO DEPARTMENT OF HEALTH APPLICATION/PERMIT FOR A PRIVATE WATER SYSTEM SITE PLAN

Property Address

Owner / Applicant

Prepared by

As required in OAC 3701-28-03(F) & (G), additional plans will be required with this site plan form if this private water system permit request is being obtained for:
1) any private water system servicing greater than a three-family dwelling, a building, or within three hundred feet of a land application area;
2) any private water system servicing a pond, cistern, spring, or private water system located in an area of known flowing well conditions.
3) any private water system installation including a drive point well, buried pressure tank, gasoline power pump, continuous disinfection system, or point-of-entry water treatment system.

SITE PLAN DRAWING

Check this box if the drawing is supplied on a separate sheet.

- Clearly indicate the location of all proposed and existing private water systems.
- Clearly indicate all possible sources of contamination from the list to the right, including but not limited to the house, the sewage system and the driveway.
- Clearly indicate the north direction, property lines, roads and road intersections.

LIST OF POTENTIAL CONTAMINATION SOURCES.

Write the distance from the proposed private water system location to the source listed below, if applicable.

All distances must be specific to the private water system.

- ___ ft House, Building
- ___ ft Deck or porch, not part of foundation
- ___ ft Lot lines and easements
- ___ ft Existing properly constructed well, private
- ___ ft Existing properly constructed well, public
- ___ ft Properly sealed well
- ___ ft Well or borehole of unknown or unregulated unpermitted construction
- ___ ft Road right-of-way and road utility easements
- ___ ft Road driving surface
- ___ ft Driveway or parking lot
- ___ ft Watertight sewer or drain
- ___ ft Sewage tanks, sewage absorption fields, watertight vault privies, or gray water recycling system
- ___ ft Leaching privies, leaching pits, dry wells, or drainage wells
- ___ ft Geothermal systems
Identify Type: _____
- ___ ft Streams, lakes, ponds
- ___ ft Storm water structure, special conduits, or other ditches with intermittent flow
- ___ ft Bulk salt storage piles
- ___ ft Natural gas or propane tanks
- ___ ft Fuel oil, diesel, chemical, gasoline tanks or other petroleum liquids (< 1100gal)
- ___ ft Fuel oil, diesel, chemical, gasoline tanks or other petroleum liquid (>1100 gal)
- ___ ft Oil and gas wells or oil and gas well pad
- ___ ft Municipal solid, residential, and industrial waste, and composting facilities
- ___ ft Construction and demolition debris facility
- ___ ft Land application of septage, manure, or biosolids storage facility. stockpile, storage or staging area
- ___ ft Agricultural manure ponds, lagoons, or Piles
- ___ ft Other: _____

Comments

Please refer to OAC 3701-28-07 for required isolation distances.

The following chart provides the minimum isolation distance requirements established in Ohio Administrative Code (OAC) 3701-28-07 for private water systems. Refer to <http://codes.ohio.gov/oac/3701-28-07v1>, for the complete isolation distance rule language in OAC 3701-28-07.

This chart is provided as a courtesy and is not required to be submitted with the application and site plan.

