

Well Registration **CHECKLIST**

1. Unique verification code (you should have received this in the mail)
2. Smartphone, tablet, laptop, or computer to access the EMA GSA Watermark Well Registration Portal **[please be sure you can access your email on the device you are using]**
3. Name and contact information of Property Owner, and Well Operator if different than the Property Owner
4. The following information is required for well registration, if available:
 - a. Groundwater Extraction Facility Parcel Number and State Well Number
 - b. Physical address of each well
 - c. Date of construction
 - d. Well depth, perforated intervals(s), diameter of well casing in inches, well casing material
 - e. Well pump information
 - i. Manufacturer/model of the well pump and motor
 - ii. Horsepower of the motor
 - f. Water use information, including the purpose(s) and uses(s) of water extracted from each well
 - g. List of Parcels that the well serves (could be just one)
 - h. Well status (e.g., active, inactive, abandoned)
5. If applicable, the following information may also be required.
 - a. A statement that a well does not exist on the property
 - b. Source(s) of additional water serving the property
 - c. Information about installed Flow Meter:
 - i. Manufacturer/model and type of Flow Meter
 - ii. Recording Units of Flow Meter (e.g., gallons, cubic feet, acre feet)
 - d. De Minimis Extractors must self-certify that they pump less than two-acre feet of water per year for domestic purposes through documentation, including:
 - i. Metered well production records
 - ii. Aerial photographs of irrigated area
 - iii. Electrical usage
 - iv. Other technical justification to support self-certification

This checklist was developed in compliance with EMA GSA Ordinance No. 2025-01.

For more information, visit the EMA GSA website at <https://www.ema-santaynezwater.org/>