



REQUIRED DOCUMENTS TO FILE FOR OIL AND GAS PERMITS

(REV1115)

I. For New Permits To Drill:

- A. Authority and Organization Form (Form #9), proof of insurance, and bonding on file with the Division of Oil and Gas Resources Management, Surety Section (Applicant has a valid owner number and is not on bond, insurance, or legal hold.)
- B. Application (Form #1) signed and notarized. 1 original and 2 copies (Signature on Form #1 **must** match the authorized agent name on file with the Division)
- C. Restoration Plan (Form #4) –1 original and 1 copy
- D. Ohio Registered Surveyor's Plat—1 original and 3 copies (The original plat **must** have either the surveyor's signature or stamp on it.) In **Urbanized Areas**, the plat must designate the urbanized area in addition to county and township.
- E. In **Urbanized Areas**: 3 copies of an aerial photograph at a scale of 1"= 200 ft. and 3 copies of the aerial photograph overlain by topographic contours. Contour interval should either be 2 ft. or 10 ft. Color photographs are preferred; however, if color is not available, submit a statement indicating unavailability. Each aerial photo must show a 500-foot radius around the proposed wellhead and the proposed locations of the access road, tank battery and flow/sales lines.
- F. In **Coal-Bearing Townships**:
 - 1. A Division of Oil and Gas Resources Management Landowner Fee Simple Ownership Affidavit may be submitted if the property owner owns both the surface and mineral rights (owns the property in fee simple)—1 original. **The affidavit specifically states that the landowner owns the coal rights which must include every seam. The affidavit may not be used for partial coal ownership. The form may not be altered or modified.**
 - 2. If an Affidavit is not submitted, the application will be sent to the Division of Mineral Resources Management (DMRM) for a review of the presence of potentially affected mines in the permitted area. The permit cannot be issued until the coal approval is received from DMRM.
 - 3. Please refer to the "Designated Coal Bearing Areas" for a complete list of affected counties and townships.
- G. **Fees**:
 - 1. 500.00 for each permit application submitted



REQUIRED DOCUMENTS TO FILE FOR OIL AND GAS PERMITS

(REV1115)

2. \$750.00 for applications in **Urbanized Townships** with populations greater than 15,000 per the most recent U.S. Census Bureau figures **or** any municipality regardless of population.
3. \$1000.00 for applications in **Urbanized Townships** with populations greater than 15,000 per the most recent U.S. Census Bureau figures **or** any municipality regardless of population.
4. **Expedited Review (“Rush”)** applications require an additional \$250.00 per application. All Rush permit application to drill in a Coal-Bearing area **must** be accompanied by an Landowner Fee Simple Ownership Affidavit signed by the landowner.
5. **Mandatory pooling** applications require an additional \$5000.00 per Application.

II. To Revise The Location Of A Valid Permit:

- A. Application Form (Form #1) – 1 original and 2 copies. (Signature on Form #1 **must** match the authorized agent on file with the Division.)
- B. Ohio Registered Surveyor’s plat – 1 original and 3 copies. (The original surveyor’s plat **must** either have the surveyor’s signature or stamp on it.)
- C. Restoration Plan (Form #4):
 1. If previously filed – 1 copy
 2. If content information has changed – 1 original and 1 copy
- D. Division of Oil and Gas Resources Management Landowner Fee Simple Ownership Affidavit, if drill site is located in a **coal-bearing township** (see list). The original affidavit on file may be used unless the location is now on a different fee simple owner’s property. (See above – I. F.)
- E. In **Urbanized Areas**: 3 copies of an aerial photograph at a scale of 1” = 200 ft. and 3 copies of the aerial photograph overlain by topographic contours. Contour interval should either be 2 ft. or 10 ft. Color photographs are preferred; however, if color is not available, submit a statement indicating unavailability. Each aerial photo must show a 500-foot radius around the proposed wellhead and the proposed locations of the access road, tank battery and flow/sales lines.



