

MDH Licensing System

REFERENCE GUIDE FOR WELL/BORING VARIANCE APPLICATIONS

Variance applicants can apply for a variance to Minnesota Rules, chapter 4725 and Minnesota Rules, chapter 4727 through a new online system, the MDH (Minnesota Department of Health) Licensing System ([Minnesota Department of Health Licensing System \(https://mn-mdh.portal.opengov.com/\)](https://mn-mdh.portal.opengov.com/)).

Topics included in this reference

- [Getting Started](#)
- [Minnesota Unique Well and Boring Number Initialization](#)
- [Submitting a Variance Application](#)
- [Sending Messages or Questions About Your Variance Application](#)
- [Variance Amendments](#)
- [Variance Extensions](#)
- [Submitting Materials Required as a Condition of the Variance](#)
- [What To Do When an Active Variance Application Is No Longer Requested](#)

Getting started

1. Go to the [Minnesota Department of Health Licensing System \(https://mn-mdh.portal.opengov.com/\)](https://mn-mdh.portal.opengov.com/).

Bookmark and save this link in your Favorites for future quick and easy access.

2. Select “Login” or “Sign Up” in the upper right of the page.



3. Select “Sign up using Secure Portal” button and enter your email address. Create a password and select “Sign Up.”

Minnesota Department of Health Licensing System Login Sign Up

Login with your OpenGov ID

Use your **OpenGov ID** to login to Minnesota Department of Health Licensing System

For your security, your sign up is performed on our Secure Portal

Login using Secure Portal

New user?

Create an **OpenGov ID** to login to any OpenGov community

For your security, your sign up is performed on our Secure Portal

Sign up using Secure Portal

Permitting & Licensing

Welcome to Minnesota Department of Health Licensing System

Log In Sign Up

rockdriller@gmail.com

Sign Up >

- Set up your profile. Select “My Account,” and your dashboard will appear. Here you can see applications that you have submitted, see payments that you have made, and messages that you have received. Select “Profile,” and verify or update your personal profile information.

Minnesota Department of Health Licensing System My Account Rock

Back Home

Dashboard Messages Profile

Rock Driller
rockdriller@gmail.com

Minnesota unique well and boring number initialization

Please follow the separate instructions ([Minnesota unique well and boring number initialization on the quick reference guide \(PDF\)](#)) to initialize the 6-digit Minnesota unique number, if it has not already been initialized in the MDH Licensing System.

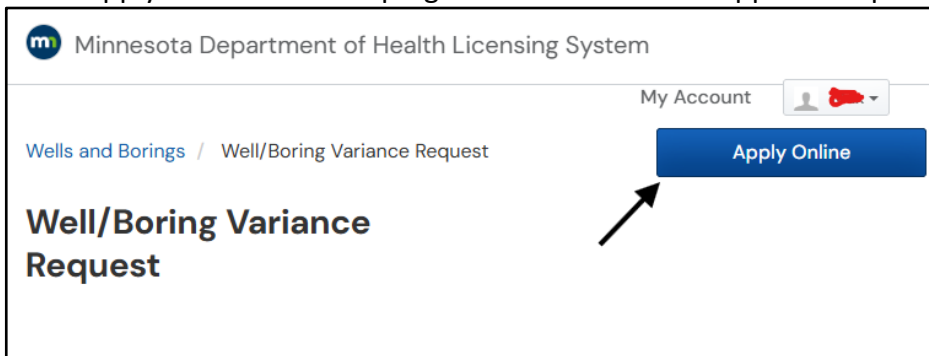
Submitting a variance application

Open/start the application

1. Click on Wells and Borings on the home page of [Minnesota Department of Health Licensing System \(https://mn-mdh.portal.opengov.com/\)](https://mn-mdh.portal.opengov.com/) and scroll down to Wells and Borings. Select “Explore.” Then select “Well/Boring Variance Request” to start the application process.



2. Click “Apply Online” in the top right corner to start the application process.



Confirm your contact information

3. The first step is to confirm your contact information. Review the information, and make any corrections as needed. Each of the fields with a star are required and must be filled out. Once you have verified that the information is correct, select “Next.”

Minnesota Department of Health Licensing System

My Account Max

Have a project #?

Step 1 of 11

Well/Boring Variance Request

Confirm your contact information

Ensure your contact information is up-to-date so that we can get in touch with you if needed.

First Name* Max

Last Name* Power

Email address* [Redacted]

Phone Number* [Redacted]

Address 1* 123 Main St

Address 2 (Optional)

City* Anywhere

State* MN

ZIP/Postal Code* 12345

Save Draft and Exit

Next >

About this variance request

- The next step is to provide information about your variance request. Provide the relevant information to answer each question. Please note many of these fields are required to successfully submit your application; incomplete or inaccurate information may delay a variance decision. Please ensure accurate information is provided up front.

Table 1-Helpful Information about "About this variance request" questions

Question	Additional Information
Who is submitting this request?	As the person filling out the application, provide your role in this request. Options are: licensed contractor, property owner, well owner, or consultant/engineer/other.
Is the property owner also the well owner?	Used to simplify the application. If the property owner is the same as the well owner, select "yes." If the well owner is different, select "no" and you will be prompted later in the application to enter their information.
Do you know the MN unique well or boring number(s)?	The unique number is required if it is assigned (Minnesota Rules part 4725.0410, subpart 2, item B and Minnesota Rules, part 4727.0350, subpart 2, item B). If you know the number(s), select "yes" and enter the unique identifiers in the next question when prompted. If you do not know the number(s) select "no."

MDH LICENSING SYSTEM REFERENCE GUIDE – VARIANCE APPLICATIONS

Question	Additional Information
Does the well have a well disclosure certificate?	This is only used when evaluating a variance request for unlocatable, inaccessible, or obstructed well. If you have a well disclosure certificate ID, select “yes” and enter the ID when prompted in the next question. If you do not have a well disclosure certificate ID, select “no.”

