



Application for Well Production Authorization

P.O. Box 340595, Austin, TX 78734 · Tel. 512-276-2875 · www.swtcgcd.org

Complete this application to receive a permit to produce and use groundwater from any type of well in the District requiring either an Operating Permit or a General Permit by Rule. Consult with the District to confirm what type of authorization is required for your well, and what processes and schedule will be involved in approving your permit. Select the type and category of permit that you are requesting below, and then complete and submit this application form to the District, along with its supporting documentation and all applicable fees per the District Fee Schedule. You may mail the completed form and other materials to the address above, or scan the form and supplemental materials and email it to staff@swtcgcd.org.

Type of Production Authorization and Its Associated *Application* Fee (check one):

- \$ 400 – General Permit by Rule (Non-exempt Domestic Use (NDU) Permit or Test Well Permit)**
- \$ 400 – General Permit by Rule (Limited Production Permit)**
- \$ 400 – Operating Permit, Agricultural Use**
- \$ 750 – Operating Permit, Non-agricultural Uses**
- \$ 300 – Amendment of Existing Operating Permit for Major Modification, Agricultural Use**
- \$ 400 – Amendment of Existing Operating Permit for Major Modification, Non-agricultural Use**
- \$ 400 – Amendment of Existing General Permit by Rule for Major Modification**

For Well Registration/ID Number _____

Section I. Owner Contact Information

Please check the box that appropriately describes the applicant: <input type="checkbox"/> Landowner/Grantor <input type="checkbox"/> Lessee/Grantee Well Owner /Applicant (Entity name): _____ Contact Person: _____ Physical Well Address: _____ City: _____ Zip: _____ County: _____ Property lot/tract size: ____ acres Email: _____ Primary Phone: _____ Secondary Phone: _____ <input type="checkbox"/> Check this box if the mailing address is the same as the physical address Mailing Address: _____ City: _____ Zip: _____ County: _____	
Technical Consultant This is the person who may be employed by the applicant to complete this application on the applicant’s behalf. Consultant Name: _____ Mailing Address: _____ City: _____, Texas Zip: _____ Primary Phone: _____ Secondary Phone: _____ Email: _____	Alternate Point of Contact (Well Site Access) Contact Name: _____ Mailing Address: _____ City: _____, Texas Zip: _____ Primary Phone: _____ Secondary Phone: _____ Email: _____

Section II. Supporting Ownership Documentation

1. **Property Deed.** Provide a complete copy of the recorded deed, showing current ownership, legal description, and a date recorded. If the applicant is a lessee/grantee then provide a copy of the recorded easement, lease, or memorandum of lease.
2. **Property Survey.** Provide a certified copy of the most recent property survey. If a subdivision plat is applicable, please also provide a recorded copy of the subdivision plat.
3. **Site Plan and Coordinates.** Provide a map of the property or a site plan showing the location of the well relative to adjacent property lines AND the GPS coordinate locations of the following:
 - the well to be permitted,
 - the nearest septic tank and septic absorption field/ septic spray area, and
 - the nearest source(s) of potential contamination (within 150ft of well).

Section III. Permit Request

Requested Permit Type (e.g. Operating - Non-Ag; Operating - Ag; General Permit - NDU, etc.): _____

Permit Volume Requested: _____ gallons per year Aquifer To Be Used for Production (specify): _____

Proposed Primary Use Type: _____ Other Proposed Use Types: _____

Is this request for: a new well, a change to an existing well, or an amendment to an existing permit? (specify one)

Section IV. Declarations

Initial to indicate that the applicant has read and understands the following declarations.