REQUIRED DOCUMENTS TO FILE FOR OIL AND GAS PERMITS

(REV1115)

F. **Fee:** \$250.00 for each application

Expedited Review (“Rush”) application requires an additional \$250.00 per application. All Rush permit applications to drill in a **coal-bearing area must** be accompanied by a Landowner Fee Simple Ownership Affidavit signed by the landowner.

III. To Reissue An Expired Drilling Permit:

- A. Authority and Organization Form (Form #9), proof of insurance and bonding on file with the Division of Oil and Gas Resources, Surety Section. (Applicant has a valid owner number and is not on bond, insurance or legal hold.)
- B. Application Form (Form #1) signed and notarized. A new application form **must** be submitted; a permit cannot be issued with a copy of the Division’s previously issued permit – 1 original and 2 copies. (The signature **must** match the authorized agent on file with the Division.)
- C. Restoration Plan (Form #4) – 2 copies. (Please file a new original if the content has changed.)
- D. Ohio Registered Surveyor’s Plat
 - 1. If changes have been made – 1 original and 2 copies. (The original surveyor’s plat **must** have the surveyor’s signature or stamp on it.)
 - 2. No changed to the plat on file – 3 copies.
- E. In **coal-bearing townships** a Landowner Fee Simple Ownership Affidavit on file or submitted with the new application. If not submitted, the application will require a review by Division personnel for the existence of active mines. (See enclosed list for designated coal-bearing areas.)
- F. **Fee:** \$250.00 for each application

Expedited Review (“Rush”) applications require an additional \$250.00 per application. All Rush Permits in designated **coal-bearing areas must** have an Landowner Fee Simple Ownership Affidavit submitted signed by the Landowner.

IV. To Reissue a Permit Previously Permitted To A Different Owner:

- A. Authority and Organization Form (Form #9), proof of insurance and bonding on file with the Division of Oil and Gas Resources Management, Surety Section. (Applicant has a valid owner number and is not on bond, insurance, or legal hold.)



REQUIRED DOCUMENTS TO FILE FOR OIL AND GAS PERMITS

(REV1115)

- B. Application Form (Form #1) signed and notarized – 1 original and 2 copies. (Signature on Form 1 **must** match the authorized agent name on file with the Division.)
- C. Restoration Plan (Form #4) – 1 original and 1 copy.
- D. Ohio Registered Surveyor's Plat: 1 original and 3 copies. (The original surveyor's plat **must** have the surveyor's signature or stamp on it.)
- E. In **Urbanized Areas**: 3 copies of an aerial photograph at a scale of 1" = 200 ft. and 3 copies of the aerial photograph overlain by topographic contours. Contour interval should either be 2 ft. or 10 ft. Color photographs are preferred; however, if color is not available, submit a statement indicating unavailability. Each aerial photo must show a 500-foot radius around the proposed wellhead and the proposed locations of the access road, tank battery, and flow/sales lines.
- F. A Division of Oil and Gas Resources Management Landowner Fee Simple Ownership Affidavit may be submitted if the property owner owns both the surface and mineral rights (owns the property in fee simple) – 1 original. **The affidavit specifically states that the landowner owns the coal rights which must include every seam. The affidavit may not be used for partial coal ownership. The form may not be altered or modified.**

If an Affidavit is not submitted, the application will be sent to the Division of Mineral Resources Management (DMRM) for a review of the presence of potentially affected mines in the permitted area. The permit cannot be issued until the coal approval is received from DMRM.
- G. If the previous permit has not expired, a letter of cancellation **must** be submitted and the original permit returned to the Division of Oil and Gas Resources Management.
- H. **Fee:** \$250.00 for each application

Expedited Review ("Rush") applications require an additional \$250.00 per application. All Rush Permits for designated coal-bearing areas **must** have a Landowner Fee Simple Ownership Affidavit submitted signed by the Landowner.