What are the reasons the rule(s) cannot be met-include any undue burdens, severe hardships, or impracticalities that should be considered?	This question is a requirement of Minnesota Rules, part 4717.7000, subpart 2, item B. It is also used to evaluate the criteria for a variance decision (Minnesota Rules, part 4717.7010, subpart 1, item D). It establishes why the rule cannot be met, and why a deviation is necessary to move the project forward. An undue burden is a severe hardship, impracticality, or near-impossibility of complying with the rule. Generally, this is a structural, environmental, geographical, or physical limitation. Focus the response on the current, unchangeable reality of the project and why you cannot meet it. Some examples (your situation may differ): • The rule must be varied to allow a reduced isolation distance of 40 feet from the septic drain field instead of 50 feet. Without this specific modification, no water-supply well can be legally constructed on this property, leaving the home without a water source on their property. • There is no location for a water-supply well on the property that complies with all isolation distance requirements in Minnesota Rules, part 4725.4450. Without a variance, the property owner will not be able to have a water source on their property. • The well is not accessible to equipment needed to remove obstructions and permanently seal it. • The locations of the buildings, septic system on the subject property, and septic system on the west adjoining property (1048 Cloudberry Lane) leave no location accessible to a drill rig to construct a new well that meets all required isolation distances. • The diameter of the outer casing of the well cannot be increased without removing and reconstructing the entire well or sealing and replacing the well. • The location of an electric transmission line and other improvements on the property do not leave a location for a new well that meets the required 50-foot isolation distance from the existing septic drain field. • A property line and existing building footprint make it physically impossible to meet the required 50-foot isolation distance from a septic tank. • The well is located within the basement of the home on the property and is not accessible to equipment needed to seal the well unless the home is torn down. • Compliance with the rule would require tearing down a permanent occupied residential building or spending \$100,000 to move a power line.
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Question	Additional Information
	The rule does not allow a well to be completed in the uppermost carbonate formation, even though construction of a deeper well does not provide any additional public health protection. Costs associated with construction of the deeper well will be prohibitive for the property owner.
For what length of time is the variance requested?	This question is required according to Minnesota Rules, part 4717.7000, subpart 2, item D and is used to document the variance request. Generally, the length of time is a specific timeframe (e.g. a construction or sealing event, a pilot or injection test, etc.). Some instances may not have a specific timeframe but should describe an outcome (e.g. until the well is able to be found or is able to be made accessible for sealing). The default length of time for construction or sealing activities is 18 months (Minnesota Rules, part 4725.0410, subpart 1, item F).
Have you been working with a Well Management staff member on this variance?	This question is only used to assign the request to the appropriate district staff (who may already be familiar with your request). If you have been working with a specific staffer, please select “yes” and provide their name when prompted in the next question. If you have not been working with a district staff member, select “no.” The request will be assigned to the district staff assigned for the county where the well is located.
What is the most recent date of inspection?	This question only appears if you select “yes” to “Have you been working with a Well Management staff member on this variance?” It is used to help the staff member assigned to your application re-acquaint themselves as an application often comes in months after their initial site inspection.
Do you have any notes about this application that would be helpful or that MDH staff should know about?	Fill out this field if you have additional details or information that may be helpful for MDH staff to review that is not captured elsewhere in the application. You can leave this field blank and return to it prior to submitting the application by using the “back” button at the bottom of the page. Note that additional supporting materials can be added later in the application as an attachment; if you include additional materials, please note that here.

5. When all the fields are filled out, click the next button at the bottom of the page.

Minnesota Department of Health Licensing System

My Account Max ▾

For what length of time is the variance requested? (required)

sdf

Have you been working with a Wells Management staff member on this variance? (required) *

No ▾

Do you have any notes about this application that would be helpful or that MDH staff should know about?

I'm including a cover letter and a workplan for sampling in the attachments section. There was also a similar, prior variance issued in 2025 as TN1234.

< Back

Next >

General information

6. Depending on what “type” of variance is being requested, additional information is required. This next page, General Information, is used to request additional information based on these types of variances. The following table may be helpful in answering the questions:

Table 2-General Information Questions

Question	Additional Information
Will any variance from Minnesota Rules involve isolation distances?	This question collects additional information for isolation distance variances (variance requests for Minnesota Rules, part 4725.4450). These requirements are outlined in Minnesota Rules, part 4725.0410, subpart 3. If the request is for an isolation distance variance, select “yes.” You will be prompted to include additional information later in the application. Select “no” if the variance request does not fall in this category.
Is this a well that is obstructed, inaccessible, or unlocated?	This question collects additional information required under Minnesota Rules, part 4725.0410, subpart 4. If the well falls under this request, select “yes.” You will be prompted to supply the Torrens number and certificate of title information and to supply the legal description. Select “yes” if you will upload the legal description as an attachment. If you will not be uploading the information, select “no” and you will be prompted to enter the legal description later in the application. Please note you must provide the legal (not tax) description of the property that is on file with the county. Providing inaccurate information may result in delays with the county recorder’s

Question	Additional Information
	office rejecting the document when attempting to record it. Select “no” if the variance request does not fall in this category.
Is this variance request for an exploratory boring sealing extension?	This question collects additional information to assess variance requests under Minnesota Rules, part 4727.1100, subpart 2. Select “yes” if the request is for this rule part and you will be prompted to provide the information later in the application. Select “no” if the variance request does not fall in this category.

Minnesota rules requiring a variance

All requests require at least one Minnesota Rule to be varied. The next step is to enter information regarding what specific rule you are requesting to vary. The questions in the application are requirements listed in Minnesota Rules, parts [4717.7000, subpart 2](#), [4725.0410, subpart 2](#), and [4727.0350, subpart 2](#).

- Click the “Add Minnesota Rules Requiring a Variance” button

Minnesota Department of Health Licensing System

My Account Max

Have a project #?

Step 4 of 12

Save Draft and Exit

Well/Boring Variance Request

Minnesota Rules Requiring a Variance *

All Minnesota Rules requiring a variance must be added.

Use the Add Minnesota Rules Requiring a Variance button to list **each specific Minnesota Rules** requiring a variance and the reason for the variance.

Add Minnesota Rules Requiring a Variance

< Back

Next >

- You will then be prompted to provide additional information. Fill out the fields with information specific to the rule being requested. The table below may be helpful.

MDH LICENSING SYSTEM REFERENCE GUIDE – VARIANCE APPLICATIONS

Table 3-Minnesota Rules Requiring a Variance Question

Question	Additional Information
What rule applies to the variance request?	Select the appropriate rule pertaining to your request from the dropdown. Here are links to Minnesota Rules, Chapter 4725 and Minnesota Rules, Chapter 4727. Please note: Minnesota Rules, part 4725.0410 (variances) and Minnesota Rules, part 4727.0350 (variance) pertain to general variance and variance application requirements. Do not list these rule parts unless the request is specifically seeking to vary from variance or variance application requirements. Setback/isolation distance requirements are found under Minnesota Rules, part 4725.4450. Inaccessible, obstructed, or unlocatable well sealing pertains to Minnesota Rules, part 4725.3850.

The applicable MN Rules (subpart, item number, and subitem number), if applicable

Include the subpart, item letter, and subitem number when it exists. If they are not provided, it may cause a delay with processing your application. Please note that not all rule parts include subpart(s), item letters, or subitem numbers.

