



### **Application Checklist for Gas Well Permit**

- Exhibit ‘A’**, RRA: Provide the signed, dated and notarized original City Wide Road Repair Agreement. This document must be the authorized version of the contract supplied by the City of Fort Worth.
  - Exhibit ‘B’**, Security: Provide the original security instrument(s) (Bond or Letter of Credit) unless on file with the City, as required under the Ordinance. If on file provide the instrument number.
  - Exhibit ‘C’**, Insurance: Provide a copy of the current Certificate of Liability Insurance as required under the Ordinance.
  - Exhibit ‘D’**, HMMP: Provide a reference to the copy of the Hazardous Materials Management Plan on file with the Fire Marshal and with the Gas Inspector, unless on file with the City.
  - Exhibit ‘E’**, ERP: Provide a reference to the copy of the Emergency Response Plan on file with the Gas Well Inspector, unless on file with the City.
  - Exhibit ‘F’**, Video: Provide a video recording of the road conditions that exist prior to operations along the proposed transportation route per site.
- \* If the above six items are on file, and current, it is not required to be submitted with each application.
- Exhibit ‘G’**, RCDP: Approved copy of the Railroad Commission Drilling Permit for each well in this application. Provide copies of the attachments and reports required by the Commission that are applicable to the drilling and operations site.
  - Exhibit ‘H’**, TCEQ Form: Copy of the signed, dated and processed TCEQ - Depth of Useable Quality Ground Water Surface Casing Form with the depth of the casing point assigned for each well bore.
  - Exhibit ‘I’**, Survey/ Lease Boundary: Certified survey plat for the surface location, penetration point and bottom hole location of the well bore. Include the (X, Y) coordinate points in STATE PLANE, NAD83, NCT 4202 FEET (NAD27 is acceptable) projection and show the existing or proposed access routes to the pad sites. Provide an accurate legal description and a plat of the mineral lease boundary. The mineral lease boundary plat may be included on the survey plat.
  - Exhibit ‘J’**, Transport Route: Provide a map of the proposed transportation route for equipment, chemicals or waste products used or produced by the site operations. State if it is a commercial or noncommercial route.
  - Exhibit ‘K’**, Structures/Owners: Location and description of all surface improvements and structures within 600 feet of each well bore. Provide the names and address of each surface owner within 600 feet.
  - Exhibit ‘L’**, Registered Surveyed Site Plan: The site plan shall include specific details to the projected location of the major components of the drilling and production site (list from ordinance).
  - Exhibit ‘M’**, Water: Description of the water source that will be used during drilling.

#### **DEVELOPMENT SERVICES DEPARTMENT**

The City of Fort Worth \* 100 Fort Worth Trail \* Fort Worth, TX  
76102  
817-392-1427

- Exhibit ‘N’**, Notice: For All permit applications, provide an affidavit by the printer or publisher indicating publication of the notice in a local newspaper for ten (10) consecutive days of the intent to file an application for a drilling permit with the gas drilling inspector.
- Exhibit ‘O’**, Sign: Provide a photo of the required on-site sign that is to be placed at the location ten (10) days prior to filing the application.
- Exhibit ‘P’**, Sound Management Plan: Noise management plan outlined in 15-42-B
- Exhibit ‘Q’**, Submit a Letter: to the Director of Planning and Development and Gas Well Inspector requesting a council date if less than 600 feet without waivers.
- Exhibit ‘R’**, Erosion Control: and Grading plan.
- Exhibit ‘S’**, Fracture Pond: attached to site associated with drill site plan submitted.
- Exhibit ‘T’**, Surface Reclamation Plan:
- Exhibit ‘U’**, Proposed gathering pipeline route from the well to the transmission pipeline.
- Exhibit ‘V’** Gas lift compressor: location if planned with x, y coordinates.
- Exhibit ‘W’** Multiple Gas Well Pad Site Permit
  1. Notice of Gas Well Pad Site Permit.
  2. Exhibit - A Copy of the Pad Site Permit Issued by the City of Fort Worth.
  3. Exhibit - B Plat and legal description of the pad site with surveyor seal.
  4. Exhibit - C Table of the property owners noticed by mail with fields for Tract, Owner Name, Address, Block, Lot Subdivision, Acreage, Plat case, & Plat Slide.Operator is to provide the gas inspector with a copy of the official record of receipt to the county.
- Exhibit ‘X’**, Waivers for Less Than 600 Feet: The operator shall provide written notarized waiver from all protected use property owners within six hundred (600) feet of the proposed well site. (Submit a letter to the Director of Planning and Development and Gas Well Inspector requesting a council date.)
- Exhibit ‘Y’**, Public Hearing Required: If less than 600 feet and without waivers, submit a letter to the Director of Planning and Development and Gas Well Inspector requesting a council date.
- Exhibit ‘Z’**, - Provide Documentation of Surface Use Agreement or Ownership of Parcel. Was a Protected Use within 200/300 feet as of 2009? “(Required if site is requested to be grandfathered.)”

**Notes:**

TPW Street Use Permit & Approach Requirements: Contact 817-392-6954 Transportation & Public Works, Street Management Division for a Street Use Permit and Temporary Approach Requirements.

Transfer of Operations Agreement Form is provided on the City web site.

This checklist is just a quick reference, for specifics please see ordinance.