

HARRIS-GALVESTON



SUBSIDENCE
DISTRICT

Well Permit Renewal Application

Permitting Portal | User Guide

Updated May 7, 2021

PERMITTING
One-stop-shop for forms
and payments **PORTAL**



Overview

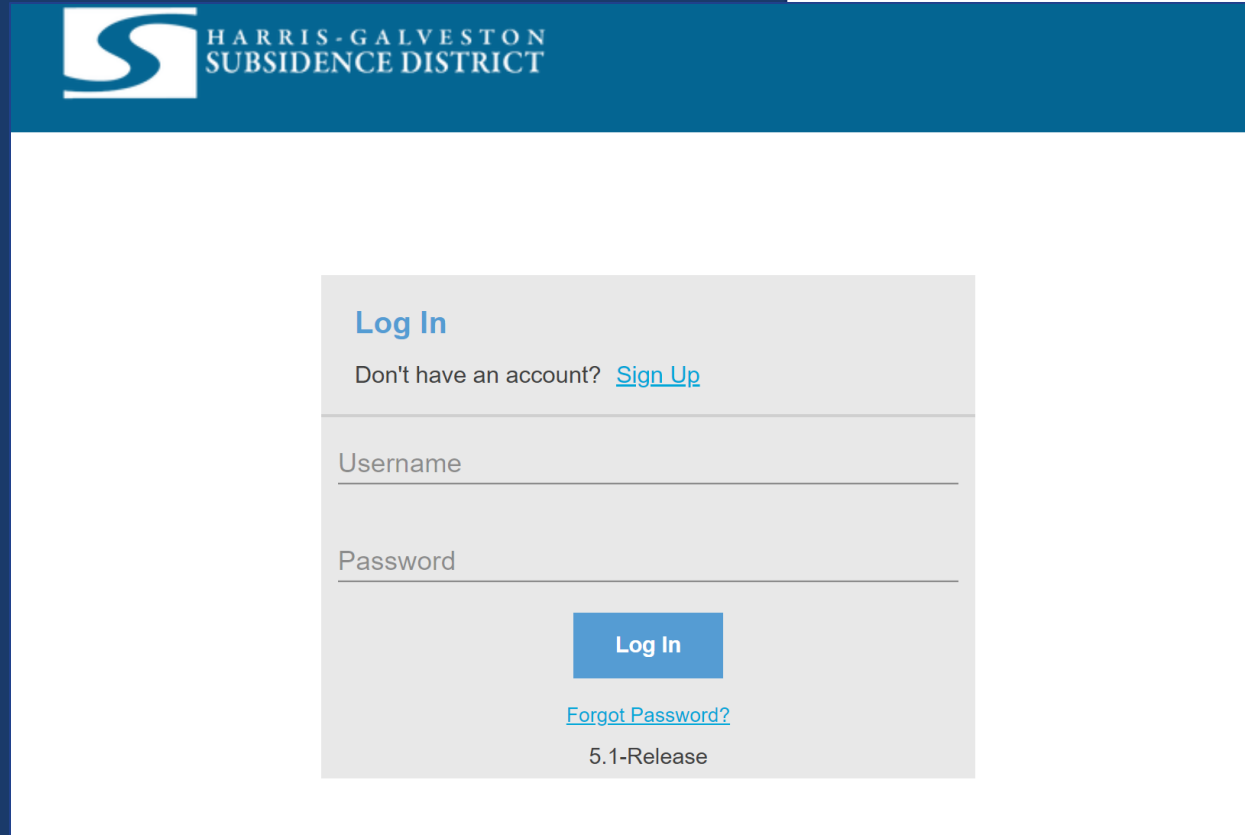
To simplify the permit application and renewal process, the Harris-Galveston Subsidence District has implemented a new permitting system. This guide is intended to walk permittees through the renewal application process by providing a road map and visuals of what to expect.

A great feature of this new and improved system is last year's application data will be available for permittees to review and update.

Renewal Process

1. Visit hgsubsidence.org/portal. Create account and/or log in to your account
2. Locate previous application under the **Submitted** tab. Under the **Actions** dropdown menu, choose "**Renew**" option
3. Confirm Well address in **Main** section, Well information in **App Data** section and contact information under the **People** section.
4. Submit application for processing; once the application has been verified, select "Pay Fees" option to pay the application fee
5. HGSD staff will review your application and schedule it for a hearing. Next, your application will be processed and will be scheduled for one of the District's Board meetings.
6. Once your permit application is approved by the Board, you will receive a permit fee statement. Once the permit fee is paid, your permit will be issued.