Here are some examples (your situation may differ) of how to properly fill this information out:

Minnesota Rules Requiring a Variance

What rule applies to the variance request? (required) *

4725.4450 (Water-supply well distances from contamination) ▾

The applicable MN Rules subpart, if applicable:

1

MN Rules item letter, if applicable: E

MN Rules subitem number, if applicable: 8

Minnesota Rules Requiring a Variance

What rule applies to the variance request? (required) *

4725.3050 (Grouting) ▾

The applicable MN Rules subpart, if applicable:

3

MN Rules item letter, if applicable: B

MN Rules subitem number, if applicable: 1

Minnesota Rules Requiring a Variance

What rule applies to the variance request? (required) *

4725.2050 (Use of wells or borings for disposal or injection pr... ▾

The applicable MN Rules subpart, if applicable:

MN Rules item letter, if applicable:

MN Rules subitem number, if applicable:

Question	Additional Information
List the specific language in MN Rules	This is a requirement of Minnesota Rules, part 4717.7000, subpart 2, item A and is necessary to sufficiently document the variance request. <i>Only provide the specific text from the rule part, subpart, item, and subitem that pertains to your request</i> (i.e. do not copy and paste the entire rule part). Some examples (your situation may differ): • 4725.4450, subpart 1, item E, subitem 12.A (buried sewer setback) “A water-supply well must be no less than 50 feet from a buried sewer that serves as a collector.” • 4725.4450, subpart 1, item E, subitem 8 (septic tank setback): “A water-supply well must be no less than 50 feet from a watertight sewage holding tank.” • 4725.2185 (distance from a building): “A building, deck, or other permanent structure must not be built to enclose a well or boring.” “The well or boring must be accessible for repair and sealing.” “A minimum horizontal isolation distance of three feet must be maintained between a well or boring and the farthest projection of a building.” • 4725.3850, subpart 1 (inaccessible, obstructed, unlocated well): “A well that is not in use and has not been issued a maintenance permit or that is required to be sealed must be sealed.” • 4725.2750 (screens, screen leaders, risers, and sumps): “A screen sump must not extend more than ten feet below the screen.” “A screen riser or leader must not extend more than 21 feet above the screen.” “Multiple screens separated by a screen riser, leader, or sump are not permitted.” • 4725.2850, item A (gravel packs): “Gavel packs, filter sand, or stabilizer materials must not extend more than ten feet above the static water level.” • 4725.2050 (disposal or injection prohibited): “A well or boring must not be used for disposal or injection of any liquid, gas, or chemical.”

Question	Additional Information
Alternative or additional protective measures to be taken...	This is a requirement of Minnesota Rules, part 4717.7000, subpart 2, item C and is used by the Well Management Section to assure public health remains protected if the request is approved. It is also used to evaluate if a variance decision can be approved under Minnesota Rules part 4717.7010, subpart 1, item C. Alternative measures are the heightened engineering or administrative controls, construction techniques, or safety protocols you will use to offset the heightened health risk. Explain how the request will be protective of public health concerns that underlie the original standard for the rule requesting to be varied. Some examples (your situation may differ): • To ensure public health is protected at the shorter 40-foot distance, the well casing will be extended an additional 30 feet into a confining clay layer to isolate the well intake from shallow groundwater, and the annular space will be full-length grouted. • To ensure public health is protected with this injection request, the enhanced groundwater monitoring plan included in the attachments will be followed. • To ensure the wells do not become a conduit for contamination, the at-grade wells will be inspected and repaired on a quarterly basis. Please also note the following: • Isolation distance requests require (4725.0410, sub 3, item A) an explanation of what special construction or procedures will be used to reduce the risk of contamination. • Exploratory boring variance requests require (4727.0350, sub 2, item J) an explanation of what special construction methods or precautions will be used to prevent contamination of the exploratory boring and groundwater.
(If the request involves an isolation distance) What is the age, design....of potential contaminant sources...?	This is a requirement of Minnesota Rules, part 4725.0410, subpart 3, item B and is used by the Well Management Section to evaluate the request and if the proposal may cause a potential health risk. If site specific information exists on the source, please provide the information. If no information exists or is readily available, please note “not available.”

Question	Additional Information
(If the request involves an isolation distance) Specify any other relevant information such as testing, inspection, or certification reports or data	This is a requirement of Minnesota Rules, part 4725.0410, subpart 3, item C and is used by the Well Management Section to evaluate if the proposal may cause a potential health risk. If site specific information exists regarding testing, inspection, or certification, provide the information. If no information exists or is readily available, please note “not available.”
(If the request involves an isolation distance) Information on soil types from a soil survey, percolation test, or soil boring report	This is a requirement of Minnesota Rules, part 4725.0410, subpart 3, item D, and is used by the Well Management Section to evaluate if the proposal may cause a potential health risk. The type of soil will affect how water and contaminants seep and flow in a well. If site-specific information (soil survey, percolation test, or soil boring) exists, please provide the information. If no information exists or is readily available, please note “not available.”

9. Some variance applications may include variance requests for multiple rule parts. When that is the case, include each additional rule part being requested by clicking the “Add Minnesota Rules Requiring a Variance” button. Fill out the required fields (described above) relevant to the specific rule part.
10. Click next when all rules are added to the request.

Minnesota Department of Health Licensing System My Account Max

Have a project #? Step 4 of 12 Save Draft and Exit

Well/Boring Variance Request

Minnesota Rules Requiring a Variance *

All Minnesota Rules requiring a variance must be added.

Use the Add Minnesota Rules Requiring a Variance button to list **each specific Minnesota Rules** requiring a variance and the reason for the variance.

What rule applies to the variance request? (required)	The applicable MN Rules subpart, if applicable:	MN Rules item letter, if applicable:	+ 7 Additional Fields
4725.4450 (Water-supply well distances from contamination)	1	E	... Edit Remove

Add Minnesota Rules Requiring a Variance

< Back Next >

Exploratory boring location

- This step is only for when an exploratory boring sealing extension is requested.** Click the “add exploratory boring location” button to add the ID identifying the boring, as well as the coordinates (latitude and longitude). When complete, click the “save” button.
- Add additional borings (when there are multiple borings as part of the request) by clicking the “add exploratory boring location” button. When all borings have been added, click the “next” button at the bottom of the page.

Step 5 of 13 Save Draft and Exit

Exploratory Boring Location *

Use the “add” button to add all coordinates.

ID that will identify this location on the map you submit: (required)	Latitude – XX.XXXX (required)	Longitude – XX.XXXX (required)	
DH0101	47.8996	-92.1652	... Edit Remove

Add Exploratory Boring Location

< Back Next >

Property owner(s)

13. The next step is to enter property owner information (Minnesota Rules, part [4725.0410, subpart 2, item C](#) and [4727.0350, subpart 2, item C](#)). Enter the property owner first name (or company name), last name, mailing address, city, state, zip, phone, and email. When done, click save.

The screenshot shows a form titled "Property Owner" with the following fields and values:

- Property owner first name or company name (required) *: Jean Luc
- Property owner last name – enter N/A if this is a company (required) *: Picard
- Property owner street (required) *: 24–593 Federation Drive
- Property owner city (required) *: San Fransico
- Property owner state (required) *: CA
- Property owner zip (required) *: 98765
- Property owner phone (required) *: 987654321
- Property owner email (required) *: jeanluc@starfleethq.org

At the bottom right, there are "Cancel" and "Save" buttons. An arrow points to the "Save" button.

14. If there are additional property owners, click the “add property owner” button to add them. When all property owners are entered, click “next.”