V. For A Permit To Plug Or To Reissue An Expired Plugging Permit:

- A. Applicant has a valid owner number.
- B. If applicant is not registered with the Division of Oil and Gas Resources and requires a temporary owner number for plugging purposes only, please submit an Authority and Organization Form (Form #9) with the box "Plug Only" checked.



REQUIRED DOCUMENTS TO FILE FOR OIL AND GAS PERMITS

(REV1115)

- C. Ohio Registered Surveyor's Plat – 3 copies (if available)
- D. Well Completion Record (Form #8)
 - 1. If previously submitted – 3 copies (if available)
 - 2. Not on file with the Division – 1 original and 2 copies (if available)
- E. Request for Change of Owner Form (Form #7) if well has been transferred to another owner and form is not currently on file with the Division of Oil and Gas Resources Management.
- F. **Fee:** \$250.00 for each application

Expedited Review ("Rush") applications require an additional \$500.00 per application.

Note: For "dry holes" where the original permit period is valid and no production has occurred, a permit to plug the well is not required. Notice to plug the well must be made to the appropriate Division inspector.

VI. For A Permit To Plug-Back To Another Formation or To Deepen An Existing Well:

- A. Authority and Organization Form (Form #9), proof of insurance and bonding on file with the Division of Oil and Gas Resources Management, Surety Section. (Applicant has a valid owner number and is not on bond, insurance, or legal hold.)
- B. Application Form (Form #1) signed and notarized – 1 original and 2 copies. (Signature on Form 1 **must** match the authorized agent name on file with the Division.)
- C. Ohio Registered Surveyor's Plat
 - 1. If changes have been made – 1 original and 2 copies. (The original surveyor's plat **must** have the surveyor's signature or stamp on it.)
 - 2. No changed to the plat on file – 3 copies.
- D. Well Completion Record (Form #8)
 - 1. If previously submitted – 3 copies (if available)
 - 2. Not on file with the Division – 1 original and 2 copies (if available)
- E. Restoration Plan (Form #4) – 2 copies
- F. **Fee:** \$500.00 for each application

Expedited Review ("Rush") applications require an additional \$250.00 per application.



REQUIRED DOCUMENTS TO FILE FOR OIL AND GAS PERMITS

(REV1115)

VII. For a Permit To Reopen A Plugged Well:

- A. Authority and Organization Form (Form #9), proof of insurance and bonding on file with the Division of Oil and Gas Resources Management, Surety Section. (Applicant has a valid owner number and is not on bond, insurance, or legal hold.)
- B. Application Form (Form #1) signed and notarized – 1 original and 2 copies. (Signature on Form 1 **must** match the authorized agent name on file with the Division.)
- C. Ohio Registered Surveyor's Plat: 1 original and 3 copies. (The original surveyor's plat **must** have the surveyor's signature or stamp on it.)
- D. Well Completion Record (Form #8)
 - 1. If previously submitted – 3 copies (if available)
 - 2. Not on file with the Division – 1 original and 2 copies (if available)
- E. Restoration Plan (Form #4) – 1 original and 1 copy.
- F. Plugging report for original well on file with the Division of Oil and Gas Resources Management.
- G. In designated **coal-bearing areas**, if possible please submit a Landowner Fee Simple Ownership Affidavit. If not possible, permit application will require review by Division personnel for the existence of active mines. This may delay the issuance of the permit. (See enclosed list of designated coal-bearing areas.)
- H. **Fees:** \$500.00 for each application.

Expedited Review ("Rush") applications require an additional \$250.00 per application. All Rush Permits for designated coal-bearing areas **must** have a Landowner Fee Simple Ownership Affidavit submitted signed by the Landowner.

VIII. To Revise The Unit of an Existing Oil And Gas Well:

- A. Authority and Organization Form (Form #9), proof of insurance and bonding on file with the Division of Oil and Gas Resources Management, Surety Section. (Applicant has a valid owner number and is not on bond, insurance, or legal hold.)
- B. Ohio Registered Surveyor's Plat: 1 original and 2 copies. (The original surveyor's plat **must** have the surveyor's signature or stamp on it.)



