

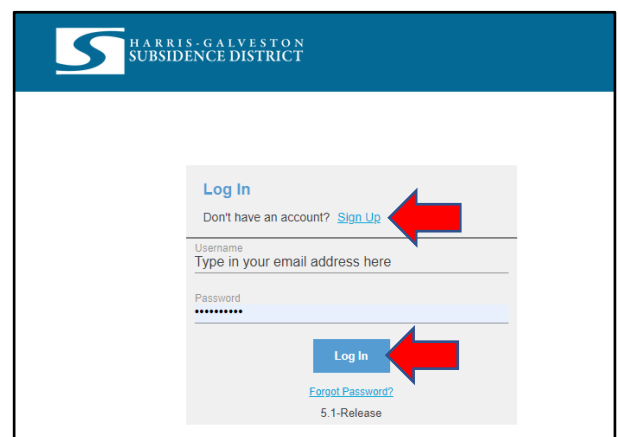
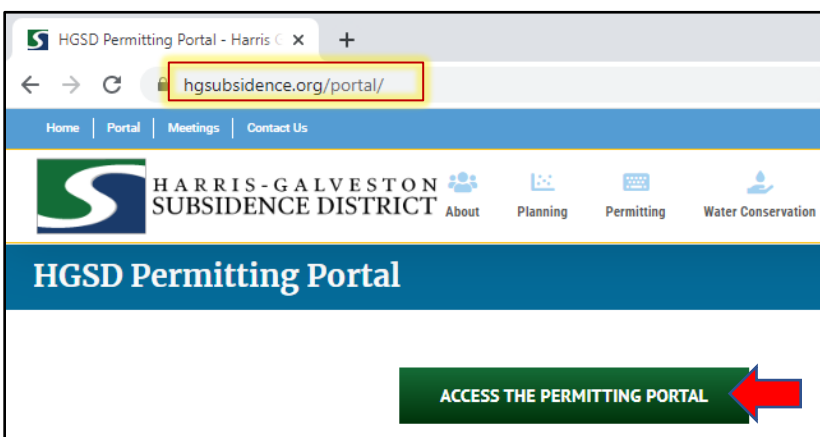
NEW WELL PERMIT PROCESS



NEW WELL PERMIT APPLICATION GUIDE

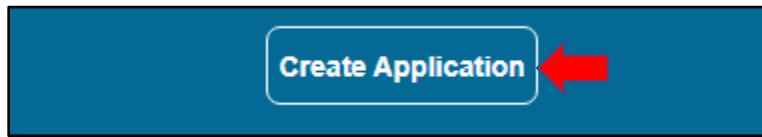
Before you start your online application, make sure to have the following information:

- ✓ Permitting portal username and password
 - ✓ Longitude and latitude of a physical well address
 - ✓ Estimated water consumption from well over the next 12 months
 - ✓ Estimated alternative water consumption over the next 12 months
 - ✓ Intended use for well
 - ✓ Diameter of well
 - ✓ Depth of Well
- Visit hgsubsidence.org/portal on your web browser to access the online portal and log in using the email address associated with your account. If this is your first time accessing the portal, click **Sign Up**.

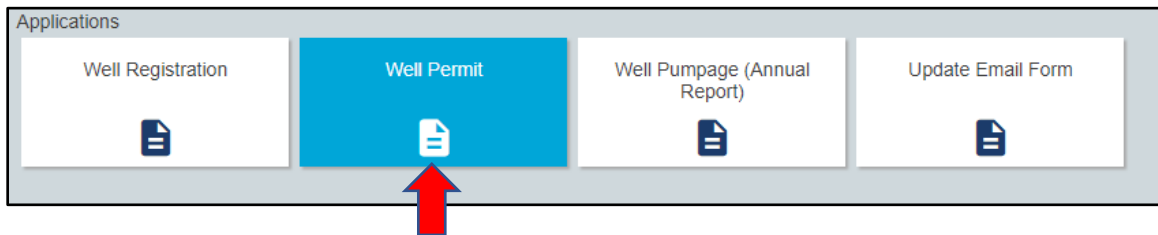


If you have any questions or concerns regarding the portal, please email info@subsidence.org with PORTAL in the subject line and include your name, permit number, and application number along with any other relevant information needed to assist with your request.

