

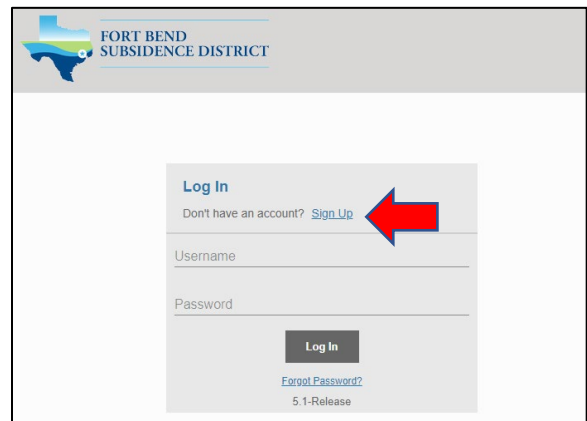
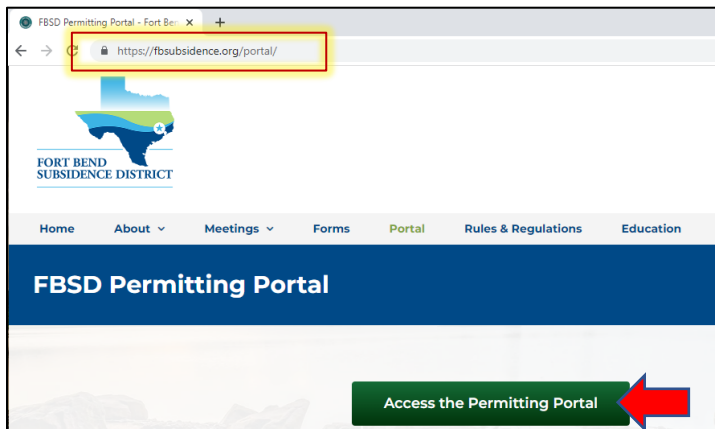
# NEW WELL PERMIT PROCESS



## NEW WELL PERMIT APPLICATION GUIDE

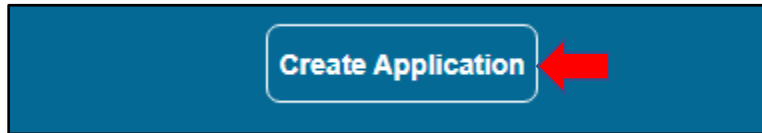
Before you start your online application, make sure to have the following information:

- ✓ 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 [fbsubsidence.org/portal](https://fbsubsidence.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](mailto:info@subsidence.org) with **PORAL** 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.

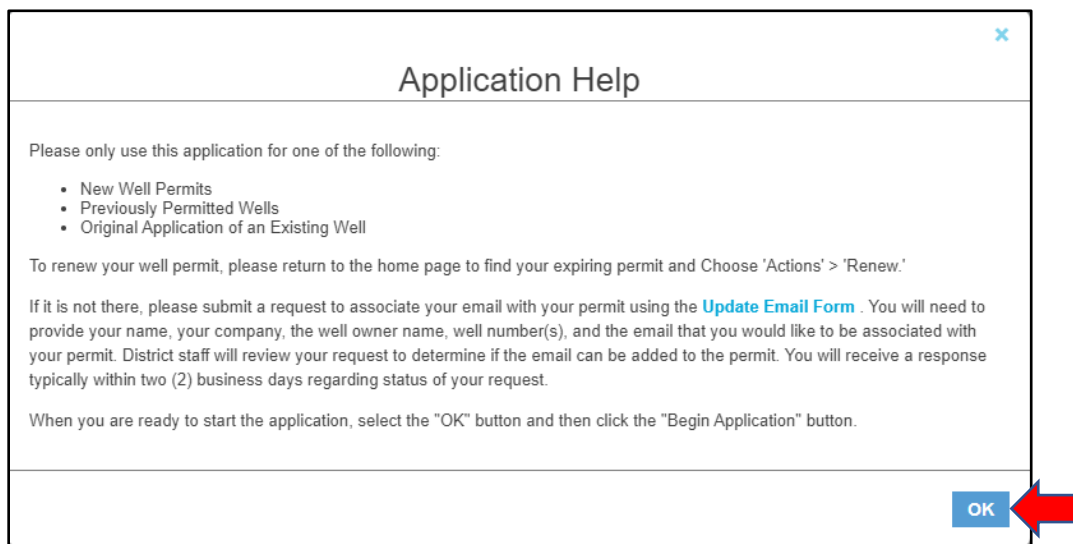
- Click on **Create Application** at the top of the page to begin the application process.



