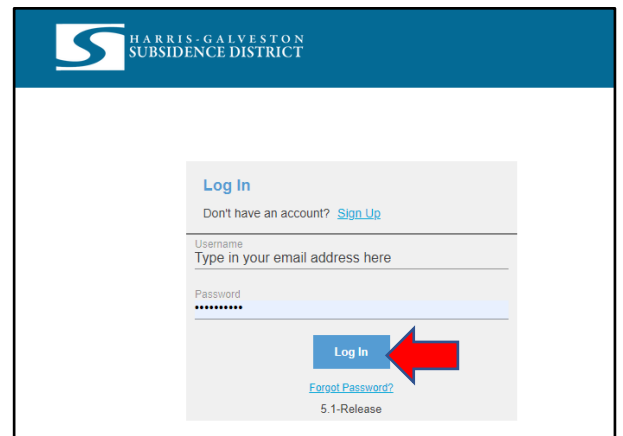
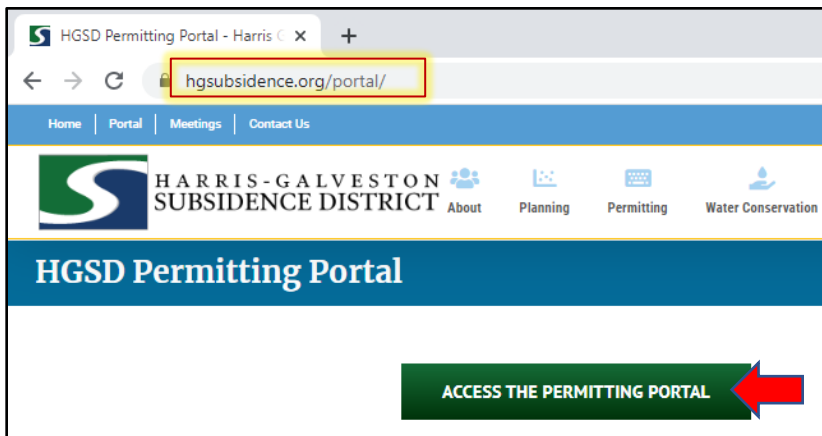


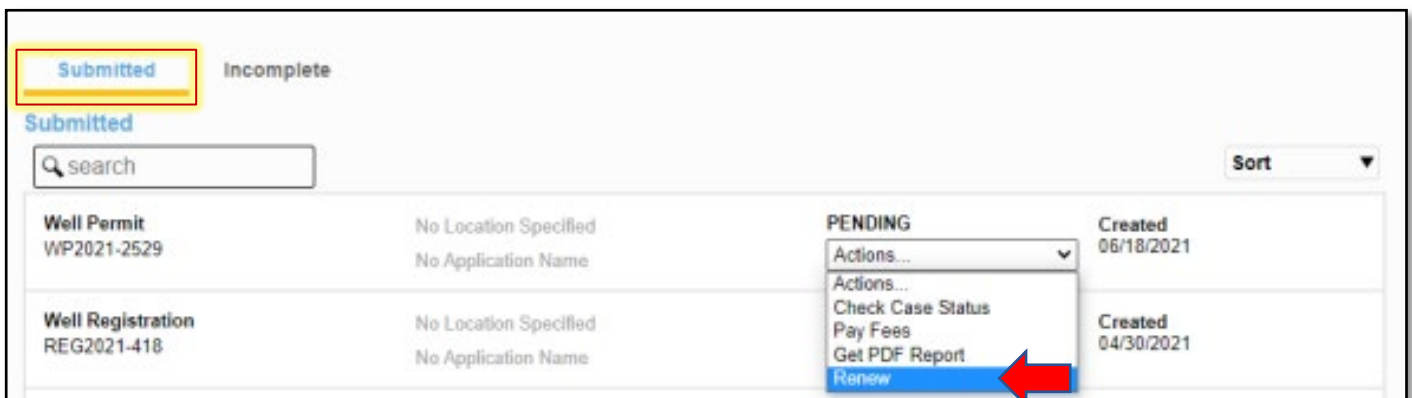
HOW TO RENEW YOUR WELL PERMIT

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

- ✓ Permitting portal username and password
 - ✓ Number of wells in your permit
 - ✓ Estimated water consumption from well over the next 12 months
 - ✓ Estimated alternative water consumption over the next 12 months
 - ✓ City water bills
- Visit hgsubsidence.org/portal on your web browser to access the online portal and log in using the email address associated with last year's well application.



