



PUBLIC WORKS DEPARTMENT
1400 Broadway
Redwood City, CA 94063
PHONE: (650) 780-7464
FAX: (650) 780-7445
www.redwoodcity.org

«DATE_TO_PRINT»

«MAILING_CONTACT»
«SERVICE_CONTACT»
«MAILING_ADDRESS»
«MAILING_CSZ»

RE: INSPECTION DUE FOR NON-OPERATIONAL WELL

Dear Non-Operational Well Owner:

This letter is to inform you that your property which has a non-operational well is due for the annual inspection to verify continued nonuse.

The inspection of non-operational wells is in accordance the City's Cross-Connection Control Ordinance which allows for a water customer to retain possession of a well and access to groundwater without the installation of a backflow prevention assembly at the property's water meter as long as the well remains unused and disabled. If within the past year the well has been made operable and groundwater is being used on the property it is the responsibility of the homeowner to inform the City and install a backflow prevention assembly at the water meter.

ACTION REQUIRED:

It is the homeowner's responsibility to contact the City of Redwood City Public Works Department to schedule an appointment. City Staff will meet the property owner at the property to view the non-operational well. Appointments last approximately 15 – 20 minutes. City Staff will need to verify the well is nonoperational so please have access to the well available.

A \$50 charge for the non-operational well inspection will be added to your following utility bill. The fee covers the cost of performing the inspection.

Please contact the Public Works Department at 650-780-5972 or email crossconnection@redwoodcity.org within 30 days of receiving this notice to schedule your appointment. For more information regarding the City's Cross Connection Control Program, or to review the City's Cross Connection Control Ordinance, please visit: www.redwoodcity.org/CrossConnection

For any questions regarding the contents of this notice, please contact the Cross Connection Control Section at (650) 780-7464 or email crossconnection@redwoodcity.org.

Sincerely,

Water Resources Management Division
Cross Connection Control Section

City of Redwood City Cross Connection Control Program

The following non-operational well is due for inspection on «DUE_DATE»

«FACILITY_NAME»

Address/Well Location	Make/Model/Type	Serial #	Size	Meter
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