NECHES & TRINITY VALLEYS
GROUNDWATER CONSERVATION DISTRICT

P.O. Box 1387 • 501 Devereaux St., Suite 201, Jacksonville, TX 75766
Phone: (903) 541-4845 • Fax: (903) 541-4869 • office@ntvgcd.org

NOTICE TO DISTRICT

FOR DISTRICT USE ONLY	
State/District Well No.: _____	Date Application Received: _____
Fee Received: $ _____ Paid By: _____	Date Received: _____
Date Approved: _____	Approved By: _____

Instructions: Use this form to give the written notices required by the District Rules listed below. Check each notice being given and complete the applicable section. Deadlines run from the date of the change or from the date the facts became known.

Part I. Person Giving Notice

Name: _____

Mailing Address (Street/PO Box, City, State, Zip): _____

Telephone: _____ Email: _____

Permit / Registration No.: _____

Well Number / Name: _____

Well site physical (911) address: _____

County: _____ GPS Latitude: _____ Longitude: _____

Part II. Notice Being Given

☐ **A. Change of ownership, well operator, mailing address, email, or telephone — within 30 days (§ 4.002)**

Information changed (prior → new): _____

_____

For a transfer of ownership or lease of a permit, also file the Notice of Transfer of Ownership or Lease (§§ 5.213, 5.309).

☐ **B. Changed circumstances that may cause an exempt well to lose its exemption — within 30 days (§ 5.402)**

Date of change: _____

Describe the change (use, capacity, equipment, or other): _____

_____

☐ **C. Well condition that may cause pollution, degradation, or harmful alteration of groundwater — within 48 hours (§ 6.211)**

Date condition learned: _____

Describe the condition and any corrective action taken or planned: _____

_____

☐ **D. Intent to remove or disable a meter — before removal (§ 8.003(a))**

Meter make / serial no.: _____ Planned removal date: _____

Return date: _____

☐ Routine maintenance ☐ Other (requires District written approval before removal)

Reason: _____

Groundwater may not be withdrawn while a meter is removed or disabled unless required for maintenance (§ 8.003(c)).

☐ **E. Condition that may affect the accuracy of a meter — written notice within 7 days of learning of the facts (§ 8.003(d))**

Date condition learned: _____

Describe the condition: _____

_____

Certification

I certify that the information in this notice is true and accurate to the best of my knowledge and belief.

Printed name: _____ Signature: _____ Date: _____

District Use Only

Received by: _____ Date: _____

Meter removal (D): ☐ Approved ☐ Denied By: _____