- After logging in, choose the **Submitted** tab. Your most recent applications should appear here. *NOTE: Any saved but not submitted applications will appear under the **Incomplete** tab.*
- Click **Renew** from the **Actions...** drop-down menu. *NOTE: 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 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.

1. MAIN PANEL

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


- If the well has been permitted previously, enter the well number. *NOTE: If you have multiple wells, the lead well number will be the lowest numerical well number.*
- Confirm the well number and physical location of the well are correct. *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**

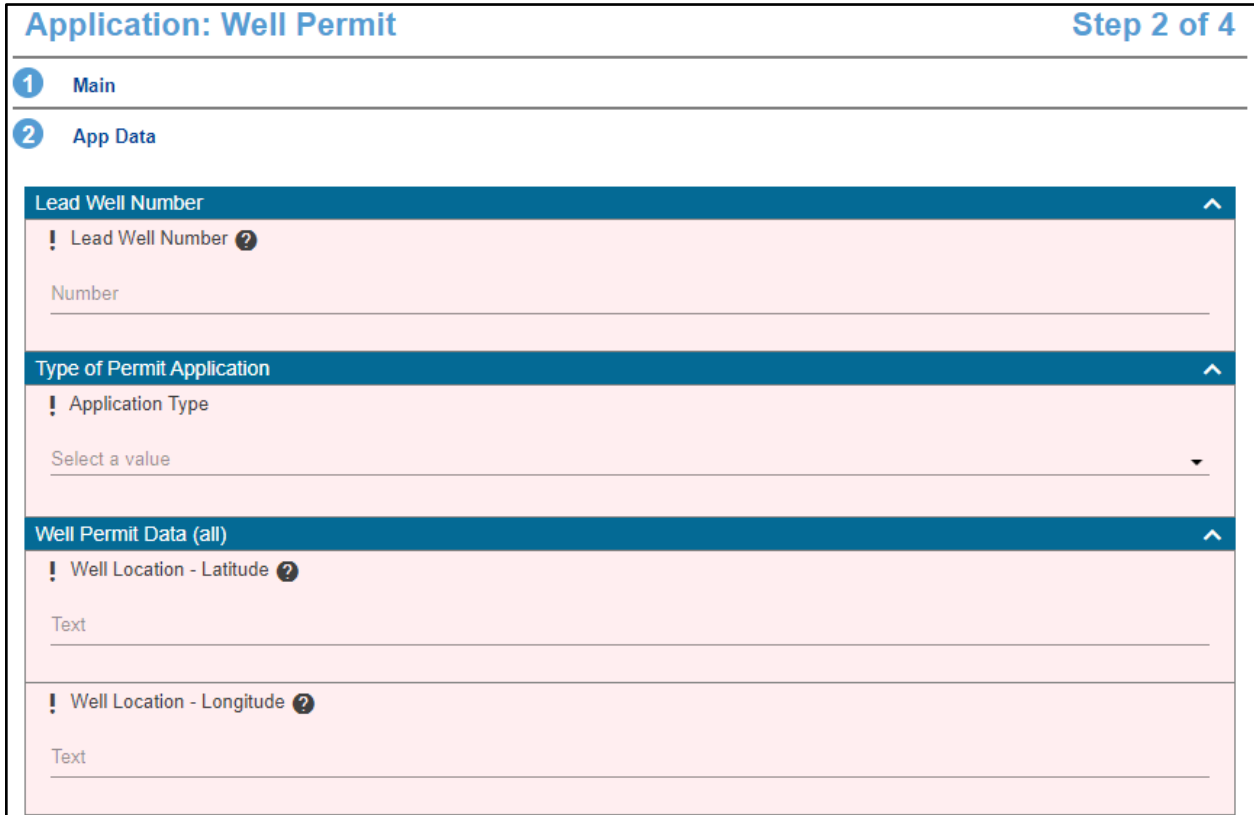
Cancel **Clear** **Next** 

- Click **Next** to continue.

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.

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) ^

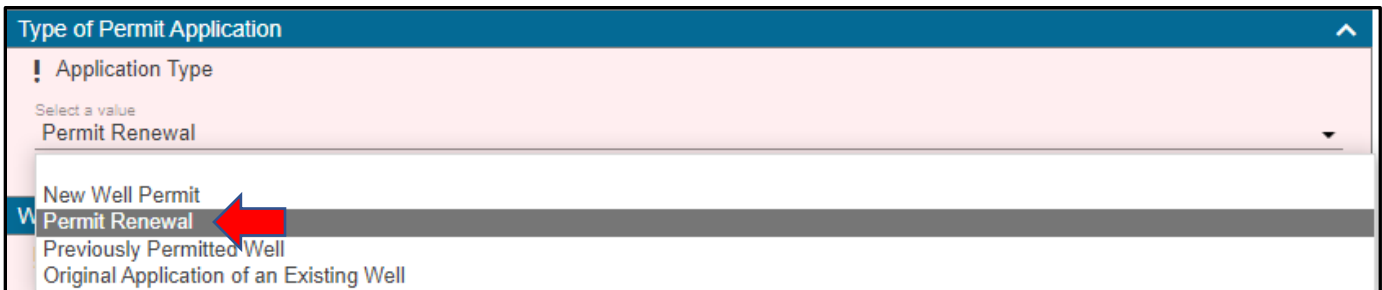
! Well Location - Latitude ?

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.
- Select the type of permit application by clicking the drop-down menu and selecting **Permit Renewal**.



Type of Permit Application ^

! Application Type

Select a value

Permit Renewal

New Well Permit

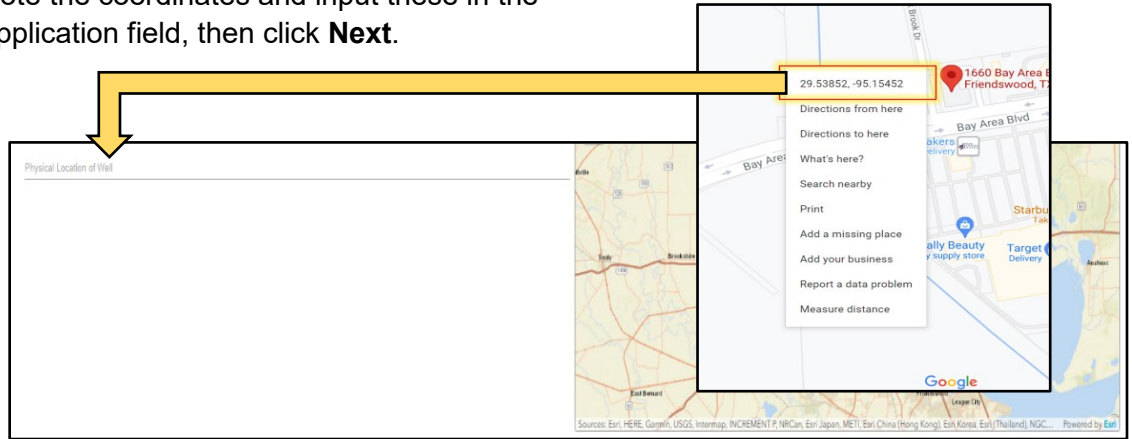
W Permit Renewal

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

- 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

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 the **Intended Use** of the well. If the use has changed, then select the new use. Provide additional details in the following fields if your intended use is for commercial or agricultural needs.

! 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
- 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

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.
- PERMITEE refers to the company/organization, if applicable, that is listed on the actual permit.

3 People

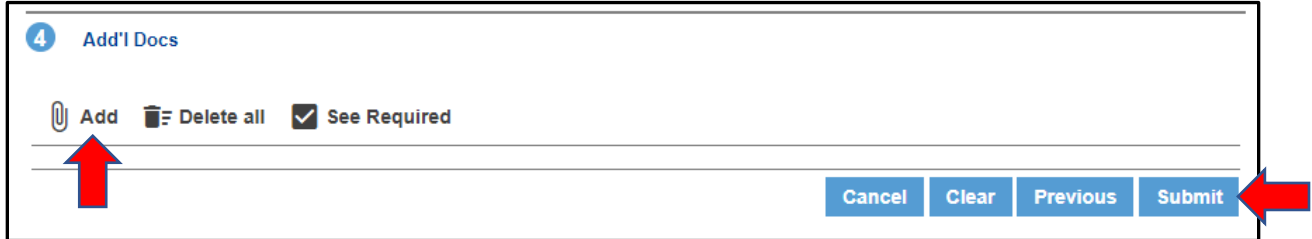
APPLICANT more....	Use My Information	PERMITEE more....	Use My Information
Name		Name	
Address Line1		Address Line1	
City Name	State	Zip Code	
Phone (Primary)	Phone (Other)		
Email			
Comment		Comment	
ATTENTION TO more....	Use My Information	CORRESPONDENT more....	Use My Information
Name		Name	

