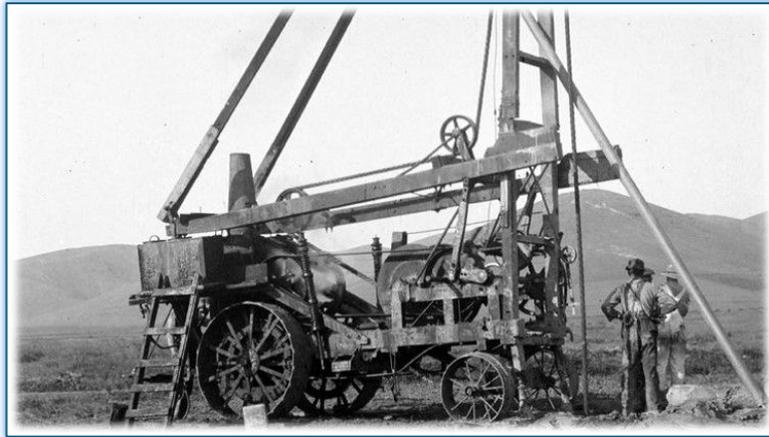


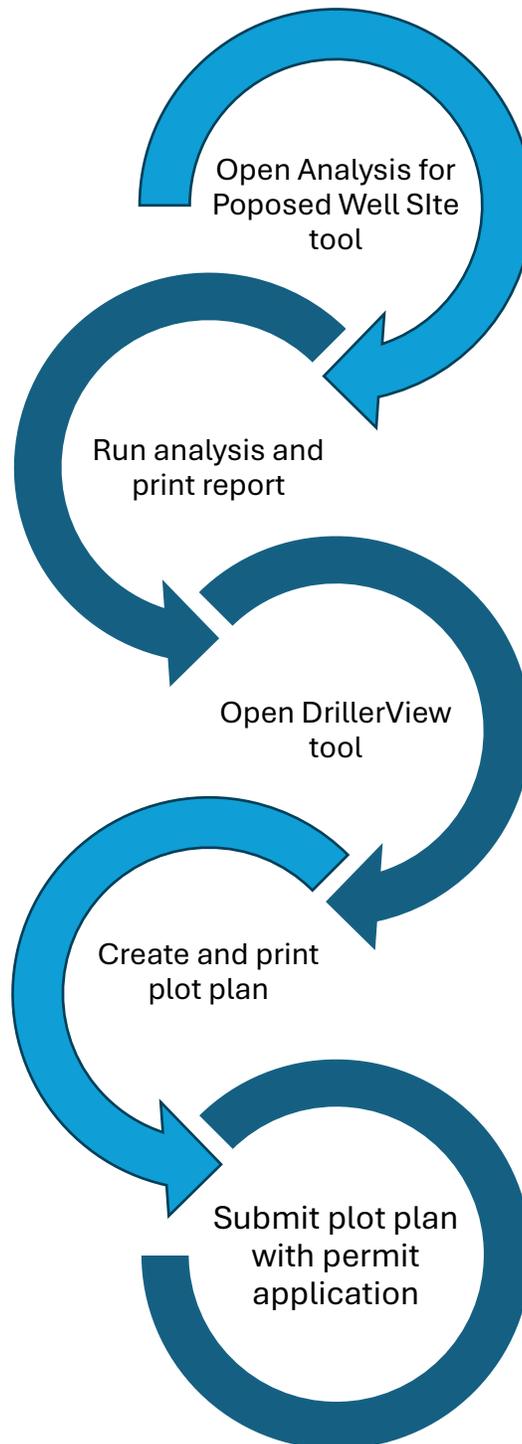
# Instructions for Environmental Health Services Well Driller Tools



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# Instructions for Environmental Health Services Well Driller Tools