- 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

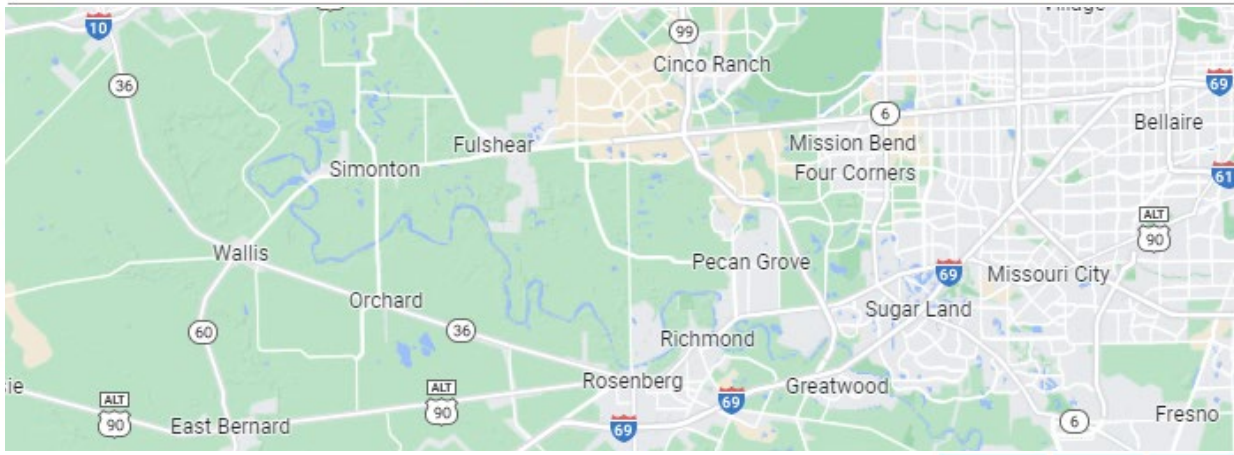
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**1 Main**

Well Number

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Physical Location of Well



**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**

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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

W
New Well Permit
←

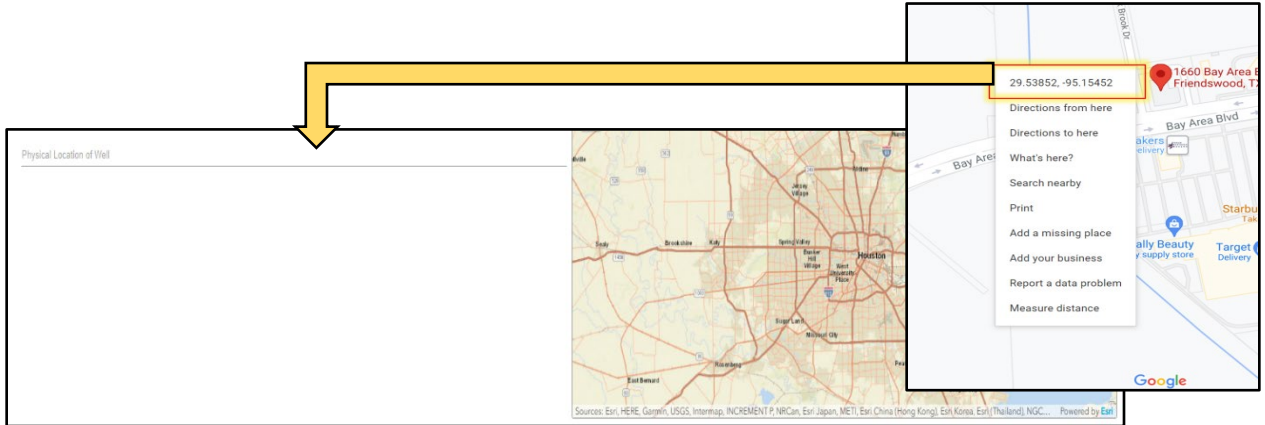
Permit Renewal

Previously Permitted Well

Original Application of an Existing Well

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- 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](http://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

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- 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

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- 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

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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

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! 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
- Commercial/Domestic - used by commercial establishments for potable/sanitary
- 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

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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.