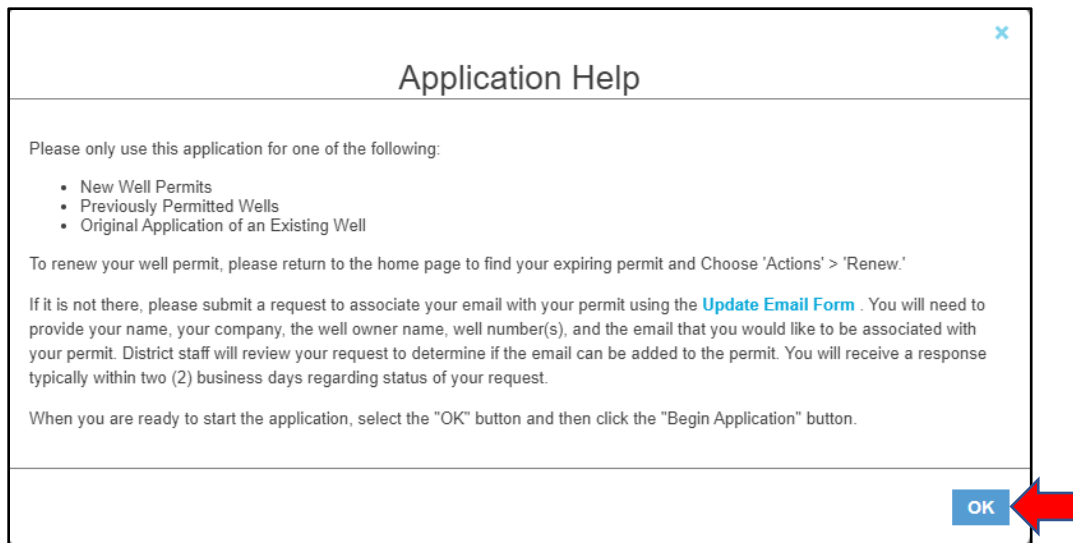
- Click on **Create Application** at the top of the page to begin the application process.



- Click **Well Permit** on the applications selection menu.



- A pop-up screen will provide more information on the application process. Select **OK** to continue.



- Click **Begin Application** to begin your application.

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1. MAIN PANEL

The main section includes the lead well number and physical location of the lead well.

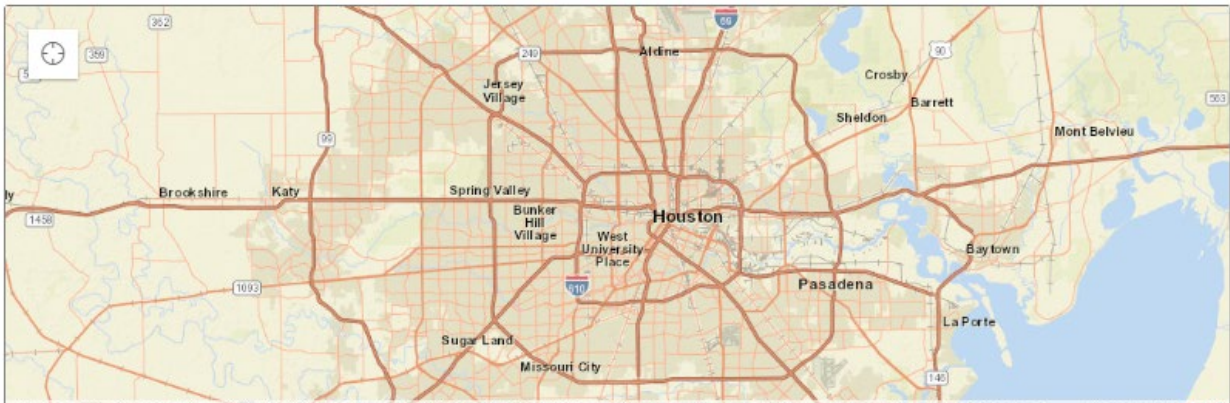
- Enter the **Well Number**
 - If the well has been permitted previously, enter the well number.
 - If you have multiple wells, the lead well number will be the lowest numerical well number.
 - If you do not have a lead well number, enter 0.
- Enter the **Physical Location of the Well**. *NOTE: If you cannot enter an accurate physical location of the well, leave it blank.*

