



GLENN COUNTY  
PLANNING AND PUBLIC WORKS AGENCY  
777 North Colusa Street  
Willows, CA 95988  
(530) 934-6540  
FAX (530) 934-6533  
[www.countyofglenn.net](http://www.countyofglenn.net)



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## **INSTRUCTIONS FOR FILING APPLICATION FOR ADMINISTRATIVE PERMIT - GAS WELL**

This application form may only be used for those natural gas wells which are to be located within the following zones: “RZ”, “FA”, “C”, “M”, “AE”, “AP” and “FS”.

Natural gas wells which do not meet the natural gas well standards as established under Section 15.840.010 of the Glenn County Code or are to be located within the “AT”, “RE” “RE-NW”, “CC” or “SC” zones shall require a Conditional Use Permit.

The following list is intended to meet the requirements of State of California Government Code Section 65940.

### **APPLICATION CHECKLIST:**

1.  The applicant shall pay the required application fee. Fees are accepted by check, cash, or credit card. Checks should be made payable to Glenn County. The current application fee is as listed in the Glenn County Master Fee schedule.
2.  The applicant shall enter into a “Gas Well Driller’s Road Agreement” with the Glenn County Planning & Public Works Agency when applying for a gas well permit. A copy of the “Gas Well Driller’s Road Agreement”, signed by the Director and the applicant, shall be submitted to the Glenn County Planning & Public Works Agency at the same time the application is submitted. The application will be considered incomplete for further processing until the Road Agreement and subsequent Addendums are received by the Glenn County Planning & Public Works Agency.
3.  **SIGNATURES:**

#### **APPLICANT:**

- (a) Application form must be signed by the applicant or by an authorized representative or designated agent.

#### **MINERAL RIGHTS OWNER(S):**

- (a) Application form must be signed by owner(s) of mineral rights or,

(b) A copy of an oil and gas lease recorded in Glenn County may be submitted in lieu of obtaining the signature(s) of the mineral rights owner(s).

4.  The attached Environmental Information Form must be properly filled out and signed.
5.  If a water well permit is needed, this permit is obtained from the Health Department and is required **PRIOR** to filing an application for an Administrative Permit.
6.  One copy of the current County Assessor's Map with the property for the proposed Administrative Permit delineated on the map shall be submitted with the application.
7.  **SITE PLAN REQUIREMENTS:**

One (1) copy of a clear and legible site plan shall be submitted with the application. Additional copies of the site plan shall be submitted to the County upon request. The site plan shall be at least 8.5 inches by 11 inches. The site plan shall be large enough to show all information clearly and shall be drawn using an engineer's scale. A legible and reproducible reduction of the site plan is also required if presented on sheets larger than 11 inches by 17 inches. The site plan shall contain all of the following information:

- (a)  Name, mailing address, and phone number of applicant(s).
- (b)  Name, mailing address, and phone number of engineer or person who prepared the map (if applicable).
- (c)  Current Glenn County Assessor's Parcel Number(s) and property address (if applicable).
- (d)  North arrow and scale. The site plan shall be drawn so that north faces the top of the page and shall be drawn to a scale. The scale of the site plan shall be indicated (i.e. graphic bar scale, verbal scale, representative fraction).
- (e)  All property dimensions and acreage. Parcels less than one acre in area, may be noted in square feet.
- (f)  Location of gas well and distance from all property lines. The locations of existing gas wells located in the vicinity shall also be shown. The distance between existing and the proposed gas well shall be shown.

