



CITY OF DECATUR, TEXAS

Development Services ★ 1601 S. State St ★ P.O. Box 1299 ★ Decatur, TX 76234 ★ www.decaturtx.org

Application for Oil & Gas Well Drilling & Production

OWNER/APPLICANT INFORMATION:

Name: _____ Company: _____

Address: _____ Tel: _____ Fax: _____

City: _____ State: _____ Zip: _____ Email: _____

INDIVIDUAL DESIGNATED TO RECEIVE NOTICE:

Name: _____ Company: _____

Address: _____ Tel: _____ Fax: _____

City: _____ State: _____ Zip: _____ Email: _____

MINERAL OWNER INFORMATION:

Name: _____ Company: _____

Address: _____ Tel: _____ Fax: _____

City: _____ State: _____ Zip: _____ Email: _____

SURFACE OWNER INFORMATION:

Name: _____ Company: _____

Address: _____ Tel: _____ Fax: _____

City: _____ State: _____ Zip: _____ Email: _____

TYPE OF GAS WELL PERMIT REQUESTED:

- High Impact Gas Well Permit** (within 600' of a residence, religious institution, public building, hospital building, school or public park)
- Urban Gas Well Permit** (any well not included within the definition of a High Impact or Rural Gas Well Permit)
- Rural Gas Well Permit** (located on an open space of not less than 25 acres & no operations on the operation site are to be conducted within 1000' of a residence, religious institution, public building, hospital building, school or public park).

WELL INFORMATION:

Proposed Well Name: _____

Location: _____

Parcel and Production Unit: _____

Geologic Formation: _____

Subdivision, Block & Lot Numbers: _____

Address: _____ Mapsco: _____



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Checklist for Oil & Gas Well Drilling & Production

Applicant must complete this checklist at the time of filing this permit application.

- An accurate legal description of the lease property to be used for the gas operation, the parcel & the production unit & name of the geologic formation as used by the Commission.
- Map showing proposed transportation route & road for equipment, chemicals or waste products use or produced by the gas operation.
- If the Operator is a corporation the state of incorporation, & if the Operator is a partnership, the names & addresses of the general partners.
- Name of representative with supervisory authority over all gas operation site activities & a 24-hour phone number.
- Location & description of all improvements & structures within 600 feet of the drill site.
- Owner & address of each parcel of property within 600 feet of the proposed drill site.
- A site plan of the proposed operation site showing the location of all improvements & equipment, including the location of the proposed well & other facilities, including, but not limited to, tanks, pipelines, compressors, separators & storage sheds.
- A site plan showing the proposed completed well site with tanks, pipelines, fences or walls & landscaping if applicable.
- The name, address & 24-hour phone number of the person to be notified in case of an emergency.
- The exact & correct acreage & number of wells, if applicable, included in the Gas Well Permit application.
- Copies of all reports required by the Commission.
- A signed Road Maintenance Agreement supplied by the City that provides that the Operator shall repair, at their own expense, any damage to roads, streets, or highways caused by the use of heavy vehicles for any activity associated with the operation, drilling, production & operation of gas wells.
- A description of public utilities required during drilling & operation.
- A description of the water source to be used during drilling.
- A copy of the approved Commission permit to drill together with attachments & survey plats which are applicable to the drill & operation sites.
- Copy of the Stormwater Pollution Prevention Plan if required by the Environmental Protection Agency. A copy of the notice of intent shall be submitted to the City of Decatur, Planning Department, three (3) days prior to the commencement of any on site activities.
- A copy of the determination by the Texas Commission on Environmental Quality of the depth of useable quality ground water.
- Evidence of insurance & security requirements under the Ordinance.
- Evidence of notice publication in newspaper for the equivalent of ten (10) consecutive days (applies to Urban & Rural Well Permit Applications).
- Photo of required onsite sign at the proposed well site.

ACKNOWLEDGEMENTS:

I certify that the above information is correct & complete to the best of my knowledge & belief & that I am now or will be fully prepared to present the above proposal to the Gas Inspector or City Council, if applicable. I further certify that I have read, understand & will comply with the information contained in the Ordinance 2003-09-13.

Operator/Applicant

Signature _____ Printed _____ Date _____

STATE OF TEXAS

COUNTY OF _____

BEFORE ME, the undersigned authority, A Notary Public in & for the State Of Texas, on this day personally appeared _____, Known to me to be the person whose name is subscribed to the foregoing instrument, & acknowledged to me that he/she executed the same for the purposes & consideration therein expressed, as the act & deed of _____, & in the capacity therein stated.

GIVEN UNDER MY HAND & SEAL OF OFFICE this ____ day of _____, 20____.

Notary Public in & for the
State of Texas

CITY OF DECATUR DEVELOPMENT SERVICES UNIVERSAL APPLICATION

Check box to indicate application type

Incomplete applications will be rejected

<input type="checkbox"/> Annexation Petition	<input type="checkbox"/> Gas Well Development Plat	<input type="checkbox"/> Special Use Permit
<input type="checkbox"/> Amending Plat	<input type="checkbox"/> Plat Extension-Final or Preliminary	<input type="checkbox"/> Subdivision Variance
<input type="checkbox"/> Comprehensive Plan Amendment	<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Zoning Change
<input type="checkbox"/> Conveyance Instrument	<input type="checkbox"/> Replat	<input type="checkbox"/> Zoning Variance (ZBA)
<input type="checkbox"/> Design Standards Variance	<input type="checkbox"/> ROW Use Agreement	<input type="checkbox"/> Vacation Plat
<input type="checkbox"/> Final Plat	<input type="checkbox"/> ROW Abandonment/ Closing	<input type="checkbox"/> Other _____

Application Requirements: Signed application form, application fees, Copy and filing fees, Proof of Ownership (Recorded Deed or current tax statements), required # of plats / plans, signed checklist and a PDF of all documentation.