The screenshot shows a summary screen titled "Property Owner *" with the following information:

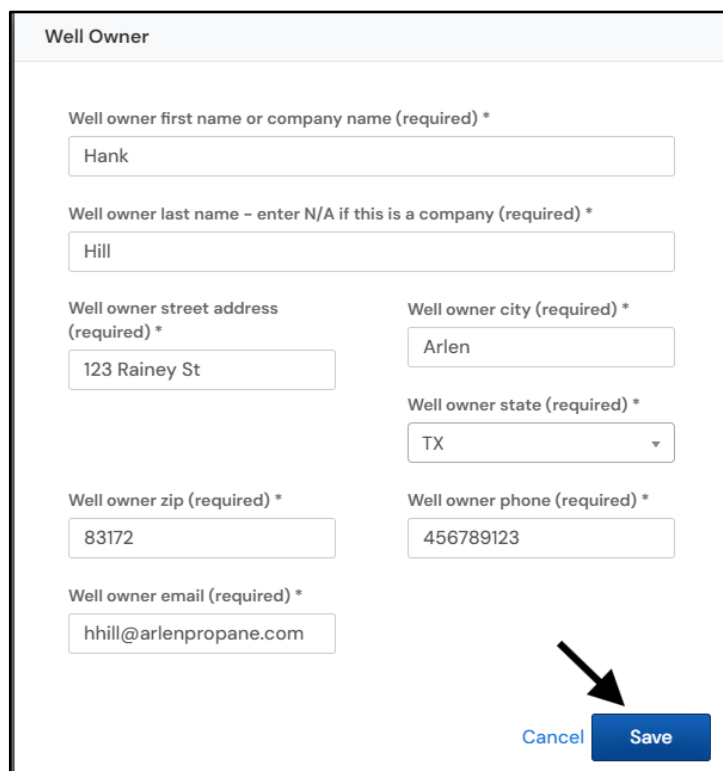
Property owner first name or company name (required)	Property owner last name – enter N/A if this is a company (required)	Property owner street (required)	+ 5 Additional Fields
Jean Luc	Picard	24–593 Federation Drive	... Edit Remove

Below the table is an "Add Property Owner" button, which is pointed to by an arrow.

At the bottom, there are "< Back" and "Next >" buttons. An arrow points to the "Next >" button.

Well owner(s)

15. Next, enter the well or boring owner (Minnesota Rules, part [4725.0410, subpart 2, item C](#)) information if it is different than the property owner (i.e. “no” is selected from “Is the well owner the same as the property owner” in the “About this Variance Request” section). Enter their first name or company name, last name, street address, city, state, zip code, phone number, and email address. Select “save” when done.



Well Owner

Well owner first name or company name (required) *

Hank

Well owner last name - enter N/A if this is a company (required) *

Hill

Well owner street address (required) *

123 Rainey St

Well owner city (required) *

Arlen

Well owner state (required) *

TX

Well owner zip (required) *

83172

Well owner phone (required) *

456789123

Well owner email (required) *

hhill@arlenpropane.com

Cancel Save

16. If there are additional well or boring owners, click “add well owner” and add their information. When all well or boring owners are added, select “next.”



Step 6 of 12 · Save Draft and Exit

Well Owner *

Well owner first name or company name (required)	Well owner last name - enter N/A if this is a company (required)	Well owner street address (required)	+ 5 Additional Fields
Hank	Hill	123 Rainey St	... Edit Remove

Add Well Owner

< Back Next >

Well location and description of this variance

17. The next step is to enter information about the well location ([Minnesota Rules, part 4725.0410, subpart 2, item A](#) and Minnesota Rules, [part 4727.0350, subpart 2, item A](#)).
18. If the well has a street address, select “yes” to the question “Does the well have a street address?” Enter the street address, city, county, township number (from the public land survey system-PLSS), range (from the PLSS), section (from the PLSS), and the property identification number from the county.

Step 7 of 12 ·
Save Draft and Exit

Well Location and Description of This Variance

Well location – street address

Does the well have a street address? (required) *

Yes

Street address (required) *

742 Evergreen Terrace

City (required) *

Springfield

State (required) *

MN

County (required) *

Anoka

Township name

Township number (required) *

234

Range number (required) *

12

Section number (required) *

5

Property ID (required) *

012987564

19. If the well does not have a street address, select “no” to the question “does the well have a street address” and describe where the well is in the “Describe well location” field. Enter the city, county, township number (from the public land survey system-PLSS), range (from the PLSS), section (from the PLSS), and the property identification number from the county.

Step 7 of 12 · Save Draft and Exit

Well Location and Description of This Variance

Well location – street address

Does the well have a street address? (required) *

No

Describe well location? (required) *

South of the intersection of Main Street and 3rd Avenue NW

City (required) * Springfield State (required) * MN

County (required) * Anoka Township name

Township number (required) * 234 Range number (required) * 12

Section number (required) * 5 Property ID (required) * 012987564

20. **For inaccessible, obstructed, or unlocatable wells only:** If you selected “no” to “will you be attaching the legal description” in the general information section, here is where you will note the government lot number, lot number, block number, and addition name (required per Minnesota Rules, part [4725.0410, sub 4, item D](#)).

Section number (required) * 5 Property ID (required) * 012987564

Well location – legal description

Government lot number (required) * 23 Lot number (required) * 5

Block number (required) * 1 Addition name (required) * Garrison's Addition

21. Enter the quarter sections (smallest to largest) from the PLSS. Select “next” when the information is entered.

Public Land Survey System quarter sections (list three – smallest to largest)

First quarter – smallest (required) * SE Second quarter – next largest (required) * NW

Third quarter – largest (required) * NW

< Back Next >

Well or boring information

22. The next step is to enter well information required under Minnesota Rules, part [4725.0410, subpart 2](#), items E-I, and Minnesota Rules, part [4727.0350, subpart 2](#), items E-I. This includes the unique number, estimated depth, casing diameter, casing type, drilling method, depth to water, grout materials, construction methods, expected (“anticipated”) geology, pumping rate, number of persons served by the well, and a description of the well use.

- If there are multiple wells or borings with the same information, you may list the information as one entry. In the MN unique identifier field, list all the corresponding unique identifier numbers.
- Create a new entry for each well or boring grouping (i.e. groups of wells or borings that have the same information), listing the corresponding unique identifier numbers in the MN unique identifier field.
- Here is an example showing the concept of entering the information based on well or boring grouping:

Well Information	MN unique identifier number (required)	What is the estimated depth in feet; if unknown use (negative) -999? (required)	What is the casing depth in feet; if unknown use (negative) -999? (required)	+ 10 Additional Fields
	234569	75	71	---
	125789, 879897	20	15	---
	978956, 456789, 357987, 159789	100	75	---

The following table provides additional information that may be helpful

Table 4-Well or Boring Information

Question	Additional Information
MN Unique identifier number	Enter the unique number(s) associated with the information being filled out. If the well or boring number(s) is(are) unknown or will be assigned prior to the variance being issued, list “unknown” or “TBD” as appropriate.
What is the estimated depth in feet?	List the estimated (or known) depth of the well(s) or boring(s). If the information is not available or is unknown, list “-999”.