- (g)  Locations of all existing buildings and structures located at the project site. All buildings and structures shall be labeled according to their type of use.
- (h)  Names, locations, and dimensions of all existing adjoining/adjacent streets or roads, width of road right-of-ways, and location of center of roads. Also show the locations and dimensions of existing and proposed driveways and access roads.
- (i)  The widths, location, and purpose of all existing and proposed easements on-site and show or describe off-site access easements serving the project.
- (j)  Existing and proposed walls and fences including location, height, and construction material.
- (k)  Locations and dimensions of all existing utilities including pipelines, sewer lines, irrigation and drainage facilities, fire hydrants within 300 feet of the project site, water wells, septic tanks and drain (leach) fields.
- (l)  Diagrammed evidence to show that the gas well is more than a 500 foot radius from any residential dwelling and more than 120 feet from the edge of all County Road and State Highway right-of-ways.
- (m)  Locations of all watercourses including FEMA 100-year floodplain, reservoirs, rivers, creeks, ponds, and irrigation canals. Also illustrate mature trees, rock outcroppings, and similar natural features.
- (n)  Identify any other information on the site plan which may be pertinent to the specific project or site.

In order to consider approval of the Administrative Permit, the application should demonstrate that the requirements of Chapter 15.840 of the Glenn County Code are met.

**15.840.010 Natural Gas Well Standards:**

*Administrative permits may be approved and issued for the drilling of natural gas wells provided the following standards be met:*

- A. *The proposed location of the gas well is at least five hundred feet from the nearest residential dwelling unit;*
- B. *The proposed location of the gas well is at least one hundred twenty feet from a county road right-of-way;*

- C. *That if the proposed location of the gas well is within a flood hazard area as designated on the flood hazard maps of Glenn County, or within a designated floodway or special floodplain combining zone, the rules, regulations and restrictions of the zones shall be conditions of approval;*
- D. *The fire protection regulations of the affected fire district shall be complied with;*
- E. *The drilling mud shall be disposed of at an approved disposal site;*
- F. *the necessary permits shall be secured from all affected federal, state and local agencies;*
- G. *That the applicant shall enter into a road maintenance agreement with the Glenn County road department;*
- H. *Conversion of this gas well to an injection well may be permitted with a conditional use permit.*
- I. *Installation of a gas well compressor shall require an additional administrative permit approved by the planning director in the agricultural zones and a conditional use permit approved by the planning commission in the residential zones.*

According to Section 65943 of the California Government Code, your application shall be reviewed by the County within 30 days from the filing date to determine the completeness of the application. You shall receive written notice if the application is determined to be incomplete. Please note that acceptance of the application as complete is not an indication of approval.

If the application is deemed incomplete for further processing, the applicant may appeal this decision to the Planning Commission by filing a Notice of Appeal with the Planning & Public Works Agency within ten (10) days from the date of the written notice (Glenn County Code §15.050.040). The Notice of Appeal shall be submitted in writing and accompanied by the appeal fee as listed in the Glenn County Master Fee schedule.

The Planning & Public Works Agency or any other reviewing agency may, in the course of processing the application, request the applicant to clarify, amplify, correct, or otherwise supplement the information required for the application. According to Section 65944(C), additional information may be requested in order to comply with Divisions 13 of the State of California Public Resources Code.

ADM \_\_\_\_\_

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**APPLICATION FOR ADMINISTRATIVE PERMIT - GAS WELL**

NOTE: FAILURE TO ANSWER APPLICABLE QUESTIONS AND REQUIRED ATTACHMENTS COULD DELAY THE PROCESSING OF YOUR APPLICATION.

1. Applicant:

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

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

Phone :( Business) \_\_\_\_\_ (Home) \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

2. Mineral Rights Owner(s):

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

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

Phone :( Business) \_\_\_\_\_ (Home) \_\_\_\_\_

3. Engineer/Person who Prepared Site Plan (if applicable):

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

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

Phone :( Business) \_\_\_\_\_ (Home) \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

4. Request or Proposal: \_\_\_\_\_  
\_\_\_\_\_

5. Address and Location of Project: \_\_\_\_\_

6. Current Assessor's Parcel Number(s): \_\_\_\_\_

7. Existing Zoning: \_\_\_\_\_

8. Existing Use of Property: \_\_\_\_\_

9. Water Well Required? Yes  No  Approved by: \_\_\_\_\_  
Building Division

Water Well Permit Issued? Yes  No

10. If the well is to be located within a flood plain, the applicant shall meet all County construction requirements before any permanent structure can be built.

