

HARRIS-GALVESTON



SUBSIDENCE
DISTRICT

Amendment Application – Increase/Decrease in Allocation

Permitting Portal | User Guide

Updated May 7, 2021

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



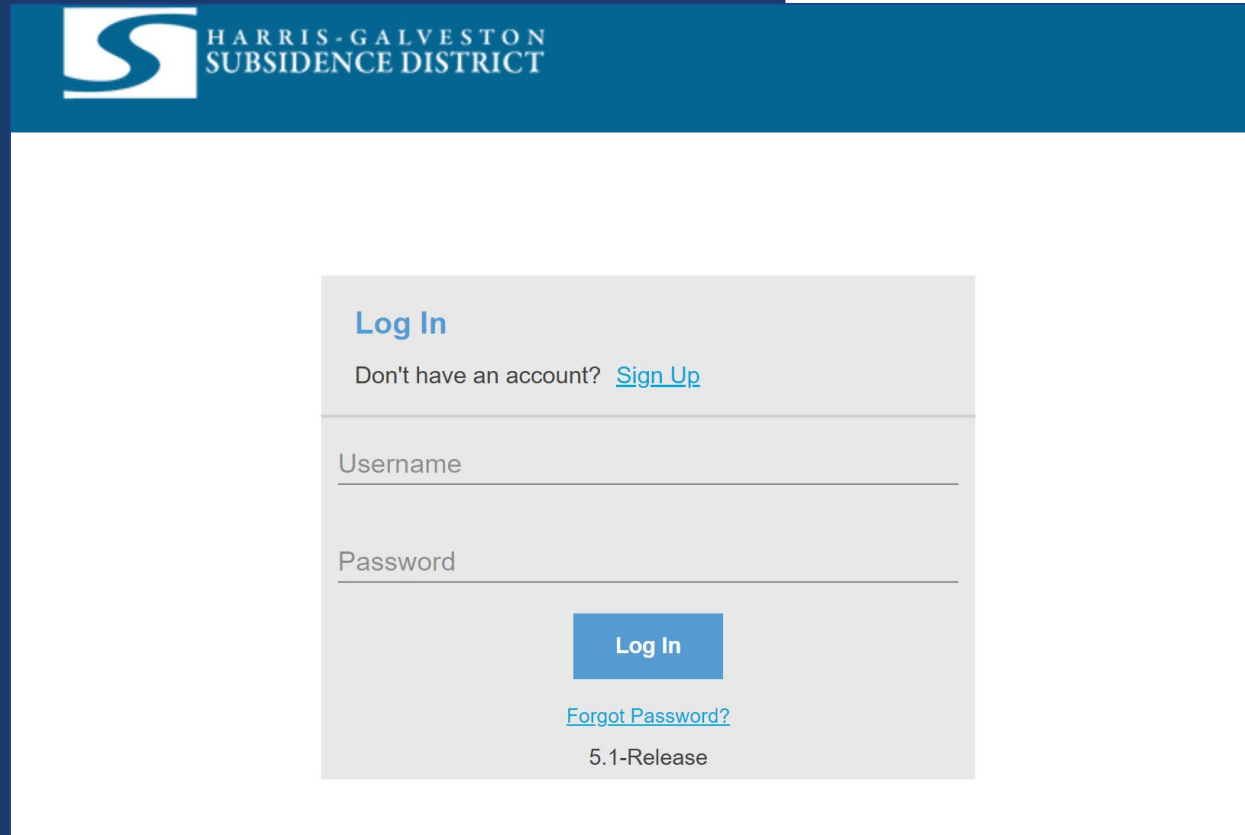
Overview

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 amendment process for increasing or decreasing their water allocation.

Amendment Process

1. Visit hgsubsidence.org/portal. Create account and/or log in to your account
2. Choose Amendments and Rebates, select either Increase or Decrease in Allocation, and click Begin Application. Designate Well address in **Main** section. Input Well information in **App Data** section. Under **People** section, include the applicant, permittee, owner and other relevant contact information. Upload photo of meter reading under **Additional Documents**.
3. Submit application for processing. HGSD staff will verify your application.
4. ****Once the application has been verified, select "Pay Fees" option to pay the \$75 amendment application fee for each well.**
5. District staff may reach out regarding your request. Depending on the amount of an increase/decrease you are requesting, your request may be subject to disincentive fees. You may also have the option to submit groundwater credits to offset your groundwater usage.

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 and name. 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
- 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 well 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.

