



Wellhead Protection Permit Application Instructions

Any facility located within a 500-foot protection zone of a public water wellhead (having a pumping capacity of one million gallons or more per day), operated for the City of Lakeland's water system, must be permitted under Article 6 (Natural Resource Protection Standards) of the City of Lakeland's Land Development Code.

To apply for the Wellhead Protection Permit you must submit:

- A cover letter on company letterhead signed by an official signatory for the franchise/business.
- A completed Wellhead Protection Permit Application.
- **Once the cover letter and application have been submitted and processed, a recording instrument will be provided to you.** This Recording Instrument must be signed by the property owner and notarized, the original hard copy must be mailed. This is the only item that cannot be submitted via email. All other items can be emailed and do not have to be mailed.

Submit all items except signed recording instrument to:

sarah.malone@lakelandgov.net

Or mail to:

City of Lakeland
Water Utilities Administration
Attn: Sarah Malone
501 East Lemon Street W-ADMIN/ENG
Lakeland, FL 33801-5079

For more information, please contact Sarah Malone at sarah.malone@lakelandgov.net or (863)834-6295.



**Wellhead Protection Permit Application
Exhibit B**

Completed Wellhead Protection Permit Application with Regulated Substances Table (Appendix A) and Permit Conditions (Appendix B) will be inserted as Exhibit B of the Recording Instrument.

1. Date _____
2. Facility Name _____
3. Facility Manager Name _____
4. Facility Manager Phone # & Email _____
5. Facility Physical Address _____
6. Facility Mailing Address _____
7. Owner Name _____
8. Owner Phone # & Email _____
9. Owner Mailing Address _____
10. COL WUE Project # (if applicable) _____
11. Type of activities involved at the facility (manufacturing, warehousing, etc.) _____

12. Where will the Emergency Spill Plan be posted in the facility? _____

13. Review Appendix A – Table 6.7-1 Regulated Substances. Use the spaces below to list each Regulated Substance that will be kept at any one time in quantities of 10lbs/10gal or more. State the average and maximum quantities that will be kept.

Regulated Substances *	Average	Max	Regulated Substances*	Average	Max

*You must keep SDS on site and accessible to staff at all times for the substances you have listed.

14. **Spill Containment Structure(s)** including the substance(s) contained location in the facility, dimensions, location of the nearest floor drain, any coatings to be installed, and volume of the containment area.

15. **Describe Emergency Collection Devices** used for each substance. This should include a description of disposal containers available, absorbent materials, equipment (vacuum devices, hand tools, etc.), safety equipment, etc.

16. Please read Appendix B – Wellhead Protection Permit Conditions, which must be followed. Be prepared to produce the required records discussed in the permit conditions at inspections by city officials. Please check this box indicating that the facilities manager has/will be given a copy of, and is able and willing to follow, the permit conditions:

Note: Sample forms have been provided in Appendices C-E for use in keeping the required records. You may use your own forms if they provide the same information. These records do not need to be submitted at any time, but must be kept at the facility and made available upon request.

Appendix A

Table 6.7-1: Regulated Substances

Substance	Threshold	Substance	Threshold
Acid and basic cleaning solutions	10 gal.	Liquid storage batteries	10 gal.
Antifreeze and coolants	10 gal.	Medical, pharmaceutical, dental, veterinary and hospital solutions	10 gal.
Arsenic and arsenic compounds	10 gal.	Mercury and mercury compounds	10 lbs.
Bactericides, algacides	10 gal.	Metal finishing solutions	10 gal.
Brake and transmission fluids	10 gal.	Oils	10 gal.
Brine solution	10 gal.	Painting solvents	10 gal.
Casting and foundry chemicals	10 gal.	Paints, primers, thinners, dyes, stains, wood preservatives, varnishing and cleaning compounds	10 gal.
Cleaning solvents	10 gal.	PCBs	10 gal.
Corrosion and rust prevention solutions	10 gal.	Pesticides and herbicides	10 gal.
Cutting fluids	10 gal.	Photo development chemicals	10 gal.
Degreasing and parts cleaning solvents	10 gal.	Plastic resins, plasticizers & catalysts-thin liquids	10 gal.
Electroplating solutions	10 gal.	Poisons	10 gal.
Fertilizers – liquid	10 gal.	Polishes – liquid	10 gal.
Food processing wastes	10 gal.	Pool chemicals – liquid acid	10 gal.
Formaldehyde	10 gal.	Radioactive sources – liquids	10 gal.
Fuels & fuel additives (except pressurized fuels)	10 gal.	Radioactive sources – solids	10 lbs.
Glues, adhesives and resins	10 gal.	Reagents and standards	10 gal.
Hazardous Waste	10 gal.	Roofing chemicals and sealers	10 gal.
Hydraulic fluid	10 gal.	Stripping compounds	10 gal.
Indicators	10 gal.	Tanning industry chemicals	10 gal.
Industrial & commercial janitorial supplies	10 gal.	Transformer & capacitor oils/fluids & PCBs	10 gal.
Industrial process chemicals	10 gal.	Waste oils and antifreeze	10 gal.
Industrial sludges and still bottoms	10 gal.	Water/wastewater treatment chems/liquid	10 gal.
Laboratory chemicals	10 gal.		

