



**COUNTY OF BERGEN  
DEPARTMENT OF PUBLIC WORKS**

One Bergen County Plaza • 4<sup>th</sup> Floor. • Hackensack, N.J. 07601-7076

(201) 336-6800 • Fax (201) 336-6845

**Kathleen A. Donovan**  
County Executive

**Joseph Crifasi**  
Director of Public Works

**Joseph A. Femia, P.E.**  
County Engineer / Asst. Dir. of Public Works

***INSTRUCTIONS  
MONITORING WELL ENCROACHMENT LICENSE***

- 1) The application shall be filled out in triplicate.
- 2) The form shall be signed by the property owner, executor, or corporate official and shall be signed by a person authorized to take oaths.
- 3) Three (3) signed and sealed surveys prepared by a N.J. Licensed Professional Surveyor, shall show the owners property, along the front ROW/property line including the side lines and the coordinates of those two points using the NAD83 standard to 0.01' accuracy.
- 4) The drawing should be on a ledger sized plan 11" x 17" at a scale of 1":10' or no greater than 1":20' ratio.
- 5) The plan shall show the well location(s), be located by coordinates to 0.1' accuracy with the ground elevations shown.
- 6) Topo shall be provided to the extent necessary to show the curb/edge of pavement lines, sidewalks, walls, stairs, trees, shrubs, utility poles, overhead utility lines, underground utilities or other appropriate features near the well locations shall be shown on the drawings.
- 7) The well head must be at or below grade with appropriate access frames and covers to protect pedestrian traffic.
- 8) The well shall be off of the pavement area by 7 to 8 feet in back of any sidewalks or as far from the pavement as possible.
- 9) Upon closure or discontinuance of use, the well casing shall be removed to a depth of 6 feet below gutter grade.
- 10) Applications shall be mailed to:  
County Engineer  
County of Bergen DPW  
One Bergen County Plaza, 4th Floor  
Hackensack, N.J. 07601-7076
- 11) Only originals shall be accepted.