



Oil and Gas Operations Use by Special Review Application Checklist

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A Use by Special Review approval and Notice to Proceed permit from the City of Evans are required prior to installing any new oil and/or gas wellhead, tank, separator, or other ancillary equipment in the City.

This checklist is intended for convenience only. Please refer to the Evans Municipal Code for exact requirements (especially Chapters 16.28 and 19.44).

Oil and Gas Use by Special Review Application Checklist:

- Completed land use application form and fee
- Written description of the intended use, site improvements, characteristics of installation, operation, maintenance, site restoration, and abandonment – 2 paper copies, 1 in .pdf format
- Evidence of leasehold, resource ownership, or owner's authorization – include in narrative
- Contact information for each owner of record in the oil & gas leases under which such well is to be drilled, operated, maintained, or abandoned – include in narrative
- Contact info. for the operator responsible for installation and maintenance – include in narrative
- Waste and storage plan – include in narrative
- Conceptual restoration plan – include in narrative
- Specification & graphic representation of equipment to be used and proposed improvements – include in narrative
- Certification that the owners of the leasehold interest & persons in charge of the drilling, operation, maintenance, and/or abandonment are familiar with and will abide by City ordinances – include in narrative
- Bond (Minimum \$100,000 times the number of wells to be drilled. May be reduced to \$200,000 blanket bond for all completed wells. Sec. 16.28.080 and 16.28.090)
- Insurance cert. (Min. \$1,000,000 policy w/ City of Evans as additionally insured. Sec. 16.28.100)
- Site or master plan (Sec. 16.28.120) – 2 full-size paper copies, 12 11"x17" paper copies, .pdf
- Landscaping/screening plan – 2 full-size paper copies, 12 11"x17" paper copies, .pdf

After a complete application is received by the City, staff will review the application and schedule the public hearings before the Planning Commission and City Council and provide notices of the hearings to owners of property within 500 feet of the property on which the operations are to be conducted. The timeframe for the process is approximately two months.

Selected abbreviated sections from Chapter 16.28 of the Evans Municipal Code. Refer to www.cityofevans.org for the full code.

Minimum Setbacks (Sec. 16.28.060)

Well heads:

1. 150 feet for all structures not necessary to the operation of the well (defined as having at least 3 walls and a roof).
2. 300 feet for all structures and places used as a place of assembly (defined as an area for 50 or more people).

Tanks: 300 feet for all structures not necessary to the operation of the well and for structures and places used as a place of assembly.

Setbacks from any street, alley, or right-of-way: 75 feet.

Setbacks from any utility easement: 20 feet.

Bond Requirements (Sec. 16.28.080)

Every operator shall, prior to commencing drilling, submit and maintain a bond in favor of the City in the amount of \$100,000 for each well to be drilled. The bond is to be executed by the operator and a corporate surety authorized to do business in the State of Colorado and conditioned that the operator shall pay all fees and sums due the City under this chapter and comply and abide by the ordinances of the City and laws of the state, and, should the operator fail to do so, to pay all costs and expenses incident for such determination by test or otherwise determine whether such failure to comply with such ordinances and laws has resulted in any damage to the City or others, and if so, pay the expenses and costs of correcting such condition created by such failure and all damages resulting therefrom.

Blanket Bond (Sec. 16.28.090)

In lieu of the requirements provided in Section 16.28.080 of this chapter, an operator may file with the planning director a blanket bond designed to cover all drilling operations within the City. At no time shall the amount of such blanket bond be less than \$100,000 times the number of wells being drilled. Additionally, an operator may file with the planning director a blanket bond for all wells completed and in operation within the City. The amount of the operation blanket bond shall be \$200,000 for all such wells within the City limits.

Insurance Requirements (Sec. 16.28.100)

Every operator shall also submit a copy of a policy of insurance in the amount of \$1,000,000 insuring the applicant and the City against all claims or causes of action made against either or both applicant and City for damages to persons or property arising out of the drilling, maintenance, production and other work done with respect to such proposed oil or gas well. Such policies shall be written by a company authorized to do business in the state.

Site Plan (Sec. 16.28.120.A)

Every applicant shall, at the time of filing an application, submit a site plan showing dimensions of the proposed well location, lot and property lines, a complete legal description of the proposed well site and with reference thereon to the surface owners of all such property within approximately 300 feet, potential accessory equipment, access roads and permanent structures.

Master Plan (Sec. 16.28.120.B)

In lieu of a site plan, the applicant may submit a master plan, showing all the information required for site plans, if more than one well is to be drilled in a two-year period and within a single geographical area.