

HARRIS-GALVESTON



SUBSIDENCE  
DISTRICT

# Well Registration Application

## Permitting Portal | User Guide

Updated May 7, 2021

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



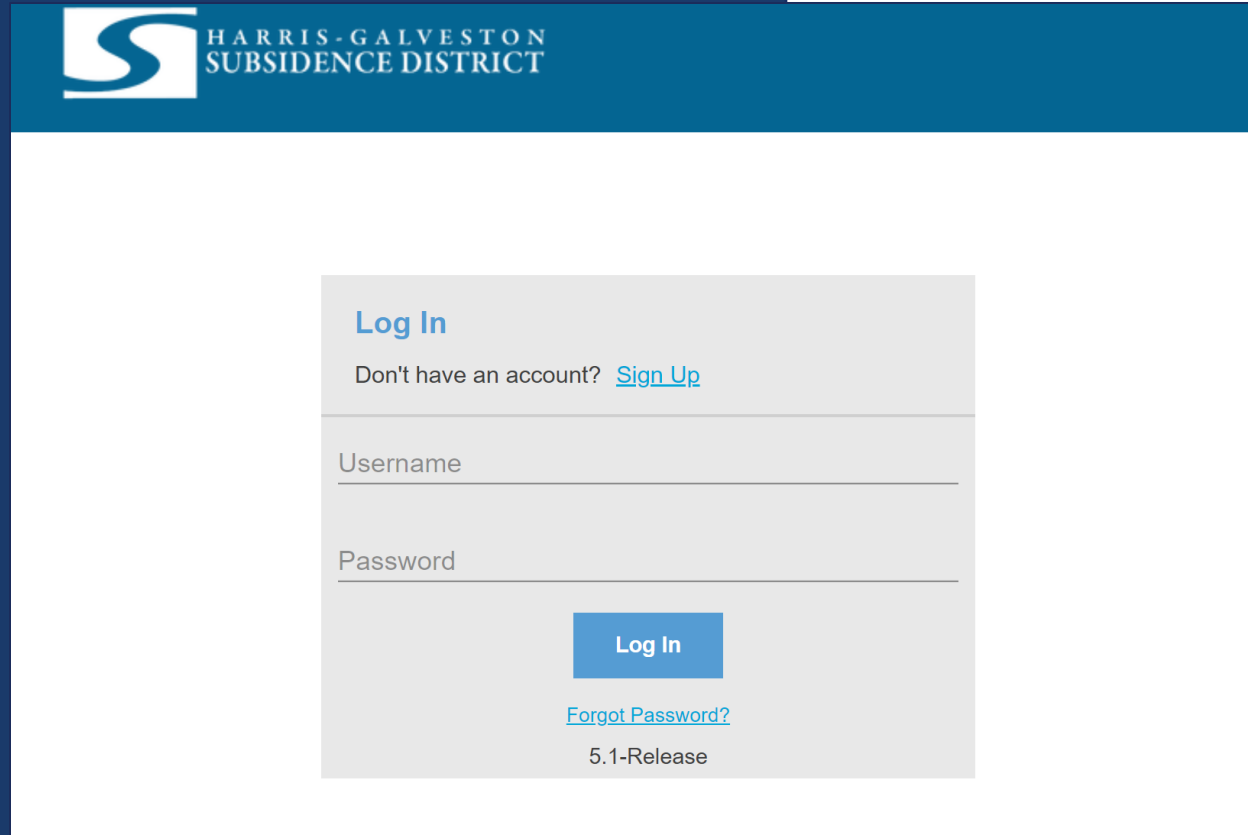
## Overview

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 well owners and/or drillers through the well registration application process by providing a road map and visuals of what to expect.

# Registration Process

1. Visit [hgsubsidence.org/portal](https://hgsubsidence.org/portal). Create account and/or log in to your account. Well drillers can create their own accounts and still submit on behalf of well owners.
2. Choose permit type and create application. Designate Well address in **Main** section. Input Well information in **App Data** section. Under **People** section, include the applicant, well owner and/or well driller.
3. Submit application for processing.
4. HGSD staff will review your application and inform you within **five business days** if the well meets the permit exclusions or exemptions (if applicable).
5. If the preliminary determination is that the well is excluded or exempt, the registrant may begin drilling immediately upon receiving the approved registration.

