

**PUBLIC WATER SYSTEM DEVELOPMENT PROCESS SUMMARY**  
**Chapter 246-291 WAC & Kitsap Public Health Board Ordinance 2018-01**

***Coordinated Water System Plan (CWSP) Review***

The applicant submits a completed *Coordinated Water System Plan (CWSP) Review* application. The Health District reviews the proposal and contacts utilities for determination of service availability. If service is not available, either with a direct connection or terms of developer extension agreement, a new water system can be created. The applicant can submit a *Well Site Inspection* application.

***Well Site Inspection and Proposed Well Construction***

The Health District reviews the proposed or existing well location and issues a letter of approval, comments, or denial. The sanitary control area (SCA) for protection of the groundwater source from contamination shall have a minimum radius of 100 feet. The SCA shall be owned by the water system, or the water system must have legal provision to exercise sanitary control of the SCA. Existing wells may require modification or additional testing. Well site approval is valid for a period of three years and thirty days from the date of application.

***Water System Design***

Group B water systems shall be designed by a licensed professional engineer, using the Washington State Department of Health (DOH) *Group B Water System Design Guidelines* and *Group B Water System Workbook*, and the design submitted to the Health District for review. Design approval is required before construction. Bonding (requires 150% of the engineer's itemized estimate for project completion) is an optional step to allow conditional approval of building site applications.

***Water System Construction***

The engineer submits a Completion of Construction report, and the Health District conducts a final inspection. On satisfactory inspection and receipt of recorded documents and SMA contract or ownership transfer, the water system is issued approval. A unique id number and water facility inventory form are submitted to DOH. Water system documents are scanned and entered to Health District records for administration under the Group B Annual Operating Permit program.

**State and Local Regulations pertaining to Drinking Water:**

[Kitsap Public Health Board Ordinance 2018-01, Drinking Water Supply Regulations](#)  
[Chapter 246-290 WAC, Group A Public Water Systems](#)  
[Chapter 246-291 WAC, Group B Public Water Systems](#)  
[Kitsap County Coordinated Water System Plan 2005 Revision](#)