

**SPECIAL USE PERMIT APPLICATION-Oil and Gas Facility**

*Please Attach "Letter of Request" to this Application*

PLEASE READ NOTE AND SIGN BELOW:

THE SUBMITTED APPLICATION PACKAGE REQUIRES SPECIFIC REPORTS/INFORMATION WHICH MAY NOT BE ADEQUATE AS DETERMINED THROUGH THE REVIEW PROCESS. ADDITIONAL INFORMATION MAY BE REQUIRED. ALSO, THE ACCEPTANCE OF THE APPLICATION PACKAGE DOES NOT MEAN THE SPECIFIC INFORMATION HAS BEEN APPROVED AND IN FINAL FORM. REVISIONS TO THE INFORMATION AND/OR REPORTS MAY BE REQUIRED. REQUESTS FOR WAIVERS OF ANY OF THESE REQUIREMENTS MUST BE ACCOMPANIED BY A LETTER OF JUSTIFICATION. THE PROWERS COUNTY PLANNING COMMISSIONERS WILL HEAR THE WAIVER REQUEST CONCURRENTLY WITH THE APPLICATION. DENIAL OF THE WAIVER REQUEST SHALL RENDER THIS APPLICATION INCOMPLETE AND RESULT IN THE REQUIREMENT FOR A NEW SUBMITTAL ACCEPTANCE DATE AND REVIEW PERIOD. YOUR SIGNATURE BELOW INDICATES ACCEPTANCE OF THESE CONDITIONS.

Date: \_\_\_\_\_  
Applicant's / Representative's Signature

Tax parcel number of property (County Assessor's Records) \_\_\_\_\_

**1. Please list the name, address, and telephone number of the following (some may not be applicable);**

Terrific

- Applicant(s) \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_ Email \_\_\_\_\_

- Property Owner (s): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_ Email \_\_\_\_\_

- Applicant's Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_ Email \_\_\_\_\_

- Address of Property \_\_\_\_\_

2. Zone district \_\_\_\_\_

3. Legal description of the property (attach if lengthy) \_\_\_\_\_

4. Please list any previous applications (e.g., map amendments, zoning variances, special use permits, subdivision variances) in connection with this property \_\_\_\_\_

# SPECIAL USE APPLICATION CHECKLIST

## THE FOLLOWING ITEMS MUST BE SUBMITTED ALONG WITH THE APPLICATION:

*Please include this checklist with your application*

- \_\_\_\_\_ 1 A letter of request (6 copies) that contains:
  - \_\_\_\_\_ Date of application
  - \_\_\_\_\_ Owner and representative (address and phone number)
  - \_\_\_\_\_ Site location and present zoning
  - \_\_\_\_\_ Request and reason for the special use permit
  - \_\_\_\_\_ General Project concepts, including possible impacts on adjoining properties and impacts of county services ( roads, fire services etc.)
  - \_\_\_\_\_ Existing and proposed facilities, structures, roads, etc.
  - \_\_\_\_\_ Signature of owner or representative\*
    - \* Letter of consent authorizing representative to act in owner's behalf **must be included**
  
- \_\_\_\_\_ 2. Proof of ownership by deed (1 copy)
  
- \_\_\_\_\_ 3. Proof of water availability if applicable (1 copy)
  - \_\_\_\_\_ Letter from Water District
  - \_\_\_\_\_ Copy of well permit
  
- \_\_\_\_\_ 4. Method of wastewater treatment if applicable (1 copy)
  - \_\_\_\_\_ Letter from Sanitation District
  - \_\_\_\_\_ Septic Permit or report of preliminary investigation
  
- \_\_\_\_\_ 5. 1. Site plan. The site plan for a well site submitted with an application for a use by special review shall be 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: (6 copies)
  - \_\_\_\_\_ The proposed location of production site facilities or well site facilities associated with the well in the event production is established, if applicable. Future development of the resource shall be considered in the location of the tank battery. Existing tank batteries and transmission and gathering lines within one thousand three hundred twenty (1,320) feet of the well site shall be shown.
  - \_\_\_\_\_ The location of layout including, without limitation, the position of the drilling equipment and related facilities and structures, if applicable.
  - \_\_\_\_\_ The location of any temporary living quarters.
  - \_\_\_\_\_ True north arrow.
  - \_\_\_\_\_ Existing improvements, if any, within a radius of one thousand three hundred twenty (1,320) feet of the proposed well.
  - \_\_\_\_\_ Existing utility easements and other rights-of-way of record, if any, within a radius of one thousand three hundred twenty (1,320) feet of the proposed well.
  - \_\_\_\_\_ Existing irrigation or drainage ditches within one thousand three hundred twenty (1,320) 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.
  - \_\_\_\_\_ Location of access roads.
  - \_\_\_\_\_ Well site or production site and existing lease boundaries.
  - \_\_\_\_\_ The name and address of the operator and the name of the person preparing the site plan or map.