- ___ The applicant agrees that water produced/withdrawn from the well in reference will be put to beneficial use at all times.
- ___ The applicant understands that failure to submit all required application items within the application review period will result in an administratively incomplete application and non-issuance of a permit.
- ___ The applicant will comply with the District Rules, all orders, and permits promulgated pursuant to the District Rules.
- ___ The applicant will comply with well plugging and capping guidelines set forth in these Rules and will report well closures as required in Rule 4.4.
- ___ Many of the incorporated cities within Travis County have ordinances concerning the drilling of wells within their city limits, and Travis County also has groundwater supply-related regulations. It is your responsibility to comply with County regulations and your city ordinances regarding the use of groundwater and drilling of wells. The permits issued by the District do not confer any right to violate any county regulations or city ordinances regarding groundwater.
- ___ The applicant understands that this permit confers no vested rights in the holder and the permit is non-transferable. **Written notice must be given to the District by the permittee prior to any sale or lease of the well covered by the permit.**

Section V. Applicant or Authorized Agent Sworn Statement

I hereby make application to the Southwestern Travis County Groundwater Conservation District for the purpose indicated above for the water well described herein, and I certify that I am the property owner/grantor or lessee/grantee or an Authorized Agent, and that each and all the statements herein are true and correct, and that I will comply with District Rules, Well Construction Standards, and groundwater use permit and plan requirements. I hereby authorize the District access to this property following reasonable advance notice or, in an emergency, immediately, with such emergency access reported to the owner if advance notice was not possible. The District may access the well for the purposes of inspecting, collecting water quality samples, and investigating conditions relating to the withdrawal, waste, water quality, pollution, or contamination of groundwater.

Signature of Applicant or Authorized Agent*

(*Notarized Agent Authorization Form Required)

Print Name

Date

State of Texas, County of _____ . SWORN TO AND SUBSCRIBED before me by the said owner or agent on this the ____ day of _____ 20__.

Notary Public, State of Texas

My commission expires

SUPPLEMENTAL APPLICATION INFORMATION

The following Items must be completed and submitted with your Production Authorization Application form.

Item 1. Written Descriptive Statements

The applicant must provide a written detailed statement that addresses all of the following components in one “type-written” statement in a Word document format. The submitted Word document should be signed and dated.

- a) Permit Type
 - State the type of permit that you are applying for (for example, Non-exempt Domestic Use General Permit; Non-Ag Operating Permit; etc.)
 - State whether this is for a previously existing well or for a new well that has not yet been put into production for beneficial use.

- b) Nature, Purpose & Location
 - Indicate on a map and with GPS coordinates, the total number of existing wells on the entire property, in use and not in use.
 - Identify the well(s) from which the proposed groundwater volume will be produced. Provide any available drilling reports or geophysical logs of the well(s) to be produced.
 - Describe the well location (GPS coordinates) and the proposed receiving area(s) of groundwater produced from the well, including the characteristics and uses of any surface impoundments.
 - Describe the nature and purpose of the various proposed uses including proposed uses by persons other than the well owner.
 - Describe Proposed Transfers or Transports – Location and purpose of any water to be resold, leased, transferred or transported.

- c) Pumpage Volume
 - State the requested permit pumpage volume and provide a description of how the requested pumpage volume was determined. The applicant shall provide pumpage volume calculations based on the type of use, anticipated pumping capabilities, pumping times, pumping frequency, and other pertinent data to substantiate approximate groundwater production. The requested pumpage volume should demonstrate reasonable nonspeculative demand.
 - Describe the anticipated pumping rate at which water will be withdrawn from each well. Also provide the anticipated pump size, pump depth.
 - Apportion the annual volume by typical use per calendar month and quarter (approximations/estimates are okay.)

- d) Demand Trends (for Public Water Supply Providers only)
 - Describe any anticipated future demand trends, long-term system growth, and associated pumpage needs related to those trends.
 - List a breakdown of the projected annual volume by types of use (DWS, commercial, irrigation, industrial, etc.).
 - Provide a projected quarterly timeline detailing the anticipated pumpage volumes for the first three to five years of pumping.
 - For retail public water suppliers, provide an estimated or calculated per capita and/or household consumption.