Create Application

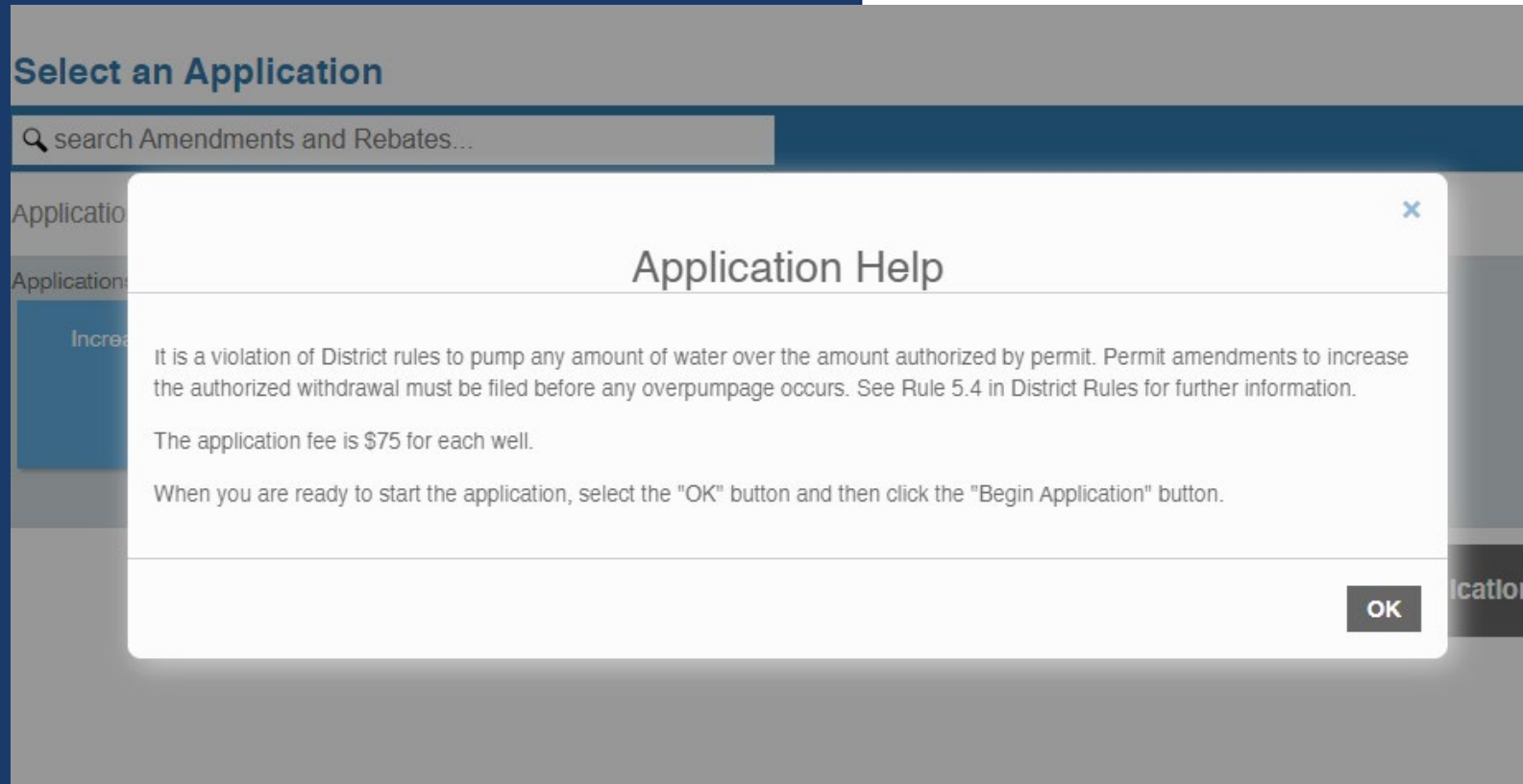
- After logging in, choose the "Submitted" tab
- Your most recent, active applications should appear here.
- Any applications that are saved but not submitted will appear under the "Incomplete" tab.
- If you are creating a new application, click on "Create Application" to start the application process.

Application Selection

The screenshot shows the 'Application Selection' page of the Harris-Galveston Subsidence District Permitting Portal. The page has a dark blue header with the district logo, a 'Create Application' button, a notification bell, and the user name 'TestUser TestUser'. Below the header is a search bar labeled 'search Applications...'. Underneath, there are two sections: 'Categories' and 'Applications'. In the 'Categories' section, there are two folder icons: 'Amendments and Rebates' (highlighted with a red box) and 'Meter Information'. In the 'Applications' section, there are four document icons representing different application types: 'Well Registration', 'Well Permit', 'Sponsorship for Groundwater Credits', and 'Well Pumpage (Annual Report)'. At the bottom right of the page is a 'Begin Application' button.

- After selecting “Create Application”, you will be taken to the Application Selection menu.
- Select “Amendments and Rebates” to file an increase or decrease allocation amendment, a transfer of ownership amendment, or a disincentive fee or groundwater credit rebate.

