



## **Oil and Gas Facility Permit (OGF) - Application Checklist**

**Application submittals must include all documents on this checklist. Please use the reference guide included in this packet for more information on each submittal item.**

**All applications shall be submitted electronically to [epermitcenter@adcogov.org](mailto:epermitcenter@adcogov.org). If a submittal is too larger to email as an attachment, the application may be sent as an unlocked OneDrive link. Alternatively, the application may be delivered on a flash drive to the One-Stop Customer Service Center. Once a complete application has been received, fees will be invoiced and payable online at: <https://permits.adcogov.org/CitizenAccess/>.**

1. Conceptual Review Summary and Alternative Site Analysis

2. Neighborhood meeting summary

3. Development Application

Operations Plan

Emergency Preparedness and Response Plan

Transportation Plan

Noise Mitigation Plan

Lighting Mitigation Plan

Odor Mitigation Plan

Dust Mitigation Plan

Visual Aesthetics Plan

Community Outreach Plan



Cumulative Impacts Plan

Water and Wildlife Protection Plan

Engineering Documents

Surface Owner Documentation

Other Documentation as determined by the Director of Community and  
Economic Development Department

Signed Oil and Gas Worker Safety Compliance Statement

4. Application fees (see table below)

<b>Application Fees</b>	<b>Amount</b>	<b>Due</b>
Oil and Gas Facility Permit	\$2,600	After complete application
Tri-County Health	\$245	After complete application

## Appendix A:

### Oil and Gas Facility Permit (OGF) – Guide to Development Application Submittal

All development application submittals shall comprise of one (1) electronic copy (emailed or delivered on a USB). **Application submittals that do not conform to these guidelines will not be accepted.**

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#### General Format:

- All applications shall be submitted electronically or delivered to the One-Stop Customer Service Center on a flash drive.
- All documents submitted to the County are subject to the Colorado Open Records Act (CORA), C.R.S. § 24-72-201, *et seq.* All documents that may be subject to an exemption of CORA must be identified. The County does not guarantee confidentiality of documents.

#### Operations Plan:

##### Cover Sheet:

- Title block with the reference to an Oil and Gas Facility Permit, project name, and location by section, township, and range.
- Legal description of the area, date of the drawing, existing zoning of the site, a sheet key, a vicinity map with north arrow (scale of 1" = 2,000' preferred) with an emphasis on the major roadway network within two (2) miles of the proposal.
- All applicable County notes, an approval signature block and a block to insert the COGCC Permit number when approved.

##### Impact Area Map:

- Map that shows the proposed location of the Oil and Gas Facility, locations of all producing oil and gas wells and other oil and gas operations within the one-mile (1) impact area; locations of all abandoned and shut-in wells within one quarter mile (1/4) radius of the projected track of the borehole; locations of all permitted registered water wells within one-mile (1) of the proposed Oil and Gas Operation; existing improvements within 1,500 feet of the location on which the operation is proposed, and all existing and

proposed roads within the one-mile impact area.

#### GIS Information:

- The applicant shall submit all geographic information systems (GIS) data for the proposed facility in a format and scale acceptable to the County.
- The GIS data shall include, at a minimum, the outline of the edge of maximum disturbance for the proposed site, the access road, and the location of any proposed sound walls, if applicable.

#### Drilling Operations Plan:

- Site plan of drilling operations with drilling equipment with existing and proposed finished-grade topography at two-foot (2') contours or less tied to a datum acceptable to the County.
- The applicant shall verify current information regarding what datum is acceptable to the County, prior to submitting the application for the Oil and Gas Facility Permit. The layout of the drilling equipment may be shown as a typical plan, if the County deems it appropriate for the extent of development of the proposed Oil and Gas Facility.

#### Production Plan:

- Site plan of production operations with production equipment such as tanks and compressor stations with existing and proposed finished-grade topography at two-foot (2') contours or less tied to a datum acceptable to the County.
- Identify tentative drilling and completion schedules.
- A seed mix shall be provided for reseeding the well pad.

- Equipment layout may be a typical plan appropriate to the degree of development for the Oil and Gas Facility; if the County deems it appropriate for the extent of development of the proposed Oil and Gas Facility.

#### Signage Plan/Sign Detail:

- A dimensioned Signage Plan or Sign Detail shall be included describing and illustrating the appearance, size, location, type, color, material, and illumination of all signs.
- Directional signs for emergency responders and inspectors, along with a 24-hour, 7-days per week contact information to deal with all complaints.

#### Final Plan:

- Once the review process is complete and staff has determined that all outstanding issues have been resolved, staff will request a final copy of the Oil and Gas Operations Plan. The final Oil and Gas Operations Plan shall contain the information listed above unless otherwise specified by the Community and Economic Development Department.

#### Emergency Preparedness and Response Plan:

- In accordance with the Emergency Preparedness and Response requirements in Section 4-11-02-03-03-03(9).
- Emergency Service Providers: The applicant must provide a commitment to serve (“will serve”) letter from the authority having jurisdiction for providing emergency services (fire protection and emergency medical services) for that facility, or, where no authority has jurisdiction, from an emergency services provider with the ability to provide such emergency services.