11. Provide any additional information that may be helpful in evaluating this proposal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DECLARATION UNDER PENALTY OF PERJURY**

(Must be signed by Applicant and Mineral Rights Owner(s))  
(Additional sheets may be necessary)

The Applicant(s) and Mineral Rights Owner(s), by signing this application, shall be deemed to have agreed to defend, indemnify, release and hold harmless the County, its agents, officers, attorneys, employees, boards and commissions from any claim, action or proceeding brought against the foregoing individuals or entities, the purpose of which is to attack, set aside, void or null the approval of this development entitlement or approval or certification of the environmental document which accompanies it, or to obtain damages relating to such action(s). This indemnification agreement shall include, but not be limited to, damages, costs expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of the entitlement whether or not there is concurrent passive or active negligence on the part of the County.

Applicant:

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

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

I am (We are) the owner(s) of the mineral rights of the property involved in this preparation and submission of this application. I (We) declare under penalty of perjury that the foregoing is true and correct.

Mineral Rights Owner(s):

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

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

Case \_\_\_\_\_

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**ENVIRONMENTAL INFORMATION FORM**

To be completed by applicant or engineer

Use extra sheets if necessary

This list is intended to meet the requirements of State of California Government Code Section 65940.

I. GENERAL INFORMATION:

1. Name: \_\_\_\_\_  
Address, City, State, Zip: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_
2. Name: \_\_\_\_\_  
Address, City, State, Zip: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_
3. Address and Location of Project: \_\_\_\_\_  
\_\_\_\_\_
4. Current Assessor's Parcel Number(s): \_\_\_\_\_  
\_\_\_\_\_
5. Existing Zoning: \_\_\_\_\_
6. Existing Use: \_\_\_\_\_
7. Proposed Use of Site (project for which this form is prepared): \_\_\_\_\_  
\_\_\_\_\_

8. Indicate the type of permit(s) application(s) to which this form pertains:

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9. If the project involves a variance, conditional use permit, or rezoning application, state this and indicate clearly why the application is required:

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10. List and describe any other related permit(s) and other public approvals required for this project, including those required by city, regional, state, and federal agencies: \_\_\_\_\_

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11. Have any special studies been prepared for the project site that are related to the proposed project including, but not limited to traffic, biology, wetlands delineation, archaeology, etc? \_\_\_\_\_

II. ENVIRONMENTAL SETTING:

1. Describe in detail the project site as it exists before the project, including information on topography, soil stability, plants and animals (wetlands, if any), different crops, irrigation systems, streams, creeks, rivers, canals, water table depth, and any cultural historical or scenic aspects. Describe any existing structures on the site, and the use of the structures. Attach photographs of the site. Snapshots or Polaroid photos will be accepted.

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2. Describe the surrounding properties, including information on plants, animals, and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, agricultural, etc.), intensity of land use (one-family, apartment houses, shops, department stores, dairy, row crops, orchards, etc.) Attach photographs of the vicinity. Snapshots or Polaroid photos will be accepted.

North: \_\_\_\_\_

East: \_\_\_\_\_

South: \_\_\_\_\_

West: \_\_\_\_\_

3. Describe noise characteristics of the surrounding area (include significant noise sources): \_\_\_\_\_  
\_\_\_\_\_

III. SPECIFIC ITEMS OF IMPACT:

1. Drainage:

Describe how increased runoff will be handled (on-site and off-site): \_\_\_\_\_  
\_\_\_\_\_

Will the project change any drainage patterns? (Please explain): \_\_\_\_\_  
\_\_\_\_\_

Will the project require the installation or replacement of storm drains or channels? If yes, indicate length, size, and capacity: \_\_\_\_\_  
\_\_\_\_\_

Are there any gullies or areas of soil erosion? (Please explain): \_\_\_\_\_  
\_\_\_\_\_

Do you plan to grade, disturb, or in any way change swales, drainages, ditches, gullies, ponds, low lying areas, seeps, springs, streams, creeks, river banks, or other area on the site that carries or holds water for any amount of time during the year? \_\_\_\_\_

If yes, you may be required to obtain authorization from other agencies such as the Army Corps of Engineers or California Department of Fish and Game.

