



PROCEDURES FOR WATER WELL PERMITTING

HIGH PLAINS UNDERGROUND WATER CONSERVATION DISTRICT NO. 1

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

Step 1 -- In order for the Board of Directors to consider an application for a water well permit, the applicant must submit the following information to the district: **1)** landowner's name, address, and phone number; **2)** the applicant's name, address, and phone number; and **3)** the legal description of the property, including the aquifer in which the well will be drilled.

You can help the HPWD staff handle permit applications more quickly/efficiently by submitting this information either by email (permit@hpwd.com) or by fax at (806) 762-1834. However, you also have the option of submitting this information by phone at (806) 762-0181 or visiting the HPWD office at 2930 Avenue Q, Lubbock TX.

Step 2 -- A field technician will meet the applicant or applicant's designee at the proposed well site at a scheduled time.

During the visit, the applicant or designee must:

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

If the applicant cannot identify the proposed well site location or the property lines during this visit, a follow up visit must be rescheduled. If the applicant does not remit the fee or sign the permit application during this visit, the applicant may do so at the district office.

Any delay in providing this information will delay the permit process.

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 or at the HPWD office any day following the site visit.

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 will the well be considered valid until the permanent well pump has been installed and the registration and log of well is filed with the district within 8 months of the original application date;
- understands that the district, at its discretion, may choose 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 recommendation to the Board of Directors. The application will be considered by the board at its next regularly scheduled board meeting. 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 *HPWD Rule 9 for procedures*).