



## CITY OF AZTEC OIL & GAS WELL PERMIT PROCESS

---

Oil & Gas Applications are required for the following activities; those not listed do NOT require a permit:

- Drilling new wells
- Plugging and abandoning wells
- Major maintenance work: the addition of a new compressor, the upgrade to a larger horsepower compressor, and/or the addition of a pump jack.

**Step 1** Turn in completed Application and items on Oil & Gas Checklist to the Community Development Department at least 21 days prior to the regularly scheduled City Commission meeting.

**Step 2** The Community Development Department will set up a meeting with all necessary Departments for review of the proposed Oil & Gas Application.

**Step 3** Plan App Review Committee reviews and makes a recommendation to approve or deny the Oil & Gas Application.

**Step 4** The Oil & Gas Application will be placed on the next Commission Meeting agenda as a Business item.

**Step 5** The City Commission meets on the second and fourth Tuesdays of each month at City Hall Commission Room at 6:00 p.m.

- Attendance is required by the applicant or by an authorized representative; applicants wishing to be represented by another party must submit this authorization to the Community Development Department in writing.
- Failure to appear at the meeting may cause the Oil & Gas Application to be postponed until the next regularly scheduled Commission meeting.
- The City Commission will make a determination to Approve or Not Approve the Oil & gas Permit.



## CITY OF AZTEC OIL & GAS WELL REQUIREMENTS

No minor or major oil and gas facility shall be constructed, dug or drilled, plugged or abandoned, nor shall any work in preparation for such facilities/activities be allowed within the boundaries of the municipality until the application and permitting process has been completed and approved by the City Commission. This includes any major maintenance work defined as any maintenance involving the use of a drilling rig, the addition of a new compressor or the upgrade to a larger horsepower compressor, and/or the addition of a pump jack to the well location. The following is required for processing the application:

- \$500.00 fee with completed application form and \$10 fee for an administrative fee;
- A detailed site plan;
- Vicinity map(s);
- Weed and disturbance plan;
- Visual mitigation plan;
- Wildlife mitigation plan (Threatened or Endangered Species Survey);
- Noise mitigation plan;
- Dust mitigation plan;
- Certificate of insurance which certifies that the operator and all persons who may be engaged in the construction of the facility and the drilling or operation of such well are insured to the public for any operation in the sum of five hundred thousand dollars (\$500,000.00) for damages to any one (1) person, and one million dollars (\$1,000,000.00) for damages to more than one (1) person, from any one (1) accident; also, for the sum of five hundred thousand dollars (\$500,000.00) for damages to property.
- One of the following:
  - Surface Damage/Right-of-Way Agreement
  - Verified Statement of Confidentiality
  - Court Order or Judgment
- Evidence of “Reasonable” effort to arrive at an Agreement;
- A copy of the Bureau of Land Management (BLM) or OCD Application Permit Drill (APD) or Sundry Notice 3160-5.

The following standards are required, for more details refer to Chapter 15, Article III – Performance Standards.

<u>Section</u>	<u>Standard</u>	<u>Code Page</u>
15-22	Area	11
15-23	Minimum Setback Required	11
15-24	Safety	11
15-25	Sound Emissions	11
15-26	Environmental Health Standards (Air and Water Quality)	12
15-27	Security	12
15-28	Fluids	13
15-29	Reserve Pits	13
15-30	Storage Tanks	14
15-31	Other Equipment	15
15-32	Visual Impacts	15
15-41	Roads and Access	16