- e) Conservation Practices
 - Describe any water conservation measures or practices that are anticipated or are currently in place.

Item 2. Related Permits and Authorizations

Provide a copy of any notices of application made to the TCEQ to obtain or modify a CCN in order to provide water or wastewater service with water obtained pursuant to the requested production permit. Also, provide notice of any pending, denied, or remanded authorization from a local, state, or federal agency relating to water or wastewater.

Item 3. Transfers Documentation

If the groundwater is to be resold, leased, or otherwise transferred to others, provide the location to which the groundwater will be delivered, the purpose for which the groundwater will be used, and a copy of the legal documents establishing the right for the groundwater to be sold, leased, or otherwise transferred, including but not limited to any contract for sale, lease, or transfer of groundwater. Otherwise, state "Groundwater from this well will be used solely on-site by well owner or agent."

Item 4. User Conservation Plan and User Drought Contingency Plans

District staff can provide you templates for a User Conservation Plan (UCP) and a User Drought Contingency Plan (UDCP), upon request. Each permittee, including both Operating Permittees and General Permit holders, are required to develop and comply with their own, permittee-specific UCP and UDCP. Both will need to be completed, signed, and submitted to the District.

Item 5. Hydrogeological Report

Owners of all existing wells seeking an Operating Permit and or proposed new wells with annual production less than 1 million gallons and seeking an Operating Permit are required to conduct or have previously conducted a specific capacity test of the well and report that in this part of the application. For wells seeking an Operating Permit and having production volumes equal to or greater than 1 million gallons per year, a prescribed aquifer test must be performed on the well to be permitted and a defined hydrogeological report is required to be included in this part of the application. A satisfactory hydrogeological report can only be performed on a well that is constructed to discretely produce from the target production zone and equipped for the ultimate planned use. If a hydrogeological report is required, District staff will coordinate with the applicant on fulfilling this component of the application. Please refer to guidance document: *Guidelines for Hydrogeologic Reports and Aquifer Testing*.

Item 6. Public Notice Contact List/Map

For both existing and proposed new wells seeking an Operating Permit, a public hearing and a published public notice are required. For new and modified existing wells seeking an Operating Permit for over 1 million gallons per year, notice of application must also be mailed to all Public Water Suppliers and persons who own property located within a ¼-mile radius of the proposed well site by certified mail, return receipt requested. District staff can provide the type of information that must be contained in the notice.

- Location map showing:**
 - GPS coordinates AND latitude/longitude location of the proposed well/existing well to be modified.
 - mapped property parcels and mapped wells within ¼-mile radius of the proposed well/existing well in reference.
 - mapped CCNs or PWS Service areas within ¼-mile radius of the proposed well/existing well in reference.
- Mailing List: Property Owners**
 - Owner name, mailing address, physical addresses of all property owners within ¼-mile radius that will receive notice.
Note - This is only applicable for new and modified existing wells seeking an Operating Permit for over 1 million gallons per year.
- Mailing List: Public Water Suppliers**
 - Name/Mailing address/Physical addresses of all the Public Water Suppliers within ¼-mile radius that will receive notice.

Item 7. Additional clarifying information requested by District General Manager

In response to submitted information, the applicant may be asked to submit other clarifying facts, information and considerations deemed necessary by the General Manager for protection of the public health and welfare, and conservation and management of natural resources in the District. If it is determined that additional information is needed, District staff will provide guidance in fulfilling this component of the application.

For District Personnel Use Only

Application Fee Submitted on: __/__/__ Staff Initials____ Application Fee Amount:\$_____ Chk #: _____
90 day __/__/__ 180 day __/__/__

Administratively Complete/Incomplete on : __/__/__ Signature of Staff_____

Signature of General Manager_____ Date: __/__/__

Permit Approval Date __/__/__ Approved by: Board or General Manager

Drought Delay Yes No Authorized Pumpage Volume: _____ Aquifer : _____

Use Type:_____ Permit Type & Term:_____