Application Pop-up Screen



- After you select “Amendments and Rebates,” you will be taken to another screen where you will select “**Increase in Allocation**” or “**Decrease in Allocation**”.
- 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

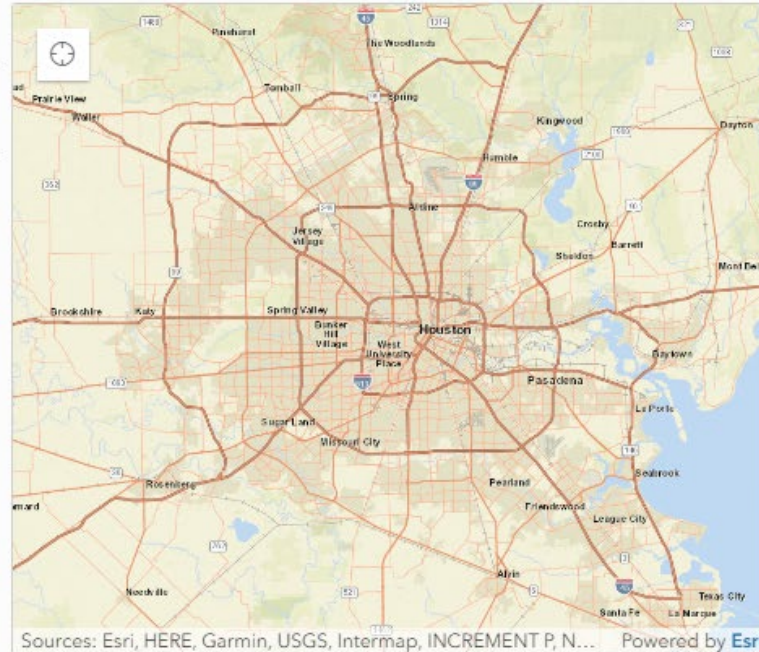
Application: Permit Amendment - Increase Allocation

Step 1 of 4

1 Main

Description

Address



Cancel

Clear

Next

2 App Data

3 People

4 Add'l Docs

Overview of Sections

- **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, 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

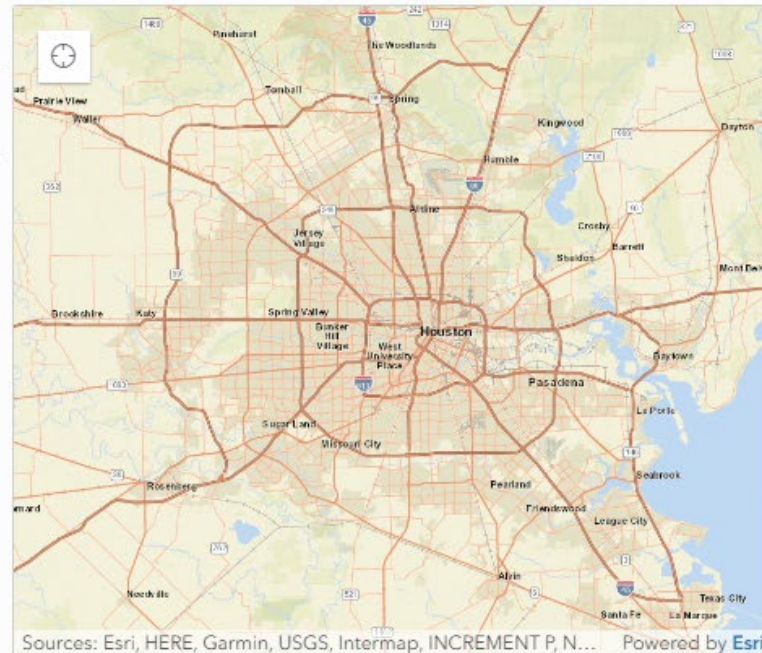
Application: Permit Amendment - Increase Allocation

Step 1 of 4

1 Main

Description

Address



Cancel Clear Next

2 App Data

3 People

4 Add'l Docs

- The **Main** section includes the **lead well address** and the corresponding physical location description of the well (if needed).
- If you cannot enter an accurate physical location of the well, leave it blank. You may also upload a map of the well location in the additional documents section.

Input Application Data

Application: Permit Amendment - Decrease Allocation

Step 2 of 4

- 1 Main
- 2 App Data

Lead Well Number ^

! Lead Well Number ?