#### Transportation Plan:

- Plan must be designed and implemented to ensure public safety and maintain quality of life for other users of the County transportation system, adjacent residents, and affected property owners.
- Traffic Impact Study must satisfy the requirements of Adams County Development Standards and Regulations, Chapter 8, and provide:

- Project lifetime truck trip estimates during each phase of operations, both cumulatively and along each proposed access route.
- Map(s) and discussion of each proposed access route, any road weight restrictions, local government jurisdiction(s), access and egress of location, necessary turning radii for equipment, trucks or emergency vehicles, and plans for staging and waiting of vehicles during operations.
- Plan for use of temporary and permanent pipelines, if applicable, for transporting products on or off location (oil, natural gas, produced water, etc.).

#### Noise Mitigation Plan:

Demonstrate compliance with Adams County Development Standards and Regulations Chapter 4 and include, at a minimum:

##### Ambient Baseline Noise Study:

- Encompass at least five days, one of those days being a weekend.
- Shall measure noise for A-weighted and C-weighted sound pressure levels.

##### Noise modeling study/noise impact assessment:

- Shall estimate and predict environmental noise levels and impacts during each phase of operations and present both mitigated and unmitigated noise estimates.
- Shall estimate noise levels for reasonably expected or realistic worst-case scenarios.
- Shall present noise estimates for A-weighted and C-weighted sound pressure levels.
- Shall present noise estimates at the proposed facility and cumulatively with ambient background noise levels.
- Shall include a list of equipment and manufacturer’s specifications the noise modeling is based on.
- Shall include a low frequency (C-weighted) noise impact analysis and identification of available control measures for low frequency sound.
- Topographic considerations of noise and noise propagation at the proposed site.

- Plan for continuous noise monitoring and measurements at the proposed facility, if applicable, including the placement of equipment and data sharing and reporting.
- Shall include all raw and adjusted noise data upon request from the County.
- Shall include proposed points of compliance for both County and COGCC noise provisions
- Any applicant-proposed mitigation measures to reduce impacts associated with noise.

#### **Lighting Mitigation Plan:**

Demonstrate compliance with Adams County Development Standards and Regulations Chapter 4 and include, at a minimum:

- Methods to ensure adequate lighting for onsite safety.
- Facility lighting type, anticipated location, mounting, height, and orientation during each phase of operations.
- Photometric study indicating impact on surrounding properties and measure of lumens and lumens per square foot of the facility emitted during each phase of operations.
- Cut sheets for all proposed fixtures.
- Any applicant-proposed mitigation measures to reduce impacts associated with light.

#### **Odor Mitigation Plan:**

Demonstrate compliance with Adams County Development Standards and Regulations Chapter 4 and include, at a minimum:

- Type(s) of fluid to be utilized during each phase of drilling.
- All potential odor sources during each phase of operations.
- Planned methods for responding to odor-related complaints.
- Any applicant-proposed mitigation measures to reduce impacts associated with odor.

#### **Dust Mitigation Plan:**

Demonstrate compliance with Adams County Development Standards and Regulations Chapter 4 and include, at a minimum:

- The amount of total area disturbed for construction, proposed access road coverage type (dirt, gravel, pavement, etc.), and soil type.
- Predominant wind patterns including wind speeds and direction for each scheduled phase of earthmoving operations.
- Any applicant-proposed mitigation measures to reduce impacts associated with dust.

#### **Visual Aesthetics Plan:**

Demonstrate compliance with Adams County Development Standards and Regulations Chapter 4 and include, at a minimum:

##### **Visual Mitigation Plan:**

- Listing of all operations' equipment, including required sound walls, equipment heights, proposed colors for all equipment, and whether equipment is observable from any public highway, roadway, or trail.
- Renderings of the proposed facility and the surrounding areas during drilling and production operations.
- Methods for site access and security including proposed fencing, barriers, and screening during each phase of operations.

##### **Landscaping and Berming Plan:**

- Proposed landscaping and berming type, height of mature landscaping, location of berming placement, and maintenance and irrigation requirements for planted vegetation throughout the duration of operations, including production.
- Any applicant-proposed mitigation measures to reduce impacts associated with visual aesthetics.

#### **Community Outreach Plan:**

Demonstrate compliance with Adams County Development Standards and Regulations Chapter 4 and include, at a minimum:

- Identification of any Disproportionately Impacted Communities, as defined in COGCC rules, within one mile (1), or greater as determined by the Director of Community and Economic Development, of the proposed site with plans for engagement and a

description of measures taken to directly mitigate impacts to those communities.

- Plans for regularly updating residents within one mile (1), or greater of the proposed site (public meetings, access to information, website creating, meeting notifications, etc.).
- Plans for providing written or digital materials to residents with one mile (1), or greater including materials in languages other than English.