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 Japan, METI, Esri China (Hong Kong), Esri Korea, E... Powered by Esri

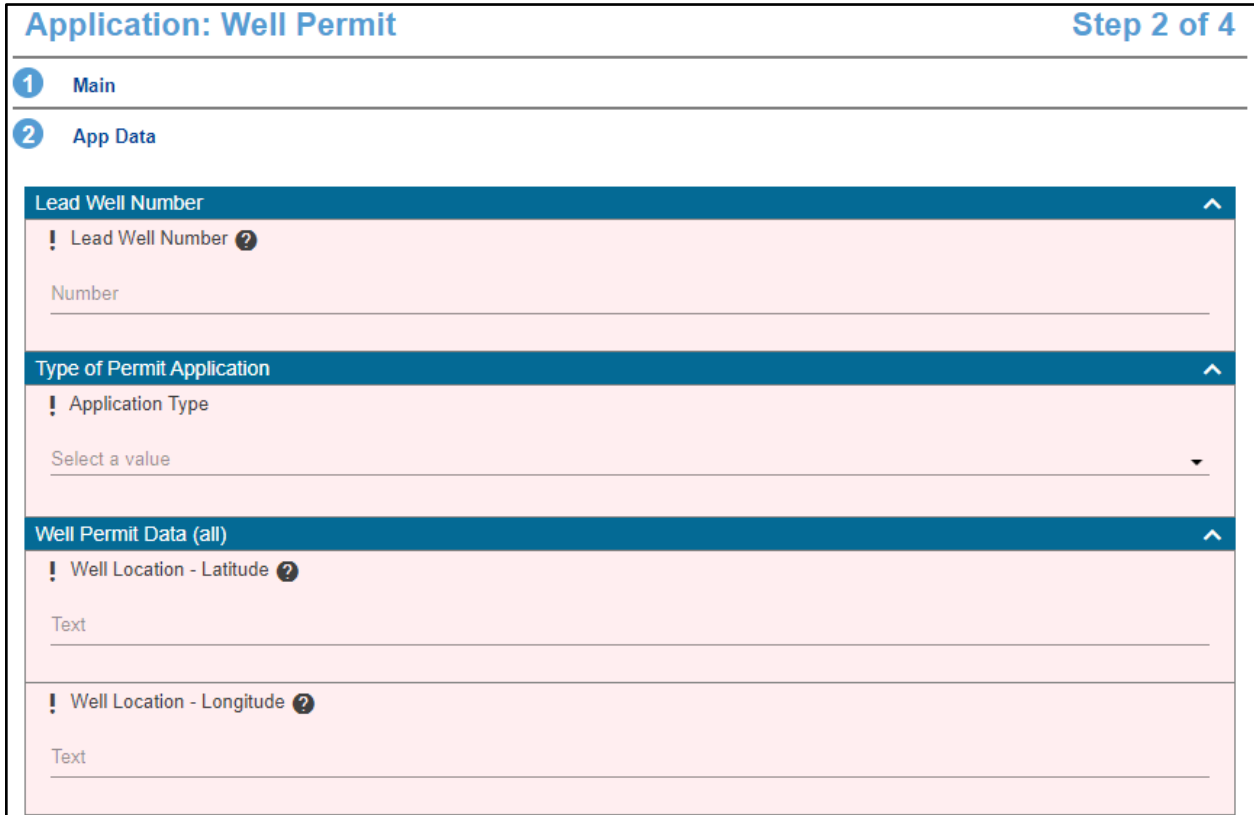
Cancel **Clear** **Next**

- Click **Next** to continue.

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2. APP DATA

All sections marked in red must be completed.



Application: Well Permit Step 2 of 4

1 Main

2 App Data

Lead Well Number

! Lead Well Number ?

