



Special Use Permit Application Checklist

All of the following information shall be submitted electronically with an application for a special use permit, unless one or more items are specifically waived in writing by the Town Administrator:

- Land Use Application Form.
- An application fee per the 'Development Processing Fees' document on page three (3) of the Land Use Application.
- A completed Reimbursement Agreement form.
- If the Operator is a partnership, the names and addresses of the general partners.
- Title Commitment. The title commitment must be current and dated no more than thirty (30) days from the date of site plan application submittal.
- Surrounding and Interested Property Ownership Report - Provide the Town Clerk with a current list (no more than thirty (30) days old) of the names and addresses of the surrounding property owners (within three hundred (300) feet of the property), mineral estate owners and appropriate ditch companies. The property owner list should also be submitted on a flash drive in an Excel™ spreadsheet.
- The name, address, telephone number, fax number, and e-mail address of the individual designated by the Operator to receive notices.
- The aliquot legal description of the property to be used for the oil/gas operation and the assessor's parcel number for the property. Property recorded by plat shall also be identified by subdivision name and block and lot numbers.
- The well name.
- The mineral leasee's name and address.
- The name and address of the representative with supervisory authority over the oil/gas operation site activities and a 24-hour emergency phone number.
- The name(s) and address(es) of the surface owner.
- The name and address of the surface owner of each parcel of property within one thousand (1,000) feet of the proposed drill site.

- A site plan(s) for the well site submitted on one (1) or more plats or maps, at a scale not less than one (1) inch to fifty (50) feet, showing the following information:
 - A site plan of the proposed operation showing the location of all improvements and equipment, including the location of the proposed well(s) and other facilities, including, but not limited to, pumps, motors, electrical power lines, tanks, flowlines, gathering lines, compressors, separators, and storage sheds.
 - The location and description of all existing improvements and structures within one thousand feet (1,000) feet of the well.
 - The location of existing utility easements and other rights-of-way of record, if any, within a radius of one thousand feet (1,000) feet of the proposed well.
 - The location of existing irrigation or drainage ditches within one thousand feet (1,000) feet of the well site or production site, if any.
 - The location of existing wildlife and nature areas within one thousand (1,000) feet of the well site or production site, if any.
 - The applicant's drainage and erosion control plans for the well site or production site and the area immediately adjacent to such site, if applicable.
 - The location of access roads.
 - The location of the well site or production site in relation to existing lease boundaries.
 - A true north arrow.
 - The name and address of the operator, the name of the well, the aliquot description of the well's location, the footage from the exterior section lines to the wellhead/production site, and the name of the person preparing the site plan or map and the date prepared.
- A vicinity map for a well site or production site shall be submitted on five (5) or more plats or maps showing the following information:
 - The location of existing tank batteries and transmission and gathering lines within a one thousand (1,000) foot radius of the well site.
 - The location of the well site or production site.
 - The location of all existing waterbodies and watercourses, including direction of water flow. This information shall be submitted on USGS 7.5 minute series base maps which indicate topographic detail and show all existing waterbodies and watercourses with a physically defined channel within a one thousand (1,000) foot radius of the proposed well.

- The location of existing wildlife and nature areas within a one thousand (1,000) foot radius of the well site or production site, if any.
- The location of existing oil and gas wells as reflected in OGCC records. This information shall be submitted on a map and shall include any and all wells within a one thousand (1,000) foot radius of the proposed location for the well. Wells are to be identified by the name of the well and the API number.
- The location of existing tank batteries and transmission and gathering lines within a one thousand (1,000) foot radius of the well site.
- A map showing the proposed transportation route for E&P waste products, produced water, and produced liquid hydrocarbons from the well/production site to the preferred access to the State Highway system. The map shall show and identify all wellhead and tank battery access roads, and municipal and county streets and roadways used to access the State Highway system.
- A map showing the proposed transportation route for construction equipment and well drilling, completion and reworking equipment from the well/production site to the preferred access to the State Highway system. The map shall show and identify all wellhead and tank battery access roads, and municipal and county streets and roadways used to access the State Highway system.
- A written narrative to include the following:
 - A title block or heading containing the operator and surface owner's names and addresses, the well name and the aliquot legal description of the well/production site location.
 - Copies of the approved OGCC Forms 1A, 2 or 10, as applicable.
 - An operating plan.
 - A list of all permits or approvals obtained or yet to be obtained from local, state or federal agencies other than OGCC.
 - An emergency response plan that is mutually acceptable to the operator and the appropriate fire protection district that includes a list of local telephone numbers of public and private entities and individuals to be notified in the event of an emergency, the location of the well, and provisions for access by emergency response entities. Prior to application to the Town, the emergency response plan shall be submitted to and reviewed by the fire protection district.

- A fire protection plan that is mutually acceptable to the operator and the appropriate fire protection district that includes planned actions for possible emergency events and any other pertinent information. Prior to application to the Town, the proposed fire protection plan shall be submitted to and reviewed by the fire protection district.
- A plan for weed control at the well site.
- A sanitary facilities plan, which must comply with Section 602(g) of the OGCC regulations.