Access the Portal



The screenshot shows the login interface for the Harris-Galveston Subsidence District Permitting Portal. At the top left is the HGSD logo, a stylized 'S' in a blue square, followed by the text 'HARRIS-GALVESTON SUBSIDENCE DISTRICT'. The main content area is a light gray box with the following elements: a 'Log In' heading, a link 'Don't have an account? [Sign Up](#)', a 'Username' input field, a 'Password' input field, a blue 'Log In' button, a link '[Forgot Password?](#)', and the version number '5.1-Release' at the bottom.

- To access the Permitting Portal from HGSD website, visit hgsubsidence.org/portal
- You can also bookmark the [direct portal link](#).
- [Click here](#) for instructions on how to create an account
- **You must log in using the email address associated with last year's permit application to view the permit to renew.**

PLEASE NOTE: there can only be one permittee login per permit application. We recommend the email used for this account to be accessible in the long-term.

Locate Application

Submitted Incomplete

Submitted

search Sort

		PENDING	
Well Permit WP2021-2529	No Location Specified No Application Name	Actions... Actions... Check Case Status Pay Fees Get PDF Report Renew	Created 06/18/2021
Well Registration REG2021-418	No Location Specified No Application Name		Created 04/30/2021

- After logging in, choose the "Submitted" tab. Your most recent, active applications should appear here.
- Any applications that are saved but not submitted will appear under the "Incomplete" tab.
- If you are renewing a permit, you can choose "Renew" from the "Actions..." drop-down menu.
- If you do not see your permit, check that the email address you are using is the same one associated with your well number.
 - If you need to update the address associated with your account, fill out the [Update Email Form](#). District staff will review your request.

Application Sections

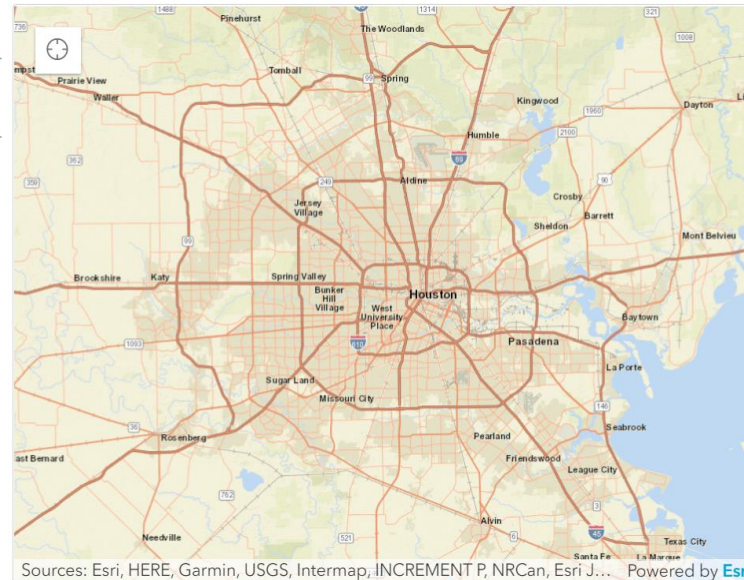
Application: Well Permit

Step 1 of 4

1 Main

Well Number

Physical Location of Well



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri J... Powered by Esri

Cancel Clear Next

2 App Data

3 People

4 Add'l Docs

Overview

- **Main Panel:** this is your lead well number should appear and physical location of the lead well
- **App Data Panel:** this is where you update the details regarding your application
- **People Panel:** this is where you provide information on the applicant, permittee, other contacts for the application
- **Rel Docs Panel:** this is where you may attach related documents that you would like to share with District staff (if applicable)