# 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 for 'Don't have an account? Sign Up', a 'Username' input field, a 'Password' input field, a blue 'Log In' button, a 'Forgot Password?' link, and a version number '5.1-Release' at the bottom.

- To access the Permitting Portal from HGSD website, visit [hgsubsidence.org/portal](https://hgsubsidence.org/portal)
- You can also bookmark the [direct portal link](#).
- [Click here](#) for instructions on how to create an account

PLEASE NOTE: We recommend the email used for this account to be accessible in the long-term.

# Create Application

The screenshot shows the Harris-Galveston Subsidence District Permitting Portal. The header includes the district logo, the text "HARRIS-GALVESTON SUBSIDENCE DISTRICT", a "Create Application" button, a notification bell icon, and a dropdown arrow. Below the header, there are two tabs: "Submitted" (selected) and "Incomplete". A search bar and a "Sort" dropdown are visible. The main content area displays a table of applications:

| Application Type  | Application ID | Location/Name                                | Status  |
|-------------------|----------------|--|---------|
| Meter Card        | MTR2021-459    | AD200 1652                                   | PENDING |
| Well Registration | REG2021-418    | No Location Specified<br>No Application Name | PENDING |
| Well Permit       | WP2021-460     | No Location Specified<br>No Application Name | PENDING |

The "Actions..." dropdown menu for the first application is open, showing options: "Actions...", "Check Case Status", "Pay Fees", "Get PDF Report", and "Renew" (highlighted in blue).

- 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 registration, you can choose "Renew" from the "Actions..." drop-down menu. [Click here] for instructions on how to renew a permit.
- If you are creating a new application, click on "Create Application" to start the application process.

# Application Selection

The screenshot shows the Harris-Galveston Subsidence District Permitting Portal. At the top, there is a navigation bar with the district logo, the text 'HARRIS-GALVESTON SUBSIDENCE DISTRICT', a 'Create Application' button, a notification bell icon, and the user name 'TestUser TestUser'. Below the navigation bar is a section titled 'Select an Application' with a search bar. Underneath, there are 'Categories' represented by folder icons: 'Permit Applications', 'Permit Amendments', 'Rebates', 'Waterwise Program', and 'Meters'. Below the categories, there are 'Applications' represented by document icons: 'Well Registration' (highlighted with a red box) and 'Well Pumpage (Annual Report)'. At the bottom right of the application selection area is a 'Begin Application' button.

- After selecting “Create Application”, you will be taken to the Application Selection menu.
- Select “Well Registration” to register a new well.

**PLEASE NOTE:** if the well requires a permit, the permittee must apply for a permit before submitting the Well Registration application. A well owner, well operator, or water well driller to drill any well without the approved registration form filed with the District.

# Application Pop-up Screen

The screenshot shows a web portal interface for selecting an application. A search bar is at the top left. Below it, there are sections for 'Applications', 'Categories', and 'Permit Applications'. A 'Well Registration' button is highlighted. An 'Application Help' pop-up window is centered on the screen, containing the following text:

**Application Help**

All wells must be registered prior to drilling!

District Rule 5.1 - Registration of New Wells:

A) All new wells, except leachate wells, extraction wells, injection wells, monitoring wells, and dewatering wells, must be registered by the well owner, well operator, or water well driller prior to being drilled. Registration may be submitted by mail or electronically, using a form provided by the District. The District staff shall review the registration and make a preliminary determination on whether the well meets the exclusions or exemptions provided in Rule 5.8, and shall inform the registrant of their determination within five business days. If the preliminary determination is that the well is excluded or exempt, the registrant may begin drilling immediately upon receiving the approved registration.

B) It shall be a violation of these Rules for a well owner, well operator, or water well driller to drill any well without the approved registration form filed with the District.

When you are ready to start the application, select the "OK" button and then click the "Begin Application" button.

OK

- A pop-up screen will provide information on the application process.
- Select “OK” and then select “Begin Application” to start the application process.