## General Overview



# Instructions for Environmental Health Services Well Driller Tools

## Assistance and Training

### Do you have questions about the well permitting process?

1. Please [contact us](#) at (805) 781-5544 or <mailto:ehs@co.slo.ca.us>

### View training video

1. Link to video (coming soon)

### Individual training

1. Please contact Gina Herbst at (805) 781-5579 or <mailto:g Herbst@co.slo.ca.us>
2. Gina will be happy to provide individual training by going through an example for a proposed well site either over the phone or via Zoom

## Analysis for Proposed Well Site Tool

### Open the Analysis for Proposed Well Site tool

2. Open [Analysis for Proposed Well Site](#)
3. This tool is configured to be used on all devices

### Run analysis

1. Enter either site coordinates, address, or APN into the search bar with the following **specific instructions**:
  - a. To search by coordinates, enter the site coordinates i.e. -120.12345 35.12345 with either a space or comma in between the longitude and latitude values into the search bar, then select enter on your keyboard
  - b. To search by APN, enter an APN (with or without dashes) into the search bar, then select the best matching result
  - c. To search by address, enter an address into the search bar then select the best matching result
2. The map will display a blue marker for the proposed well site
3. Results panel will list applicable administrative boundaries within which the proposed site is located
4. Hover over a result and the boundary will stand out in the map
5. To zoom to a specific result, select the zoom icon at the bottom right of the result
6. When zooming to an APN, there will be a link to the Assessor's Inquiry Portal (PIP)- select the link and the Parcel Size (ac) field will provide the parcel size in acres

# Instructions for Environmental Health Services

## Well Driller Tools

7. Please note that the hyperlinks are live in the results panel but not in the PDF Follow instruction in the side panel of the tool

### Print report on results

1. Select the Print icon from the top right corner of the results panel
2. Keep all default settings to print a comprehensive PDF report, but if you would like to enter a custom name for the report, overwrite the default name
3. Select Export, save and/or print and submit with the well permit application
4. Please note that the boundary name appears after the boundary information in the export PDF report
5. Please note that the hyperlinks are live in the results panel but not in the export PDF report

### DrillerView Tool

#### Please read this first

1. DrillerView is configured for desktop use and not for mobile devices
2. Proposed well site coordinates are required to create a plot plan with this tool
3. Please follow the instructions in sequential order for best results
4. To expand the application to full screen, select the Full Screen button in the top right corner of the map area (hit the escape button on your keyboard or hit the Full Screen button again to go back to the browser



5. To bring the map to the initial extent displaying the full San Luis Obispo County, select the Home button located in the top right corner of the map area



6. To choose a map that shows topography that can be used for site planning, select the Basemap button in the top right corner of the map area and select Terrain with Labels, but please use the default Imagery Hybrid basemap for the well permit plot plan



# Instructions for Environmental Health Services Well Driller Tools

## Open DrillerView

1. Use this link to open [DrillerView](#)
2. Please bookmark the link in your browser for later use

## Criteria for a plot plan

1. Select the Info button from the tool panel



## Legend for layer symbology

1. Select the Legend button for boundary layer symbology



## Start your search with proposed well site coordinates

1. In the Search Bar, enter site coordinates i.e. **-120.12345 35.12345** with either a space or comma in between the longitude and latitude values



2. Hit enter on your keyboard
3. The map will automatically zoom to the marked site
4. **Do not clear the search bar** if creating a 200' buffer in the next step

## Create a 200' buffer around site

1. Click on the 200' Buffer button from the tool panel and please wait a few seconds



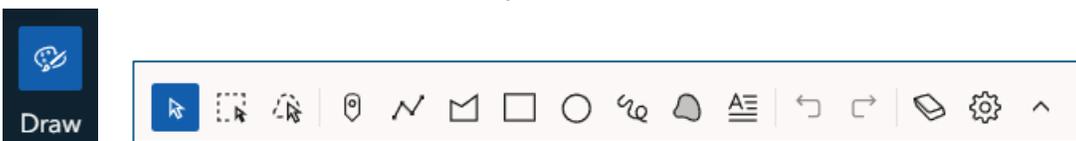
2. This tool will automatically create a buffer around the site: **do not click on the map** after initiating the tool. Once the buffer appears, select the tool button to disable the tool
3. **Do not click anywhere on the map until the dialog box is closed** or a new buffer will be drawn at every click



