



# OIL, GAS, AND MINERAL DEVELOPMENT

## Application Checklist

This application is used to obtain a permit for the development of oil, gas, and mineral operations within the City's boundaries. Operations may include, but are not limited to, any oil, gas, and mineral operations requiring the commission's issuance or reissuance of a drilling permit or any other permit under the COG regulations. The following information is required for the application to be accepted. Forms and informational requirements are located on the City's Development Center (DC) website. All documents must be submitted electronically to [eplan-planning@cityofloveland.org](mailto:eplan-planning@cityofloveland.org) and each document must be a separate pdf file, unless otherwise specified.

The Planning Division will provide an application fee invoice when the project is accepted for review. The invoice contains an itemized description of the application fee. Additional development review fees may be required during the review process. In addition to the development review fees, a separate deposit of \$5,500 is required for outside legal review prior to accepting the project for review. This deposit is an estimate of the cost of the legal review. The applicant is responsible for the actual costs and any unused portion of the fee will be returned.

The application fee allows up to three rounds of review. Any subsequent review round will require an additional fee equal to 50% of the original fee for all application components that require further review.

Any person applying for this permit must proceed under the Oil and Gas Planning Commission Review process unless the applicant voluntarily chooses to proceed under (and qualifies for) the Administrative Review process. Please check the process you are submitting under:

Planning Commission Review

Administrative Review

(In order to be considered for Administrative Review, all standards specified in Division 18.10.02 and 18.10.03 of the Municipal Code (MC) must be addressed.)

## I. General Requirements

1. **Concept Review Meeting.** Meeting held on: \_\_\_\_\_
2. **Application Checklist.** Complete this checklist verifying submittal of the required information.
3. **Application.** Complete and sign the *Application* form on the City's DC website.
4. **Vicinity Map** identifying the project site within the neighborhood context, including the nearest major cross streets, scale and North arrow.
5. **COGCC Information:** Copies of all information submitted to the Colorado Oil and Gas Conservation Commission and other agency approvals (as applicable)
6. **Traffic Impact Study** in accordance with the City's Street Standards available on the City's DC website, unless waived by the Transportation Development Division.
7. **Supplemental Agreements.** The following agreements shall be provided:
  - a. Other Agency Approvals. Submit copies of all county, state and federal applications and permits required for the oil and gas operations.
  - b. Agreement with Surface Rights Owner. A copy of the agreement between the surface rights owner and the mineral rights owner.
  - c. Agreement for Electrical Service. Documentation from the electric utility whose service area includes the proposed well site that the operator has, in good faith, attempted to reach an agreement with the utility for the provision of electric power to the proposed well site once drilling and completion operations are complete. Documentation shall include the specific reasons, if any, why such an agreement was not reached.
  - d. Agreement for Not Providing Water service. (Only required if the site will **not** be served with domestic water.) Documentation from the water utility whose service area includes the proposed well site that the operator has, in good faith, attempted to reach an agreement with the utility for a service line connection to provide domestic water to the site for drilling and completion operations. Documentation shall include the specific reasons, if any, why such an agreement was not reached.
8. **Supplemental Information Report** containing the following:
  - a. The operator's and surface owner's names and addresses, copies of any legal instruments of public record identifying the applicant's interest in the property and any required COGCC Form 1, Designation of Agent.
  - b. An operating plan in accordance with COGCC requirements.
  - c. A list of all permits or approvals obtained, or yet to be obtained, from local, state or federal agencies other than COGCC.
  - d. A description of how the measures set forth in Section 18.10.02.09 of the Municipal Code (MC) 18.10.209, Land Disturbance, have been incorporated into the project to minimize land disturbance.
  - e. A description of how the measures set forth in Section 18.10.02.02, Visual Impacts, Fencing, and Lighting, have been incorporated into the project.

- f. Applications for administrative review shall provide information demonstrating that the project complies with the mitigation measures in COGCC Rule 604 (c.).
9. **Noise Mitigation Study** demonstrating that the facility shall comply with the sound limitation standards in Chapter 7.32 of the Loveland Municipal Code after development of the well is complete. If necessary mitigation is required, a noise screen shall be constructed along the edge of the facility between the facility and existing residential.
10. **Oil, Gas and Mineral Operations Project Development Plan** (24" x 36" drawing set to scale) containing the following information:
  - a. Cover Sheet
    - i. Title Block containing the name of the project, legal description and address;
    - ii. The date that the plans were prepared or revised, the name, address and phone number of the persons or firm who prepared or revised the site plan and all owners and developers of the property;
    - iii. Vicinity Map with scale and north arrow;
    - iv. Index of sheets contained in the plan set. Sheets need to be numbered in sequential order;
    - v. Conditions of approval: Standard Conditions as included at the end of this checklist and any Supplemental Conditions as applicable.
    - vi. Owners and operators certificate and city signature block as provided in this checklist;
  - b. Drill Site Location Map
    - i. All dimensions of the section (north, south, east and west boundary lines) as shown on USGS 7.5 minute series maps.
    - ii. Location of drill site, given in feet from two (2) lines of the section, e.g. one thousand (1,000) feet from the north line and one thousand six hundred (1,600) feet from the west line.
    - iii. Township and range information. Section number. Location expressed in appropriate  $\frac{1}{4}$ ,  $\frac{1}{4}$ ,  $\frac{1}{4}$  section
    - iv. North arrow
    - v. Parcel tax identification number(s)
    - vi. Water bodies and water courses. Location of all existing water bodies and watercourses, including direction of water flow. This information shall be submitted on USGS 7.5 minute series or assessor base maps which indicate topographic detail and show all existing water bodies and water courses with a physically defined channel within a four hundred (400) foot radius of the propose well. For any existing water body or watercourse topographically lower in elevation and within two thousand (2,000) feet or less from the drill site, a description shall be submitted of proposed methods to be employed to prevent water pollution of contamination of the water body or watercourse
    - vii. Historic resources. Buildings on the City of Loveland Historical Survey located within one thousand (1,000) feet of the well site shall be identified

c. Site Plan

- i. Site and lease boundaries showing detailed dimensions along with a North arrow and a graphic and written scale.
- ii. The plan shall include descriptions of all proposed access routes for equipment, water, sand, waste fluids, waste solids, mixed waste and all other material to be hauled on the city's streets.
- iii. Provide a table of the estimated weights of vehicles when loaded, a description of the vehicles, including the number of wheels and axles of such vehicles, and any other information required by the City Engineer.
- iv. Location of wellhead, tank battery and recorded or unrecorded flow lines associated with the proposed well in the event production is established. Show all existing tank batteries and flow lines within a half mile radius of the proposed location.
- v. Any future development of the resource.
- vi. Location of layout, including without limitation, positions of the drilling rig, mud reserve pits, racks and all other structures and equipment.
- vii. All existing surface improvements and equipment within one-half ( $\frac{1}{2}$ ) mile of the proposed well site.
- viii. Legal names of all existing subdivisions within one-half ( $\frac{1}{2}$ ) mile of the proposed well site.
- ix. Names of all adjacent surface owners within two thousand two hundred (2,200) feet of the lease area property;
- x. All irrigation ditches and drainage swales within four hundred (400) feet of the well site.
- xi. Proposed permanent fencing (six (6) foot high).
- xii. Illustrate any mitigation measures to be implemented for minimizing land disturbance.
- xiii. FEMA Floodplain. Within one thousand (1,000) feet from the well site, the location of the floodway and flood fringe districts as defined and established in Loveland Municipal Code Chapter 18.09.03.
- xiv. The location, dimensions and purpose of all existing easements and rights-of-way;
- xv. The location of all existing and proposed improvements and structures, the distance of all structures to the property lines and an indication of any such improvements and structures that will remain, be relocated or removed;
- xvi. The existing physical features of the property including vegetation/landscaping, lakes, detention areas, irrigation ditches and fences, wetlands, natural features and environmentally sensitive areas, and an indication if such improvements will remain, be relocated or removed;
- xvii. Delineation and width of all streets and rights-of-way adjoining and internal to the property, including access points;
- xviii. Delineation and width of all fire lanes, existing and proposed;
- xix. Street curb, gutter, sidewalks, sidewalk ramps, truncated domes and detectable warning details (per the Larimer County Urban Area Street Standards or LCUASS) – labeled, designed, detailed and dimensioned;
- xx. Access points labeled, designed, detailed, and dimensioned per LCUASS;

- xxi. The location and dimensions of all proposed pedestrian walks and bike paths within the property and an illustration of how these facilities connect to adjoining properties;
  - xxii. The layout and dimensions of parking and loading areas and traffic islands, including a delineation of standard, compact, handicapped and motorcycle parking spaces, labeling the number of spaces in each parking row;
  - xxiii. The location of all handicapped accessible entrances to buildings, handicapped ramps and handicapped accessible routes, indicating the slope of all handicapped routes and ramps;
  - xxiv. For properties within the Airport Influence area, the location of critical zones and noise contours;
  - xxv. Illustrate setbacks for development from the proposed oil and gas operation. Note: These development setbacks must be entirely contained within the property of the surface owner.
- d. Utility Plan (at the same scale as the Site Plan):
- i. The location of all existing and proposed utilities (water, wastewater, stormwater and electric) including all mains, service lines, fire hydrants, meters, buried cable and other private utilities such as telephone, television, fiber optic and gas and an indication of any such utilities that will remain, be relocated or removed;
  - ii. Water supply and usage. Sources of all water to be used for both the drilling and well completion phases shall be identified. Provide an estimate of the amount of water used for drilling and the method of disposal for the water used on the site
- e. Grading, Drainage and Erosion Control Plan & Report (at the same scale as the Site Plan):
- i. Illustrate on-site and off-site grading and drainage in compliance with Loveland Municipal Code (please refer to City Storm Drainage Criteria)
  - ii. Location of all private or public access roads used to access the wellhead site or tank battery. Include a typical all weather roadway cross section for private access roads.
  - iii. Illustrate temporary sediment and erosion control devices per the City's Stormwater standards and specifications available on the City's website.
  - iv. **Final Drainage and Erosion Control Report and Plan (as applicable)** prepared in accordance with the City of Loveland Storm Drainage Criteria available on the City's Stormwater webpage.
- f. Bufferyard Plan (at the same scale as the Site Plan) The bufferyard plan shall comply with the plantings in Table 18.10.303 of the Municipal Code. All landscaping shall be established once the well is in production around the entire perimeter of the oil and gas production site, excluding vehicular access points, and maintained until the site has been restored in accordance with the final reclamation plans approved by the City and the commission. The bufferyard and irrigation plan shall not be in conflict with the requirements stated below.
- i. Property boundaries and easements;
  - ii. All existing and proposed improvements and structures including street curb, gutter, sidewalk and accesses;
  - iii. The delineation of all sight distance triangles per LCUASS Figure 7-16; and