Number

Type of Permit Application

! Application Type

Select a value

Well Permit Data (all)

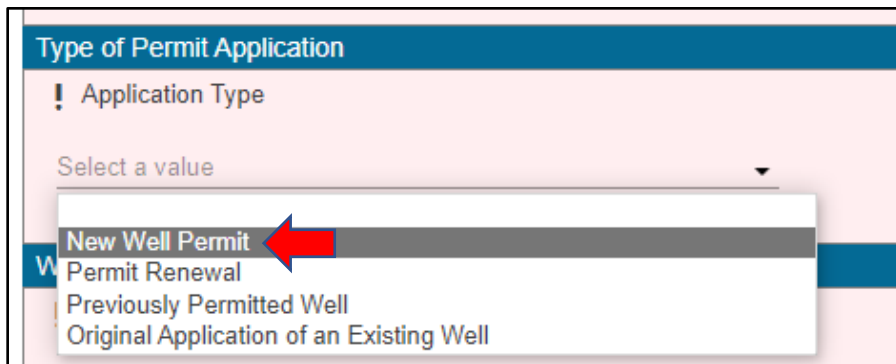
! Well Location - Latitude ?

Text

! Well Location - Longitude ?

Text

- Input **Lead Well Number**.
 - If the well has been permitted previously, verify the well number entered here is the same as the number entered in the main panel.
 - If this is a new well, enter 0.
- Select the type of permit application by clicking the drop-down menu and selecting **New Well Permit**.



Type of Permit Application

! Application Type

Select a value

New Well Permit

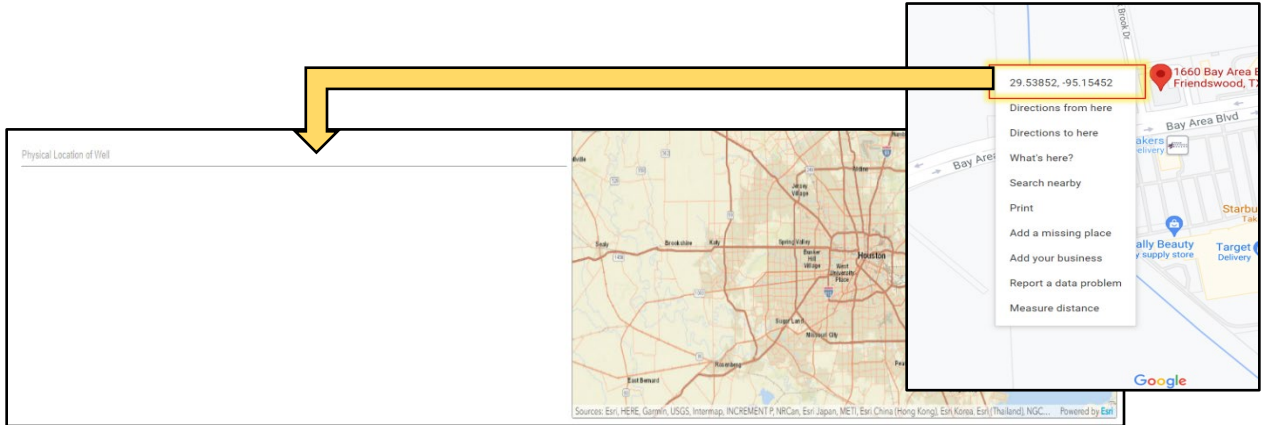
Permit Renewal

Previously Permitted Well

Original Application of an Existing Well

If you have any questions or concerns regarding the portal, please email info@subsidence.org with PORTAL in the subject line and include your name, permit number, and application number along with any other relevant information needed to assist with your request.

- Input **longitude and latitude** coordinates in decimal form for the well.
 - To find the longitude and latitude for the physical address:
 - Visit 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 field, then click **Next**.



- Input the **number of wells in aggregate**. This should be the number of wells included in your permit.

! Number of wells in Aggregate

Quantity

- Enter the **total depth of the well** in feet, the **depth to the first screen** in feet, and lastly the **casing size** in inches.

Total depth of well (ft) ?

Number

Depth to first screen (ft) ?

Number

Casing Size in Inches

Number

If you have any questions or concerns regarding the portal, please email info@subsidence.org with PORTAL in the subject line and include your name, permit number, and application number along with any other relevant information needed to assist with your request.