MDH LICENSING SYSTEM REFERENCE GUIDE – VARIANCE APPLICATIONS

Question	Additional Information
What is the casing depth in feet?	List the casing depth of the well(s) or boring(s). If the information is not available or is unknown, list “-999”
What is the casing diameter in inches?	List the casing diameter of the well(s) or boring(s). If the information is not available or is unknown, list “-999”
What is the casing type?	List the casing type of the well(s) or boring(s). If the information is not available or is unknown, type “unknown.”
What is the drilling method?	List the drilling method proposed (or that was used) for the well(s) or boring(s). This should be how the borehole is/was created (e.g. hollow-stem auger, mud rotary, air rotary, sonic, etc.) If the information is unknown, type “unknown.”
What is the depth to water in feet?	List the expected (or encountered) depth to water in the well(s) or boring(s). If no information is available (often, water level information can be estimated by looking at neighboring well logs), type “-999.”
What are the grout materials?	List the grouting materials in the well or boring. If the information is not available or is unknown, type “unknown.”
What are the construction methods?	Describe how the well will be (or was) constructed. This should be how the physical components are installed and assembled (e.g. description and depth of casing installation, screen placement, filter pack, grouting, etc.) If the information is not available or is unknown, type “unknown.”
What are the anticipated geologic conditions?	Provide a description of what geology is expected (or what was encountered) during construction of the well.
Pumping rate as gpm	Provide the planned (or existing) pumping rate of the well or boring. If the information is not available or is unknown, type “-999” Please note that this is not required for exploratory boring variances (4727.0350). Please enter -999 for exploratory borings.

Question	Additional Information
Number of persons served by well	Indicate how many people are served by the well or boring. In some instances, this may be 0. Please note this is not required for exploratory boring variances (4727.0350). Please enter 0 for exploratory boring variances.
Description of well use	Provide a description of the well or boring use. Please note that while this is not required for exploratory boring variances (4727.0350), it is still helpful to provide the information.

23. Click “Add Well or Boring Information” to add this information for each well or boring included as part of the request. When all wells or borings have been added, click “next.”

Step 7 of 11 · [Save Draft and Exit](#)

Well or Boring Information *

It's best to answer these questions if you are able.

Not answering will slow down the processing, and possibly cause denial, of this variance request.

MN unique identifier number (required)	What is the estimated depth in feet; if unknown use (negative) -999? (required)	What is the casing depth in feet; if unknown use (negative) -999? (required)	+ 10 Additional Fields
234569	75	71	... Edit Remove

[Add Well or Boring Information](#)

[< Back](#) [Next >](#)

Company license information

24. The next step is to enter the information for the company that is performing the activity being varied (i.e. construction or sealing work). Generally, this is a licensed well contractor (Minnesota Rules, part [4725.0410, sub 2, item C](#)), a licensed explorer (Minnesota Rules, part [4727.0350, sub 2, item C](#)), or a licensed septic installer. Please note the following:

1. A firm performing non-construction activities (e.g. project design, project coordination, or construction oversight) should not be listed.
2. Licensed well contractors or explorers can search under their license number (WCL-###) and the information will autofill.
3. For contact name, please list the name of certified representative for the company.

4. If a contractor does not have an MDH Well Management credential (licensed well contractor or licensed explorer), enter the company name, license number, first and last name of the contact, company street, company city, company state, company zip code, company email, and company phone number.
 5. In some instances, contractor information may not be applicable or is otherwise unknown. Enter “Unknown” or “Not Applicable” to proceed with the application. If it is determined a contractor should be listed, you will be contacted for revision via a change request.
25. Once the correct information is entered, click “next.”

Step 9 of 13 · [Save Draft and Exit](#)

Company License Information

If this is for a well/boring company license, please search on your license number or the company name.
For other companies, please manually enter your information as required.

Company name (required) * Vance & Sons Septic Solutions	Company license number (required) * SEPT-LI-99281-WA
Primary contact's first name (required) * Marcus	Primary contact's last name (required) * Vance
Company street (required) * 4822 Whispering Pines Way	Company city (required) * Brainerd
Company state (required) * MN	Company zip (required) * 56401
Company email (required) * marcus.vance@vancesepticsolutions.example.cc	Company phone number (required) * (218) 555-0174

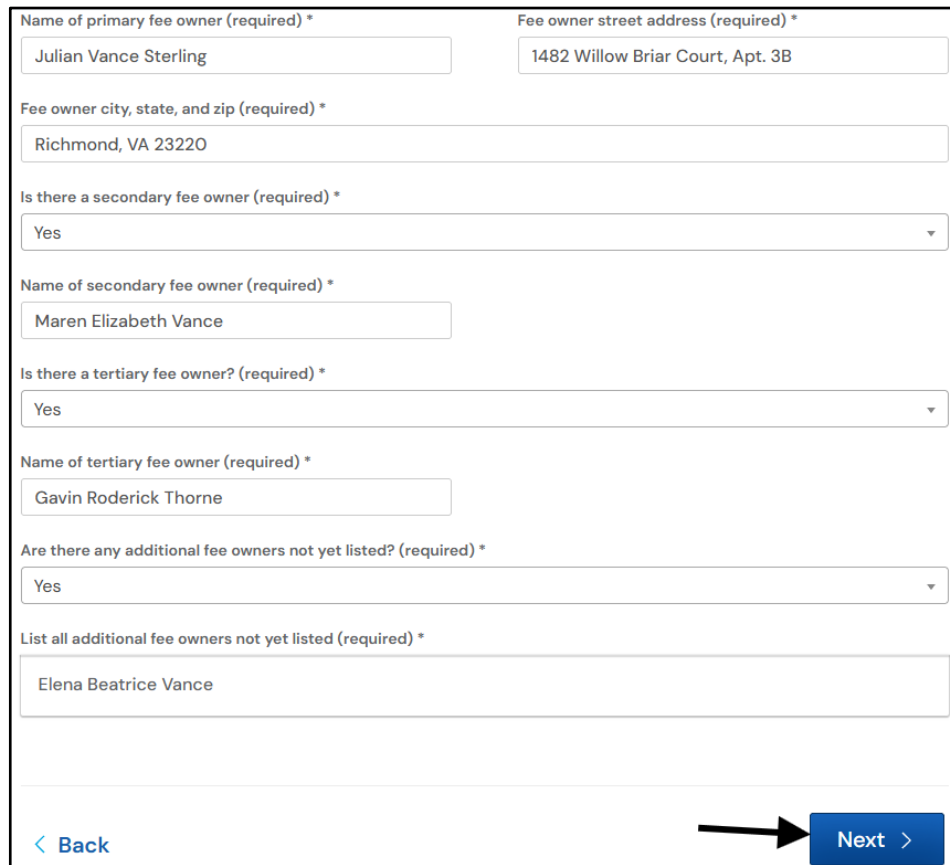
[< Back](#)
[Next >](#)

Fee owner (**for inaccessible, obstructed, or unlocatable wells only**)

26. If this request is for an inaccessible, obstructed, or unlocatable well, the next step is to provide the fee owner name(s). Generally, this is the person (or people) listed on the deed. Enter the primary fee owner (the person that would coordinate getting signatures on the document that would be recorded) name that is listed with the county (e.g. if “Julian Vance Sterling” is listed, list that name not Julian V. Sterling or Julian Sterling). Also enter their mailing address, city, state and zip.
27. If there is a secondary fee owner (or third), select “yes” to the “is there a secondary (and tertiary) fee owner” question and enter their name as listed on the deed. Select “no” if there is no secondary fee owner.