- Click **Next** to continue.

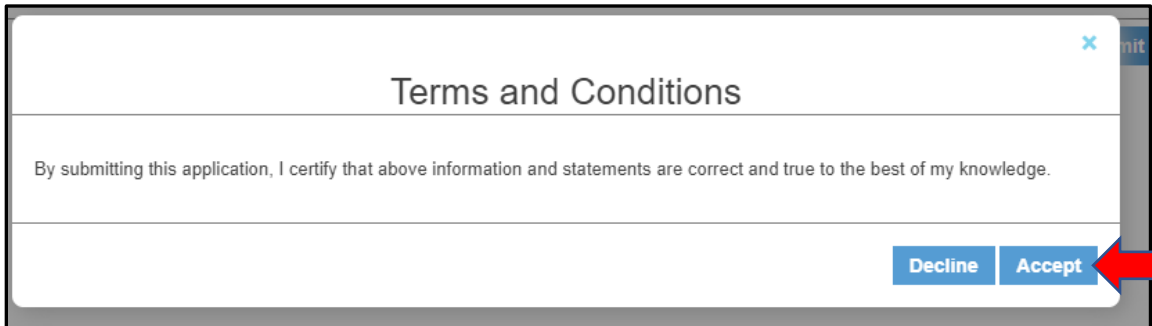
If you have any questions or concerns regarding the portal, please email info@subsidence.org with PORTAL in the subject line and include your name, permit number, and application number along with any other relevant information needed to assist with your request.

4. ADDITIONAL DOCUMENTS AND SUBMIT

- In the **Add'l Documents** section, you may attach documents, like city water bills, to your application by clicking **Add**.