- Select if an **Emergency Need for Groundwater Exists**. Use the comment box to explain the emergency need.

An Emergency Need for Groundwater Exists ?

Yes

No

If emergency need is yes, please state justification ?

Comment

- Indicate the **amount of water requested from your well for a 12-month permit term** and the **expected amount of alternative water** that will be used during the permit term. If you do not intend to use alternative water, input 0.

! 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

- Select the **Intended Use** of the well.
 - Provide additional details in the following fields if your intended use is for commercial or agricultural needs.
 - You can also indicate if the well will be used to provide water to a lake in this section.

! Select Intended Use

Select a value

- Agricultural Irrigation - used in production of food or fiber commodities
- P Commercial/Domestic - used by commercial establishments for potable/sanitary
- P Geothermal - used for geothermal heat exchanger
- Industrial - used as part of an industrial process or manufacturing of products
- Lake/Pond/Pool - used to fill or maintain 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 yard/garden irrigation at one residence

Well Provides Water to a Lake

Comments

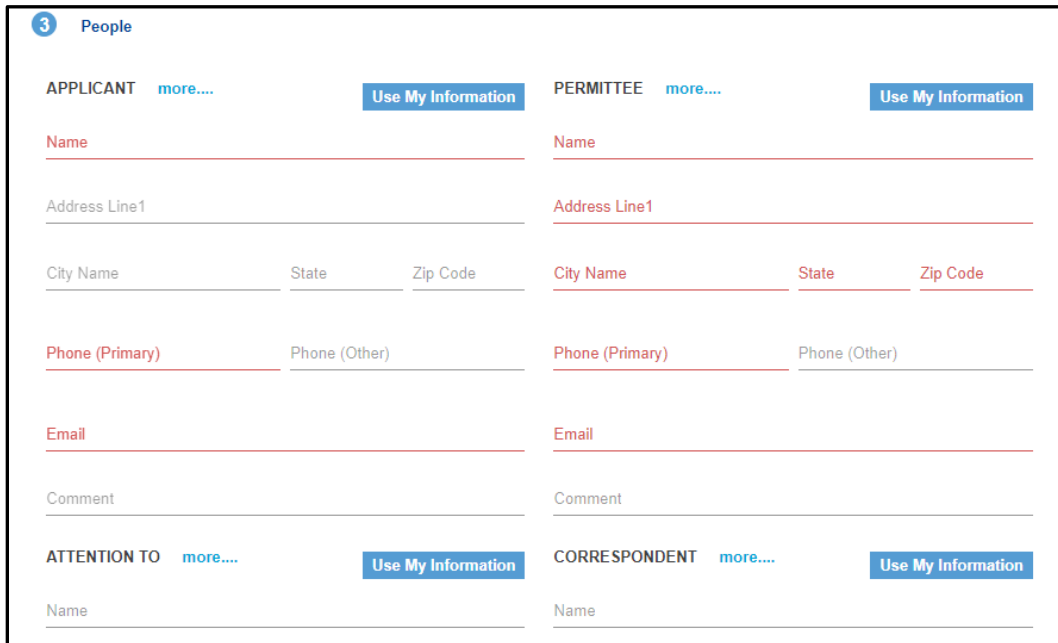
Comment

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3. PEOPLE PANEL

All fields marked in red regarding the APPLICANT and PERMITTEE must be filled out.

- APPLICANT refers to the person/employee/representative who is filling out the application/report.
- PERMITTEE refers to the company/organization, if applicable, that is listed on the actual permit.
- ATTENTION TO refers to the contact that would like to receive information regarding the permit.