### **Cumulative Impacts Plan:**

Demonstrate compliance with Adams County Development Standards and Regulations Chapter 4 and include, at a minimum:

- Evaluation and discussion of the cumulative impacts from all reasonably foreseeable development associated with oil and gas activity and other heavy industrial operations within one mile (1) of the proposed site and all incremental increases to the following impacts, at a minimum:
  - **Air Quality:** a qualitative and quantitative evaluation, discussion, and emission estimate for air pollutants during all pre-production operations and for the first year of production from the proposed site.
  - **Public health and welfare:** a qualitative or quantitative evaluation of short-term and long-term cumulative impacts to noise, light, odor, and dust.

Quantitative evaluation of total hazardous air pollutant emissions estimated during pre-production operations and for the first year of production from the proposed site.
  - **Traffic:** a quantitative and qualitative evaluation and discussion of short-term and long-term cumulative impacts associated with traffic to and from the proposed site.
  - **Water resources:** an identification of all potential contaminant migration pathways including distances from the proposed site to the nearest downstream riparian corridors, wetlands, surface waters, and environmentally sensitive areas.

Qualitative evaluation of potential impacts to public water systems and intakes.

Qualitative evaluation of anticipated volume of surface and groundwater to be used and plans for the reduction, reuse, and recycling of water for all operations.

- **Wildlife, Ecosystems, and Soil:** the identification and listing of all high priority habitats and total acreage of surface disturbance within those habitats.

A quantitative evaluation and measurement of total topsoil disturbance necessary for the proposed site and qualitative evaluation of impacts on ecosystems and vegetative communities as a result of surface disturbance from the proposed site.

Plans for short-term and long-term revegetation of disturbed areas. Plans and volume estimates for bringing in inert fill from offsite.

- For proposed locations within one (1) mile of any Disproportionately Impacted Communities, this plan should also discuss any cumulative impacts, if any, to those communities and plans for avoiding, mitigating, and offsetting such impacts.
- Plans for addressing, mitigating, and offsetting cumulative impacts, including specific measures proposed by the applicant.

### **Water and Wildlife Protection Plan:**

Demonstrate compliance with Adams County Development Standards and Regulations Chapter 4 and include, at a minimum:

#### **Water Supply:**

- Proof of adequate water supply. Operator shall identify a water resource lawfully available for industrial use, including oil and gas development, to be utilized by Operator and its suppliers.

#### **Water Quality Plan:**

- Details on water quality testing, prevention of illicit or inadvertent discharges, stormwater discharge management, containment of pollutants, and spill notification and response

as required by the County and federal and state agencies.

**Natural Resources Evaluation:**

- Identification of the location, size, and status of any wetlands, Colorado Parks and Wildlife classified high priority habitats, other wildlife habitats (non-eagle habitats/nests, prairie dog burrows, etc.), wildlife movement corridors, floodplains, surface waters, tributaries, intermittent and ephemeral streams, drainage canals, and groundwater wells.
- Plans for consultation and engagement with Colorado Parks and Wildlife.
- Any applicant-proposed mitigation measures to reduce impacts to water resources and wildlife.

**Natural Resource Conservation Overlay (NRCO):**

- If the Oil and Gas Facility is located in the NRCO, a Resource Review will be required

**Substantially Equivalent Protections Plan (optional):**

For locations that do not meet setback requirements in Adams County Development Standards and Regulations Chapter 4: Plan should demonstrate how the Oil and Gas Facility will provide substantially equivalent protections that are equal to or more effective at protecting public health, safety, welfare, the environment and wildlife resources in the form of:

- Planned mitigation and Best Management Practices.
- Implementation of best available control measures and technologies.
- How the proposed Oil and Gas Facility is compatible with the surrounding area.
- The extent to which the proposed Oil and Gas Facility will mitigate, avoid, or offset cumulative impacts.

**Engineering Documents:**

The following technical engineering documents are required by the Community and Economic Development unless otherwise waived:

**Construction Plans:**

- If applicable, plans for the proposed Oil and Gas Operation's public improvements including road plan and profile sheets, storm

drainage improvement plans and other public improvements, prepared in accordance with the latest version of the Adams County Development Standards and Regulations (Chapter 9).

**Pavement Design Report:**

- If applicable, prepared in accordance with the latest version of the Adams County Development Standards and Regulations (Chapter 7).

**Grading Erosion and Sediment Control:**

- If applicable, as defined in the latest version of the Adams County Development Standards and Regulations (Chapter 9).

**Drainage study/technical drainage letter/plan:**

- If applicable, prepared in accordance with the latest version of the Adams County Development Standards and Regulations (Chapter 9).

**Floodplain Use Permit:**

- The applicant must obtain a Floodplain Use Permit, in accordance with the latest version of the Adams County Development Standards and Regulations, if the proposed Oil and Gas construction disturbance or operation encroaches into the 100-year floodplain, or the access is crossing a major drainage way, as defined by the latest version of the Adams County Development Standards and Regulations (Chapter 9).

**Surface Owner Documentation:**

- Documentation as to whether the surface owner and others with interest in the property have authorized the proposed OGF.

**Additional documentation as determined by the Director of Community and Economic Development Department:**

- Community and Economic Development may require additional information to process an OGF Permit application. In addition to the items required on the check list, the Director of Community and Economic Development may require additional information deemed necessary to evaluate particular applications.