



Southeast Texas Groundwater Conservation District

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Permit Application Checklist for Non-Exempt Wells

This checklist is intended to facilitate correct submittal of necessary information required for non-exempt drilling, operating, and transfer application permits. The following items outlined in the checklist are based upon requirements detailed in the District's Rules (*Rule 5.1 – 5.12 and Rule 14*). The applicable permit fees must accompany the Application. **Approval from the SETGDC Board must be obtained prior to drilling.**

The following information is required for all drilling, operating, and transfer permits for non-exempt wells:

- General information including:
 - name, mailing address, and contact information of the applicant and the owner of the land on which the well will be located; *Rule 5.4(a), 14(d-1)*
 - if the applicant is other than the owner of the property, documentation establishing the applicable authority to construct and operate a well for the proposed use must be provided. *Rule 5.4(b), 14(d-2)*

- A map showing the location of all existing wells within a quarter (1/4) mile radius of the proposed well or the existing well to be modified if requested by the district. *Rule 5.4(c)*

- A detailed listing and map obtained from the County Appraisal District to include:
 - the location of the proposed well or the existing well to be modified; *Rule 5.4(d)*
 - the subject property; *Rule 5.4(d)*
 - the physical and mailing addresses of any person owning property within (1/4) mile radius of the well or wells for which the application is applied; *Rule 5.4(d)*

- Notice of any application to the Texas Commission on Environmental Quality to obtain or modify a Certificate of Convenience and Necessity to provide water or wastewater service with water obtained pursuant to the requested permit. *Rule 5.4(e)*

- A detailed statement to include:
 - the location of each proposed or existing well; *Rule 5.4(i), 14(d-6)*
 - the estimated rate (GPM) at which water will be withdrawn from each well; *Rule 5.4(i), 14(d-6)*
 - the nature and purpose of the proposed use from each well; *Rule 5.4(f), 14(d-3)*
 - the amount of water to be used for each purpose from each well. *Rule 5.4(f), 14(d-3)*

- A declaration that the applicant will comply with the District's Rules and all groundwater use permits and plans promulgated pursuant to the District's Rules. *Rule 5.4(g)*

- A water conservation plan or a declaration that the applicant will comply with the District's Management Plan. *Rule 5.4(h), 14(d-4,5)*

- A water well closure plan or a declaration that the applicant will comply with all Rules and /or TDLR Rules for well plugging and capping guidelines and report closure to the Commission. *Rule 5.4(j), 14(d-7)*

- A hydrogeological report (See *Rule 5.4(k)* for report requirements). The report is only required for:
 - requests to drill a well with a daily maximum capacity of more than two (2) million gallons; and
 - requests to modify to increase production or production capacity of a Public Water Supply, Municipal, Commercial, Industrial, Agricultural or Irrigation well with an outside casing diameter greater than 6 5/8 inches.

Permit Application Checklist for Non-Exempt Wells (cont.)

In addition to the above information, the following information is required for transfer permit applications.

- A drought contingency plan. *Rule 14(d-8)*
- Data showing the availability of water in the District and in the proposed receiving area during the period for which water supply is requested. *Rule 14(d-9)*
- A description of any alternate sources of supply that might be utilized by the applicant, and the feasibility and the practicability of utilizing such supplies. *Rule 14(d-10)*
- A description to include:
 - the amount and purposes of use in the proposed receiving area for which water is intended; *Rule 14(d-11)*
 - indirect costs and economic and social impacts associated with the proposed transfer of water from the District. *Rule 14(d-13)*
- Information describing the projected effects of the proposed transfer on aquifer conditions, depletion, subsidence, or existing permit holders or other groundwater users within the District. *Rule 14(d-12)*
- A proposed plan of the applicant to mitigate adverse hydrogeologic, social, or economic impacts of the proposed transfer of water from the District. *Rule 14(d-14)*
- A description of how the proposed transfer is addressed in the approved regional water plan and certified District Management Plan. *Rule 14(d-15)*
- A detailed listing and map obtained from the County Appraisal District to include:
 - the names and addresses of the property owners within one-half (1/2) mile of the location of the well(s) from which water to be transported is to be produced; *Rule 14(d-16)*
 - the location of any wells on those properties. *Rule 14(d-16)*
- Detailed construction and operation plans for the proposed facility, including, but not limited to:
 - a time schedule for construction and/or operation of the proposed well; *Rule 14(d-17)*
 - a technical description of the proposed well(s) and production facility, including depth of the well, the casing diameter, type and setting, the perforated interval, and the size of the pump; *Rule 14(d-18)*
 - a technical description of the facilities to be used for transportation of water. *Rule 14(d-18)*
- If the water is to be used by someone other than the applicant, a signed contract between the applicant and the user or users. *Rule 14(d-19)*
- Any additional information that may be required by the District. *Rule 14(d-20)*