3 People

APPLICANT more.... Use My Information PERMITTEE more.... Use My Information

Name Name

Address Line1 Address Line1

City Name State Zip Code City Name State Zip Code

Phone (Primary) Phone (Other) Phone (Primary) Phone (Other)

Email Email

Comment Comment

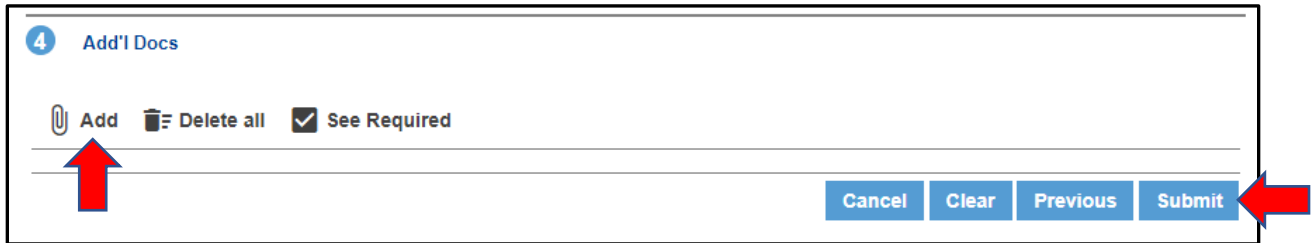
ATTENTION TO more.... Use My Information CORRESPONDENT more.... Use My Information

Name Name

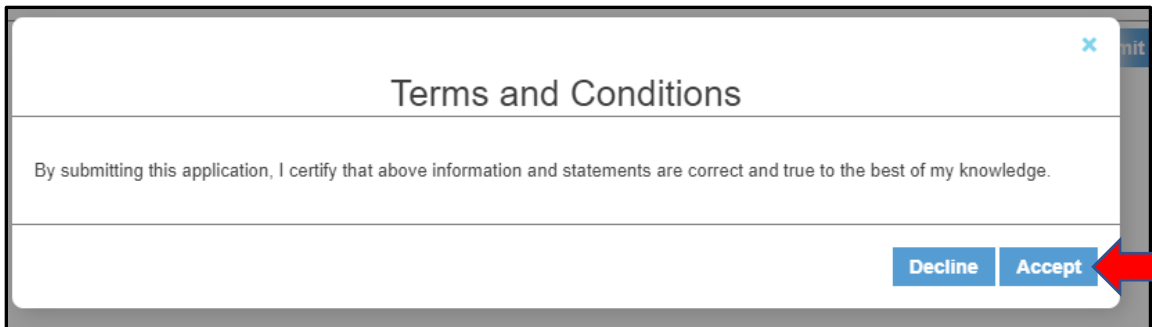
- Click **Next** to continue.

4. ADDITIONAL DOCUMENTS AND SUBMIT

- In the **Add'l Documents** section, you may attach documents to your application by clicking **Add**. Documents that can be submitted may include:
 - Map of your well location
 - City water bills
 - Acknowledgement form



- To finish your well permit application, click the **Submit** button. *NOTE: You must accept the Terms and Conditions.*



You have completed the first step in the well permit process. To learn about the next steps in the process, please continue to the next page.

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REVIEW ACCOUNT SUMMARY

Workflow gives you the status of your application process with an estimated timeline. The typical workflow includes the following steps:

- Verify application type
- Hearing notice
- Review recommendations
- Board
- Paid or past due
- Issue permit

Application
Well Permit: WP2021-442 | 1660 W Bay Area Blvd, Friendswood, Texas, 77546 | PENDING | 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: 0

Type of Permit Application
Application Type: New Well Permit

Well Permit Data (all)
Well Location - Latitude: 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		

