



## Well and Septic Evaluation General Information

The Nebraska Well and Septic Loan Evaluation program requires information for all systems on the premises. The Department always evaluates both the water supply and the onsite wastewater treatment system, even if only one is requested. The fee is \$100 for each private system and any re-evaluations. The Department does not evaluate commercial properties.

Fee Schedule	
Private water supply and private wastewater treatment	\$200
Private water supply and public wastewater treatment	\$100
Private wastewater treatment and public water supply	\$100
Private water supply re-evaluation	\$100

Below you will find an overview of the required items.

1. Documentation verifying the capacity and construction material of the septic tank must be submitted in all cases. All septic tanks not pumped within the last 3 years must be pumped and a receipt provided that indicates the construction material and the number of gallons pumped. Tip: Ask the pumping company the questions on the application that pertain to the septic system.
2. A complete application. All areas must be filled in including a detailed map.
3. Payment by check or money order must be submitted with the application. Electronic payments are not available.
4. A representative familiar with the property's water supply and wastewater treatment system must be onsite during the evaluation.
5. Water samples will be collected from inside the home (i.e., kitchen tap and/or bathroom sink). Water samples will also be collected from the reverse osmosis unit if installed. The water must run for 15 - 30 minutes prior to sampling.

6. Registration numbers and registration forms must be submitted for all wells and wastewater treatment systems on the property. See the links below to search for the registration information.
7. Applications submitted without payment or that are missing information will not be processed and will be returned to the sender.

**From the time a complete application is accepted it takes approximately 3 weeks to receive initial results.**

Time may vary due to lack of information, laboratory results, consultation with the DNR and NDEE Water Well Standards Program regarding the water supply, or consultation with NDEE Onsite Wastewater Program regarding the wastewater treatment system.

Please submit the completed application, payment, septic pumping receipt, and registration forms to the Norfolk field office address found on the last page of the application.

Nebraska Well and Septic Loan Evaluation Program – link to the most current application  
<http://dee.ne.gov/NDEQProg.nsf/OnWeb/WSLE>

Department of Natural Resources (DNR) – Well registration  
<https://nednr.nebraska.gov/dynamic/wells/wells>  
402-471-2363

NDEE Water Well Standards Program  
<http://dee.ne.gov/NDEQProg.nsf/OnWeb/WWS>  
402-471-4982

NDEE Onsite Wastewater Program – Wastewater treatment system registration  
<https://deq-iis.ne.gov/zs/owt/index.html>  
E-mail: [ndee.onsite@nebraska.gov](mailto:ndee.onsite@nebraska.gov)  
402-471-4285



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DEPT. OF ENVIRONMENT AND ENERGY

Please Print Legibly

APPLICATION FOR EVALUATION OF INDIVIDUAL WATER SUPPLY AND WASTEWATER TREATMENT SYSTEM

Not for use in the following counties: Douglas, Hall, Hamilton, Lancaster, and Merrick

DIRECTIONS: All information must be provided before an onsite evaluation will be conducted. Failure to supply all of the information will cause the application to be returned. Refer to the fee schedule, and checks or money orders are to be made payable to the Nebraska Department of Environment and Energy. If you have any questions concerning completion of the application, please contact the appropriate inspector based on the county location of the property. (See page 5.)

Buyer Phone:		Buyer E-mail:	
Buyer Name:	Last:	First:	Middle/MI:
Buyer's Current Mailing Address:	Street/PO Box:		
	City:	State:	Zip:
Address of Property to be Inspected:	Street:		County:
	City:	State:	Zip:
Property Legal Description:			
Directions to Property:			
Results of Evaluation should be sent to (include individuals needing a copy of the report):			
Name		Company	E-mail or Mailing Address
Contact Information to Schedule an Appointment for the Evaluation:	Name:		
	Phone Number:		Alternate Number:
	E-mail Address:		
Seller's Name:			

PART A: HOUSE INFORMATION				
Number of bedrooms in house:	_____ bedrooms			
Is house presently occupied?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, how long has house been vacant?	_____			
Does home have:	Garbage disposal	<input type="checkbox"/> Yes <input type="checkbox"/> No	Large tub (> 50 gallons)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Reverse osmosis	<input type="checkbox"/> Yes <input type="checkbox"/> No	Water softener	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Heat pump discharge	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, discharges to:	<input type="checkbox"/> Surface <input type="checkbox"/> Underground
	Geothermal well	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, year constructed: _____	<input type="checkbox"/> Unknown
			Well registration number: G-_____	<input type="checkbox"/> Not registered