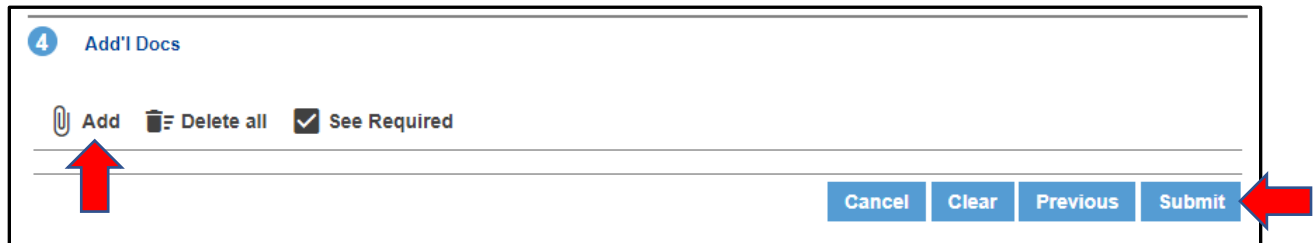
**3** People

<p>APPLICANT <a href="#">more....</a> <span style="float: right; border: 1px solid blue; padding: 2px 5px;">Use My Information</span></p> <p><span style="color: red;">Name</span> _____</p> <p>Address Line1 _____</p> <p>City Name _____ State _____ Zip Code _____</p> <p><span style="color: red;">Phone (Primary)</span> _____ <span style="color: red;">Phone (Other)</span> _____</p> <p><span style="color: red;">Email</span> _____</p> <p>Comment _____</p>	<p>PERMITTEE <a href="#">more....</a> <span style="float: right; border: 1px solid blue; padding: 2px 5px;">Use My Information</span></p> <p><span style="color: red;">Name</span> _____</p> <p>Address Line1 _____</p> <p>City Name _____ State _____ Zip Code _____</p> <p><span style="color: red;">Phone (Primary)</span> _____ <span style="color: red;">Phone (Other)</span> _____</p> <p><span style="color: red;">Email</span> _____</p> <p>Comment _____</p>
<p>ATTENTION TO <a href="#">more....</a> <span style="float: right; border: 1px solid blue; padding: 2px 5px;">Use My Information</span></p> <p><span style="color: red;">Name</span> _____</p>	<p>CORRESPONDENT <a href="#">more....</a> <span style="float: right; border: 1px solid blue; padding: 2px 5px;">Use My Information</span></p> <p><span style="color: red;">Name</span> _____</p>

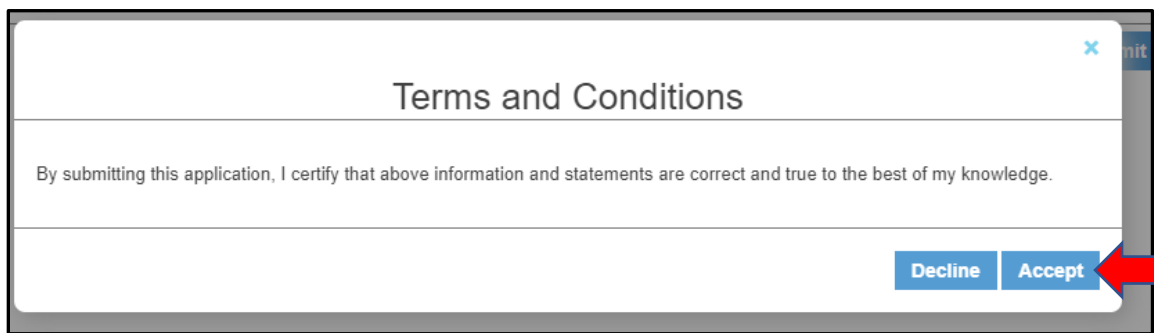
- Click **Next** to continue.

