



ABANDONED (UNUSED) WELL SEALING COST-SHARE CHECKLIST

Prior to Sealing:

- Ensure that your well is located within Ramsey County, but not in Capitol Region Watershed District or North St Paul, where there are existing cost share programs. Check your eligibility here:
<https://ramseygis.maps.arcgis.com/apps/webappviewer/index.html?id=6bb60d1ad38a479f8c2accac01b31588>
- Obtain two (2) bids from licensed well sealing contractors. Our list is derived from the MDH directory of licensed contractors:
<https://www.health.state.mn.us/communities/environment/water/wells/lwc/index.html>
- Submit (via mail or e-mail) copies of the 2 bids as well as the Abandoned Well Sealing Cost-Share Agreement. The agreement must be completed by the landowner or an individual who has power of attorney for the landowner. Submit the last page of the agreement form. Digital submittal is encouraged (scanned documents, e-mailed to branden.block@co.ramsey.mn.us), but paper submittal is also welcomed at the address shown in the footer of this document, Attn: Branden Block.

WAIT for Ramsey County application approval prior to sealing your well. Funding will not be applied retroactively for wells that have been sealed prior to notification that the agreement has been authorized.

Program Approval:

- If program eligibility is determined after application review, Ramsey County will send you an approval letter and a W-9 Form (necessary for the reimbursement process).
- After you receive the Approval letter, you may hire the licensed contractor of your choice to complete the well sealing work, and you will pay in full but keep a copy of the receipt/invoice as well as the Well and Boring Sealing Record provided by the Contractor (a yellow form) in order to initiate the partial reimbursement process. Schedule the sealing work to occur within 6 months of your approval date.

After Sealing:

- Within 30 days of sealing the well, submit: the completed **W-9 form** with your current mailing address, an **invoice** indicating the total well sealing cost and verification of payment to the contractor, and a copy of the **Well and Boring Sealing Record** (a document the contractor will also provide to the MN Dept of Health).
- After documentation is received and all contract requirements have been met, payment will be made in one installment by the County. Payment will be made up to or equal to 50% of the direct costs for sealing the well, but not to exceed \$750.00 per well. Check issuance generally takes 2-6 weeks – feel free to contact us if it has not been received within 2 months.



This program is made possible with funds from the Clean Water Land & Legacy Amendment with cooperation from the Minnesota Department of Health

Soil & Water Conservation
1425 Paul Kirkwold Drive
Arden Hills, MN 55112
Phone: (651) 266-7270
Fax: (651) 266-7276
www.ramseycounty.us