PART B: WATER SUPPLY	
<input type="checkbox"/> Private or <input type="checkbox"/> Public – Name of system (List city/rural water district): _____ (If public, go to Part C)	
Year well constructed:	<input type="checkbox"/> Unknown
Department of Natural Resources well registration number: G-_____ <input type="checkbox"/> Not registered All wells constructed after 1993 are required to be registered. <b>Submit a copy of the well registration form.</b> To locate the well registration number, go to _____ or call 402-471-2363.	
Is the well in a well pit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the well have a recent history of repair or insufficient supply? <b>If yes, attach any history or documentation of repairs performed on the well.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there other wells located on the property (in use or not being used)? If yes, well type (check all that apply): <input type="checkbox"/> Abandoned <input type="checkbox"/> Decommissioned <input type="checkbox"/> Irrigation <input type="checkbox"/> Livestock <input type="checkbox"/> Windmill <input type="checkbox"/> Well Pit	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Complete a Change of Ownership for the well if the property is being sold. Contact the Nebraska Department of Natural Resources at 402-471-2363 or</b> _____	

PART C: WASTEWATER TREATMENT					
<input type="checkbox"/> Private or <input type="checkbox"/> Public – Name of system (List city/wastewater facility): _____ (If public, go to Page 4)					
Type of system:	<input type="checkbox"/> Lagoon	<input type="checkbox"/> Septic tank & drainfield	<input type="checkbox"/> Septic tank & mound	<input type="checkbox"/> Surface discharge	<input type="checkbox"/> Other
Year system constructed:	<input type="checkbox"/> Unknown		Modified after 1/1/2004?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
Nebraska Department of Environment & Energy Registration/Permit number: _____ <input type="checkbox"/> Not registered    Installer's name: _____ <input type="checkbox"/> Unknown All wastewater treatment systems constructed after 1/1/2004 are required to be registered. <b>Submit a copy of the onsite system registration form.</b> To locate the onsite system registration/permit number, go to _____ or call 402-471-4285.					
Is all household wastewater from laundry, kitchen, and bath facilities routed through the septic tank/lagoon? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain: _____					
Have there been any problems with the wastewater treatment system? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____					

Complete the corresponding section for the type of system indicated in Part C.

Lagoon Information	
Dimensions:	surface area

Septic Tank Information	
Is the septic tank less than 3 years old?	<input type="checkbox"/> Yes – <b>Submit registration information.</b> Go to next table. <input type="checkbox"/> No – Continue with next question.
Has the septic tank been pumped in the last 3 years?	<input type="checkbox"/> Yes – <b>Submit copy of septic pumping receipt</b> from a Nebraska certified pumper that includes the number of gallons pumped and the construction material of the septic tank. Continue with next question.  No – Schedule the septic tank to be pumped.
Date septic tank last pumped: (must be within the last 3 years)	Name of Nebraska certified pumper:
Total liquid capacity of septic tank:	gallons
Construction material of septic tank:	<input type="checkbox"/> Concrete <input type="checkbox"/> Fiberglass <input type="checkbox"/> Plastic
	<input type="checkbox"/> Concrete block or brick <input type="checkbox"/> Other, explain:

Drainfield / Mound Information			
Drainfield type (check all that apply):	<input type="checkbox"/> Subsurface field (Complete Part 1)	<input type="checkbox"/> Mound system (Complete Part 2)	<input type="checkbox"/> Surface discharge (Go to Page 4)
Part 1 – Subsurface Field Information			
Total number and length of lateral lines:	Number: <input type="checkbox"/> Unknown	Length:                      feet	
Is there a distribution box?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		
Part 2 – Mound System Information			
Dimensions:	Height:                      feet	Width:                      feet	Berm:                      feet
Is there a distribution box?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		

