

**PARK COUNTY APPLICATION FOR
SPECIAL USE PERMIT FOR OIL AND GAS OPERATION
NON-REFUNDABLE APPLICATION FEE: \$2000**

All applicants must submit one complete application and attend a pre-application conference with the Park County Planning Department Staff seven (7) to ten (10) working days prior to the application submittal deadline. Following the acceptance of the complete application the applicant must submit **twenty-five (25) collated paper copies or electronic media as requested** to the Park County Planning Department on or before the application submittal date.

If you have questions regarding this form please contact the Planning Department by phone at (719) 836-4254, e-mail pcpd@parkco.us, fax (719) 836-4351, or write to us at P.O. Box 1598 Fairplay, CO 80440.

A. APPLICANT AND OWNERSHIP INFORMATION

Applicant's Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Telephone (work) _____ (home) _____ (fax) _____
Email address: _____

Surface estate Owner's Name: _____
Mailing Address: _____
Telephone No.: _____ Email address: _____

Mineral estate Owner's Name: _____
Mailing Address: _____
Telephone No.: _____ Email address: _____

B. PROPERTY INFORMATION

Complete Legal Description of Property Proposed for the Special Use Permit for Oil and Gas Operation (attach additional page, if necessary):

Street Address of Property: _____

Property's Total Acreage: _____

Current Zone District of Property: _____

For County Use Only Planning Department Confirmation of Current Zone District: District: _____ _____ Print Full Name
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**Requirements for a Special Use Permit
Article V, Division 10, Section 5-1004**

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C. APPLICATION REQUIREMENTS

1. Application Fee. An application fee in the amount of \$1120 must be paid at the time of submission of the application. Make the check or money order payable to: Park County Planning Department. The fee pays for the typical cost to the County to process the application including the cost of publication of the necessary public notices. Any additional costs that may occur are the applicant's responsibility.
2. A properly executed Agreement for Payment of Development Review Expenses in the attached form with a \$10,000 review expense deposit.
3. Tax receipt-showing payment of current taxes. This can be obtained at the Park County Treasurer's office.
4. Documentation of surface ownership, evidence of surface owner notification, and copies of any surface ownership agreements and leases affecting the area where the Oil and Gas Operation will be conducted. Name, address, telephone and fax numbers and e-mail address of the owner of the property.
5. Documentation of mineral ownership, including name, address, telephone and fax numbers and e-mail address of the owner of the mineral rights.
6. The legal description (referencing lot and block or tract numbers, homesteads, or metes and bounds), property address and common description of the Parcel on which the Operation is proposed to be located. A copy of the recorded deed or lease to the Parcel should be included.
7. A list of names and mailing addresses of all owners of adjacent property to the property subject to the proposed Special Use Permit. This information is at the Park County Assessor's Office.
8. Identification of previously approved uses. List any permits, which have been previously approved for the Parcel on which the Oil and Gas Operation is proposed.
9. Characteristics and current condition of the Operation location. Identification of physical characteristics and current conditions of the site where the Operation is proposed to occur, including streams, irrigation ditches, ponds, soils, roads, vegetation, geologic hazards, and any other characteristics requested by the Planning Department to determine potential impacts. Indications if trees or other vegetation have been removed and changes caused either by weather-related or human activity within the past five years.
10. A vicinity map; which shall at a minimum include the following:

(1.) _____

(2.) _____

(3.) _____

(4.) _____

(5.) _____

(6.) _____

(7.) _____

(8.) _____

(9.) _____

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- a. The location of the operation on a United States Geological Survey quadrangle map or on a recorded plat if the proposed Oil and Gas Operation is within an approved subdivision, with the location highlighted; (10a.)_____
 - b. Topographic features of streams, lakes, ponds, wetlands, contour lines and elevations, within one (1) mile of the proposed well pad; (10b.)_____
 - c. All public and private roads that traverse and/or provide access to the proposed Oil and Gas Operation, and identification of the public or private entity have jurisdiction over each road(s); (10c.)_____
 - d. Easements recorded or historically used that provide access to or across, or other use of, the Parcel; (10d.)_____
 - e. Boundaries of districts, municipalities, subdivisions and special districts within one (1) mile of the site; (10e.)_____
 - f. Location of other wells and other Oil and Gas Operations within one (1) mile of the site; (10f.)_____
 - g. Location of all Groundwater wells within one (1) mile of the site. (10g.)_____
11. A site plan map with north arrow and appropriate scale for the Parcel where the Oil and Gas Operation will occur, indicating the following:
- a. Utility easements and rights-of-way; (11a.)_____
 - b. Existing improvements; (11b.)_____
 - c. Proposed facilities such as structures, pipelines, tanks, wells, pits, Flow Lines, impoundment facilities, staging and storage areas and equipment; (11c.)_____
 - d. Site features such as Special Flood Hazard Areas, water bodies, drainage patterns, aquatic habitat, vegetative cover, wildlife migration routes and Significant wildlife habitat; (11d.)_____
 - e. Existing and proposed topography at five-foot (5ft) intervals or some other interval established by the Planning Department as necessary to portray the direction and slope of the area affected by the Oil and Gas Operation; (11e.)_____
 - f. All boundaries of the lease(s) upon which the Operation will take place. (11f.)_____
12. Copies of all local, state and federal applications authorizing or required for the Oil and Gas Operation, and permits, when issued. (12.)_____
13. An Oil and Gas operation plan including the method and schedule for drilling, completion, transporting, production, and post-operation. (13.)_____
14. A plan for the management and prevention for noxious weeds on the site. (14.)_____
15. A map that identifies the access route to, and within the Parcel, and a narrative estimating the number and types of vehicles anticipated per day, including weights, which will travel over the route(s). (15.)_____

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16. Identification of irrigation ditches and other water structures, ownership of water rights appurtenant thereto, and evaluation of any impacts to the structures, water rights or water quality. (16.) _____
17. A written analysis of the impacts of the Oil and Gas Operation to the roadway system within the County. (17.) _____
18. After consultation with the Colorado Division of Wildlife and the U.S. Fish and Wildlife Service, a written analysis of existing wildlife and Sensitive Wildlife Habitat, and the impacts on such with a proposed mitigation plan. (18.) _____
19. A written description of the type, character and density of existing and proposed vegetation within the Parcel and a summary of the impacts of the Oil and Gas Operation of such vegetation with a proposed mitigation plan. (19.) _____
20. An emergency response plan addressing fire protection and hazardous spills, including the name and contact information for the Applicant's incident responder and a list of proposed signage, access/evacuation routes, and the health care facility(s) anticipated to be used. The emergency response plan shall include a provision for the Oil and Gas Operator to reimburse the appropriate emergency response service providers for cost incurred in connection with the emergency. (20.) _____
21. Water quality non-point source impacts report shall contain:
- a. An inventory and location of all water bodies within one (1) mile of the proposed Oil and Gas Operation; (21a.) _____
 - b. A description of existing water quality of all water bodies within one (1) mile of the Parcel, based upon a current baseline water quality analysis; (21b.) _____
 - c. A description of potential Non-Point Source Pollution associated with the proposed Oil and Gas Operation and a proposed mitigation plan. (21c.) _____
 - d. Proposed avoidance and mitigation measures to minimize the water quality impacts associated with the Oil and Gas Operation. A proposed mitigation may include an erosion control plan required under Section 5-1004. (21d.) _____
22. A cultural, historical, and archeological survey of the Parcel prepared by a qualified professional. (22.) _____
23. A plan that identifies existing and proposed drainage patterns and the methods for controlling erosion during construction and operation phases of the Oil and Gas Operation. (23.) _____
24. A written assessment of wildfire hazards within one (1) mile of the site, and a plan for mitigating wildlife hazards. (24.) _____

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25. A written assessment of geologic hazards within one (1) mile of the site, and a plan for mitigating geologic hazards.

(25.) _____

26. A written summary of the existing uses of the Parcel and the proposed future land uses of the Parcel after completion of the Oil and Gas Operation.

(26.) _____

27. Documentation of the basis for any technical infeasibility waiver from the Oil and Gas Operation standards that the Applicant may request pursuant to Section 5-1007P.

(27.) _____

28. The property must be clearly identified with the address and posted according to the Park County address requirements (attached).

(28.) _____

Note: Refer to Park County Land Use Regulations Article V, for requirements of Major Oil and Gas Operation Permit Review.

D. APPLICANT AND LANDOWNER SIGNATURES:

The undersigned applicant and landowner hereby verify and affirm that the information contained in this application is complete and accurate. The undersigned applicant and landowner understands and acknowledges that the submission of inaccurate and incorrect information may result in the denial or rejection of the application and/or result in the invalidation of any approvals issued by Park County, Colorado.

Applicant: Signed: _____
Print name: _____
If company, state Title/Position: _____

E. VERIFICATION OF DATE OF DELIVERY OF APPLICATION

This application was submitted to the Park County Planning Department on the following date and time:

_____, 20____
Month Day Year

For County Use Only: Verification of Date of Delivery and County Receipt of Application Date: _____ Print Name: _____
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Payment of the Applicant Fee was made by:

_____	Personal Check # _____	Amount \$ _____
_____	Cash	Amount \$ _____
_____	Other _____	Amount \$ _____

APPLICANT MUST ATTEND THE HEARING. IF A REPRESENTATIVE ATTENDS THE HEARING ON BEHALF OF THE APPLICANT, A NOTARIZED LETTER OF CONSENT MUST ACCOMPANY THE APPLICATION.

ALL PLANNING COMMISSION HEARINGS WILL BE SCHEDULED FOR THE SECOND WEDNESDAY OF EVERY MONTH. IF A QUORUM IS NOT AVAILABLE, THE HEARING WILL BE SCHEDULED THE NEXT AVAILABLE DATE.

PARK COUNTY PLANNING AND ZONING DEPARTMENT
AGREEMENT FOR PAYMENT OF DEVELOPMENT REVIEW EXPENSE DEPOSIT

Park County (hereinafter the County) and _____
hereinafter Applicant) agree as follows:

1. Applicant has submitted to the County an application for _____
_____ (hereinafter, the Application).
2. Applicant understands and agrees that Park County Board of County Commissioners resolution 2011-12 establishes Development Review Expense Deposits for certain types of land use applications.
3. Applicant and the County agree that because of the size, nature, or scope of the proposed Application, it is not possible at this time to ascertain the full extent of the costs involved in processing the Application. Applicant agrees to make payment of the Development Review Expense Deposit established for the Application in resolution 2011-12 and to thereafter permit additional costs to be billed to the Applicant. The Development Review Expense Deposit shall be in addition to and exclusive of any non-refundable application fee established by resolution 2011-12.
4. For purposes of this agreement, "expenses" shall include all expenses, costs, fees, assessments, and other charges incurred by the County and directly related to the County's review of the Application which are not accounted for by the non-refundable application fee. Such expenses shall include, but not be limited to, engineering fees, attorney fees and other consultant fees reasonably incurred by the County in evaluating the Application.
5. The County shall maintain a record of all expenses incurred for the Application and paid for from the Development Review Expense Deposit. A current statement of such expenses incurred will be made available to the Applicant within a reasonable time following the Applicant's request. The Applicant understands that due to customary delays in billing by outside consultants, a current statement may only include expenses billed to the County as of the date of the Applicant's request.
6. The Applicant may contest an expense billed to the Applicant pursuant to this Agreement. The Applicant's contest shall be made in writing delivered to the County Planning Director within ten days after the Applicant's receipt of notice of the billed expense. The written contest shall specify in detail the expense challenged and reason for the contest. The Planning Director shall use his or her best efforts to review a timely written contest within five business days and to promptly respond in writing to the Applicant by: (1) affirming the expense as appropriate under this Agreement; (2) deleting or rescinding the expense as inappropriate under the Agreement; or (3) modifying or reducing the expense with reasons for the modification or reduction. The Applicant may appeal the Planning Director's decision to the Board of County Commissioners by

delivering a written request for appeal to the Planning Director within ten days after the Applicant's receipt of the decision. Such appeal shall be considered by the Board as an administrative matter (no notice or hearing required to be provided to the applicant) and the Board, following review of the Applicant's written contest and the Planning Director's written decision in response, shall: (1) affirm the expense as appropriate under this Agreement; (2) delete or rescind the expense as inappropriate under the Agreement; or (3) modify or reduce the expense. The Board of County Commissioner's administrative decision on appeal shall be final. Review and processing of an Applicant's timely written contest shall not be an expense within the meaning of this Agreement.

7. The Applicant shall make the required Development Review Expense Deposit at the time of Application submittal. At such time that the expenses charged against the Deposit exceed ninety percent of more of the Deposit, and within ten days of the Applicant's receipt of notice by the County of this, the Applicant shall supplement the Deposit by making an additional deposit with the Planning Director of an amount of at least fifty percent of the amount of the initial deposit for land use fees and expenses. The Planning Director may reduce the amount of, or may waive, the Applicant's making of an additional deposit where the Planning Director finds that the estimated or anticipated additional expenses for the processing of the Application will not likely exceed the remaining balance in the Deposit. The Applicant shall be obligated to maintain a positive balance in the Deposit at all times.

8. Except as otherwise precluded or prohibited by law or an agreement with the County, the Applicant may terminate the Application at any time by delivering written notice to the Planning Director. The Planning Director shall immediately take all reasonable steps necessary to terminate the accrual of additional and continuing expenses to the Applicant. In no event shall the Applicant be obligated to pay an expense associated with work or service performed on the Application that is more than forty-eight hours after the date and time of the delivery of the Applicant's notice of termination.

9. Upon final action regarding the Application, the remainder of the Deposit shall be returned to the Applicant after all outstanding expenses are paid.

10. The Applicant understands that approval of the Application is not consideration for any payment in accordance with this agreement.

APPLICANT

NOTARY'S SEAL

Signature

Date

Printed Name

COUNTY

NOTARY'S SEAL

Signature

Date

Printed Name

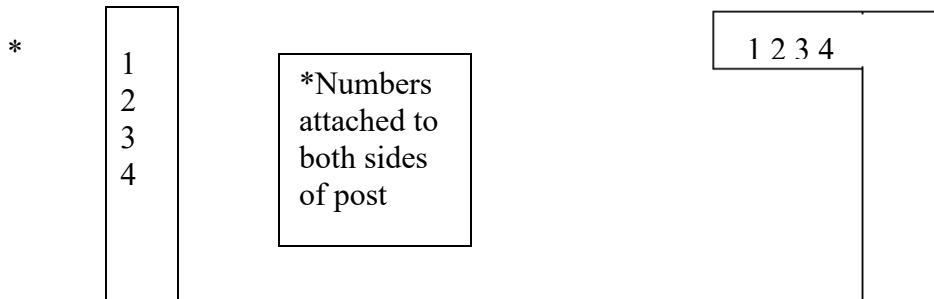
“POSTED” ADDRESS REQUIREMENTS

Park County Land Use Regulation
Section 7-1207 Address Number Signage

Park County requires properties undergoing development to have a permanent address posted. This address post is permanent and is not just for the inspector but is for the use of the Fire Department, Sheriff and Emergency Services. The street address numbers need to be posted on the property prior to the preliminary inspection of the driveway.

- ❑ Numbers shall be attached to a 4” X 4” treated wood or redwood post.
- ❑ The post shall be placed at the driveway no further than 5 feet from the property line. **Note: The post must not be placed in the county road right-of-way.**
- ❑ The top of the post shall be installed, in a permanent fashion, a minimum of 48 inches above the ground. If the ground is frozen, place the post in a 5 gallon bucket filled with sand or rock until the post can be permanently installed into the ground.

The sign specifications are shown with the below two examples.

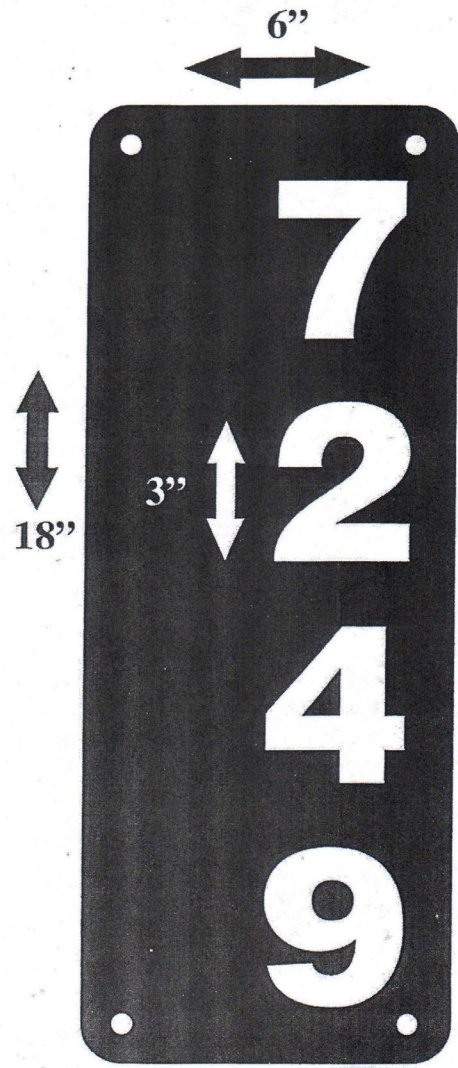


Note: Contact your local Fire Protection District for signage information
Type of Sign specifications for numbers is attached.

SIGN SPECIFICATIONS

Standard Size - 6" x 18"

Standard Color – Green Background with White Reflective Numbers



↑
4 Holes for Easy
Mounting

↑
Rounded
Corners
For Safety