- iv. All existing and proposed utility lines and facilities, including but not limited to vaults, transformers, and switchgear, and the location of any water meter to be used for irrigation;
  - v. The location of all existing trees, the approximate caliper size and species and an indication if the trees will remain, be relocated or removed;
  - vi. Illustrate any mitigation measures to be implemented for minimizing land disturbance
  - vii. Proposed Landscaping: Including the location of all trees, shrubs and other plantings to be planted. This includes bufferyard plantings, building foundation plantings, interior parking lot landscaping and screening. All trees shall be drawn according to their size at five years from the date of planting. Shrubs shall be illustrated according to their size at two years from the date of planting;
  - viii. The following bufferyards depending on submittal type.
    - a) **For Planning Commission Review Process.** If the well site is within one hundred (100) feet from a public street, landscape plans for a Type D Bufferyard located between the well site and the public street.
    - b) **For Administrative Review Process.**
      - i. The following notes shall be placed on the Bufferyard Plan:
        - 1. Once the well site is in production, the bufferyards shall be established around the entire perimeter of the oil and gas production site, excluding vehicular access points, and maintained until the site has been restored in accordance with the final reclamation plan approved by the City and the COGCC.
        - 2. Bufferyards shall not be required during drilling and well completion operations.
        - 3. The use of xeriscape plant types shall be used unless a permanent irrigation system is provided by the operator.
        - 4. A temporary irrigation system shall be provided, maintained and operated for xeriscape plant types for a period of two years from planting.
  - ix. A planting schedule explaining symbols, plant quantities, common and botanical names, and plant sizes;
  - x. Statements as to whether the grass areas will be established by using seed or sod and proposed irrigation methods;
  - xi. The following note "Land to be kept free of dry weeds, grass and rubbish within twenty five (25) feet of any tank, pit or other structure containing flammable or combustible materials"
- g. Irrigation Plan. The operator shall submit a temporary irrigation plan for xeriscape plant types and implement said plan, once approved by the City, for the first two years after the plant material has been planted. If xeriscape plantings are not proposed, a permanent irrigation system shall be installed and the operator shall submit an irrigation plan for permanent watering and the operator shall provide a performance guarantee for such landscaping that is acceptable to the City. Produced water may not be used for landscaping purposes.
- h. Point-by-Point Lighting Plan (at same scale as Site Plan) prepared in compliance with the *Lighting Plan Requirements* available on the City's DC website. The lighting plan shall comply with COGCC Rule 803 and the standards in UDC Section 18.10.202.D.

- i. Reclamation Plan including any interim and final reclamation requirements required by the COGCC.
- j. Truck Routing Plan shall include a truck routing plan that meets the standards of Section 18.12.102 of the UDC, and provides descriptions of all proposed access routes, for equipment, water, sand, waste fluids, waste solids, mixed waste and all other material to be hauled on the City's streets.

11. **Civil Construction Plans** complying with the Checklist Requirements in Item 12, below. These may include private on-site infrastructure improvements as well. If not included, please indicate the reason below:

12. **Civil Construction Plans Checklist.** Complete the *Civil Construction Plans Checklist* available on the City's DC website, if Item 11 is required.

### Required Items not Needed with Initial Application

- 13. **Water and Power Department – Electrical Engineering Deposit** to begin the city's electric power design for the site. The deposit must be made payable to the City of Loveland and shall be submitted directly to the Power Department. To determine the amount of the deposit, contact the Power Division at (970) 962-3000.
- 14. **Emergency Response Plan.** The operator shall submit to the City of Loveland Fire Rescue Authority an Emergency Preparedness Plan as specified in Section 18.10.02.06.B of the Loveland Municipal Code
- 15. **Affidavits of Notice** for posting signs and sending letters prior to holding a neighborhood meeting or public hearing. *Affidavit Templates* are available on the City's DC website. All notices must be fulfilled at least 15 days prior to the meeting or hearing.