Policy No.: 11	**Policy Title**: Policy for Reviewing Well Construction Permit Applications
Adopted Date: 09/18/2025	**Approval Resolution No.**: None
Policy Description: This policy guides the procedure for review of well construction permit applications received from the County of Santa Cruz	

PURPOSE AND APPLICABILITY

Santa Cruz Mid-County Groundwater Agency (MGA) establishes the Policy for Reviewing Well Construction Permit Applications. This policy governs the review of applications for well construction permits received through the County of Santa Cruz that are within the MGA jurisdictional area.

Effective July 21, 2025, the County of Santa Cruz released final adopted versions of Santa Cruz County Code (SCCC) Chapter 7.70, SCCC Chapter 7.73, and an associated Resource Protections Policy. As a Groundwater Sustainability Agency (GSA), the MGA will receive well permit applications forwarded by the County of Santa Cruz. The applications will be received electronically via e-mail to the administrator account for the MGA. MGA has ten (10) business days to provide any comment, request additional information, or identify any other requirements that must be met for the construction and use of the proposed well within its jurisdiction (SCCC 7.70.030(G)).

The Policy for Reviewing Well Permits is limited to the review of applications received from Santa Cruz County Environmental Health within the jurisdictional area of the MGA. The County provides a form to the MGA to use for the response.

POLICY

The MGA shall review all well construction permit applications received from the County. The Agency Executive Staff will designate one or more application reviewer(s) (each, a "Reviewer"). The designated Reviewer will be updated over time, as needed. The role of the Reviewer is to review, evaluate and consider the application based upon the interests of the MGA and the Basin's Groundwater Sustainability Plan.

Upon receipt of an application, it will be promptly provided to the Executive Staff and the Reviewer. The Reviewer shall review the application and respond within ten (10) business days as specified by the County. The process is as follows:

1) If the Reviewer determines there are no concerns related to the application, the Reviewer will notify the Executive Staff and will complete and submit the County-provided form;

or

2) If the Reviewer determines there are concerns about the application, the Reviewer will notify the Executive Staff within five (5) business days from receipt of the application. The Reviewer will work with at least one Executive Staff member to develop comments, or identify additional information needed, or specify any other requirements that must be met for the construction and use of the proposed well within its jurisdiction ("Response"). At least one member of the Executive Staff shall approve the Response prior to submittal to the County. A summary of the Response to the County will be provided to the MGA Board as an informational item at a regular meeting of the Board.