## CITY OF AZTEC OIL & GAS WELL CHECKLIST

REC'D	MEETS CODE	
_____	_____	\$500.00 fee with completed application form and \$10 fee for an administrative fee
_____	_____	A detailed site plan including the following:
_____	_____	_____ North arrow and scale
_____	_____	_____ Existing improvements
_____	_____	_____ Utility easements, right-of-ways
_____	_____	_____ On and Off-site drainage plan
_____	_____	_____ Proposed facility, including access roads and pipeline right-of-way
_____	_____	_____ Fencing
_____	_____	_____ Current land ownership
_____	_____	Vicinity Maps (of County Assessor or U.S.G.S Quad map quality) shall include:
_____	_____	_____ Section, Township, and Range
_____	_____	_____ Site boundary
_____	_____	_____ North arrow and scale
_____	_____	_____ Major topographic features
_____	_____	_____ Existing and proposed access
_____	_____	_____ Existing pipeline routes
_____	_____	_____ Weed and disturbance plan
_____	_____	_____ Visual mitigation plan
_____	_____	_____ Wildlife mitigation plan (Threatened or Endangered Species Survey)
_____	_____	_____ Noise mitigation plan
_____	_____	_____ Dust mitigation plan
_____	_____	_____ Copy of Original Oil and Gas Lease
_____	_____	_____ One of the following:
_____	_____	_____ Surface Damage/Right-of-Way Agreement
_____	_____	_____ Verified Statement of Confidentiality
_____	_____	_____ Court Order or Judgment
_____	_____	_____ Evidence of "Reasonable" effort to arrive at an Agreement
_____	_____	_____ Certificate of insurance which certifies that the operator and all persons who may be engaged in the construction of the facility and the drilling or operation of such well are insured to the public for any operation in the sum of five hundred thousand dollars (\$500,000) for damages to any one (1) person, and one million dollars (\$1,000,000) for damages to more than one (1) person, from any one (1) accident; also, for the sum of five hundred thousand dollars (\$500,000) for damages to property.
_____	_____	_____ A copy of the Bureau of Land Management (BLM) or OCD Application Permit Drill (APD) or Sundry Notice 3160-5
_____	_____	_____ Copy of the C-144 for pits.
_____	_____	_____ <b>\$50.00 fee for each Variance</b> (if any Variances are being requested)
_____	_____	_____ The Community Development Department will generate a list of all property owners within four hundred (400) feet of the well head and send letters out notifying the property owners of the application for an oil and gas well permit.



# CITY OF AZTEC OIL & GAS APPLICATION

Permit #: \_\_\_\_\_ Date Started: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Fees Paid: \_\_\_\_\_

## APPLICANT CONTACT INFORMATION

Name of Operator: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Name of Lease/Owner: \_\_\_\_\_

## WELL INFORMATION

Well Name: \_\_\_\_\_  
API #: \_\_\_\_\_  
Type of Lease: \_\_\_\_\_  
Lease Number: \_\_\_\_\_  
Depth: \_\_\_\_\_  
Formation: \_\_\_\_\_  
Location: \_\_\_\_\_  
Type of Work: \_\_\_\_\_  
Contractor: \_\_\_\_\_  
Proposed Work Dates: \_\_\_\_\_

## WELL LOCATION

Address: \_\_\_\_\_  
Tax ID: \_\_\_\_\_  
Parcel Size (acres): \_\_\_\_\_  
Zone District: \_\_\_\_\_  
Flood Plain: \_\_\_\_\_ YES \_\_\_\_\_ NO  
Existing Pad Area: \_\_\_\_\_  
Well Pad Area (sqft) : New Pad/ Expansion: \_\_\_\_\_  
Total Pad Area: \_\_\_\_\_  
Setbacks: Building: \_\_\_\_\_  
Arroyo: \_\_\_\_\_

**WELL FEATURES**

Feature	Existing	New	Removed
Compressors (specify whether electric or gas):	_____	_____	_____
Meter House:	_____	_____	_____
Separators:	_____	_____	_____
Valves:	_____	_____	_____
Evaporative Tanks:	_____	_____	_____
Production Tanks:	_____	_____	_____
Reserve Pits:	_____	_____	_____
Pump Jacks:	_____	_____	_____
Sound Enclosures:	_____	_____	_____

**DOCUMENTATION**

	Yes	No	N/a
Owner Verification	_____	_____	_____
Detailed Site Map	_____	_____	_____
Weed/Vegetation Plan	_____	_____	_____
Electrical Load Calculation	_____	_____	_____
Visual Mitigation Plan	_____	_____	_____
Wildlife Mitigation Plan	_____	_____	_____
Noise Mitigation Plan	_____	_____	_____
Dust/Access Mitigation Plan	_____	_____	_____
Certificate of Insurance	_____	_____	_____
Copy of Original Lease	_____	_____	_____
Surface Damage/ROW Agreement	_____	_____	_____
APD Sundry Notice	_____	_____	_____
C-144	_____	_____	_____
Elevation Certificate	_____	_____	_____
Land Use Hearing Application (Variance, etc.)	_____	_____	_____
Business License Application	_____	_____	_____

**APPLICANT SIGNATURE**

I, \_\_\_\_\_ representing \_\_\_\_\_ hereby certify that I have read this application and hereby dispose and state under penalty of perjury that all statements, proposals, and documents submitted with this application are true and correct and that I shall adhere to the Municipal Regulations of the City of Aztec.

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

**CITY of AZTEC USE ONLY**

City Commission Meeting Date: \_\_\_\_\_

City Commission Action: \_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED

**FEEES ARE DUE PRIOR TO COMMISSION MEETING**

Fees are: \$10 Administration Fee + \$500 Oil & Gas Fee = **Total \$510**