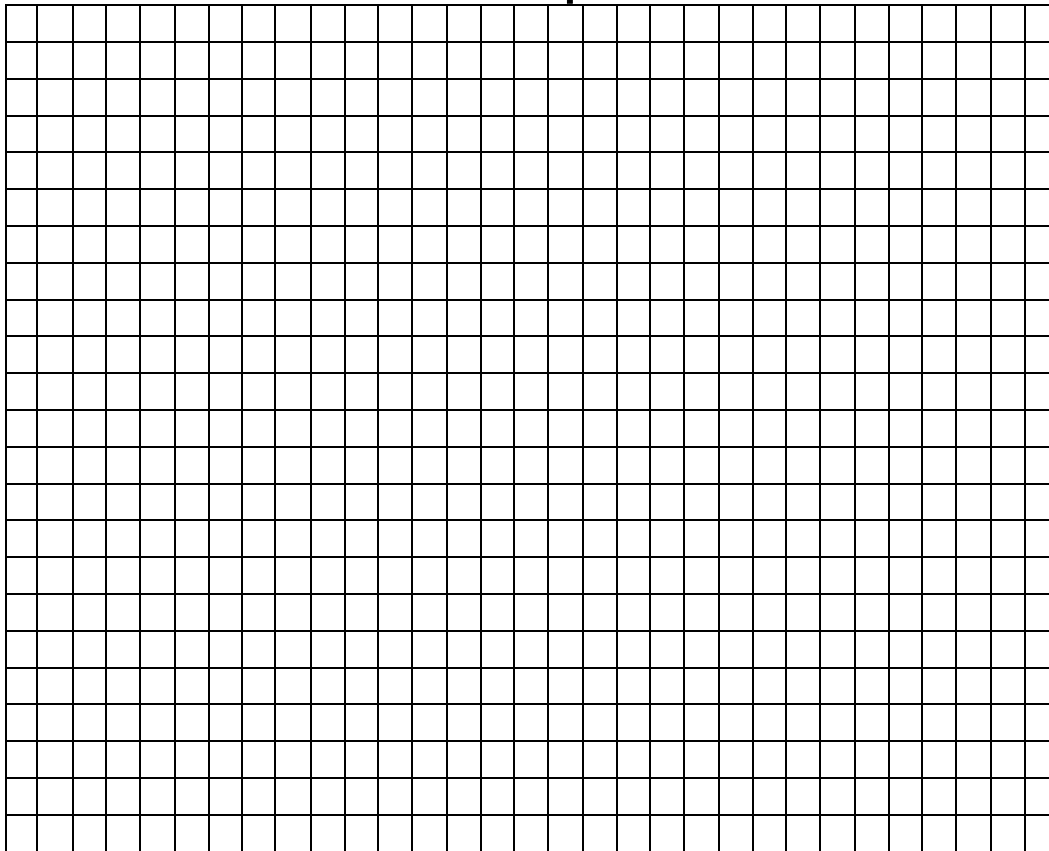
**Overall illustration of home site. This sketch must be completed prior to review by the Department. Applications will be returned without a detailed map.**

The following information must be included in the drawing below.

1. Indicate the location of all structures, wells, abandoned wells, surface waters, water and suction lines on the property, and provide the distances between each.
2. If there is a septic tank, indicate the location, the lengths and directions of the underground septic drainfield or mound system, and/or the location of any surface discharge.
3. If there is a lagoon, indicate the location.
4. Indicate all possible sources of contamination of the well within a 100 feet radius.
5. Provide distances to the property lines.

**Site Evaluation Map**

North ↑



I hereby request the Nebraska Department of Environment and Energy Division of Inspection and Compliance to perform an onsite evaluation of the water supply and wastewater treatment systems on the property referenced on page 1. To the best of my knowledge, the information on this application is correct.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Person Preparing this Application

**REMINDER:** Please return the application form, evaluation fee payable to NDEE, septic pumping receipt, registration forms, and any other pertinent information to the Norfolk field office address found on the last page of the application. An onsite evaluation will be completed 2 to 3 weeks after receipt of a properly completed form.

**Please return the application, evaluation fee, septic pumping receipt, registration forms, and any other pertinent information to the address below. Electronic payments are not available. Please make the check or money order payable to the Nebraska Department of Environment and Energy.**

NDEE Well & Septic Evaluation  
Attn: Connie Hughes  
209 N 5<sup>th</sup> St  
Norfolk, NE 68701

Skylar Mosby  
Cell: 402-219-2601 | Email: skylar.mosby@nebraska.gov  
(Burt, Colfax, Dodge, Platte, Saunders, Washington)

Ericka Sanders  
Cell: 402-649-5263 | Email: ericka.sanders@nebraska.gov  
(Antelope, Boone, Boyd, Cedar, Cuming, Dakota, Dixon, Holt, Knox, Madison, Pierce, Stanton, Thurston, Wayne)

Sara Rudloff  
Phone: 308-530-3329 | Email: sara.rudloff@nebraska.gov  
(Blaine, Brown, Cherry, Custer, Dawson, Dundy, Frontier, Furnas, Gosper, Harlan, Hayes, Hitchcock, Hooker, Keya Paha, Lincoln, Logan, Loup, McPherson, Red Willow, Rock, Thomas)

Brodie Patterson  
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(Arthur, Banner, Box Butte, Chase, Cheyenne, Dawes, Deuel, Garden, Grant, Keith, Kimball, Morrill, Perkins, Scotts Bluff, Sheridan, Sioux)

Tim Burnham  
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(Adams, Buffalo, Franklin, Garfield, Greeley, Howard, Kearney, Nance, Phelps, Sherman, Valley, Webster, Wheeler)

Chris Sukstorf  
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(Butler, Clay, Fillmore, Gage, Jefferson, Nuckolls, Polk, Saline, Seward, Thayer, York)

Jay Porterfield  
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(Cass, Johnson, Nemaha, Otoe, Pawnee, Platte, Richardson, Sarpy)