Input Well Address

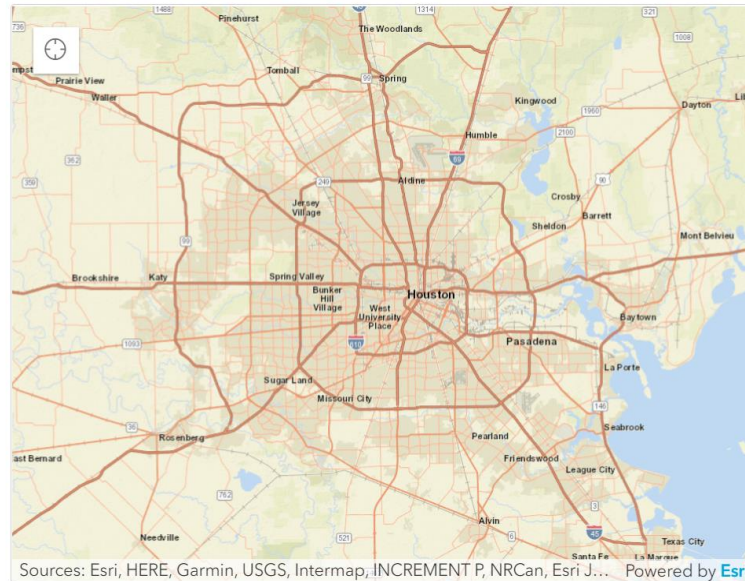
Application: Well Permit

Step 1 of 4

1 Main

Well Number

Physical Location of Well



Cancel Clear Next

2 App Data

3 People

4 Add'l Docs

- The **Main** section includes the lead well number and physical location of the lead well
- Confirm the well number and physical location of the well appear correct.
 - If you get an error and cannot enter the correct address, then leave blank.
- You will have an opportunity to enter the latitude/longitude of the well in the next section. You may also upload a map of the well location in the additional documents section.

Review Application Data

HARRIS - GALVESTON SUBSIDENCE DISTRICT

Application: Well Permit

1 Main

2 App Data

Lead Well Number

! Lead Well Number ?
Number
00000000

Type of Permit Application

! Application Type
Select a value
Permit Renewal

Well Permit Data (all)

! Well Location - Latitude ?
Text
29.00000000

! Well Location - Longitude ?
Text
-95.00000000

- In the **App Data** Panel, required fields are shaded in red. The fields should appear with last year's information, as shown to the left.
- Verify the well number and that "Permit Renewal" is selected under **Application Type**

Application Data – Well Use

! Number of wells in Aggregate
Quantity

Casing Size in Inches
Number

An Emergency Need for Groundwater Exists ?
<input type="radio"/> Yes
<input type="radio"/> No
If emergency need is yes, please state justification ?
Comment

Groundwater withdrawn (prev. 12 months, million gallons)
Number

! I request ___ MG from my water well for the next 12 month permit term
Quantity

! I expect to use ___ MG of alternate water for the same permit term
Quantity

- Confirm the **Number of wells in aggregate**. This should be the number of wells included in your permit.
- Next, indicate the **Amount of water requested** from your well for a 12-month permit term and the amount of alternative water that will be used during the same term.

Application Data – Intended Use

! Select Intended Use

Select a value ▼

- P Agricultural Irrigation - used in production of food or fiber commodities
- ty Commercial/Domestic - used by commercial establishments for potable/sanitary
- Geothermal - used for geothermal heat exchanger
- If Industrial - used as part of an industrial process or manufacturing of products
- Lake/Pond/Pool - used to file or maintan the level of lakes / ponds / pools
- Other - used for other non-exempt uses such as livestock watering / irrigation
- If Public Supply - used for retail or wholesale water supply(cities/water district)
- Single-Family Dwelling - wells connected to one single family dwelling
- Single-Family Irrigation - used for landscape irrigation at one residence

Well Provides Water to a Lake

Comments

- Next, confirm the **Intended Use** of the well. If the use has changed, then select the new use.

Input Contact Information

Application: Well Permit

Step 3 of 4

- 1 Main
- 2 App Data
- 3 People

APPLICANT more....	Use My Information	PERMITTEE more....	Use My Information		
Name		Name XXXXX			
Address Line1		Address Line1 XXX NW Frwy. Ste. XXX			
City Name	State	Zip Code	City Name Houston	State TX	Zip Code XXXXX
Phone (Home)	Phone (Mobile)		Phone (Home)	Phone (Mobile)	
Email			Email XXXXX@gmail.com		

- In the People Panel, last year's information **Permittee** and other roles will populate, such as attention and correspondent fields.
- You will need to update the name, phone number and email of the **Applicant**.
- Confirm the name, address, city, state, zip code, email and work phone number for the **Permittee**.
- For **Permittee**, select "more..." to view all required fields (e.g., work phone number)

Upload Documents and Submit

Application: Well Permit


Step 4 of 4

- 1 Main
- 2 App Data
- 3 People
- 4 Add'l Docs

 Add  Delete all See Required

 map.pdf
Attached By: TestUser

Map of Well Location

1.10 MB
05/8/2021 

[Cancel](#) [Clear](#) [Previous](#) [Submit](#)

- In the Additional Documents Section, you may attach documents to your application.
- Documents that could be submitted may include:
 - Map of your well location
 - City Water Bills
 - Acknowledgement Form
- You can also upload documents after your application has been submitted in the Account Summary dashboard
- Hit the Submit button. You will be required to accept the Terms and Conditions prior to the application being submitted.

