



**Baltimore County**  
**Department of Environmental Protection and Sustainability**  
Ground Water Management Section  
111 W. Chesapeake Ave, Room 305  
Towson, MD 21204  
Phone: 410-887-2762; Fax: 410-887-4817  
[groundwater@baltimorecountymd.gov](mailto:groundwater@baltimorecountymd.gov)

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### Water Usage Letter Form

Property Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Owner Phone Number: \_\_\_\_\_ Owner Email: \_\_\_\_\_

Operator Name: \_\_\_\_\_

Operator Address: \_\_\_\_\_

Operator Phone Number: \_\_\_\_\_ Operator Email: \_\_\_\_\_

1. Provide a detailed description of the type of facility to be served by private well and/or OSDS. Some examples of usage: school, church, restaurant, bar, banquet hall, assisted living, daycare, pool, camp, farm brewery, etc. Include the hours of operation, number of employees (part-time and full time), square footage of building. If a food service facility, include the number of seats, and an interior floor plan of the facility. For churches and banquet halls, include the frequency and number of services or special events. For existing facilities, explain proposed changes as they affect capacity.

2. Provide an estimate of the projected peak daily water usage that will discharge to the OSDS. Sewage flows must be justified through actual water meter information or based on MDE and/or US EPA wastewater flow estimates. Water meter information must include daily readings collected over a 2-month consecutive period inclusive of the months of maximum water usage. Average water meter data for a similar facility must be for a 1-year period. If cooling water from ice machines is directed to OSDS, estimate the volume from this source separately. Attach documentation to support the anticipated water usage as appropriate.

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3. Provide the number of wells and construction for each well serving the property. Include well tag numbers, total depth, casing depth, and well yield information. Show the location of each well on a site plan along with the location of water lines outside of the building.

4. Provide a description of the water treatment devices that are installed on the water supply (e.g., neutralizer, softener, reverse osmosis, ultraviolet light, etc.). Where is the backwash from the treatment system being discharged? Include documentation for the most recent water quality tests for bacteria, and nitrates, and any other water monitoring results that may be available.

Name of Person Completing this Form: \_\_\_\_\_

Affiliation with Property: \_\_\_\_\_

By signing below I certify that the information submitted below is accurate to true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed form, site plan and other pertinent documentation to:

Baltimore County EPS  
Groundwater Management  
111 West Chesapeake Ave., Room 305  
Towson, Maryland 21204  
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