28. If there are more than three fee owners, select “yes” to “are there any additional fee owners not yet listed” and enter their name(s) when prompted.

29. When done, select “next” at the bottom of the page.



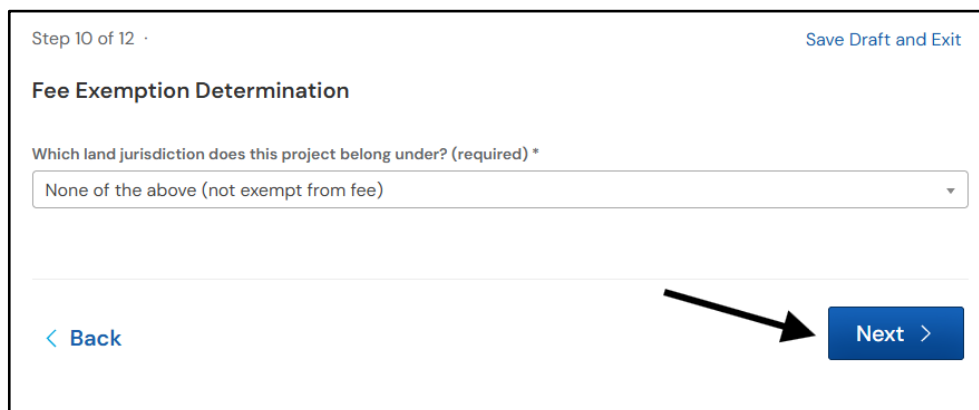
The screenshot shows a form titled "Fee Owner Information". It contains the following fields and options:

- Name of primary fee owner (required) ***: Julian Vance Sterling
- Fee owner street address (required) ***: 1482 Willow Briar Court, Apt. 3B
- Fee owner city, state, and zip (required) ***: Richmond, VA 23220
- Is there a secondary fee owner (required) ***: Yes
- Name of secondary fee owner (required) ***: Maren Elizabeth Vance
- Is there a tertiary fee owner? (required) ***: Yes
- Name of tertiary fee owner (required) ***: Gavin Roderick Thorne
- Are there any additional fee owners not yet listed? (required) ***: Yes
- List all additional fee owners not yet listed (required) ***: Elena Beatrice Vance

At the bottom, there is a "< Back" link and a "Next >" button. An arrow points to the "Next >" button.

Fee exemption determination

24. Next, you will be prompted to determine if the project is exempt from a fee. Select the appropriate designation from the dropdown. Please note if the project is subject to a fee exemption, you will be prompted to include appropriate documentation as an attachment. Select the “next” button when done.



The screenshot shows a form titled "Fee Exemption Determination". It contains the following fields and options:

- Which land jurisdiction does this project belong under? (required) ***: None of the above (not exempt from fee)

At the bottom, there is a "< Back" link and a "Next >" button. An arrow points to the "Next >" button.

Signature

25. The next step is to confirm you are submitting truthful and accurate information. Select the checkbox, enter your full legal name, and click the “next” button when done.

Required attachments

26. Next, you will add attachments. Different attachments are required based on the nature of the application (exploratory boring sealing vs. setback/isolation distance vs. variances for inaccessible/obstructed/unlocatable wells. The following table may be helpful:

Table 5-Attachments Information

Attachment type	When is this required?	Additional Information
Completed scaled map showing the well or boring location in relation to property lines, structures, utilities, and contamination sources	All variance requests	This is a requirement of Minnesota Rules, part 4725.0410, subpart 2, item D . Include property lines, structures, utilities, and contamination sources on the map so the Well Management Section can assess water quality or access to the well or boring.
Additional approval attestations required	All variance requests	This is a requirement of Minnesota Rules, part 4717.7000, subpart 2, item E . The property owner (and well owner, if different), and contractor sign the attestation form so all parties understand how the variance will work and that they bear responsibility for complying with the terms of the variance.

Attachment type	When is this required?	Additional Information
Include a copy of any review of contamination sources by a local or state government under their applicable regulations	Isolation/Setback distance variance requests	This is a requirement of Minnesota Rules, part 4725.0410, subpart 3, item E and is used to determine if there are other extenuating circumstances that would impact granting of a variance request. If there is no review of contamination sources that has been done, include a word or PDF document stating, “no information is available.”
Complete legal description of the property	Inaccessible, obstructed, or unlocatable well variance requests	This is a requirement of Minnesota Rules, part 4725.0410, subpart 4, item D. Include the legal description when “will you be attaching the legal description” is selected as “yes” in the general information section. Provide the complete legal, not tax, description of the property. This is typically found with the county recorder’s office or on the deed.
Documentation to support the fee exemption	Well or boring is on an American Indian reservation, a federal (not state) military installation, Metropolitan Council, the United States Army Corps of Engineers (USACE), or United States Geologic Survey (USGS)	Upload documentation to support your fee exemption status.
Exploratory boring photos	Exploratory boring sealing extensions	Upload photos (a single PDF or word document with all photos included is recommended for multiple photos) showing existing conditions of the boring(s) and nearby ground area.

Attachment type	When is this required?	Additional Information
Add any additional supporting information here - you can also use "Add attachment" below as needed	Optional	Use this when there is additional information to support your variance request that is not captured elsewhere, or when a reference is made to "see attached" in the application.

27. Once all attachments are added, click "next."

Attachments

Include any additional files with your submission. Any box marked "Required" is required to submit your application. Please note the maximum allowed file size for any upload is 250 MB.

Attachment	File
A completed scaled map showing the well or boring location in relation to property lines, structures, utilities, and contamination sources. Required Multiple maps are allowed and please note distances from contamination sources and wells on adjacent properties.	Site Drawing.pdf Uploaded on Jul 7, 2026 at 4:18 pm Delete
Additional approval attestations required Required Variance requests require approval by the following: contractor, property owner, and well owner (if the property owner is not also the well owner). Please download this approval PDF form: https://www.health.state.mn.us/communities/environment/water/docs/wells/wellvarapp.pdf Have each required party sign the approval form and then it can be uploaded.	Signature for Variance.... Uploaded on Jul 7, 2026 at 4:18 pm Delete
Add any additional supporting information here - you can also use "Add attachment" below as needed	No file uploaded Upload
Add attachment	

[< Back](#) [Next >](#)

Review the application and submit

28. Review what has been entered into the application. If information needs to be changed, click on the "edit" button in that section.

