



David Haler, Land Management Director
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Laura Quiring, District Technician
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(P) 507-375-1225 (F) 507-375-1260
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Land Occupier/Owner:
Contact Number:
Contract Number:

BEFORE the well is sealed follow these steps:
(If the well has been already sealed – **NOT ELIGIBLE FOR COST-SHARE FUNDS**)

1. A contract must be filled out completely by the Land Occupier/Owner and approved by the Watonwan Land Management / SWCD office before the well can be sealed.

Items required for the contract:

- a. A copy of the cost-estimate for completing the well sealing from a licensed contractor.

Date Completed: _____

- b. Identify on an aerial map the location of the well that will be sealed.

Date Completed: _____

- c. Contract signed by Land Occupier/Owner & dated.

Date Completed: _____

- d. Watonwan Land Management/SWCD office approved the Well Sealing Contract submitted by the land occupier/owner.

Date Completed: _____

Steps to complete after a contract has been approved.

2. **AFTER** the licensed well contractor has completed sealing the well, the land occupier/owner is required to provide the following documentation to the Watonwan Land Management/SWCD office.

- a. Copy of the itemized bill with proof of payment in full.

- b. Copy of the well sealing and boring record from the MN Department of Health.

Date Completed: _____



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3. Upon receiving all required documentation of a completed well sealing, the land occupier/owner is required to complete & sign a Cost-Share Payment Voucher to request payment reimbursement. (Watonwan Land Management/SWCD staff will assist with completing the cost-share payment voucher)

Date Completed: _____

4. Your signed cost-share payment voucher will be submitted to the Watonwan County Soil & Water Conservation District Board of Supervisors for approval of final payment. Please note the Board of Supervisors meets the **Third Monday of each month**. Your check should be issued by the end of the month in which it was submitted and approved at the address you have provided.

a. Watonwan SWCD Board Approval Date: _____

b. LGU Check Number: _____

c. Mailed Check & copy of contract paperwork: _____

If there are questions relating to your contract or payment, please contact the Watonwan Land Management/SWCD office. If there are future well sealings and you would like to pursue a new contract, please the Watonwan Land Management/SWCD office.

Thank you for completing your Well Sealing Cost-Share contract.