#### **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.*



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**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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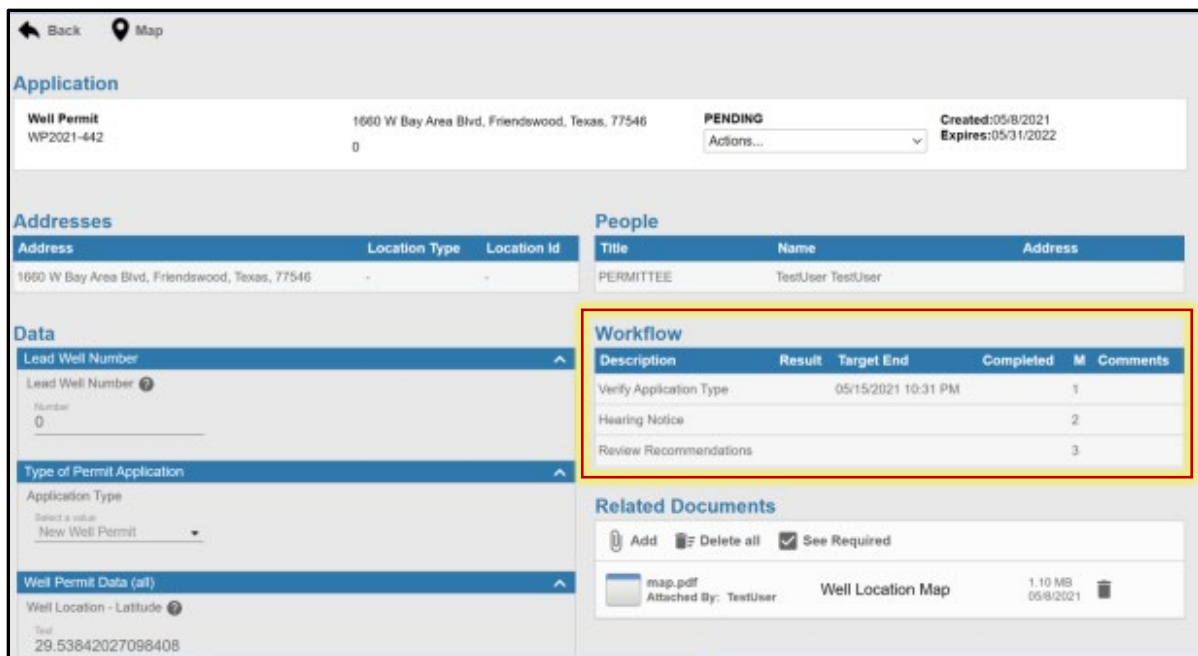
# NEW WELL PERMIT PROCESS