Isolation Distance Requirements as per OAC 3701-28-07

Potential Source of Contamination	Minimum
If the potential source of contamination is not listed below	50 ft
Dwelling or building foundation	10 ft
Deck or porch, not part of the building foundation for basement or crawl space	5 ft
Road right-of-way	10 ft
Normal Road surface (edge of) when no right-of-way is designated	25 ft - only if this isolation distance gives a greater separation distance than the road utility easement
Road utility easement, when no right-of-way is designated	10 ft - only if this isolation distance gives a greater separation distance than the normal road surface
Driveway or parking lot (edge of)	5 ft
Lot lines / Easements	10 ft
Watertight sewers and drains (more than five feet from outside the building foundation)	10 ft
Sewage treatment system (STS)	50 ft
Gray water recycling system (GWRS) components	50 ft
Leaching pits (not properly abandoned)	100 ft
Dry wells (not properly abandoned)	100 ft
Watertight vault privies	50 ft
Leaching privies	100 ft
Wastewater treatment plant	300 ft
Drainage wells	100 ft
Properly sealed wells	5 ft
Private water system well (constructed properly)	10 ft
Public water system well (constructed properly)	outside the sanitary isolation radius of the public water well – OAC 3745-9-04(B)(2)
Water wells or boreholes of unknown or unregulated unpermitted construction	50 ft
Vertical open loop geothermal system, sealed with grout materials	25 ft
Horizontal or vertical closed loop geothermal system, utilizing propylene glycol	25 ft
Horizontal or vertical closed loop direct exchange geothermal system with circulating refrigerant or a heat transfer antifreeze other than propylene glycol	50 ft
Horizontal or vertical geothermal system of unknown or undocumented construction	50 ft
Streams, lakes, ponds and other permanent bodies of water	25 ft
Storm water structure / special conduits / ditches with intermittent water flow	15 ft
Bulk salt storage piles	100 ft
Fuel operated motors used for well pumps without secondary containment	50 ft
Fuel oil, diesel, chemical, or gasoline storage tanks or other petroleum liquids (less than 1,100 gal)	50 ft
Fuel oil, diesel, chemical or gasoline storage tanks or other petroleum liquids (greater than 1,100 gallons without secondary containment)	300 ft
Natural gas or propane (LP/liquid propane) home heating tanks above or below ground	20 ft
Oil and gas wells or the oil and gas well pad	100 ft
Municipal solid waste, residential waste, industrial waste, and Class I, II, III solid waste composting facilities	1000 ft
Construction and demolition debris solid waste facility and Class IV solid waste composting facilities	500 ft
A regional storage facility or other bulk storage facility for biosolids (sludge)	300 ft
Grass pasture with large animals (with barrier around well component)	5 ft
Animal waste management facility located at major, large, or medium concentrated animal feeding facilities (AFF)	300 ft
Animal waste management facility located at an AFF <u>not</u> designated concentration as major, large, or medium	150 ft
Animal housing or holding pens with no grass cover, stables, manure piles, fabricated manure storage and animal waste or treatment buildings not located at an AFF	50 ft
Land application of septage waste, manure, or biosolids (sludge) stockpile, storage or staging area where the Ohio EPA has determined the aquifer has a high susceptibility to contamination	300 ft
Surface land application area for septage, biosolids (sludge), commercially land applied manure, or other similar materials previously approved by Ohio EPA or the board of health	200 ft
Subsurface incorporation application area using septage, biosolids (sludge), commercially produced manure, or other similar materials previously approved by the Ohio EPA or the board of health	100 ft
Storage or preparation area for commercial application of fertilizers or pesticides	150 ft

Ohio Department of Health

Private Water System Site Plan – Additional Plans

This three part form may be used *in addition* to the Permit Site Plan HEA 5204 as per OAC rule 3701-28-03 (E) and (F). These forms should be completed for private water systems supplying water to multiple dwellings and buildings and Ponds, Cisterns, and Springs used for the use as a private water system.

Health District	Permit Number
Owner / Applicant	
Property Address	
Prepared by	

Complete all of the following information for the work being performed.

1. Number of individuals to be served by this system (if building or multiple family dwelling or multiple dwelling units): _____
2. List all materials, including the make and model number, to be used in construction, installation, or alteration of the private water system. Include Casing, Grout, Pitless Adapters, Pumps, Backflow Devices, Pressure Tank, Piping and Fittings, Hydrants, Disinfection equipment, Tanks, and any other materials used. If more space is needed, attach a separate list to this form.

3. Provide a cross sectional drawing below showing a) water source, b) the water distribution piping from the source to all service connections, and c) the locations, layout, and type of all water systems equipment . Disinfection and filtration equipment must be completed on page 2 of this form.

Comments

Ohio Department of Health

Private Water System Site Plan – Additional Plans

Continuous Disinfection and Filtration Systems Layout

Health District	Permit Number	Property Address
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Disinfection System:	Filtration System:	Pond Intake:
<input type="checkbox"/> Chlorine <input type="checkbox"/> Ultraviolet <input type="checkbox"/> Iodine <input type="checkbox"/> Ozone	<input type="checkbox"/> Slow Sand <input type="checkbox"/> Pressurized Rapid Sand <input type="checkbox"/> Pre-coat <input type="checkbox"/> Other: _____	<input type="checkbox"/> Floating <input type="checkbox"/> Cased – Indicate depth casing to be set _____ ft

4) Neatly draw and label all applicable pumping and treatment devices, including the pressure tank and other tanks and water storage reservoirs. Also include the dimensions and capacities of any tanks and water storage tanks.

—————▶ From Well, Pond, Spring, or Cistern

List the make and model number of each applicable device.