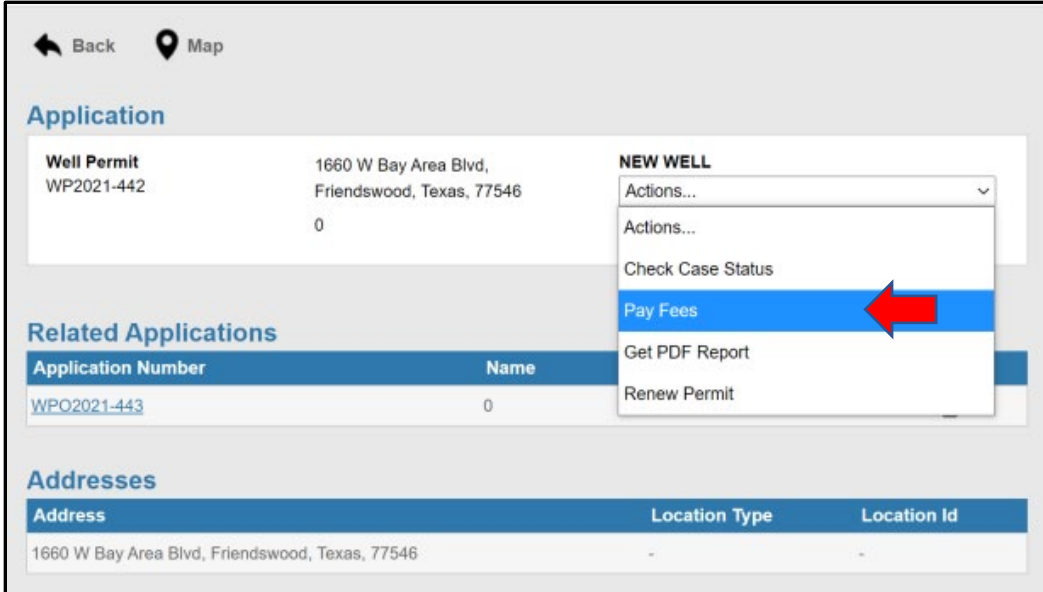
Related Documents

map.pdf | Attached By: TestUser | Well Location Map | 1.10 MB | 05/8/2021

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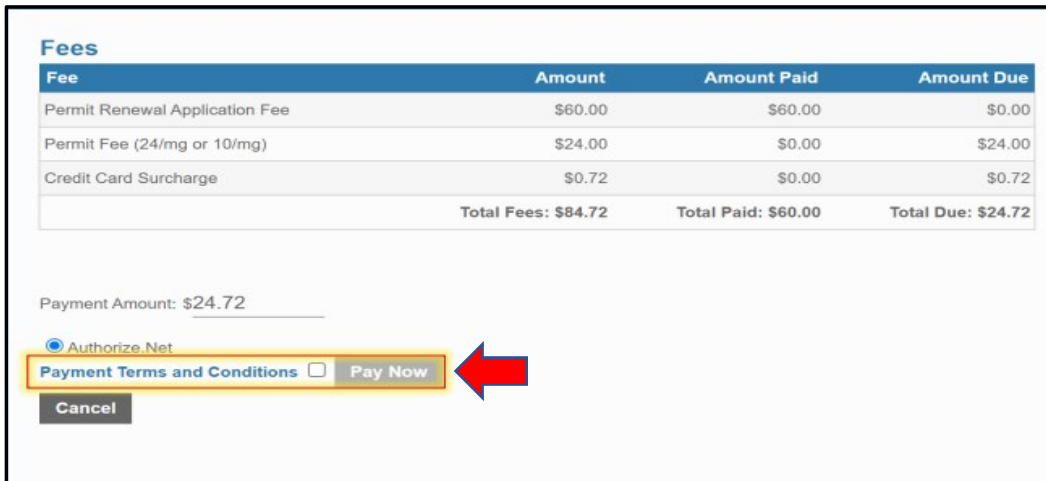
PAYING FEES

You can pay your fees online using a credit card by selecting **Actions...** and **Pay Fees** only after the application has been verified by HGSD staff. *NOTE: Paying the application fee does not mean the application has been approved.*



The screenshot shows a web interface for an application. At the top, there are 'Back' and 'Map' buttons. Below is the 'Application' section with details for 'Well Permit WP2021-442' at '1660 W Bay Area Blvd, Friendswood, Texas, 77546'. A 'NEW WELL' dropdown menu is open, showing options: 'Actions...', 'Check Case Status', 'Pay Fees' (highlighted with a red arrow), 'Get PDF Report', and 'Renew Permit'. Below this is a 'Related Applications' table with one entry: 'WPO2021-443' with 'Name' '0'. At the bottom is an 'Addresses' table with one entry: '1660 W Bay Area Blvd, Friendswood, Texas, 77546'.

- You will be taken to the fees page with a breakdown of fees and your payment amount.
- Click the **Pay Now** button and **accept the Payment Terms and Conditions**.