# Application Sections

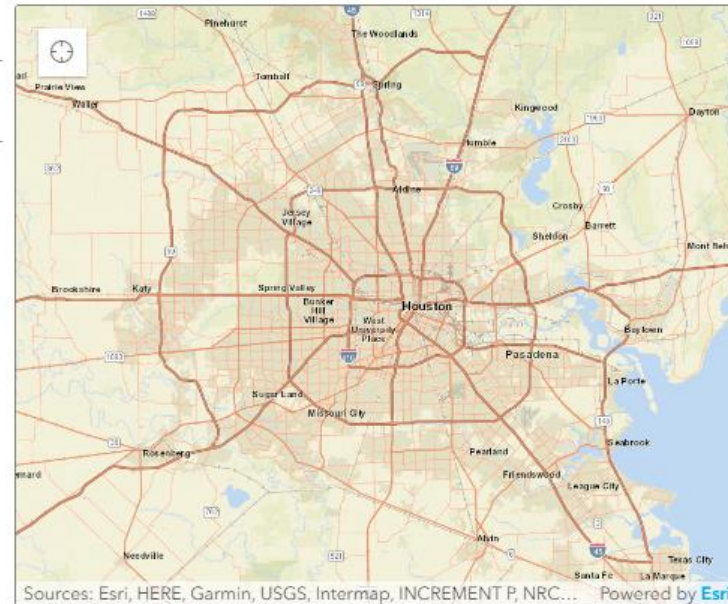
## Application: Well Registration

Step 1 of 4

### 1 Main

Well Number

Physical Location of Well



Cancel Clear Next

### 2 App Data

### 3 People

### 4 Add'l Docs

## Overview

- **Main Panel:** this is where you enter your lead well number (if you have one) and physical location of the lead well
- **App Data Panel:** this is where you enter details regarding your application
- **People Panel:** this is where you provide information on the applicant, well owner, 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 Registration Step 1 of 4

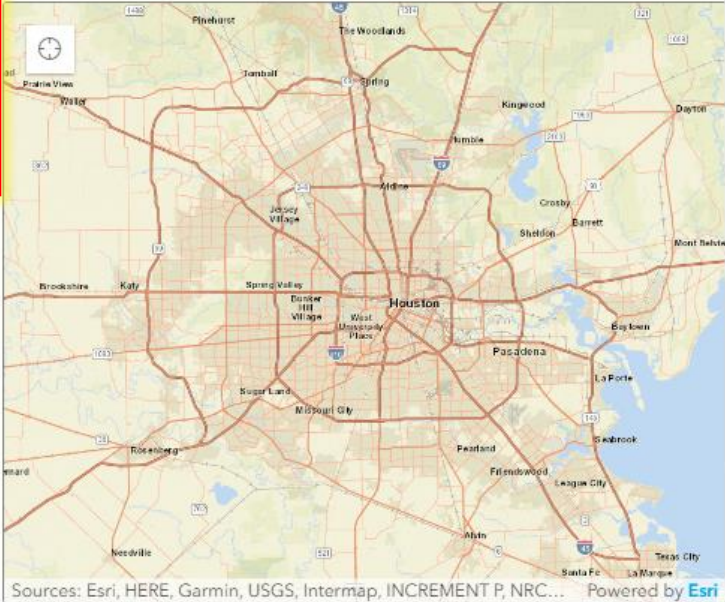
**1** Main

Well Number

---

Physical Location of Well

---



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

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.
- If the well is permitted, enter the well number. If you do not need a permit, then enter 0 (zero).
- If you cannot enter an accurate physical location of the well, leave it 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.

# Input Application Data

## Application: Well Registration

Step 2 of 4

1 Main

2 App Data

### Well Registration Data

! Proposed Well Size (in)

Number

! Latitude ?

Text

! Longitude ?