Property Owner Edit	<table border="1"> <tr> <th>Property owner first name or company name (required)</th> <th>Property owner last name – enter N/A if this is a company (required)</th> <th>Property owner street (required)</th> <th>+ 5 Additional Fields</th> </tr> <tr> <td>Jean Luc</td> <td>Picard</td> <td>24-593 Federation Drive</td> <td>...</td> </tr> </table>	Property owner first name or company name (required)	Property owner last name – enter N/A if this is a company (required)	Property owner street (required)	+ 5 Additional Fields	Jean Luc	Picard	24-593 Federation Drive	...
Property owner first name or company name (required)	Property owner last name – enter N/A if this is a company (required)	Property owner street (required)	+ 5 Additional Fields						
Jean Luc	Picard	24-593 Federation Drive	...						
Well Owner Edit	<table border="1"> <tr> <th>Well owner first name or company name (required)</th> <th>Well owner last name – enter N/A if this is a company (required)</th> <th>Well owner street address (required)</th> <th>+ 5 Additional Fields</th> </tr> <tr> <td>Hank</td> <td>Hill</td> <td>123 Rainey St</td> <td>...</td> </tr> </table>	Well owner first name or company name (required)	Well owner last name – enter N/A if this is a company (required)	Well owner street address (required)	+ 5 Additional Fields	Hank	Hill	123 Rainey St	...
Well owner first name or company name (required)	Well owner last name – enter N/A if this is a company (required)	Well owner street address (required)	+ 5 Additional Fields						
Hank	Hill	123 Rainey St	...						

29. Revise sections as needed. Once the information is correct, click the “confirm and submit” button.

I certify under possible penalty of perjury under the laws of this jurisdiction that the preceding information is true and correct.

[< Back](#)
[Confirm and Submit >](#)

30. Once the application is submitted, you will be prompted to pay the variance fee. Select the appropriate button to pay by credit card or using your bank account (electronic check). Select pay now, enter your details, and select pay.

Well/Boring Variance Request	
Variance Request Fee	\$325.00
Total Fee Amount	\$325.00

Payment Method

☒ Pay with a Credit Card
 Processing fee will be calculated at checkout

☐ Pay using your bank account
 Processing fee will be calculated at checkout

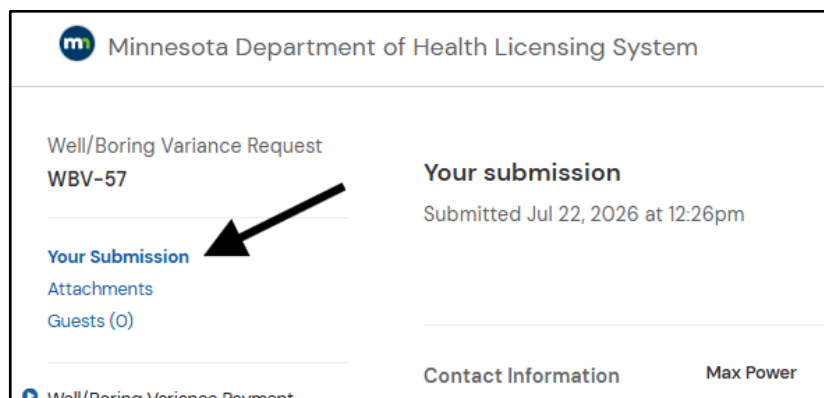
☐ Pay with check, cash, or another method
 No processing fee

Amount Due	\$325.00
Total Payment Amount	\$325.00

[Pay Now](#)

31. If paying by check, print the “your submission” screen on the left and mail with your payment. Make check payable to the Minnesota Department of Health (MDH). Mail your submission screen document and check payment to

Minnesota Department of Health
Well Management Section
PO Box 64502
St. Paul, MN 55164-0502



32. Once the variance application payment has been processed, there will be a green check mark next to the Well/Boring Variance Payment step.
33. After MDH staff have reviewed the application, there will also be a green checkmark next to that step.
 6. If the application is incomplete, or additional information is required for MDH to review the request, a system-generated email will be sent to you requesting changes. Please log into your account and click on the application to view the requested changes and to make edits.
 7. MDH staff will review the request (“MDH Staff: Mark Review Decision” in the workflow). If questions arise during review, MDH staff will contact you for information or clarification.
34. When the review is complete, MDH staff will prepare a decision. Please note you will receive a system generated email saying a decision has been made when the “MDH staff: Mark Review Decision” is marked complete. The document is not final until you have seen an email from an MDH staffer with the decision document attached and the “MDH staff: Issue Final Document” task is marked as complete.

Minnesota Department of Health Licensing System

Well/Boring Variance Request
WBV-57

Your submission
Submitted Jul 22, 2026 at 12:2

Your Submission
Attachments
Guests (0)

Contact Information

- Well/Boring Variance Payment
- MDH Staff: Review Application
- MDH Staff: Mark Review Decision
- MDH Staff: Issue Final Document

35. In addition to receiving the email from an MDH staffer with the variance included, you will also receive a system generated email indicating the document was uploaded. It is found in the attachments section of your application and is named as WBV-## (where ## is the ID for your application).

WBV-57 Applicant: Max Power Expiration: Add

Well/Boring Variance Request

Details Workflow **Attachments 4** Location 0 Applicant 1 Related Records 0 Activity

Uploaded by Max Power on Jul 6, 2026 at 5:45 PM

Additional approval attestations required
Signature for Variance.pdf
Uploaded by Max Power on Jul 7, 2026 at 4:18 PM

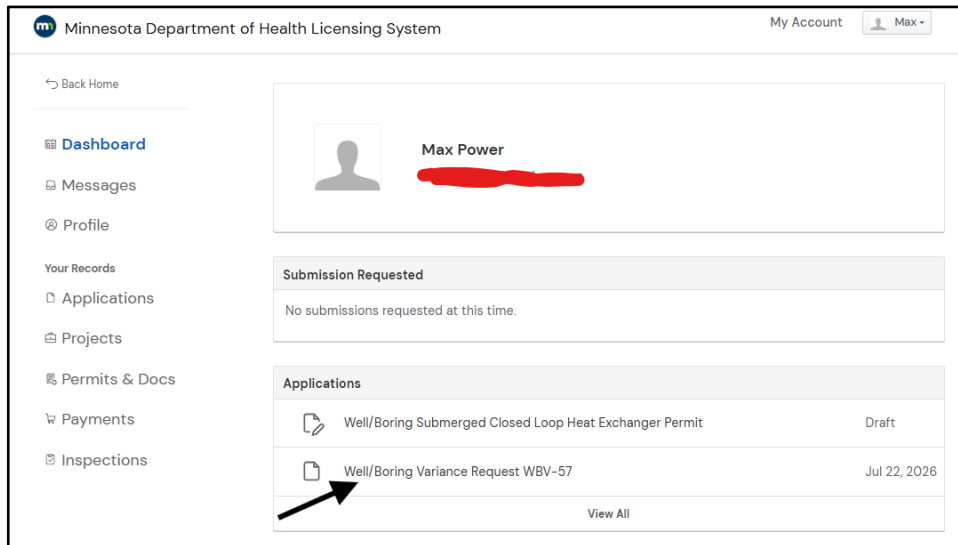
Add any additional supporting information here - you can also use "Add attachment" below as r
No File Uploaded

WBV-57.pdf
WBV-57.pdf
Uploaded by Jen Jevnisek on Jul 22, 2026 at 5:22 PM

Sending messages or questions about your variance application

If you have a question pertaining to your application at any time in the process:

1. Click on the application from your dashboard (if the application is complete, the application will be found in “Applications” under “Your Records” on the left-hand side of the page).