REQUIRED DOCUMENTS TO FILE FOR OIL AND GAS PERMITS

(REV1115)

C. Cover letter requesting the unit revision. Please be sure to reference the Division issued permit number, lease name, well number, county and township within the cover letter.

D. **Fee:** \$50.00 per revision.

IX. Skid Rig Or Lost Hole:

A. Authority and Organization Form (Form #9), proof of insurance and bonding on file with the Division of Oil and Gas Resources Management, Surety Section. (Applicant has a valid owner number and is not on bond, insurance, or legal hold.)

B. Application Form (Form #1) signed and notarized. A new application must be submitted. (The signature on the Form #1 **must** match the authorized agent on file with the Division.)

C. Ohio Registered Surveyor's Plat (Note: New location must be within fifty (50) feet of lost hole.) – 1 original and 2 copies. (Original surveyor's plat **must** have surveyor's signature or stamp on it.)

D. The plugging of the lost hole must be witness by the Oil & Gas Inspector.

E. Fees:

1. \$500.00 for each permit application submitted
2. \$750.00 for applications in **Urbanized Townships** with populations greater than 10,000 but less than 15,000 per the most recent U.S. Census Bureau figures.
3. \$1000.00 for applications in **Urbanized Townships** with populations greater than 15,000 per the most recent U.S. Census Bureau figures **or** any municipality regardless of population.

F. In **Urbanized Areas:** 3 copies of an aerial photograph at a scale of 1" = 200 ft. and 3 copies of the aerial photograph overlain by topographic contours. Contour interval should either be 2 ft. or 10 ft. Color photographs are preferred; however, if color is not available, submit a statement indicating unavailability. Each aerial photo must show a 500-foot radius around the proposed wellhead and the proposed locations of the access road, tank battery, and flow/sales lines.



REQUIRED DOCUMENTS TO FILE FOR OIL AND GAS PERMITS

(REV1115)

Notes:

1. New application **must** be submitted within 24 hours after spudding new well.
2. The original well **must be plugged** prior to skidding to the new location.
3. Plugging **must** be witnessed or verified by the appropriate Division inspector.

X. Salt Water Injection Wells (Drill, Reopen, Deepen, Plug-Back, Convert)

- A. Authority and Organization Form (Form #9), proof of insurance and bonding on file with the Division of Oil and Gas Resources Management, Surety Section. (Applicant has a valid owner number and is not on bond, insurance, or legal hold.)
- B. Application Form (Form #1) signed and notarized. A new application must be submitted. (The signature on the Form #1 **must** match the authorized agent on file with the Division.)
- C. Ohio Registered Surveyor's Plat: 1 original and 3 copies. (The original surveyor's plat **must** have the surveyor's signature or stamp on it.)
- D. Restoration Plan (Form #4) – 1 original and 1 copy.
- E. Well Completion Form (Form #8) – 3 copies for reopen, plug-back or deepen
- F. **Fee:** \$1000.00 for each application

Note: Expedited Review ("Rush") applications are not accepted for these permits.

XI. Temporary Inactive Permits

- A. Application Form (Form #1) signed and notarized – original and 1 copy. (Signature on Form #1 **must** match the authorized agent name on file with the Division.)
- B. A map, on a scale not smaller than four hundred feet to the inch, that shows the location of the well and the tank battery, that includes the latitude and longitude of the well;



REQUIRED DOCUMENTS TO FILE FOR OIL AND GAS PERMITS

(REV1115)

- C. A written statement that the well is of future utility, and that there is a viable plan to use the well within a reasonable period of time and the well poses no threat to the health or safety of persons, property or the environment;
- D. For the first application, \$100 check or money order payable to the Division of Oil and Gas Resources Management;
- E. For the first renewal, a \$250 check or money order payable to the Division of Oil and Gas Resources Management;
- F. For subsequent renewals, \$500 check or m money order payable to the Division of Oil and Gas Resources Management; additional bonding may be required.