Text

Registering Well

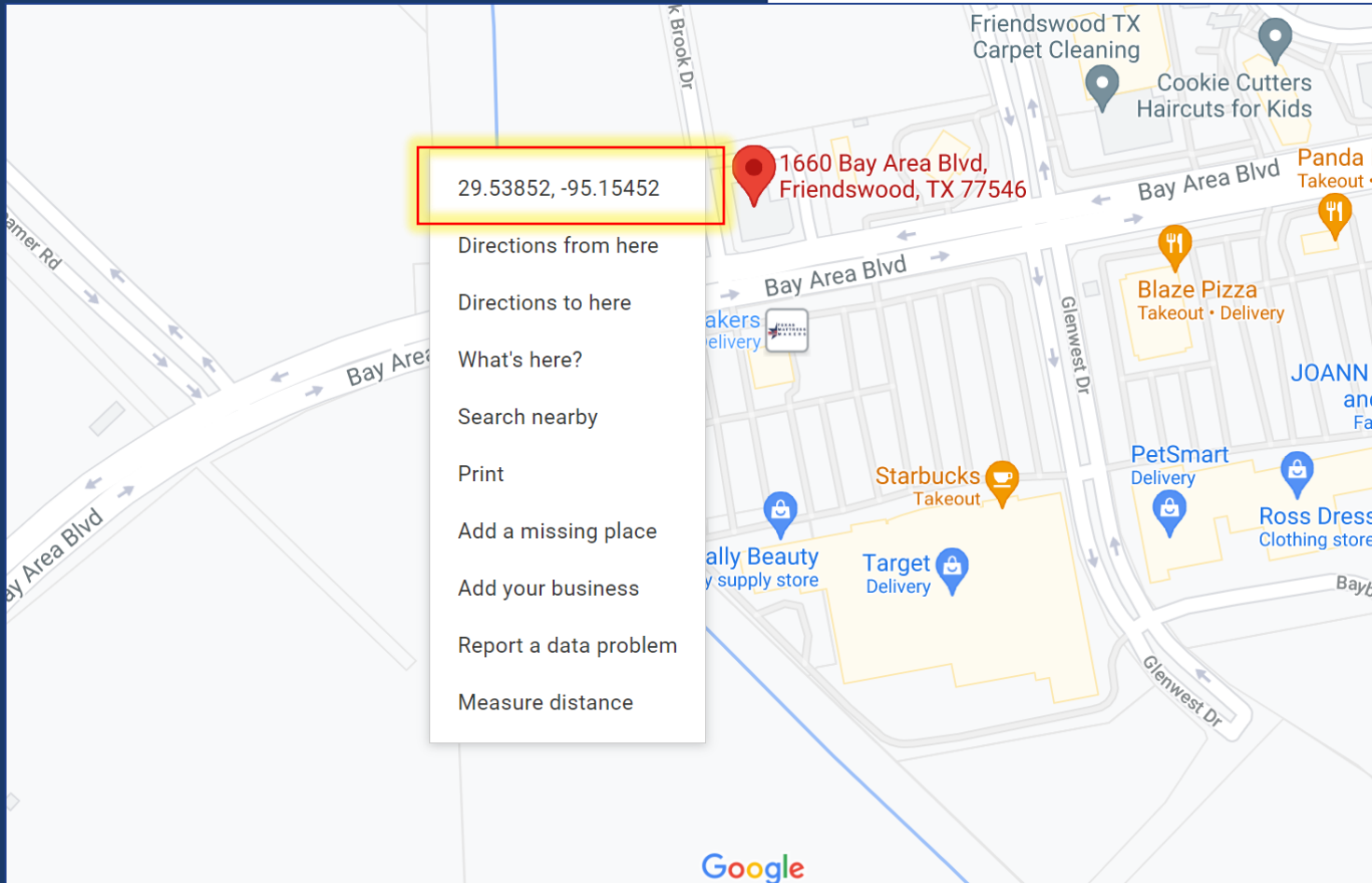
Number

! Well Casing

Select a value

- In the App Data Panel, required fields are shaded in red.
- Input **Proposed Well Size**.
- Input **Longitude and Latitude** coordinates in decimal form for the well.
- Need help accessing these coordinates? See next slide
- Select Well Casing

# Get Longitude and Latitude



- Visit [www.google.com/maps](http://www.google.com/maps)
- Enter the well address
- Right-click on the address point on the map
- Note the coordinates and input these in the application fields

