



Planning & Development

11701 Community Center Drive

Northglenn, CO 80233

P: 303-450-8739

F: 303-450-8708

northglenn.org

OIL AND GAS OPERATIONS

Application Guide

OVERVIEW

The purpose of the City of Northglenn Oil and Gas Operations regulations are to facilitate the development of oil and gas resources within the City while mitigating potential land use conflicts and providing for the safety, health and welfare of present and future residents of the City. The city's Oil and Gas regulations, Section 11-3-6 of the Unified Development Ordinance (UDO), shall apply to all oil and gas exploration and production operations proposed or existing on or beneath property within the City limits.

SUBMITTAL REQUIREMENTS

An Oil and Gas Permit application shall be submitted directly to the Planning and Development Department. You may submit application in person to the permit counter or via email at development@northglenn.org. The following information must be submitted to the Planning and Development Department to commence review:

- Completed **Application and Authorization** (see attached).
- Written **Project Narrative** that describes the overall project pursuant to Section 11-3-6(d)(C).
- A **Site Plan** in accordance with Section 11-3-6(d)(A).
- A Map with all proposed **Transportation Routes** in accordance with Section 11-3-6(d)(B).
- A **Fee and Signed Reimbursement Agreement** in the amount of \$1,000. In addition, the applicant shall submit a signed cost reimbursement agreement provided by the City, but such reimbursement agreement shall only apply to the use by the City of outside consultants to review the application, if necessary. The fee and required cost reimbursement agreement must be received by the Department of Planning and Development in order to process the application.
- Any **Additional Information** required by the Director of Planning and Development pertinent to the approval of the application.

PROCESS

- **Pre-Application Conference** - The applicant shall attend a pre-application conference with a representative from the City. The purpose of the meeting is to discuss the oil and gas permit submittal requirements and review process.
- **Application Submittal** - The applicant shall comply with the submittal requirements of subsection 11-3-6(e).
- **Staff Review for Completeness** - Within a reasonable period of time, not to exceed 10 business days, City staff shall either certify that the application is complete and in compliance with all submittal requirements or reject it as incomplete and notify the applicant of any deficiencies. The applicant shall then correct any deficiencies in the application package, if necessary, and resubmit the required number of copies of the amended application to the City. This is not a substantive review of the application submitted.
- **Referral Agencies Notified** - Upon receipt of a completed application, the City shall forward the application to the appropriate referral agencies. The referral information shall include the time and place of the public hearing, the nature of the hearing, the location of the subject property and the applicant's name. At minimum, the application shall be referred to the Police Department and the Fire District. Referral agencies shall be provided 30 days to respond with any comments. After such 30 day period, the City may proceed on the Application whether or not the City has received comments from the notified referral agencies.



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PROCESS CONTINUED

Staff Review and Comments - City staff shall review the Application for compliance with this section and all other applicable federal, state and City regulations and standards. A summary of this review, including referral comments, shall be sent to the Applicant.

- Applicant Response - The applicant shall address all of the City staff comments and any referral agency comments, then submit the following to the City:
 1. Written correspondence explaining how all of the comments have been addressed; and
 2. Revised maps and other documents, as necessary.
- Public Hearing Scheduled and Notification Process.

The City shall:

 1. Publish notice of the public hearing for the oil and gas permit in a newspaper of general circulation in the City at least 15 days before the scheduled hearing date.
 2. Posting of notice. Notice of the hearing shall be posted by the City on each street adjoining the property involved for a period of at least 15 continuous days prior to the date of the hearing. An affidavit of posting signed by a representative of the City shall constitute prima facie evidence of fulfillment of the required posting. The expense of such posting and affidavit shall be paid by the applicant. The sign shall be professionally made or hand-stenciled with dimensions as shown; enamel or weatherproofed painted letters; white background on sturdy backing; minimum size as shown below; on two posts as shown below; and six feet from the edge of the street pavement.
- Final Staff Review and Report to Planning Commission - City staff will complete a final review of the resubmitted materials and then prepare a report to the Planning Commission explaining how the application is or is not consistent with the review criteria and applicable City ordinances, regulations and standards.
- Review by Planning Commission

At a public hearing, the Planning Commission shall review the application for the oil and gas permit for compliance with the following criteria:

1. The requirements of subsections 11-3-6(d)(1) and 11-3-6(d)(2) above are met.
 2. The site plan for the well site complies with the requirements of subsection 11-3-6(d)(3)(A).
 3. The requirements of subsection 11-3-6(d)(3)(B) are met.
 4. The written narrative complies with the requirements of subsection 11-3-6(d)(3)(C).
 5. When applicable, the application complies with the provisions for geologic hazards, floodplains or floodways provided in subsection 11-3-6(p).
 6. When applicable, the application complies with the provisions for wildlife mitigation procedures provided in subsection 11-3-6(q).
- Conditions of Approval: The Planning Commission may recommend as a condition of approval of an oil and gas permit, any conditions necessary to improve or modify the site plan; any conditions necessary to ensure that any negative impacts of the proposed oil and gas operation are eliminated or mitigated; or may impose conditions related to the surface use so long as said conditions do not create an operational conflict with the State's authority to regulate oil and gas development. The Planning Commission shall cause its recommendations to be forwarded to the City Council.



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PROCESS CONTINUED

➤ Review by the City Council

1. A public hearing on the requested oil and gas permit shall be held by the City Council at a regular or special meeting of the Council. Notice of the public hearing shall be published by posting and by publication one time in a newspaper of general circulation in the City not less than 15 days before the date of the hearing. Notice shall be given to the property owners abutting the property or within 300 feet of the property, and to the City's service providers, the County, special districts and referral agencies as deemed appropriate by the City. Said notice shall be given by first-class mail not less than 15 days before the date of the hearing.
2. The City Council shall consider evidence presented in the application and at the public hearing which establishes compliance consistent with Section 11-3-6(e)(1)(l) above and any recommendations of the Planning Commission, if applicable. Following the conclusion of the public hearing, the City Council shall by written resolution render its decision to approve, deny or conditionally approve the application, or it may take the matter under advisement until an announced date certain, not to exceed 15 days from the date of the hearing, at which time it shall render its decision by written resolution. The written resolution shall be prepared by the City Attorney and shall set forth the findings of the City Council.
3. In the event that an application is granted with conditions, the applicant may, within 15 days of the City Council's decision, request a rehearing by petitioning for the same to the City Clerk. The purpose of the rehearing is to afford the applicant the opportunity to demonstrate that removal or modification of one or more of the conditions is necessary to prevent waste or protect owners of correlative rights in a common source to a fair share of production profits or that the decision is otherwise inconsistent with state laws and regulations. Following the conclusion of the rehearing, the City Council may by written resolution render its decision on the application, or it may take the matter under advisement until an announced date certain, not to exceed 15 days from the date of the rehearing, at which time it shall render its decision by written resolution. The written resolution shall be prepared by the City Attorney, shall set forth the findings of the City Council and shall confirm, modify or repeal the conditions contested by the applicant.
4. For the purposes of judicial review, the City Council's final action or decision on an application shall be deemed to have been made as of the date upon which the City Council executes the written resolution, which shall constitute the final decision of the City Council.

CODE REQUIREMENTS

Oil and Gas Applications are subject to the requirements of Section 11-3-6 of the Unified Development Ordinance (UDO). You can reference these provisions through the City's Municipal Code: www.northglenn.org/municode.



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OIL AND GAS PERMIT Application

PROJECT INFORMATION

Site Address: _____

Legal Description (if recorded by plat shall also be identified by subdivision name and block and lot numbers: _____

Well Name: _____

OIL AND GAS OPERATOR

Name: _____

Company (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

DESIGNATED CONTACT FOR NOTICES (ON BEHALF OF PROVIDER)

Name: _____

Company (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

DESIGNATED PERSON/FIRM TO PREPARE APPLICATION AND DOCUMENTS (FOR PROVIDER)

Name: _____

Company (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____



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MINERAL LESSEE'S INFORMATION

Name: _____
Company (if applicable): _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

SURFACE OWNERS INFORMATION

Name: _____
Company (if applicable): _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

SUPERVISORY AUTHORITY FOR OPERATION SITE

Name: _____
Company (if applicable): _____
Address: _____
City: _____ State: _____ Zip: _____
24- Hour Emergency Phone: _____ Email: _____

OWNER(S) & AGENT CERTIFICATION

I hereby depose and state under the penalties of perjury that all statements, proposals and/or plans submitted with/or contained in this application are true and correct and the application is complete to the best of my knowledge and belief.

Agent's Signature: _____ Date: _____

Owner(s)' Signature(s): _____ Date: _____

STAFF USE ONLY:

Zoning: _____ Approved Denied

By: _____ Date: _____

Date Application Received:

Date Application Received:
