



## PROCEDURES FOR WATER WELL PERMITTING IN THE HIGH PLAINS UNDERGROUND WATER CONSERVATION DISTRICT NO. 1

2930 Ave Q., Lubbock, Texas 79411 | Phone: 806.762.0181 | Fax: 806-762-1834

**Step 1)** In order for the board to consider an application for a water well permit, the applicant must submit the following information to the district: landowner's name, address, and telephone number, the applicant's name address and phone number, and the legal description of the property including the aquifer into which the well will be drilled.

The district can process permit applications more quickly and efficiently if this information is submitted by facsimile (806-762-1834) or email (permit@hpwd.com). However, the district will accept this information by phone or in person.

**Step 2)** A field technician will meet the applicant or applicant's designee at the proposed well site at the scheduled time. The applicant will need to provide the following during the visit with the field technician.

If the applicant cannot identify the proposed well site or the property lines during this visit, a follow up visit must be rescheduled. If the applicant does not remit the deposit or sign the permit application during this visit, the applicant may do so at the district's office located at 2930 Avenue Q, Lubbock Texas. Any delay in providing this information will delay the permitting process.

- Identify the proposed well site
- Identify the property lines
- Remit a \$250 fee (make check payable to the High Plains Water District)

**Step 3)** Before a permit application can be declared administratively complete, the applicant must sign the permit application. This may be done during the site visit and survey or at the district office located at 2930 Avenue Q in Lubbock on any day after the site visit and survey. The applicant's signature on the permit application indicates that the applicant:

- has legal authority granted by the landowner to drill the well at the proposed well site;
- has received a copy of the district's rules and agrees to comply with said rules;
- agrees that all information provided is true and accurate and in compliance with district rules;
- will install, equip, operate, maintain, or close the well according to Texas Department of Licensing and Regulation's rules;
- will assure that the well is drilled at the approved well site;
- understands that an application will not be declared administratively complete nor is the well considered valid until the permanent well pump has been installed and the registration and log of well filed with the district within 8 months of the original application date;
- understands that the district, at its discretion, may chose to use this well in its observation well program.

**Step 4)** District personnel will finalize the permit application and submit it to the general manager for his consideration for recommendation to the board. The application will be considered by the board at its next regularly scheduled board meeting for which notice has not been posted. District personnel will contact the applicant in cases where the permit application is denied by the board. In the event the board denies a permit application, the applicant may choose to appeal the board's decision (see Rule 9 for procedures).