# Application Data – Intended Use

! Select Intended Use

Select a value ▼

- Agricultural Irrigation - productin of food/fiber for resale/commercial purposes
- Commercial/Domestic - commercial/business establishments for potable/sanitary
- b Geothermal - geothermal heat exchanger. Specify Closed-loop/reinjection/pump and dump
- a Industrial - part of industrial process or manufacturing of products
- Lake/Pool/Pond - file or maintain level of lakes/ponds/pools
- Other - non-exempt uses such as livestock watering/golf courses/parks/etc
- Public Supply - used for retail or wholesale water supply
- Single-Family Dwelling - typical domestic and sanitary needs
- Single-Family Irrigation - landscape irrigation at one single family residence
- m Other Exempt User

Comment

- Next, complete the **Intended Use** of the well. Select the type of use that is most applicable to your situation.
- Provide additional details in subsequent fields if your intended use is for commercial or agricultural needs.
- Indicate if any other water supply is available for the property.

# Application Data – Well Data

! Does the 'well owner' own any other well in Harris or Galveston county?

Yes  No

If yes, explain:

Comment

! Is this well replacing an existing well?

Yes  No

If yes, give well no. of well being replaced and length of time owned or leased

Comment

! If this is a replacement well, what will be the status of the old well?

Select a value ▼

If the status of old well is 'In Use', explain

Comment

Cancel Clear Previous Next

- Select if the well owner owns any other well in Harris or Galveston county.
- Select if the well is replacing an existing well.
- Select the status of the old well - if not an old well, select "Not a replacement"

# Input Contact Information

|  |   |
|--|---|
| <b>APPLICANT</b> <a href="#">more....</a> <a href="#">Use My Information</a> | <b>WELL DRILLER</b> <a href="#">more....</a> <a href="#">Use My Information</a> |
| <b>Name</b>  | <b>Name</b>   |
| Address Line1  | Address Line1   |
| City Name State Zip Code   | City Name State Zip Code  |
| Phone (Home) <b>Phone (Mobile)</b>   | Phone (Home) Phone (Mobile)   |
| <b>Email</b>   | <b>Email</b>  |
| Comment  | Comment   |
| <b>OWNER</b> <a href="#">more....</a> <a href="#">Use My Information</a>     |   |
| <b>Name</b>  |   |
| Address Line1  |   |

- In the People Panel, information regarding the **Applicant** as well as the **Owner** are required. Required fields are shown in red.
- Input the name, phone number and email of the **Applicant**.
- Input the name, address, city, state, zip code, email and work phone number for the **Owner**. Select “more...” to view all required fields
- If the **Owner** is drilling the well, use **N/A** for the Well Driller Name and Email.

# Add Remaining Contact Items

**3** People

|   |   |
|---|---|
| <p>APPLICANT <span style="border: 1px solid red; padding: 2px;">more...</span> <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Use My Information</span></p> <p>Name _____</p> <p>Address Line1 _____</p> <p>City Name _____ State _____ Zip Code _____</p> <p>Phone (Home) _____ Phone (Mobile) _____</p> <p>Email _____</p> <p>Comment _____</p> | <p>WELL DRILLER <span style="color: #0070C0;">less...</span> <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Use My Information</span></p> <p>Name _____</p> <p>Address Line1 _____</p> <p>Address Line2 _____</p> <p>Address Line3 _____</p> <p>City Name _____ State _____ Zip Code _____</p> <p>Country Code _____ Company Name _____</p> <p>Phone (Home) _____ Phone (Mobile) _____</p> <p><span style="border: 1px solid red; padding: 2px;">Phone (Work)</span> _____ Phone Work Ext. _____</p> <p>Fax Number _____</p> <p>Email _____</p> |
|---|---|

- **Before you click Next, make sure to select "more..." for Applicant, Well Driller and Owner.**
- Fill out the required Phone (Work) number.
- You will not be able to move on to the next step until you've filled in all required red fields.
- **Troubleshooting tip:** If your application times out, log back into the and visit the "Incomplete" tab on the home page. You'll find a draft of your application there.

# 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.



# Questions?



- Email [info@subsidence.org](mailto: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.