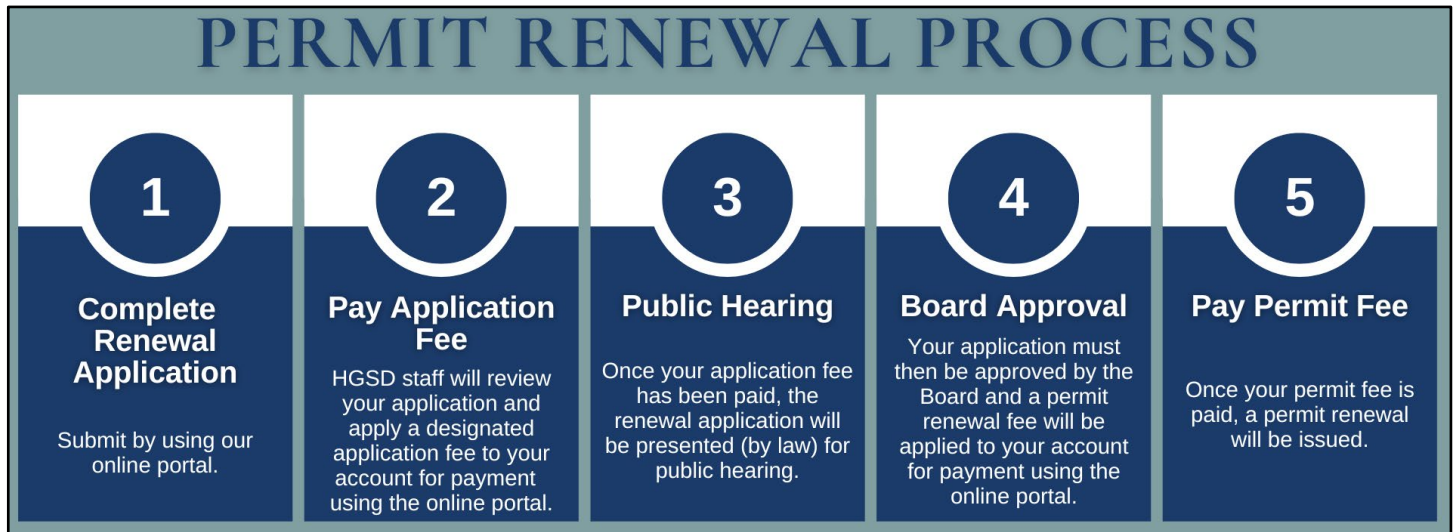


- To finish your well permit renewal application, click the **Submit** button. *NOTE: You must accept the Terms and Conditions.*



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

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.



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

Addresses			People		
Address	Location Type	Location Id	Title	Name	Address
1660 W Bay Area Blvd, Friendswood, Texas, 77546	-	-	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					

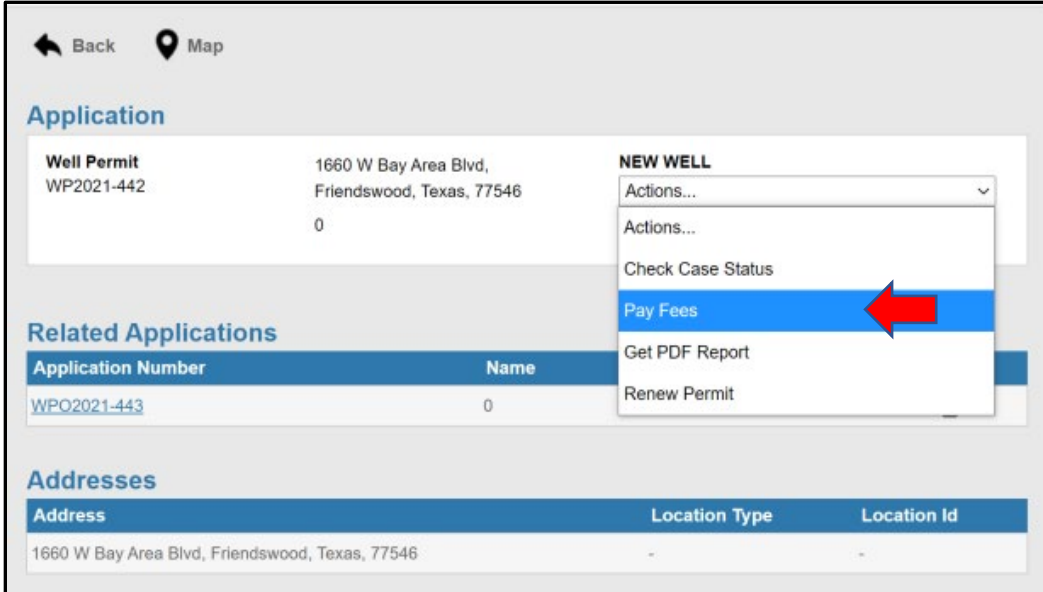
Workflow					
Description	Result	Target End	Completed	M	Comments
Verify Application Type		05/15/2021 10:31 PM		1	
Hearing Notice				2	
Review Recommendations				3	

Related Documents			
Add Delete all See Required			
map.pdf	Attached By: TestUser	Well Location Map	1.10 MB 05/8/2021

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.