PROJECT INFORMATION: Residential Commercial Is this property platted? Yes No
If this property is not platted, submit a survey with complete metes and bounds description sealed by a licensed surveyor

Project Name: _____ Total Acres: _____

Project Address (Location): _____ Parcel(s) Tax ID R #: _____
(LOT, BLOCK & SUBDIVISION OR SURVEY WITH METES & BOUNDS DESCRIPTION SEALED BY A LICENSED SURVEYOR)

Parent Project Name/Number _____ Parcel(s) Tax ID GEO #: _____

Brief Description of Project: _____ ETJ Yes

Please state the identity of any individual(s), or other entities that presently hold a lien upon the real estate which is the subject of this request: _____ *Lien holder/mortgagee must also sign plat for filing of record.*

Existing Use: _____ Existing Zoning: _____ # of Existing Lots: _____ # of Existing Units: _____

Proposed Use: _____ Proposed Zoning: _____ # of Proposed Lots: _____ Proposed Units: _____

APPLICANT INFORMATION: Please circle your preferred method of contact.

Applicant / Company _____ Email _____

Address _____ Phone _____ Fax _____

City _____ State _____ Zip _____

Property Owner _____ Email _____

Address _____ Phone _____ Fax _____

City _____ State _____ Zip _____

Key Contact/Company _____ Email _____

Address _____ Phone _____ Fax _____

City _____ State _____ Zip _____

(MUST BE SIGNED FOR ALL APPLICATIONS) - Letter of authorization required if signature is other than property owner and a letter of authorization is required from lienholder/mortgagee, if applicable.

I hereby certify that I am the owner of the property identified in this application; or, that I am the authorized agent of the owner of said property; and that I am authorized to act in their behalf, and that this application, to the best of my knowledge and belief, is true and correct.

SIGNATURE OF PROPERTY OWNER _____
SIGNATURE OF LIEN HOLDER

PLAT WAIVER (MUST BE SIGNED FOR ALL PRELIMINARY, FINAL & REPLATS)

I waive the statutory time limits in accordance with Section 212 of the Texas Local Government Code.

SIGNATURE OF PROPERTY OWNER _____
SIGNATURE OF LIEN HOLDER

Known to me to be the person(s) whose name is subscribed to the above and foregoing instrument, and acknowledged to me that they executed the same for the purposed and consideration expressed and in the capacity therein stated. Given under my hand and seal of office on this _____ day of _____ 20_____

Notary Public

For Departmental Use Only

Case#: _____

Project Mgr : _____

Total Fee(s): _____

Payment Method: _____

Submission Date: _____

Accepted By: _____

FREQUENTLY ASKED QUESTIONS

When will my application be considered?

Your application will be reviewed by the Planning & Zoning Commission (P & Z) and then the City Council. P & Z usually meets the first **Tuesday** of each month, while Council meets on the 2nd and 4th **Mondays** of each month.

When should I apply?

By law, your application **may** require a minimum of two public hearings. These hearings must be advertised in the local newspaper 15 days prior to the meetings. In order to be heard at the next P & Z meeting, you will need to apply a minimum of 40-45 days prior to the meeting to allow the City time to place the ads in the paper.

What happens at the meetings?

The person chairing the meeting will open the public hearing and invite people to speak about your item. After gathering all public comments, the chair will close the public hearing and the commission will make a decision about your application.

So others may talk about my application?

Yes, if your application requires a public hearing, your case will be advertised in the local newspaper. In addition, for most public hearing items, everyone within 200 feet of the property will be mailed a notification letter.

How do they decide?

The P & Z looks at local, state and federal laws as well as the City's long-range plan and makes a recommendation to the City Council. Council considers P & Z's recommendation and may approve, deny or approve with conditions.

How much does it cost?

The application fee is based on the City's current Fee Schedule Ordinance. Check the City's Web Site or the Planning Department for the most current Fee Schedule. Please make checks payable to the "City of Decatur".

What type of Property Drawings do I need?

The applicant must provide a legible and reasonable drawing, to scale, illustrating that which is requested. At a minimum, the drawing must show property in question along with all adjacent properties, streets, street names, north arrow and scale of drawing. Identify lots with lot and block numbers and subdivision name or, if not subdivided, a complete metes and bounds description when addressed. For assistance, contact a surveyor. For additional requirements, please refer to Decatur's Design Standards, Zoning Ordinance and Subdivision Ordinance.

DO NOT WRITE BELOW THIS LINE

<ul style="list-style-type: none"> • <i>Application</i> <i>Yes</i> <i>No</i> • <i>Fee Paid</i> <i>Yes</i> <i>No</i> • <i>Survey Provided</i> <i>Yes</i> <i>No</i> <i># of Copies</i> _____ • <i>Plans Provided</i> <i>Yes</i> <i>No</i> <i># of Copies</i> _____ • <i>Application</i> <i>Yes</i> <i>No</i> <i>Accepted</i> 	<p><i>To Be Completed by Staff Accepting Application</i></p> <p style="text-align: right;"><i>Key Dates</i></p> <p>On P&Z Agenda: _____</p> <p>On Council Agenda: _____</p> <p>Newspaper Publication Dates:</p> <p style="padding-left: 40px;">P&Z: _____</p> <p style="padding-left: 40px;">CC: _____</p> <p>Property Owner Notification Date _____</p>
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Recommendations and Decisions

Staff: _____
P&Z: _____
CC: _____