

GLENN COUNTY
Planning & Community Development Services Agency

225 North Tehama Street
Willows, CA 95988
530.934.6540
www.countyofglenn.net



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 (Visa or MasterCard). 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 & Community Development Services 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 & Community Development Services 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 & Community Development Services 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 & Community Development Services 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 & Community Development Services 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.

Date Submitted: _____

**GLENN COUNTY
PLANNING AND COMMUNITY
DEVELOPMENT SERVICES AGENCY**
255 Tehama Street
Willows, CA 95988
(530) 934-6540
planning@countyofglenn.net

**APPLICATION FOR ADMINISTRATIVE PERMIT –
GAS WELL**

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

1. Applicant(s):

Name: _____

Address: _____

Phone: _____ E-Mail _____

2. Mineral Rights Owner(s):

Name: _____

Address: _____

Phone: _____ E-Mail _____

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

Name: _____

Address: _____

Phone: _____ E-Mail _____

4. Request or Proposal:

7. Address and Location of Project: _____

8. Current Assessor's Parcel Number(s): _____

9. Existing Zoning (<http://gis.gcppwa.net/zoning/>): _____

8. Existing Use of Property: _____

9. Water Well Required? Yes No

10. 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(s):

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):

Applicant(s):

Signed: _____

Print: _____

Date: _____

Address: _____