



CITY OF SOUTHLAKE

SPECIFIC USE PERMIT APPLICATION FOR A GAS WELL OR GAS WELL PERMIT

APPLICATION NO: GAS \_\_\_\_\_ - \_\_\_\_\_

APPLICANT

OWNER (if different)

NAME:

ADDRESS:

TELEPHONE:

FAX:

_____	_____
_____	_____
_____	_____
_____	_____

PRESENT ZONING: \_\_\_\_\_

ALL OF THE FOLLOWING ITEMS **MUST BE SUBMITTED WITH THIS APPLICATION BY 5:00 P.M.** ON THE SUBMITTAL DEADLINE (SEE SCHEDULE) TO BE CONSIDERED A COMPLETE SUBMITTAL. AN INCOMPLETE SUBMITTAL WILL BE RETURNED TO THE APPLICANT OR PROCESSED ON THE NEXT SUBMITTAL IF THE MISSING ITEMS ARE SUBMITTED AFTER THE DEADLINE. FOR PRE-SUBMITTALS AND RE-SUBMITTALS, PLEASE SUBMIT **12 COPIES OF ALL ITEMS**, UNLESS OTHERWISE NOTED. FOR FORMAL SUBMITTALS, PLEASE SUBMIT **27 COPIES OF ALL ITEMS**, UNLESS OTHERWISE NOTED. BLUEPRINTS SHOULD BE 24" x 36" AND FOLDED 12" x 9". ONE 11" x 17" REDUCTION OF EACH PLAN IS REQUIRED WITH ALL SUBMITTALS.

**Note:** Although a complete application is received by the submittal deadline, the case may be moved to a later meeting date. Planning & Zoning Commission agendas are limited by resolution to a certain number of cases and, therefore, may result in a backlog of development cases.

This application **must be signed and notarized by all owners** with checklist completed prior to submittal acceptance.

**Submittal Checklist – SUP Gas Well Permit**

**The following is a check list guide to assist the staff and applicant to determine the completeness of an application. Additional information may be required by staff, the Planning and Zoning Commission and City Council during the review process.**

1. \_\_\_ The appropriate application fee (checks payable to **The City of Southlake**).

2. \_\_\_ An accurate legal description of the lease property to be used for the oil and/or gas operation, the parcel, the production unit and name of the geologic formation as used by the Railroad Commission. Property recorded by the plat should reference subdivision, block and lot numbers, as applicable. The legal description of the property (either A or B).

**A. Platted Property**

This property is platted and described as:

Subdivision Name: \_\_\_\_\_

Block \_\_\_\_\_, Lot(s) \_\_\_\_\_; Block \_\_\_\_\_, Lot(s) \_\_\_\_\_

County Plat Record:

**B. Unplatted Property**

This property is not part of a platted subdivision or addition, and the current owners deed is filed of record in Volume \_\_\_\_\_, Page \_\_\_\_\_, of Tarrant/Denton County Deed Records. It is also described as Tract of the \_\_\_\_\_ Survey, Abstract No. \_\_\_\_\_, according to county tax records.

3. \_\_\_ A map showing the proposed transportation route identifying all public and private roads/routes intended for use within the territorial limits of the City; also, a copy of the proposed Road Remediation Agreement;

4. \_\_\_ The proposed well name(s);

5. \_\_\_ The surface owner name(s), phone number(s), address(es), and, if possible, email address(es);

6. \_\_\_ Operator name, phone number, address, and, if possible, email address; if the Operator is a corporation or other non-corporeal entity, the state of incorporation or organization; and if the Operator is a partnership, the names and addresses of the general partners shall be provided;

7. \_\_\_ Name, phone number, address, and, if possible, email address of individual designated to receive notice;