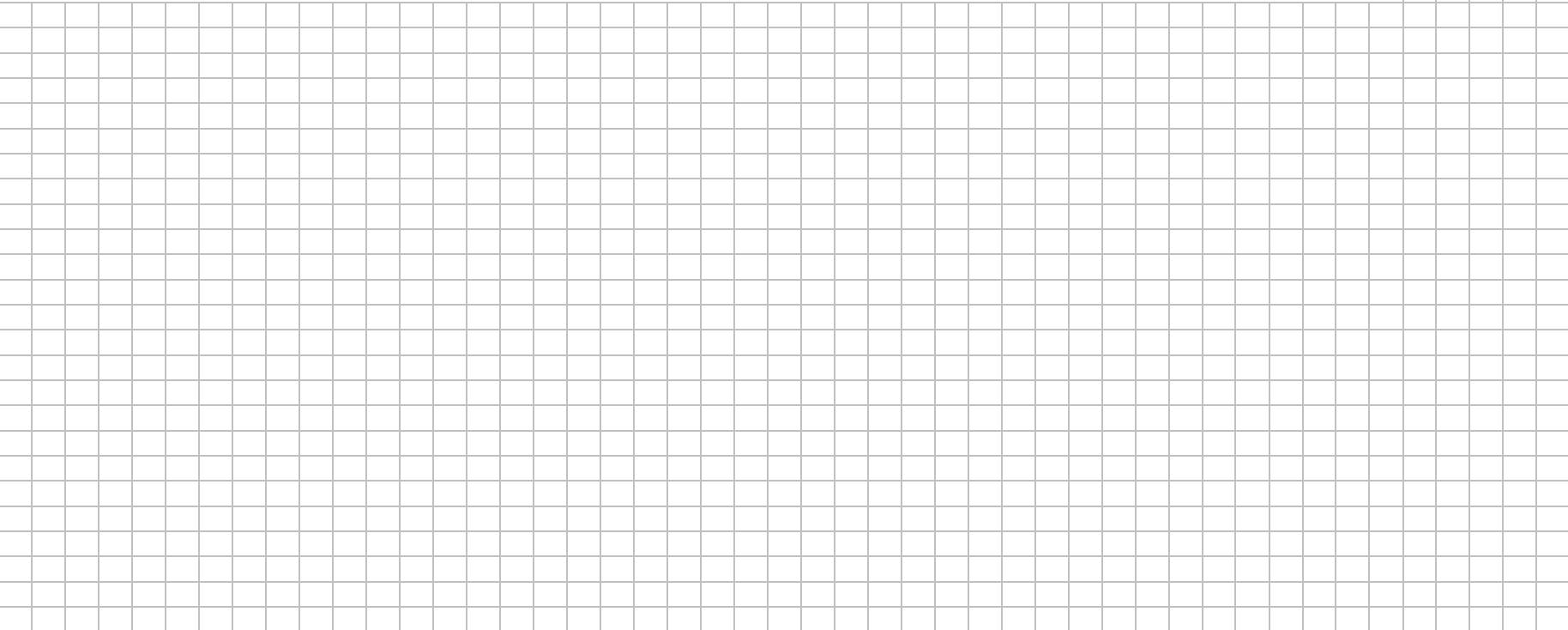
Water System Pump _____	Coagulation Chemical _____
Pressure Tank _____	Cyst Reduction Filters _____
Floating pond filter _____	Ultraviolet Light _____
Chemical Pump 1 _____	Ozone Device _____
Rapid Sand Filter _____	Slow Sand Filter _____
Chemical Pump 2 _____	Pre-coat Filter _____
Other Devices _____	

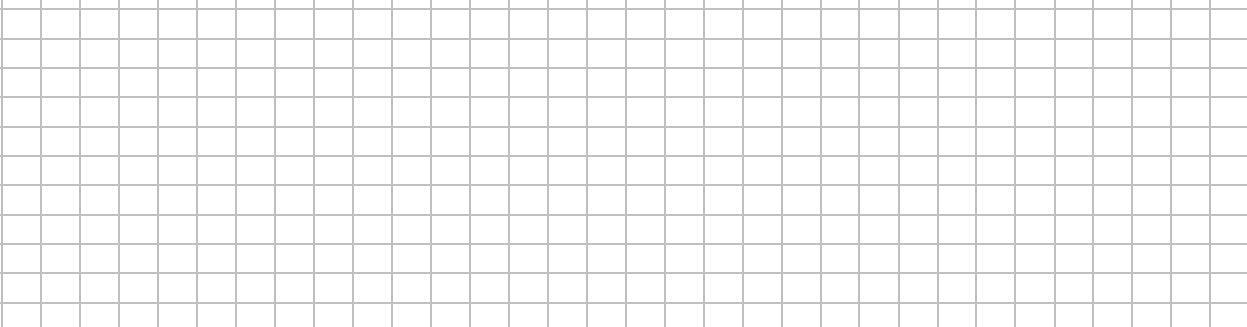
Ohio Department of Health

Private Water System Site Plan – Additional Plans for Ponds

Health District	Permit Number	Property Address
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NOTE: This form may be used *in addition to* the Permit Site Plan HEA 5204 as per OAC rule 3701-28-03 (E) and (F).
Complete all of the following information for the work being performed.

	Insert a copy of, draw, or attach topographic map section with proposed spring or pond, location and indicate all water-shed flow directions.
	

Alternate cross section view for irregular shaped ponds	
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