6. Vicinity maps. The vicinity maps for a well site or production site submitted with an application for a use permitted by special review shall be submitted on one (1) or more plats or maps showing the following information: (6 copies)

\_\_\_\_\_ Location of all existing water bodies and watercourses, including direction of water flow. This information shall be submitted on USGS 7.5 minute series which indicate topographic detail and show all existing water bodies and watercourses with a physically defined channel within a one thousand three hundred twenty (1,320) foot radius of the proposed well.

\_\_\_\_\_ 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 three hundred twenty (1,320) foot radius of the proposed location for the well.

\_\_\_\_\_ Location of drill site. The information to be submitted shall include the parcel tax identification number.

7. A narrative description should accompany the application and shall include the following:

\_\_\_\_\_ The operator's and surface owner's names and addresses

\_\_\_\_\_ An operating plan.

\_\_\_\_\_ A list of all permits or approvals obtained or yet to be obtained from local, state or federal agencies.

\_\_\_\_\_ An emergency response plan that is mutually acceptable to the operator and the appropriate fire 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.

\_\_\_\_\_ A plan for weed control at the well site.

\_\_\_\_\_ A plan for dust control at the well site and any disturbed property near the well site.

\_\_\_\_\_ Sanitary facilities must comply with Prowers County Environmental Health Regulations

\_\_\_\_\_ 8. List of all property owners, including addresses, whose property abuts or is within one thousand three hundred twenty (1,320) feet of the exterior boundaries of the subject property.

\_\_\_\_\_ 9. A nonrefundable application fee of \$ \_\_\_\_\_

**THE ABOVE CHECKLIST IS PROVIDED FOR THE CONVENIENCE OF THE APPLICANT AND SHOULD NOT BE USED TO DETERMINE COMPLETENESS OF AN APPLICATION UPON STAFF REVIEW, ADDITIONAL INFORMATION MAY BE REQUIRED.**

## **SPECIAL USE PERMIT** **SUPPLEMENTAL INFORMATION**

The submittal deadline is 2:00 p.m. on the 21<sup>st</sup> day of each month, or if the 21<sup>st</sup> is a weekend or Holiday the following Monday. Complete applications will be scheduled before the Prowers County Planning Commission normally on the second (2) Wednesday of the following month. The Planning Commission will consider making recommendation on the special use permit at the monthly meeting.

At such time as the Planning Commission schedules the request for a special use permit for public hearing, notice of the public hearing will be sent to property owners whose property abuts or is within three hundred feet (300 ft.) of the exterior boundaries of the subject property along with publication in the newspaper.

After hearing the request at public hearing, the planning commission will consider the following factors in reaching its decision:

- (1) Is the requested use listed as a Special Permitted Use in the district in which the parcel is located?
- (2) Will the granting of the Special Use substantially modify the Land Use Plan or the intent, purpose and spirit of this resolution?
- (3) Does the Special Use proposal incorporate reasonable means to create an environment harmonious with that of the surrounding properties?
- (4) Will the Special Use adversely affect the public health, safety, or welfare?

### GUIDELINE

#### FOR A

#### "LETTER OF REQUEST"

Where applicable, please provide the following information, in a letter format, to serve as a "Letter of Request" to accompany your application for special use:

1. Date of Application.
2. Owner and Owner's Representative or Consultant (Addresses and telephone numbers).
3. Site location, dimensions and size of property (in feet and acres), and present zoning.
4. Action requested and the reason/purpose for the request (Incorporate answers to the above four factors considered by the Commissioners).
5. Existing and proposed facilities, structures, roads, etc.
6. **WAIVER OF ANY REQUIRED INFORMATION/REPORTS AND JUSTIFICATION FOR THE WAIVER MUST BE INCLUDED IN THIS LETTER.**