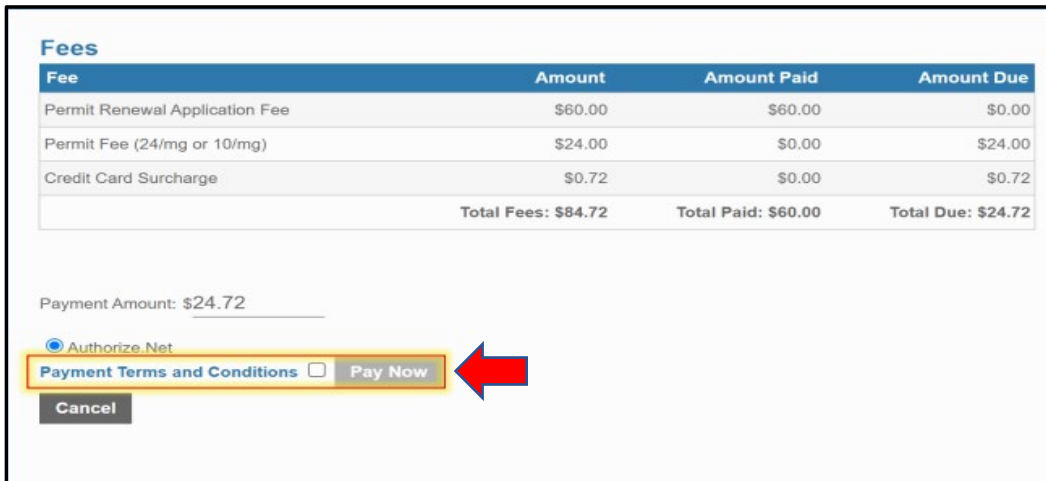
PAYING FEES

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**.



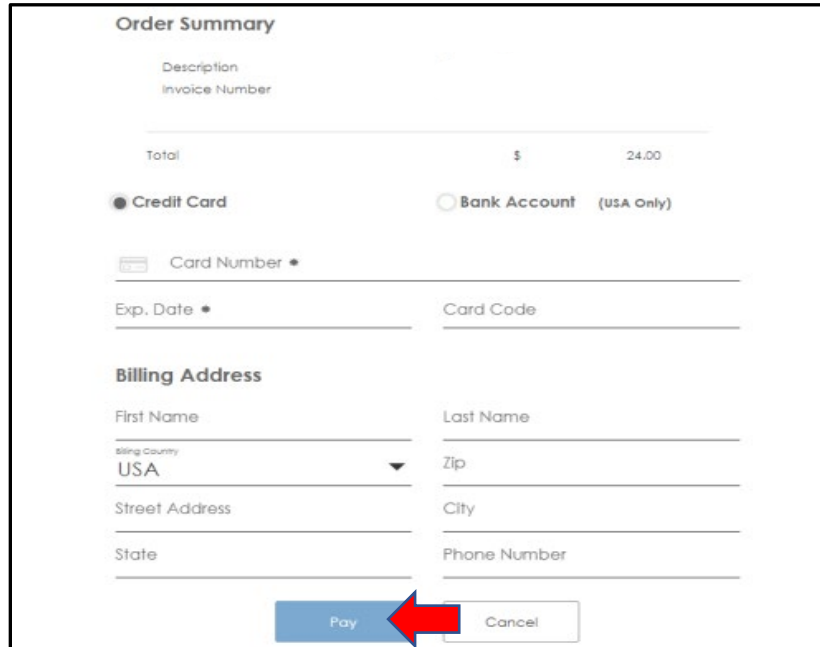
The screenshot shows the 'Fees' page. It contains a table with the following data:

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

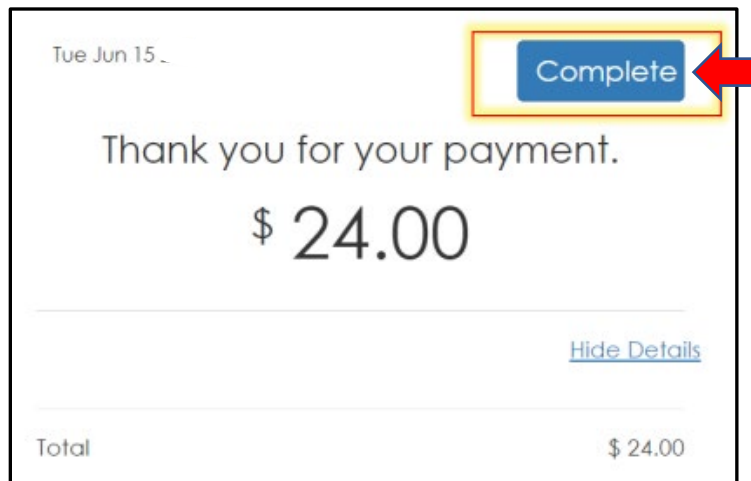
Below the table, the 'Payment Amount' is \$24.72. There is a radio button for 'Authorize.Net'. A yellow box highlights the 'Payment Terms and Conditions' checkbox and the 'Pay Now' button, with a red arrow pointing to the 'Pay Now' button. A 'Cancel' button is also visible.

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.

- 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.*



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



- 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.

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.