8. \_\_\_ Name of representative with supervisory authority over all oil and/or gas operation site activities and a twenty-four (24) hour phone number;
9. \_\_\_ Owner and address of each parcel of property within one thousand feet (1,000') of the proposed Drill Site;
10. \_\_\_ A Site Plan of the proposed Drill Site and operation site depicting the height, size, bulk and location of all structures and equipment, including but not limited to all security cameras, lighting, utilities and the floodplain. The Site Plan shall also depict the location and description of all improvements, structures, utilities and floodplain areas within one thousand feet (1000') of the proposed Drill Site; also, label the property lines of schools or hospitals within one thousand feet (1000') of the proposed Drill Site;
11. \_\_\_ The name, address and twenty-four (24) hour phone number of the person to be notified in case of an emergency;
12. \_\_\_ The exact acreage and number of wells included in the permit application;
13. \_\_\_ Copies of all reports required by the Railroad Commission, specifically, including a copy of the approved Railroad Commission Form W-1 and/or P-4;
14. \_\_\_ A signed statement of intent to execute a Road Remediation Agreement with the City as provided in this Article;
15. \_\_\_ A description of all fuel sources to be used at the proposed drill and operation site, including but not limited to all public utilities needed during drilling and operation;
16. \_\_\_ A description of the water source to be used during well fracturing, drilling and/or operations;
17. \_\_\_ A copy of the approved Railroad Commission permit to drill, including attachments and survey plats that are applicable to the drill and/or operation sites;
18. \_\_\_ A storm water pollution prevention plan complying with all requirements of the City (A meeting with the City's Engineer is recommended to determine submittal requirements);
19. \_\_\_ A tree protection plan complying with all requirements of the City (A meeting with the City's Landscape Administrator is recommended to determine submittal requirements);
20. \_\_\_ An erosion control plan complying with all requirements of the City (A meeting with the City's Engineer is recommended to determine submittal requirements);
21. \_\_\_ A Hazardous Materials Management Plan complying with all requirements of the City. In addition to the Hazardous Materials Management Plan, all material safety data sheets (MSDSs) detailing the hazardous materials that will be located, stored, transported and/or used at the Drill Site shall be provided to the Inspector and Fire Marshal (A meeting

with the City's Fire Marshal is recommended to determine submittal requirements);

22. \_\_\_ An emergency response plan complying with all requirements of the City (A meeting with the City's Fire Marshal is recommended to determine submittal requirements);

23. \_\_\_ A noise management plan complying with all requirements of the City, prepared by a noise control engineer or other qualified person approved by the Inspector, for any equipment used in the drilling, completion or production of a well as required in Section 9.5-265 of Ordinance 880-A;

24. \_\_\_ A signage plan complying with all requirements of the City for both the Drill Site and pipelines. A representative sample of each sign required to be displayed at the operation and Drill Site shall be provided;

25. \_\_\_ A Screening, Fencing and Landscape Plan detailing compliance with all landscape and screening requirements required by City ordinance, measures to be taken to adequately irrigate all landscaping, including indicating the water source for irrigation, and the proposed efforts to replace dead or dying screening vegetation. In addition to the Screening, Fencing and Landscape Plan, a fully executed third-party landscape maintenance agreement must be submitted, detailing the frequency and scope of the landscaping services to be provided;

26. \_\_\_ A copy of the determination by the Texas Commission on Environmental Quality of the depth of useable quality ground water;

27. \_\_\_ A copy of all applicable right-of-way encroachment agreements (if applicable);

28. \_\_\_ A dust mitigation plan detailing measures to be implemented to mitigate and suppress dust generated at the Drill Site and the private vehicle access route. Brine water, sulphur water, or water in mixture with any type of hydrocarbon may not be used for dust suppression;

29. \_\_\_ A public education plan complying with the requirements of Ordinance 880-A;

30. \_\_\_ A description of how the proposed operations are consistent with and adhere to the Southlake 2025 Plan;

31. \_\_\_ A detailed evacuation plan addressing the evacuation strategy for a public or private school, hospital or daycare facility if any such facility will be located within one thousand feet (1000') of the proposed Drill Site;

32. \_\_\_ A waste management plan that addresses human, solid and drilling production waste;

33. \_\_\_ A preliminary drainage study prepared, sealed, signed and dated by a certified engineer;

