



PLANNING AND DEVELOPMENT, *PLANNING DIVISION*

3300 Corinth Parkway • Corinth, Texas 76208 • (940) 498-3260 • (940) 498-3266 fax • www.cityofcorinth.com

Gas Well Permit Checklist

Note: All items must be received by Planning and Community Development Department by 5:00 pm on the submittal deadline (refer to submittal schedule) to qualify as an adequate submittal. The Gas Well Permit will not be considered unless all submission requirements are met. Please check all as completed and submit with plans. Please check item as included in the submittal.

General Information:

Staff	Applicant	
_____	_____	Completed Application
_____	_____	Application Fees-Check(s) made payable to the City of Corinth
_____	_____	Transmittal letter describing project and proposed improvements
_____	_____	4 set's of FOLDED prints for review
_____	_____	One (1) 11" x 17" reduction of the proposed area
_____	_____	Scale: 1"=100' or larger
_____	_____	Sheet Size: 24" x 36"
_____	_____	Name of proposed Development
_____	_____	Name, address, and phone number of the Developer, Engineer or Surveyor for the design or survey
_____	_____	Tract, survey and abstract designation according to survey records of Denton County, Texas
_____	_____	Label contiguous and adjacent properties around proposed development (lots, blocks, tracts, abstracts, names, owners, platted or unplatted).
_____	_____	Vicinity map, scale of 1"= 2,000' or larger covering area of at least 1 mile
_____	_____	Date of preparation
_____	_____	The date of the application;
_____	_____	An accurate legal description of the lease property proposed to be used for the gas operation, the parcel and the production unit and name of the geologic formation as used by the Commission. Property recorded by plat should reference subdivision, block and lot numbers;
_____	_____	Map showing proposed transportation route and road for equipment, chemicals or waste products used or produced by the gas operation;
_____	_____	Proposed well name;

General Information: *(continued)*

Staff	Applicant	
_____	_____	Surface owner names(s) and address(es) of the lease property;
_____	_____	Mineral Lessee name and address;
_____	_____	The Applicant's name and address and if the Applicant is a corporation, the state of incorporation, and if the Applicant is a partnership, the names and addresses of the general partners;
_____	_____	Name and physical and mailing addresses of individual agent designated by the Applicant to receive notice;
_____	_____	Name of representative with supervisory authority over all gas operation site activities and a 24-hour phone number;
_____	_____	Location and description of all improvements and structures within six hundred feet (600) feet of the proposed well;
_____	_____	Owner and address of each parcel of property within six hundred (600) feet of the proposed drill site;
_____	_____	A site plan of the proposed operation site showing the location of all improvements and equipment, including the location of the proposed well(s) and other facilities, including, but not limited to, tanks, pipelines, compressors, separators and storage sheds;
_____	_____	The name, address and 24-hour phone number of the person to be notified in case of an emergency;
_____	_____	The exact and correct acreage and number of wells.
_____	_____	Copies of all reports required by the Commission.
_____	_____	A signed Road Maintenance Agreement supplied by the City signed by the Applicant or the Applicant's designated and authorized representative, that provides that if the permit is granted, the Operator shall repair, at the Operator's own expense, any damage to roads, streets, or highways caused by the use of heavy vehicles for any activity associated with the preparation, drilling, production, and operation of gas wells. The City Manager shall be authorized to execute the Agreement provided the City Council has approved the form of the Agreement.
_____	_____	A videotape documentary of the existing roads to the proposed well site of sufficient quality, as determined by the City to permit the City to document the condition of the roads at issue. No Gas Well Permit shall be issued unless the City has reviewed the video and is satisfied that it accurately and satisfactorily depicts the road conditions;
_____	_____	A description of public utilities required during drilling and operation;
_____	_____	A description of the water source to be used during drilling;
_____	_____	A copy of the approved Commission permit to drill together with attachments and survey plats which are applicable to the drill and operation sites;
_____	_____	A copy of the Stormwater Pollution Prevention Plan as required by the Environmental Protection Agency. A copy of the notice of intent shall be submitted to the City of Corinth, Department of Environmental Management, Stormwater Division, three (3) days prior to the commencement of any onsite activity;

General Information: *(continued)*

Staff	Applicant	
_____	_____	A copy of the determination by the Texas Natural Resource Conservation Commission of the depth of useable quality ground water;
_____	_____	Evidence of satisfaction of insurance and security requirements of this Chapter;
_____	_____	A statement, under oath, signed by the Applicant, or the Applicant's designated representative, that the information submitted with the application is, to the best knowledge and belief of the Applicant or the Applicant's designated representative, true and correct; and
_____	_____	All required application and Gas Well Permit fees.
_____	_____	Dates of revisions are also to be added with each modified set of plans
_____	_____	Graphic scale of the drawing
_____	_____	North point arrow
_____	_____	Legend, if abbreviations or symbols are used
_____	_____	Approximate acreage of development
_____	_____	Use the current City of Corinth benchmarks <i>(available at the Public Works Department)</i>
_____	_____	Metes and bounds description
_____	_____	Location of numbers and dimensions of existing blocks, lots, building lines, water courses, ravines, bridges, culverts, present structures.
_____	_____	Boundary line, accurate to scale, of the subject tract
_____	_____	Tract designation
_____	_____	Include primary control points or descriptions, and ties to such control points to which all dimensions, angles, bearings, block numbers and similar data shall be referred.
_____	_____	Subdivision boundary lines accurate in scale indicated by heavy lines
_____	_____	Bearing and length of each boundary line
_____	_____	Metes and bounds description of subdivision perimeter
_____	_____	Include the location, dimensions and names of all existing and proposed ROW's alleys, reservations, easements, or other ROW's within the proposed subdivision.
_____	_____	Include all existing, recorded and proposed residential lots, parks, public areas, permanent structures within or contiguous with the proposed subdivision.

General Information: *(continued)*

Staff	Applicant	
_____	_____	The layout, bullding setback lines including setbacks for water, sanitary sewer, drainage easements
_____	_____	Location of city limits lines
_____	_____	Zoning of subject land and adjacent property and boundary lines of zone
_____	_____	Any proposed changes in topography shall be shown by contour lines on a basis of five (2') foot

(Applicant) Checklist Completed by: _____

Disclaimer: I hereby certify that this checklist is in conformance with the requirements of the City of Corinth ordinances, maps and codes of the that pertain to this submittal. I understand that it is my responsibility to have the Applicant, Owner or authorized agent present at the Planning and Zoning Commission meeting and City Council meetings. Should an authorized person not be at the meeting to represent the application, I hereby request that consideration of the item be continued to a future date to allow an authorized person the opportunity to appear and present testimony. However, I do understand that the City is not obligated to continue this request. I further understand that this request will be placed on the appropriate Planning and Zoning Commission and City Council agendas in accordance with the submittal schedule.