



BS/EACD PERMIT APPLICATION CHECKLIST

This checklist is intended to facilitate the submittal of information required for District nonexempt well drilling authorization, production permit, permit amendment, and transport permit applications. This guidance is based on the requirements of Rule 3-1.4 of the District's Rules and Bylaws.

The following information is required for drilling authorizations, well modifications, production permits, and transport permits for nonexempt wells:

- A detailed statement to include:
 - the nature, and purpose of the various proposed uses
 - the amount of water to be used for each purpose
 - For production permit applications:
 - a projected quarterly timeline detailing the anticipated pumpage volumes for the first three years of pumpage;
 - a breakdown by types of use (domestic, commercial, irrigation, industrial, etc.);
 - estimated or calculated per capita and/or household consumption;
 - explanation of anticipated demands or system growth and associated pumpage needs;
 - local water use trends; and
 - conservation practices in effect or proposed.
- A declaration that the applicant will comply with the District Rules and all groundwater use permits and plans promulgated pursuant to the District Rules.
- The location of each proposed or existing well and the estimated rate at which water will be withdrawn from each well.
- A water well closure plan or a declaration that the applicant will comply with well plugging and capping guidelines set forth in these Rules and will report well closures as required in Rule 3-5.
- Notice Information requirements. (Required for all new non-exempt wells not authorized by a general permit; major amendments; transport permits; and significant well modifications. (See Rule 3-1.4.B).)
 - A location map including the location of:
 - the proposed well or the existing well to be modified
 - all existing wells within a half (1/2) mile radius of the proposed well or the existing well to be modified
 - the subject property
 - the property of all the landowners located within the half (1/2) mile radius
 - A tax plat map indicating the location of:
 - the proposed well or the existing well to be modified
 - the subject property
 - the property of all the landowners located within the half (1/2) mile radius
 - the names, mailing addresses, and physical addresses of the property owners with property located within the half (1/2) mile radius
 - mailing address of retail water provider if applicable (Notification of any property owner served by a retail water utility is not required of any applicant if notice is provided to the retail water utility.)
- Notice of any application to the Texas Commission on Environmental Quality (TCEQ) to obtain or modify a Certificate of Convenience and Necessity (CCN) to provide water or wastewater service with water obtained pursuant to the requested permit. (Only required for Public Water Systems subject to 30 TAC §290 regulations)

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- Notice of any pending, denied, or remanded environmental permit or authorization application related to water or wastewater.
- The location of the proposed receiving area for the water to be produced (applicable to receiving areas both within and outside district boundaries).
- A description of the amount and purposes of use in the proposed receiving area for which water is needed (applicable to receiving areas both within and outside district boundaries).
- The feasibility of accessing alternative water supplies available to the applicant including the proximity to water sources.
- For new wells or well modifications, a proposed well design schematic with specifications to include: the total depth, borehole diameter, casing diameter and depth, annular seal interval(s), annular sealing method, surface completion specifications, and any other pertinent well construction information.
- A hydrogeological report (See Rule 3-1.4.D for report requirements). The report is only required for:
 - transport permits;
 - production permits > 2,000,000 gallons per year;
 - certain permit amendments (See Rule 3-1.9.E&F); or
 - well modifications that would increase production or production capacity of a Public Water Supply, Commercial, Industrial, Agricultural or Irrigation well with an inside casing diameter greater than six (6) inches or with a pump size equal to or greater than 1 horsepower.
- A User Conservation Plan (UCP) and a User Drought Contingency Plan (UDCP). Not required for Drilling Authorizations.
- If the groundwater is proposed to be resold, leased, or otherwise transferred to others, provide the following:
 - 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.
- For Class B and C Conditional Production Permits, information that demonstrates sufficient alternative water supply (See Rule 3-1.4.A(16)). Includes documentation of:
 - the capability and commitment to use the alternative supply as warranted by district-declared drought conditions; and
 - For public water supply systems, the reasonable likelihood that all necessary physical infrastructure and supporting agreements, rates, and tariffs will be in place within the first year of the permit.

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In addition to the above information, the following information is only required for transport permit applications.

- Information describing the availability of water in the proposed receiving area during the period for which the water transport is requested.
- Information describing the projected effect of the proposed transporting of water on aquifer conditions, including flow at Barton Springs depletion, subsidence, or effects on existing permit holders or other groundwater users within the District.
- A description of the indirect costs and economic and social impacts associated with the proposed transporting of water.
- Any proposed plan of the applicant to mitigate adverse hydrogeologic, social, or economic impacts of the proposed transporting of water in the District.
- A description of how the proposed transport is addressed in any approved regional water plan(s) and the certified District Management Plan.
- A technical description of the facilities to be used for transportation of water and a time schedule for any construction thereof.