34. \_\_\_ A signed Avigation Easement and Right-of-Way with metes and bounds description if property lies within Airport Overlay Zone;
35. \_\_\_ A complete list of all variances being requested as well as a justification for each variance;
36. \_\_\_ Location of all pipelines (if applicable) and all information required to be submitted in conjunction with the pipeline permit outlined in Section 9.5-266 of Ordinance 880-A, as amended, or Section 9.5-286 of Ordinance 880-A, as amended;
37. \_\_\_ Evidence that all requirements of Section 9.5-237 (Insurance and Indemnification) and 9.5-238 (Security) of Ordinance 880-A, as amended, will be met;
38. \_\_\_ Evidence that all requirements of Section 9.5-242 (On-site Operation Requirements) of Ordinance 880-A will be met;
39. \_\_\_ Establishment of the revolving account (gas permit).

The above information is true and accurate to the best of my knowledge.

SIGNATURE OF PERSON FILING REQUEST (must be owner of the property):

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

## PROPERTY OWNER ACKNOWLEDGEMENTS

**Notarized signature of *all* owners is mandatory.**

Use additional sheets if necessary

***Property Ownership Acknowledgement:*** As property owner, I have read and understand the attached "Guidelines for Posting Zoning Signs" and understand it is my responsibility as the property owner to place the required signs in compliance with these guidelines. I hereby release the City of Southlake and its employees from liability for any damages which may be incurred to my property in the erecting, maintaining, or removal of said signs.

I hereby understand that it is necessary for me or my agent to be present at the Planning and Zoning Commission and City Council public meetings to represent this request.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Name (Typed or Printed)

\_\_\_\_\_  
Date

***Notary Acknowledgement No. 1:*** Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the above and foregoing instrument, and knowledge to me that he/she executed the same for the purposes and consideration expressed and in the capacity therein stated.

Given under my hand and seal of office on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public In and For Texas

My commission expires the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**Agent Authorization (if applicable):** I, \_\_\_\_\_, owner of the aforementioned property do hereby certify

that I have given my permission to \_\_\_\_\_ to act as my agent for this rezoning request.

\_\_\_\_\_

Signature of Owner	Name (Typed or Printed)	Date
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**Notary Acknowledgement No. 2:** Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the above and foregoing instrument, and knowledge to me that he/she executed the same for the purposes and consideration expressed and in the capacity therein stated.

Given under my hand and seal of office on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public In and For Texas

My commission expires the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

CITY OF SOUTHLAKE

**GUIDELINES FOR POSTING PUBLIC HEARING SIGNS  
(ZONING CHANGES, CONCEPT PLANS, SITE PLANS, SPECIFIC USE PERMITS)  
APPLICANT, OWNER OR AUTHORIZED AGENT  
MUST READ AND SIGN**

*Below are the procedural guidelines which must be closely followed when posting the signs to ensure proper consideration of the zoning issue.*

- I. The Applicant, Owner or Authorized Agent assumes responsibility for the placement of the public hearing signs on the same property listed in the application for the zoning change. These zoning signs are required by the Comprehensive Zoning Ordinance as part of the public notice process. Failure to place signs will result in mandatory tabling of the zoning change request.
- II. The signs must be in place on the subject property no more than ten (10) days after the submittal date for the development application.
- III. One (1) sign must be placed on each property line with street frontage. If the street frontage is greater than 1,000 feet, one sign must be placed for every one thousand (1,000) feet of street frontage. One sign must also be placed at every proposed tie-in or continuation of an existing public street.
- IV. Signs must be placed in the most prominently visible locations as possible, but should not be placed where they might serve as an obstruction of view for motorists. Ideally, the placement of signs ten to fifteen (10'-15') feet from the edge of the roadway, clear of any excessive undergrowth, would serve this requirement. The City reserves the right to request the signs be relocated to improve visibility.
- V. The signs must remain in place on the subject property throughout the time action is being taken on the zoning case. The Applicant, Owner or Authorized Agent should notify the City if a sign appears to have been removed from the property.

*I have read the above requirements concerning the posting of zoning change signs and understand my responsibilities as the Applicant, Owner or Authorized Agent.*

Applicant, Owner or Authorized Agent \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_