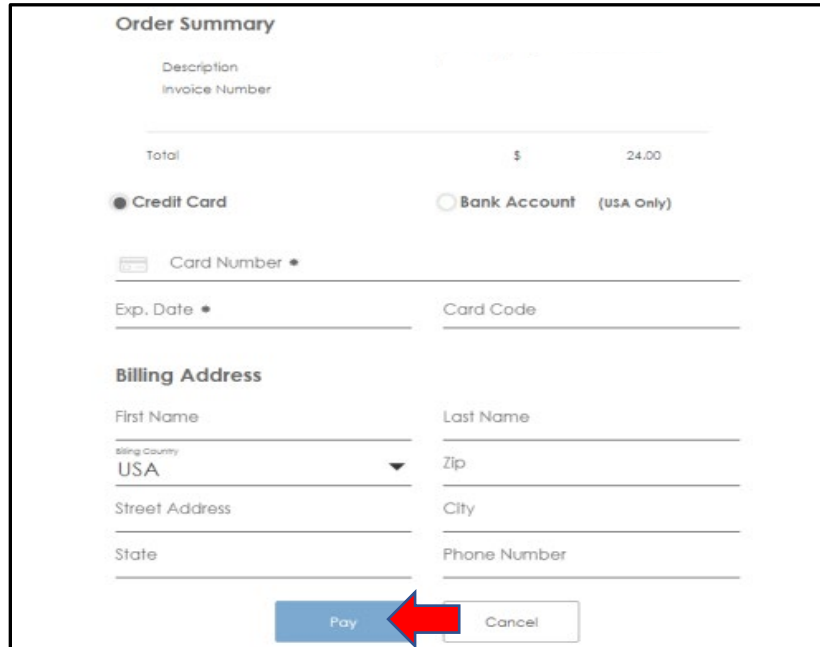
The screenshot shows the 'Fees' page. It contains a table with the following data:

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

Below the table, the 'Payment Amount' is \$24.72. There is a radio button for 'Authorize.Net'. A yellow box highlights the 'Payment Terms and Conditions' checkbox and the 'Pay Now' button, with a red arrow pointing to the 'Pay Now' button. A 'Cancel' button is also visible.

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- A payment page will appear where you may make payment using a credit card through Authorize. NET, complete the form, and click the **Pay** button. *NOTE: A 3% credit card surcharge will be applied to your application fee. Currently, HGSD only accepts Discover, MasterCard, and Visa credit cards.*



Order Summary

Description
Invoice Number

Total \$ 24.00

Credit Card Bank Account (USA Only)

Card Number *

Exp. Date * Card Code

Billing Address

First Name Last Name

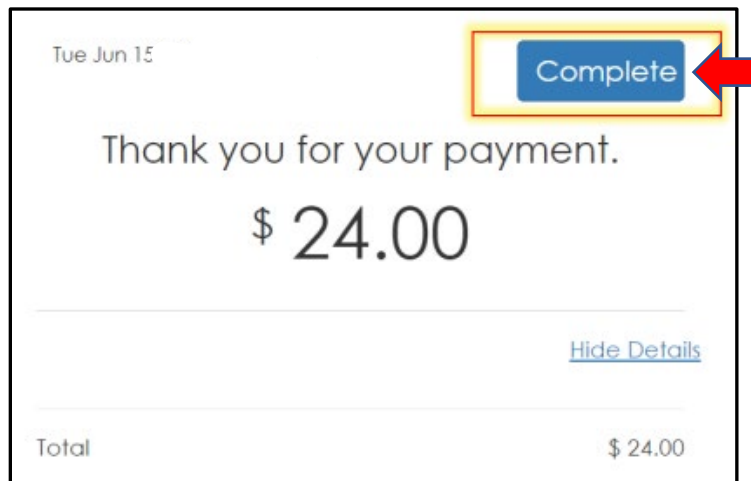
Billing Country USA Zip

Street Address City

State Phone Number

Pay Cancel

- To finalize payment, you must click the **Complete** button.



Tue Jun 15

Complete

Thank you for your payment.

\$ 24.00

[Hide Details](#)

Total \$ 24.00

- A payment confirmation email will be sent to the email account associated with the account.

Your application will now be presented during a public hearing. From there, the application will need to be approved by the HGSD Board of Directors. Upon approval, you will receive a permit fee statement. When the permit fee is paid, your permit will be issued.

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