Well Registration Application

Permitting Portal | User Guide

Updated May 7, 2021
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. 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.
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.

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

- 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.
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.
• A pop-up screen will provide information on the application process.

• Select “OK” and then select “Begin Application” to start the application process.
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).
• 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**

- 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

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### Application: Well Registration

#### Step 2 of 4

**Main**

<table>
<thead>
<tr>
<th>Well Registration Data</th>
<th>App Data</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Proposed Well Size (in)</strong></td>
<td>Number</td>
</tr>
<tr>
<td><strong>Latitude</strong></td>
<td>Text</td>
</tr>
<tr>
<td><strong>Longitude</strong></td>
<td>Text</td>
</tr>
</tbody>
</table>

**Registering Well**

<table>
<thead>
<tr>
<th>Number</th>
</tr>
</thead>
</table>

| **Wall Casing** |
| Select a value |
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
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.
• 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"
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

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.
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 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.