Number

Number of Wells in Aggregate ^

! Number of Wells in Aggregate

Quantity

Allocation Amendment (Decrease) ^

! Current Allocation (MG)

Number

Number of Wells in Aggregate

Quantity

Current Term: Begin

Calendar icon

Current Term: End

Calendar icon

- In the App Data Panel, required fields are shaded in red.
- Input **Lead Well Number**. If you have multiple wells, the lead well number will be the lowest numerical well number. If you do not have a lead well number, then enter 0 (zero).
- Input **Number of Wells in Aggregate**. This should be the number of wells included in your permit.
- Enter the information requested about the amendment. If possible, *a photo of the current meter reading and upload in the last section – **Additional docs***.

Input Contact Information

3 People

APPLICANT more...	Use My Information	PERMITTEE less...	Use My Information	
Name		Name		
Address Line1		Address Line1		
City Name	State	Zip Code	Address Line2	
Phone (Home)	Phone (Mobile)		Address Line3	
Email		City Name	State	Zip Code
Comment		Country Code	Company Name	
		Phone (Home)	Phone (Mobile)	
		Phone (Work)	Phone Work Ext.	
		Fax Number		
		Email		

- In the People Panel, information regarding the **Applicant** and **Permittee** are required. Required fields are shown in red.
- Input the name, phone number and email of the **Applicant**, or the person submitting the application.
- The **Permittee** name should be the company name if applicable. For a specific representative to receive information, include their contact information under **Attention To**.
- **Before you click Next, make sure to select "more..." for Permittee and Applicant to fill out the required Phone (Work) number.**

Add Remaining Contact Items

3 People



<p>APPLICANT more... Use My Information</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>PERMITTEE less... Use My Information</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>Phone (Work) _____ Phone Work Ext. _____</p> <p>Fax Number _____</p> <p>Email _____</p>
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- **Before you click Next, make sure to select "more..." for all required contacts: Permittee, Owner and Applicant.**
- 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: Permit Amendment - Increase in Allocation **Step 4 of 4**

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

 Add  Delete all

Cancel **Clear** **Previous** **Submit**

- In the Additional Documents Section, you may attach documents to your application.
- The Subsidence District staff will request that you include a photograph of the meter reading for each well
- 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

Application

Permit Amendment - Decrease Allocation No Location Specified **PENDING** Created:11/3/2021
AMN2021-4253 No Application Name Actions... Expires:11/30/2022

Data

Lead Well Number ^

Lead Well Number ⓘ

Number
1

Number of Wells in Aggregate ^

Number of Wells in Aggregate

Quantity
1

Allocation Amendment (Decrease) ^

Current Allocation (MG)

Number
1

Number of Wells in Aggregate

Quantity

Workflow

Description	Result	Target End	Completed	M	Comments
Application Review		11/8/2021 11:46 AM		1	
Amendment Approval				2	
Issue				3	

Fees

Fee	Amount	Amount Paid	Amount Due
Amendment Application Fee (per well)	\$75.00	\$0.00	\$75.00
Total Fees: \$75.00		Total Paid: \$0.00	Total Due: \$75.00

Related Documents

📎 Add 🗑️ Delete all

- Once you submit your application, it will be reviewed by staff typically within 3-5 business days.
- Once the application is verified, you can pay your application fee (\$75 per well).
- **Workflow** gives you the status step in the application process with the estimated timeline.
- The typical workflow includes the following steps:
 - Application Review
 - Amendment Approval
 - Issue Amendment

Pay Fees

Application

Permit Amendment - Decrease Allocation
AMN2021-4253

No Location Specified
No Application Name

PENDING

Created: 11/3/2021
Expires: 11/30/2022

Actions...
Actions...
Check Case Status
Pay Fees
Get PDF Report
Renew

Data

Lead Well Number

Lead Well Number ?
Number
1

Number of Wells in Aggregate

Number of Wells in Aggregate
Quantity
1

Allocation Amendment (Decrease)

Current Allocation (MG)
Number
1

Workflow

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Fees

Fee	Amount	Amount Paid	Amount Due
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Total Fees: \$75.00		Total Paid: \$0.00	Total Due: \$75.00

Related Documents

- You pay your fees online using a credit card by selecting "Actions..." and "Pay Fees" only **after** the application has been verified.
- **Paying the application fee does not mean the application has been approved**
- If needed, staff will contact you to purchase groundwater credits or disincentive fees if needed.

Complete Payment

Fees

Fee	Amount	Amount Paid	Amount Due
Amendment Application Fee (per well)	\$75.00	\$0.00	\$75.00
Credit Card Surcharge	\$2.25	\$0.00	\$2.25
	Total Fees: \$77.25	Total Paid: \$0.00	Total Due: \$77.25

Payment Amount: \$77.25

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 Discover, MasterCard, 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 Payment for Case: WP2021-1591
Invoice Number 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.
- Check the Workflow once you return to the Permit page to verify what step your application is now in.
- 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.

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.