Review Account Summary

← Back 📍 Map

Application

Well Permit WP2021-442 1660 W Bay Area Blvd, Friendswood, Texas, 77546 0 **PENDING** Actions... Created:05/8/2021 Expires:05/31/2022

Addresses

Address	Location Type	Location Id
1660 W Bay Area Blvd, Friendswood, Texas, 77546	-	-

People

Title	Name	Address
PERMITTEE	TestUser TestUser	

Data

Lead Well Number ↕

Lead Well Number ?

Number
0

Type of Permit Application ↕

Application Type

Select a value
New Well Permit

Well Permit Data (all) ↕

Well Location - Latitude ?



Text
29.53842027098408

Workflow

Description	Result	Target End	Completed	M	Comments
Verify Application Type		05/15/2021 10:31 PM		1	
Hearing Notice				2	
Review Recommendations				3	

Related Documents

📎 Add 🗑️ Delete all ☑️ See Required

 map.pdf Attached By: TestUser	Well Location Map	1.10 MB 05/8/2021	
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- Once you submit your application, it will be reviewed by staff typically within 5 business days. Once the application is verified, the application fees will be applied to your permit.
- **Workflow** gives you the status step in the application process with the estimated timeline
- The typical workflow includes the following steps:
 - Verify application type
 - Hearing notice
 - Review recommendations
 - Board
 - Paid or Past Due?
 - Issue Permit

Pay Fees

← Back 📍 Map

Application

Well Permit WP2021-442	1660 W Bay Area Blvd, Friendswood, Texas, 77546 0	NEW WELL Actions... Actions... Check Case Status Pay Fees Get PDF Report Renew Permit
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Related Applications

Application Number	Name
WPO2021-443	0

Addresses

Address	Location Type	Location Id
1660 W Bay Area Blvd, Friendswood, Texas, 77546	-	-

- Your permit application must be reviewed by staff prior to the application fee being applied to your permit.
- Once your application has been reviewed, you can pay your fees online using a credit card by selecting Actions and "Pay Fees"
- **Paying the application fee does not mean the application has been approved**
- After application fees have been submitted, staff will schedule the application for Hearing and Board consideration.

Complete Payment

Fees

Fee	Amount	Amount Paid	Amount Due
Permit Renewal Application Fee	\$60.00	\$60.00	\$0.00
Permit Fee (24/mg or 10/mg)	\$24.00	\$0.00	\$24.00
Credit Card Surcharge	\$0.72	\$0.00	\$0.72
	Total Fees: \$84.72	Total Paid: \$60.00	Total Due: \$24.72

Payment Amount: \$24.72

Authorize.Net

[Payment Terms and Conditions](#) **Pay Now**

Cancel

- Once you select “Pay Fees,” you will be taken the Payment page where you may make payment using credit card through Authorize.NET.
- A 3% Credit Card Surcharge will be applied to your application fee. Currently HGSD only accepts MasterCard, Discover and Visa credit cards.
- Complete the form and hit the “Pay Now” button, being sure to accept the Payment Terms and Conditions.

Complete Form

Order Summary

Description
Invoice Number

Payment for Case: WP2021-1591
88

Total \$ 24.00

Credit Card Bank Account (USA Only)

 Card Number *

Exp. Date * Card Code

Billing Address

First Name Last Name

Billing Country
USA ▼ Zip

Street Address City

State Phone Number

Pay

Cancel

- A payment page will appear where you may make payment using credit card through Authorize.NET.
- Complete the form
- Click the Pay button

Complete Payment

Tue Jun 15 2021 3:21:44 PM

Complete

Thank you for your payment.

\$ 24.00

[Hide Details](#)

Total \$ 24.00

Paid By Discover XXXX0012

Authorization Code:

GVLHDF

Transaction ID: 60169345134

Invoice Number: 88

Description: Payment for

Case: WP2021-1591

- **YOU HAVE NOT MADE YOUR PAYMENT UNTIL YOU SELECT THE “COMPLETE PAYMENT” BUTTON.**
- A payment confirmation email will be sent to the email account associated with the account.

Questions?



- Email info@subsidence.org with PORTAL in the subject line. Please include your name, permit number and application number
- Given the volume of questions, response time may take up to two business days.