2. Click on the appropriate workflow step on the left-hand side of the page. Generally, this will be “MDH staff: Review Application” or “MDH staff: Mark Review Decision” for an application that is being evaluated and “MDH Staff: Issue Final Document” for a completed application (see [Variance Amendments](#), and [Submitting Materials Required as a Condition of the Variance](#)).
3. Type in your message in the message the reviewer field and click the “send message” button. An MDH staffer will respond back based on the nature of your message.



Variance amendments

A variance amendment (i.e. a change to an approved variance that has been completed) may be necessary once a variance approval has been issued. If the variance is still in effect (see the variance to see when it ends) and an amendment to conduct the work is warranted:

1. Sign into your account and open your application. On the “MDH staff: Mark Review Decision” task, send a message with the relevant information.
2. If the request does not involve a material change (a significant or important shift in the facts or situation that alters the original basis that the variance was approved under), an MDH staffer will reactivate the application and will see a system generated email requesting changes to the application. Please log into your account to view and make those changes.

A material change from the original approved request requires a new application.
3. MDH will review the request and, if appropriate, will reissue the decision document accordingly.

Variance extensions

All variances specify the period for which they are effective. If work cannot be completed within that timeframe (i.e. an extension is necessary), you will need to submit a new application within 30 days of the expiration date.

1. Enter (and update as appropriate) information in the application.
2. In the “Do you have any notes about this application that would be helpful or that MDH staff should know about?” section of the application, please provide the variance ID # needing extension, and that the application is a request to extend the deadline. Please also note the new requested timeframe in the “For what length of time is the variance requested?” question of the application.
3. MDH will review the application and will provide a decision.

Submitting materials required as a condition of the variance

Some variances require submitting a document (e.g. a monitoring report, buried sewer certification, copy of a recorded document, etc.) as a condition of the variance approval.

1. Log into your account and navigate to “Applications” under “Your Records.” Click on the appropriate variance application.

Minnesota Department of Health Licensing System

My Account Max

Back Home

Your Applications

ID	Type	Location	Date Created	Status	Assignee
-	Well/Boring Submerged Closed Loop Heat Exchanger Permit			Draft	Assign to Another
WBV-57	Well/Boring Variance Request		Jul 22, 2026	Complete	

2. Click on “attachments” on the left-hand side of the page. Once on the attachments page, scroll to the bottom of the page and click “add attachment.”

Minnesota Department of Health Licensing System

My

WBV-57

Attachments

Your Submission

Attachments

Guests (0)

- Well/Boring Variance Payment
- MDH Staff: Review Application
- MDH Staff: Mark Review Decision
- MDH Staff: Issue Final Document

Attachment	File
A completed scaled map showing the well or boring location in relation to property lines, structures, utilities, and contamination sources. Required	Site Drawing.pdf Uploaded on Jul 7, 2026 at 4:18 pm
Multiple maps are allowed and please note distances from contamination sources and wells on adjacent properties.	
Additional approval attestations required Required	
Variance requests require approval by the following: contractor, property owner, and well owner (if the property owner is not also the well owner). Please download this approval PDF form: https://www.health.state.mn.us/communities/environment/water/docs/wells/wellvarapp.pdf	Signature for Variance.... Uploaded on Jul 7, 2026 at 4:18 pm
Have each required party sign the approval form and then it can be uploaded.	
Add any additional supporting information here – you can also use “Add attachment” below as needed	No file uploaded
WBV-57.pdf Final Variance Decision	WBV-57.pdf Uploaded on Jul 22, 2026 at 5:22 pm
Add attachment	

3. Upload your file and please provide a description of what the attachment is for. When it is uploaded, it will appear in your attachments.

Minnesota Department of Health Licensing System

My Account Max

Additional approval attestations required
Required
 Variance requests require approval by the following: contractor, property owner, and well owner (if the property owner is not also the well owner). Please download this approval PDF form: <https://www.health.state.mn.us/communities/environment/water/docs/wells/wellvarapp.pdf>
 Have each required party sign the approval form and then it can be uploaded.

Signature for Variance...
 Uploaded on Jul 7, 2026 at 4:18 pm Open file

Add any additional supporting information here – you can also use "Add attachment" below as needed No file uploaded Upload

WBV-57.pdf
 Final Variance Decision WBV-57.pdf
 Uploaded on Jul 22, 2026 at 5:22 pm Open file

Buried Sewer Certification Test form
 Copy of buried sewer certification form as required by condition 3 of the variance. Uploaded on Jul 22, 2026 at 5:47 pm Open file

[Add attachment](#)

4. Send a message indicating the document was uploaded by clicking on the “MDH Staff: Issue Final Document” step in the left-hand side of the page. Write your message explaining that the required document has been uploaded (please include the document name in your message) and click the “send message” button.

Well/Boring Variance Request
 WBV-57

Your Submission
 Attachments
 Guests (0)

Well/Boring Variance Payment
 MDH Staff: Review Application
 MDH Staff: Mark Review Decision
 MDH Staff: Issue Final Document

MDH Staff: Issue Final Document

✓ **Complete.** This step was completed on Jul 22, 2026 at 5:17pm.

Message the reviewer

Hi! I've uploaded the required buried sewer certificate that is required as condition 3. Please see the attachments and let me know if there's anything else I need to do.

Send Message

5. An MDH staffer will respond as appropriate.

What to do when an active variance application is no longer requested

Sometimes an active variance application is no longer being requested (e.g. plans change, MDH staff determine rule can otherwise be met during site inspection/review, etc.). MDH considers this to be a “voluntary termination.” To close out the application:

1. Under your applications, select the appropriate variance application (see step 1 of “Sending messages or Questions About Your Variance” for a reference screenshot).
2. Click on the “MDH Staff: Mark Review Decision” step on the left-hand side of the page. Type a message indicating that you are voluntarily terminating the application and the reason why.

Well/Boring Variance Request
WBV-57

Your Submission
Attachments
Guests (0)

Well/Boring Variance Payment
MDH Staff: Review Application
MDH Staff: Mark Review Decision
MDH Staff: Issue Final Document

MDH Staff: Mark Review Decision

In progress. This step is in progress.

Message the reviewer

Greetings. The MDH inspector was on-site and determined the setback distance can be met. I'd like to voluntarily terminate this application request.

Send Message

3. MDH staff will respond if additional follow-up is needed and will close out the application.

Minnesota Department of Health
Well Management Section
625 North Robert Street
PO Box 64975
St. Paul, MN 55164-0975
651-201-4600
health.wells@state.mn.us
www.health.state.mn.us/wells

9/3/2026

To obtain this information in a different format, call: 651-201-4600