Appendix B
Wellhead Protection Permit Conditions

The following are the minimum requirements to obtain a Wellhead Protection permit which is necessary to locate a restricted use within a wellhead protection zone. The permittee shall communicate with the city Water Utilities Department and use forms one, two and three to document the status of regulated substances and related equipment.

1. All applicable State and Federal handling and storage procedures regarding any regulated substance shall be followed in full compliance.
2. Underground storage facilities for regulated substances shall meet at a minimum the requirements of Chapter 17-761 and Chapter 17-61, Florida Administrative Code.
3. An inventory shall be maintained of all regulated substances on Appendix C - Sample Form One provided by the City of Lakeland or similar form containing the same information. The inventory shall list the substances and the quantities present. Such inventory shall be updated annually and verified by the Water Utilities Inspector.
4. Leak-proof trays, under containers, or floor curbing shall be constructed of adequate size such that any accidental breakage or spillage will be totally contained and prevented from reaching any waterway, storm or sanitary drains or the ground. Such structures shall be specified within the permit application.
5. Vacuum suction devices or absorbent scavenger materials shall be present on site in sufficient number so as to control and collect 1.5 times the total quantity of the regulated substance plus absorbent material. The presence of such emergency collection devices shall be certified in the permit application.
6. An emergency plan shall be prepared and filed with the permit application indicating the procedures which will be followed in the event of spillage so as to control and collect all spilled material in such a manner as to prevent it from reaching any waterways, storm or sanitary drains or the ground. The plan will be prominently displayed in the operation area of the facility.
7. A responsible person designated by the permittee who stores, handles, uses, or produces the regulated substances shall on a weekly basis, check for breakage or leakage of any container containing the regulated substances. Weekly records shall be kept of these inspections (Appendix D - Sample Form Two) and be readily available for inspection by city officials.
8. A quarterly inspection of all emergency equipment shall be performed and be adequately logged (Appendix E - Sample Form Three) for inspection by city officials.
9. Any spill of a regulated substance shall be immediately reported to Williams Water Treatment Plant at (863) 834-6802. A written report shall be filed with the Director of Water Utilities within the next fifteen days explaining the cause, extent, and control measures involved with the spill.
10. The permittee shall notify the Director of Water Utilities prior to the expansion, alteration or modification of any land use holding a Wellhead Protection permit.

Inspection of permitted land uses shall take place in the following manner:

1. On-site inspection by the city shall be required once every twelve (12) months.
2. It shall be the responsibility of the city to schedule an inspection appointment.
3. The city may perform impromptu site inspections.

Appendix D
Sample Form Two

City of Lakeland Wellhead Protection Permit Records

Weekly Inspection Record – check for breaks/leaks in any container holding regulated substances.

Name of Permittee _____ Date Issued _____

Name of Facility _____

Location _____
Street _____ Zip Code _____

Name of Regulated Substance

Name of Designated Inspector _____

Date	Status	Comment

Appendix E
Sample Form Three

City of Lakeland Wellhead Protection Permit Records

Quarterly Inspection Record – inspect all emergency equipment.

Name of Permittee _____ Date Issued _____

Name of Facility _____

Address _____

Name of Designated Inspector _____

Date	Equipment/Device and Function	Status/Condition