# Instructions for Environmental Health Services

## Well Driller Tools

### Use draw tools to detail the plot plan

- 1. Please review the required criteria for creating a well permit plot plan:** Well driller to indicate the exact location of proposed well with respect to the existence of any of the following items within a 200- foot radius:
  - a. Property lines
  - b. Easements
  - c. Water bodies or water courses
  - d. Drainage pattern
  - e. Roads
  - f. Existing wells
  - g. Sewers and private sewage disposal systems
  - h. Animal enclosures and any other potential sources of pollution and contamination identified in state standard 8.a
  - i. Any areas with known or suspected soil or water pollution or contamination
  - j. Include dimensions
  - k. Please note: All proposed well sites shall be designated with a flagged surveyor's stake labeled "well site." Drilling shall not commence until this application is approved.
- 2. Please read before using the draw tools**
  - a. The Undo function only applies to undoing the last segment for a line, polygon, rectangle, or square that was drawn
  - b. The Redo function only applies to redoing the last segment for a line, polygon, rectangle, or square that was undone
  - c. The Clear All (eraser) function will clear all graphics including text from the map
- 3. Select the Draw button from the tool panel**
- 4. Select the desired draw tool**
- 5. Choose the style and size and option of adding measurements before starting the drawing**
- 6. Draw a point symbol**
  - a. Choose a symbol
  - b. Select the color of the symbol
  - c. Select the size of the symbol

# Instructions for Environmental Health Services Well Driller Tools

- d. **To include coordinates on the map**, toggle on **Show Location Measurement** then click on the well site (right over the yellow and blue circle generated from when you entered coordinates into the search bar)
7. Draw a line, polygon, rectangle, or circle
  - a. Select style
  - b. Select color of line or outline
  - c. Select the line or outline thickness
  - d. To include area measurement, toggle on Show Area Measurement
  - e. To include perimeter measurement, toggle on Show Perimeter Measurement
  - f. Initiate the line or outline by clicking on a starting point for chosen shape

## Print the plot plan

1. Select the print button from the tool panel

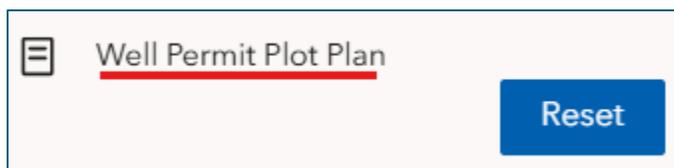


2. Select check box for Show print area- this will highlight the area that will display within the map area of the plot plan in the required scale (1/4" = 25', 1:1,200)



3. Adjust the print area to center the 200' foot buffer circle
4. Select Print (please be patient for a few seconds)
5. Select Well Permit Plot Plan

# Instructions for Environmental Health Services Well Driller Tools



6. The PDF will open in the browser
7. Print and/or save the PDF and submit with the well permit application
8. To change the centering of the map, go back to DrillerView and select Reset in the print dialog box and start back at step 2

## Make a location inquiry outside of this regular plot plan process

1. Click on a desired location on the map and a popup window will appear that identifies all well permit-related boundaries within which the clicked location is located
2. Use the right arrow at the bottom of the popup window to scroll through all resulting boundaries



3. Please visit [Analysis for a Proposed Well Site](#) tool to print a report of site analysis results

## Get X, Y coordinates for any location on the map

1. To get X, Y coordinates for any location on the map, select the Get X, Y button from the tool panel



2. Select the target icon from the popup then select desired location on the map



3. To copy and paste coordinates into a document or email, select the Copy and Paste icon from popup
4. The last step will not plot coordinates on the map- please go to the **Draw a point symbol** section to create a point with coordinates on the map
5. Paste coordinates to the desired location