



STATE OF TENNESSEE
DEPARTMENT OF ENVIRONMENT AND CONSERVATION
DIVISION OF WATER RESOURCES
Drinking Water Unit

William R. Snodgrass - Tennessee Tower
312 Rosa L. Parks Avenue, 11th Floor
Nashville, Tennessee 37243-1102

INSTRUCTIONS FOR SUBMITTAL OF NOTICE OF INTENT (NOI'S)
TO DRILL A WELL

T.C.A. 69-10-111 requires that a Notice of Intent (NOI) be submitted by either the homeowner or licensed well driller for all water well and closed loop geothermal well systems before drilling can begin for either type of well on a property. A Notice of Intent can be sent, via fax or e-mail, but must be received by Division of Water Resources at least one hour prior to drilling on the well site. A fee is also required for each Notice of Intent submitted and due no later than the submission of the Report of Well Driller for the well. The NOI form (CN-1240) can be downloaded from our website at:

<http://tn.gov/environment/article/wr-wq-well-water>

Additional copies can be obtained by calling the Division of Water Resources at 800/523-4873 (in state only) or 615/532-0191.

Procedures for downloading, completing and submitting the Notice of Intent form are listed below.

INSTRUCTIONS TO DOWNLOAD NOTICE OF INTENT FORM

Go to the website listed above and under "Water Well Forms and Links" click on the "Notice of Intent Form (CN-1240)". The form can be faxed to 615-532-0686, e-mailed to water.well@tn.gov or mailed to the Division of Water Resources at the William R. Snodgrass Tennessee Tower, 312 Rosa L. Parks Avenue, 11th Floor, Attn: Drinking Water Unit, Nashville, TN 37243. **The form must be received by Division of Water Resources at least one hour before any drilling commences on the site.**

FORM INSTRUCTIONS

Identify the approximate date that the water well or closed loop borehole will be drilled.

The Division of Water Resources is required to have at least one-hour (1 hr) prior notification of commencement of drilling before drilling can begin.

Notices of Intent expire 180 days after receipt by the Division of Water Resources.

Form Item #1: Denote the intent to drill either a water well or closed loop geothermal well system. For a closed loop geothermal well system, denote the number of closed loop boreholes to be drilled. Multiple water wells to be drilled at one property site require only one Notice of Intent and fee to be paid. If the form is completed by the driller, the driller can assign a drill tag number to the form and attach that drill tag number to the casing of the completed water well. All water wells drilled on a property are required to have a unique drill tag number attached to each completed well casing. In the event a water well is not successful and the borehole needs to be closed and no casing is installed, attach the drill tag to the back of the well closure report.

Closed loop geothermal well system boreholes will not be required to have drill tag numbers either on the Notice of Intent form or on the boreholes.

Form Item #2: Select the intended use of the well(s) from the categories listed. If the intended use is not listed, then identify the intended use for the well. Identify if you intend to use over 10,000 gallons or more of water on any one day.

Form Item #3: Identify the Drilling Company that will drill the well. Provide the license number of the drilling contractor if known. The initial selection of a drilling contractor by a property owner does not restrict the property owner from selecting another contractor from drilling the well (unless prohibited by contractual agreement between the homeowner and driller).

Form Item #4: Denote the county in which the well(s) will be drilled.

Form Item #5: Identify the owner of the property. Provide the information requested so the property site can be located by a physical address. Provide a phone number where additional information, as to the well location, can be obtained.

Form Item #6: Division staff understand that some property locations have not been assigned a "street address" before the well is drilled. Denote the road name and nearest cross street from where the well would be drilled, or specify a landmark and road name of the well location. A map and parcel number of the property would be helpful or driving directions to site from a major marked road.

Example: well to be drilled on Smith Road approximately ~ mile from Drake Road next to Drake Church.

Form Item #7: Denote the date the Notice of Intent was submitted to the Division and identify if the Notice of Intent fee is enclosed. Mark the category that best describes the fee payment and make payment either by check or money order if enclosing fee. Fees can be paid either at the time of the submission of the Notice of Intent or submitted with the Report of Well Driller. If you denote that the fee is enclosed with the form, enclose the fee. The Report of Well Driller is required to be submitted within sixty days after the well is drilled. Checks should be made out to the Treasurer, State of Tennessee.

Form Item #8: Denote the person completing the form. Print your name on the form and submit to the Division of Water Resources as follows:

By E-mail:

To send completed form by email to Drinking Water Unit staff, the user must:

- A. Access the form at the program web site and download the form as a PDF document.
- B. Click on the intended field (it will become highlighted) and enter the required information.
- C. Save the PDF document and print the required number of copies for homeowner and driller.
- D. E-mail the saved document to water.well@tn.gov
- E. Save the e-mail document for your files. A copy of the NOI or emailed document is to be maintained on the drill site while the well is being drilled for either type of well (water well or geothermal system).
- F. The required fee is due upon submission of the Report of Well Driller for the well being drilled. The fee is due regardless if the well is abandoned or completed.

By Fax :

If the Notice of Intent is faxed, the person submitting the fax should maintain the confirmation page that the Notice of Intent was faxed and received by the Division of Water Resources. A copy of the Notice Intent or the confirmation page is to be maintained at the drill site while the well is being drilled. The Division of Water Resources fax number is (615) 532-0686. The required fee is due upon submission of the Report of Well Driller. The fee is due even if the well is unsuccessful and dry. The completed form should be directed to the Drinking Water Unit.

Regular mail:

If the Notice of Intent is submitted by regular mail, using the forms that were mailed to the drillers the original (white copy) must be postmarked at least five days before the date drilling will begin. The driller is to maintain the yellow copy at the drill site and the homeowner is to maintain the pink copy. The required fee is due either with the Notice of Intent or with submission of the Report of Well Driller. The completed form should be directed to Drinking Water Unit at the address listed above

Payment information:

- A. The department currently has no mechanism to accept electronic payment at the time the Notice of Intent is submitted.
- B. Payment can be made by the individual (homeowner or driller) filling out the Notice of Intent. A check or money order should be made out to the "Treasurer, State of Tennessee" for the correct amount according to the fee schedule on the application form CN-1240 Form Item 7 and as specified in the rules [0400-45-09](http://share.tn.gov/sos/rules/0400/0400-45/0400-45.htm). (<http://share.tn.gov/sos/rules/0400/0400-45/0400-45.htm>) The fee can be submitted with the Notice of Intent or the Report of Well Driller. The Report of Well Driller is due within sixty days of drilling each water well or completion of the last borehole for a closed loop geothermal system. Identify the drill tag number used at the site, on the check or money order if the payment is enclosed with the Report of Well Driller.
- C. The fee is due even if the well is unsuccessful, dry or the well abandoned.