## 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	

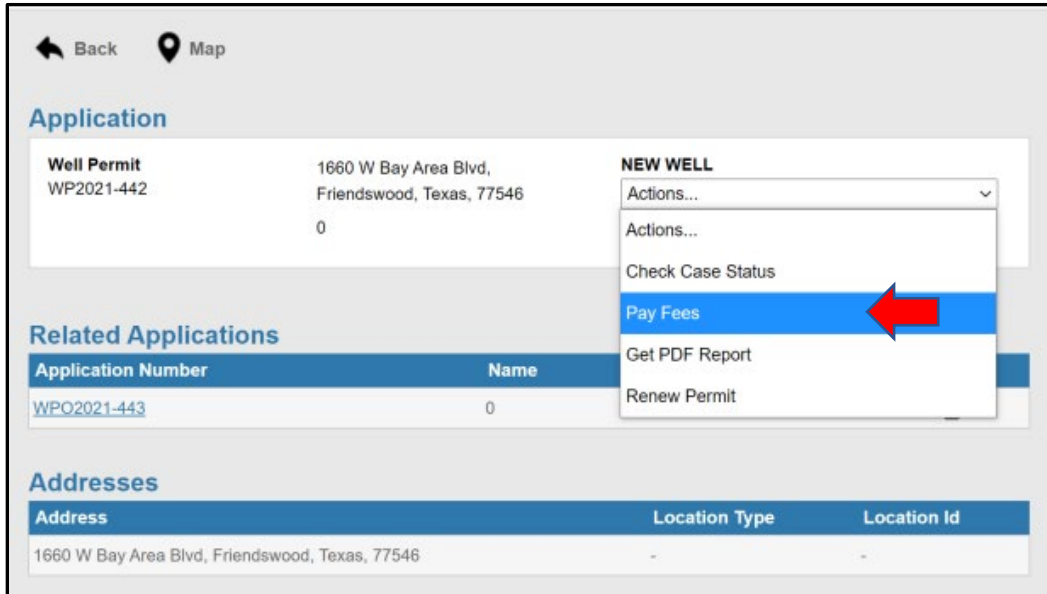
**Related Documents**

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

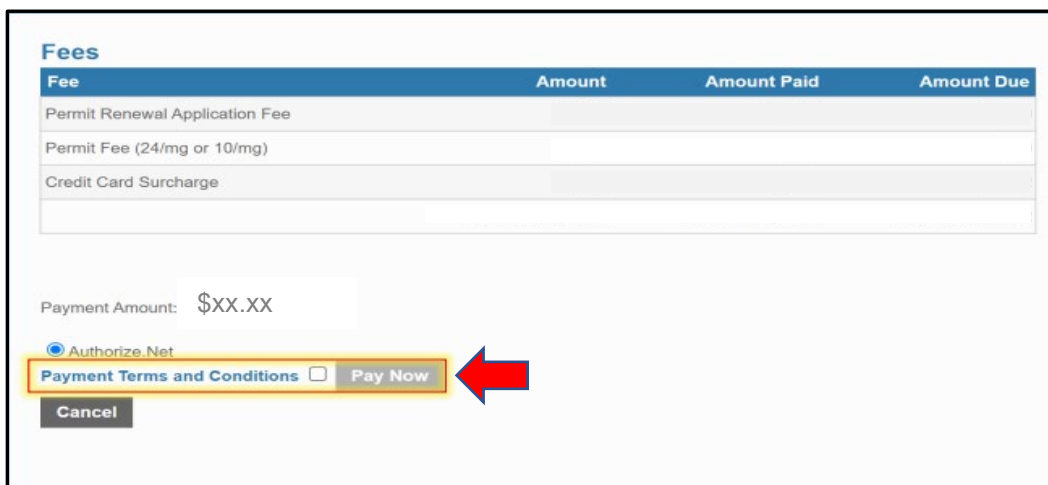
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**PAYING FEES**

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



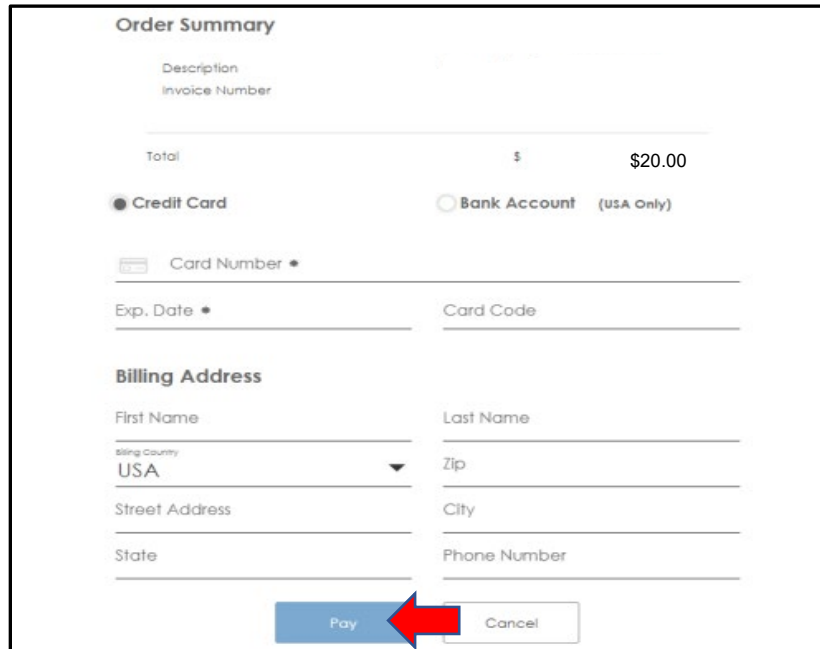
- You will be taken to the fees page with a breakdown of fees and your payment amount.
- Click the **Pay Now** button and **accept the Payment Terms and Conditions**.



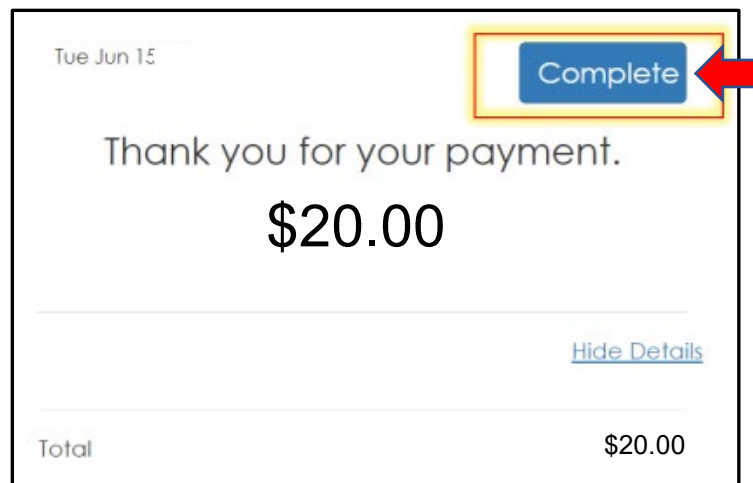
\$20.00

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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, FBSD 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 FBSD 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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