



Town of Mead

441 Third Street
P.O. Box 626
Mead, CO 80542

970-535-4477
www.townofmead.org

OIL AND GAS DRILLING AND PRODUCTION SPECIAL USE PERMIT TECHNICAL CRITERIA FORM

Project Name _____

Project Address and Legal Description _____

Date Submitted _____ Fees Submitted _____

Please provide the following to the Town Clerk with this checklist form. For additional information, refer to 16-10-101 through 16-10-118 of the Mead Town Code.

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| _____ | 1. Five (5) paper copies of the complete site plan application package. |
| _____ | 2. All maps, legal descriptions and surrounding property owner information on 3 CDs. |
| _____ | 3. Land Use Application Form. |
| _____ | 4. Filing Fee. |
| _____ | 5. If the Operator is a partnership, the names and addresses of the general partners. |
| _____ | 6. Title Commitment. The title commitment must be current and dated no more than thirty (30) days from the date of site plan application submittal. |
| _____ | 7. Surrounding and Interested Property Ownership Report - Provide the Town Clerk with a current list (not more than thirty (30) days old) of the names and addresses of the surrounding property owners (within three hundred (300) feet of the property), mineral estate owners and appropriate ditch companies. The property owner list should also be submitted on a CD in an Excel™ spreadsheet. |
| _____ | 8. The name, address, telephone number, fax number, and e-mail address of the individual designated by the Operator to receive notices. |
| _____ | 9. The aliquot legal description of the property to be used for the oil/gas operation and the assessor's parcel number for the property. Property recorded by plat shall also be identified by subdivision name and block and lot numbers. |
| _____ | 10. The well name. |

11. The mineral leasee's name and address.

12. The name and address of the representative with supervisory authority over the oil/gas operation site activities and a 24-hour emergency phone number.

13. The names(s) and address(es) of the surface owner.

14. The name and address of the surface owner of each parcel of property within one thousand (1,000) feet of the proposed drill site.

15. A site plan(s) for the well site submitted on one (1) or more plats or maps, at a scale not less than one (1) inch to fifty (50) feet, showing the following information:

A site plan of the proposed operation showing the location of all improvements and equipment, including the location of the proposed well(s) and other facilities, including, but not limited to, pumps, motors, electrical power lines, tanks, flowlines, gathering lines, compressors, separators, and storage sheds.

The location and description of all existing improvements and structures within one thousand feet (1,000) feet of the well.

The location of existing utility easements and other rights-of-way of record, if any, within a radius of one thousand feet (1,000) feet of the proposed well.

The location of existing irrigation or drainage ditches within one thousand feet (1,000) feet of the well site or production site, if any.

The location of existing wildlife and nature areas within one thousand (1,000) feet of the well site or production site, if any.

The applicant's drainage and erosion control plans for the well site or production site and the area immediately adjacent to such site, if applicable.

The location of access roads.

The location of the well site or production site in relation to existing lease boundaries.

A true north arrow.

The name and address of the operator, the name of the well, the aliquot description of the well's location, the footage from the exterior section lines to the wellhead/production site, and the name of the person preparing the site plan or map and the date prepared.

16. A vicinity map for a well site or production site shall be submitted on five (5) or more plats or maps showing the following information:

_____ shall be submitted to and reviewed by the fire protection district.

_____ A fire protection plan that is mutually acceptable to the operator and the appropriate fire protection district that includes planned actions for possible emergency events and any other pertinent information. Prior to application to the Town, the proposed fire protection plan shall be submitted to and reviewed by the fire protection district.

_____ A plan for weed control at the well site.

_____ A sanitary facilities plan which must comply with Section 602(g) of the OGCC regulations.

Applicant Certification

Sign in blue ink. Attach additional pages with certification language and signatures if more than two applicants.

I (We) certify this application and all submittals hereto are complete and accurate.

Applicant(s)

Date

Applicant(s)

Date

Staff Use Only

Upon acceptance of this application by the Town as a complete application, a copy of this form, with anticipated hearing dates, shall be provided to the applicant by the Town. Anticipated hearing dates may not be actual hearing dates depending upon referral comments received by the Town.

Application Accepted Date _____ By _____

Fees Accepted Date _____ Amount _____ By _____

Application Determined Complete Date _____ By _____

Board of Trustees Public Hearing Date _____

_____ 1. Fourteen (14) copies of the accepted complete application in D-ring binders to be provided by applicant to the Town.

_____ 2. Town Clerk provides notice of the public hearing shall be published by posting and by publication one (1) time in a newspaper of general circulation in the Town, not less than fifteen (15) days before the date of the hearing.

_____ 3. The Town Clerk provides notice to property owners abutting the property or within 300 feet of the property, and to the Town's service providers, the county, special districts and referral agencies as deemed appropriate by the Town. Said notice shall be given by certified mail, not less than fifteen (15) days before the date of the hearing.