2. Water Supply:

Indicate and describe source of water supply (domestic well, irrigation district, private water company): \_\_\_\_\_  
\_\_\_\_\_

Will the project require the installation or replacement of new water service mains? \_\_\_\_\_

3. Liquid Waste Disposal:

Will liquid waste disposal be provided by private on-site septic system or public sewer? \_\_\_\_\_

If private on-site septic system, describe the proposed system (leach field or seepage pit) and include a statement and tests explaining percolation rates, soil types, and suitability for any onsite sewage disposal systems:

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Will any special or unique sewage wastes be generated by this project other than normally associated with resident or employee restrooms; Industrial, chemical, manufacturing, animal wastes? (Please describe)\_\_\_\_\_

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Should waste be generated by the proposed project other than that normally associated with a single family residence, Waste Discharge Requirements may be required by the Regional Water Quality Control Board.

4. Solid Waste Collection:

How will solid waste be collected? Individual disposal, private carrier, city?

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5. Source of Energy:

What is the source of energy (electricity, natural gas, propane)? \_\_\_\_\_

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If electricity, do any overhead electrical facilities require relocation? Is so, please describe: \_\_\_\_\_

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If natural gas, do existing gas lines have to be increased in size? If yes, please describe: \_\_\_\_\_

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Do existing gas lines require relocation? If yes, please describe:

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6. Fire Protection:

Indicate number and size of existing and/or proposed fire hydrants and distance from proposed buildings: \_\_\_\_\_

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Indicate number and capacity of existing and/or proposed water storage facilities and distance from proposed buildings: \_\_\_\_\_

IV. FOR ZONE CHANGE, ZONE VARIANCE, AND SPECIAL USE PERMIT APPLICATION:

1. Number and sizes of existing and proposed structures: \_\_\_\_\_  
\_\_\_\_\_

Square footage (structures) \_\_\_\_\_ S.F. \_\_\_\_\_ S.F.  
(New) (Existing)

2. Percentage of lot coverage: \_\_\_\_\_

3. Amount of off-street parking provided: \_\_\_\_\_

4. Will the project be constructed in phases? If so, please describe each phase briefly: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. If residential, include the number of units, schedule of unit sizes, range of sale prices or rents, and type of household size expected: \_\_\_\_\_  
\_\_\_\_\_

6. If commercial, indicate type, estimated employment per shift, days and hours of operation, estimated number of daily customers/visitors on site at peak time, and loading facilities: \_\_\_\_\_  
\_\_\_\_\_

7. If industrial, indicate type, estimated employment per shift, and loading facilities: \_\_\_\_\_  
\_\_\_\_\_

8. If institutional, indicate the major function, estimated employment per shift, estimated occupancy, loading facilities, and community benefits to be derived from the project: \_\_\_\_\_  
\_\_\_\_\_

9. List types and quantities of any hazardous or toxic materials, chemicals, pesticides, flammable liquids, or other similar product used as a part of the operation and storage container sizes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submit Material Safety Data Sheets (MSDS) for any proposed hazardous materials. If hazardous materials are proposed, it is recommended that the applicant contact the Air Pollution Control District/CUPA for permitting requirements.

10. Describe any earthwork (grading) to be done and dust control methods to be used during construction: \_\_\_\_\_  
\_\_\_\_\_
11. Describe any potential noise or vibration sources associated with the project (i.e. compressor, machine noise, heavy equipment). \_\_\_\_\_  
\_\_\_\_\_
12. Describe source, type, and amount of air pollutant emissions (smoke, odors, steam, gases, water vapor, dust, chemicals) from the project. Describe what methods would be used to reduce emissions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

V. CERTIFICATION:

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements and information presented are true and correct to the best of my knowledge and belief.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

For: \_\_\_\_\_

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According to Section 65944 (C), additional information may be requested in order to comply with Division 13 of the State of California Public Resources Code.