

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR REGISTRATION, DRILLING, OR REWORKING A WATER WELL

GENERAL INSTRUCTIONS:

1. In completing the application, please type or print legibly. Please use ink.
2. Please keep a copy of the completed form for your records.
3. Incomplete applications will not be processed or approved by the District.
4. All information, including surveys, maps, etc., and all required fees must be received by the District before an application is deemed complete.
5. All documents, including faxed copies, must be legible.
6. Signatures must be original and in ink.
7. Fees may be paid by check payable to Neches and Trinity valleys GCD and must be identified to a particular well or wells. One check may be used to pay for all required fees (such as applicable for registration, drilling and/or operating).
8. **Please allow a minimum of five working days after receipt of a complete application package for District review, processing and approval.** In certain cases, public notice may be required and public hearings may need to be held and this will greatly lengthen the time to process the application

SUPPORTING DOCUMENTATION:

1. A location map from the county appraisal district indicating the location of the proposed well or the existing well to be modified, the subject property, and adjacent property owners' physical addresses and mailing addresses. Please provide a physical address for the well site.
2. A road map showing the location of the property where the well is to be located if the road(s) are not clearly shown on the appraisal district map.
3. A location map of all existing wells within a quarter (1/4) mile radius of the proposed well or existing well to be modified.
4. A complete and current recorded deed showing current ownership, legal description, easements, county seal, and date recorded of the property where the proposed or existing well is located.
5. Additional information may be required by the District in some circumstances.