

ABANDONED (UNUSED) WELL SEALING COST-SHARE CHECKLIST

Prior to Sealing:

- The well(s) **must** be located within Ramsey County *and* within prioritized areas for drinking water protection, as determined by Soil & Water Conservation Division staff.
- Obtain two (2) bids from licensed well sealing contractors. Our list is derived from the MDH directory of licensed contractors: [Licensed Well and Boring Contractor Directory](#)
- Submit (via mail or e-mail) copies of the two (2) bids as well as the Well Sealing Cost-Share Agreement. Complete only the last page of the Agreement under “Landowner”. The Agreement must be completed by the landowner or an individual who has power of attorney for the landowner. 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(s). 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 reimbursement).
- 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 in order to initiate the partial reimbursement process. Schedule the sealing work to occur within six months of your approval date.

After Sealing:

- Within 30 days of sealing the well(s), please 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 Department 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 for up to 50 percent of the direct costs for sealing the well(s), 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 two months.

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