



SUBMITTAL CHECKLIST OIL & GAS (EXPLORATION/PRODUCTION)

Activity No. _____ **OFFICE USE**

Reviewed By _____ Date _____

*This checklist shall be completed by the applicant and **must** accompany a complete application form. Failure to submit all required information may delay the review of the application. **Applicant is responsible for notice to mineral interest owners (refer to Mineral Interest Notice Requirements).***

To the extent possible, Routt County encourages applicants to utilize COGCC application materials to satisfy the submittal requirements noted below.

- Signed application form
- Application fee \$ _____
- PDF of complete submittal package: CD/Flash Emailed
- Table of contents for application package
- Proof of mineral ownership: Lease Deed Affidavit
- Statement of Authority, if required
- Legal description: Attached On application form
- List and 2 sets of mailing labels with names and mailing addresses of all adjacent property owners *(for public notice purposes)*
- Written narrative / detailed description of subject site and proposed use, including the following information, as applicable:
 - Project Overview (project description; projected drilling dates; equipment used; employee information (number, work shifts, on-site housing, sanitation facilities, grey water disposal, off-site housing, transportation); etc.)
 - Operation Plan (drilling (include well bore diagram); completion; production; site monitoring; flaring; parking; etc.)
 - Transportation Overview (access route; onsite traffic circulation; vehicle information (type, size, weight, number, and frequency of vehicles); etc.)
 - Geologic hazard summary
 - Hydrologic hazards summary
 - Weed control plan (during operations and reclamation)
 - Reclamation plan (interim and final)
 - Compliance with Sections 5, 6, and 9 of the Routt County Zoning Regulations
- Mitigation Plan for any significant negative impacts *(Refer to Section 6, Routt County Zoning Regulations)* including, but not limited to:

<input type="checkbox"/> Air pollution control measures	<input type="checkbox"/> Visual impact mitigation measures
<input type="checkbox"/> Dust control measures	<input type="checkbox"/> Water monitoring plan
<input type="checkbox"/> Wildlife mitigation measures	
- Vicinity/location map
- Access road map(s)
- Well location plat/survey drawing
- Topographic map
- Hydrology map
- Water monitoring map illustrating location of all water wells, seeps, and springs within one-half mile of site
- Site photographs

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- Construction layout drawing with 2-foot contours
- Construction layout cross-section
- Rig layout drawing
- Production facilities layout drawing
- Reclamation layout drawings (interim and final)
- Plan and profiles for proposed access road
- Traffic Impact Study (*per Road & Bridge Department standards*), if required
- Transportation Summary Information (*per Road & Bridge Department standards*), if Road Engineering Study is required
- CDOT Access Permit (submitted or approved), if applicable
- Federal Aviation Administration (FAA) documentation, if required by FAA
- Yampa Valley Regional Airport vicinity map, if applicable
- Wildlife and biological resource summary
- Stormwater Management Plan (State permit or letter of approval)
- Copy of COGCC Form 2 and Form 2A (submitted or approved)
- Emergency Response Plan (site map, directions to site, emergency response procedures*)
- Additional information as required by Planning Director _____

* Emergency response procedures may refer to previously approved Emergency Response Plan on file with Routt County Office of Emergency Management. *Note: Site map and directions required for all applications.*