

## **HTGCD Permit Production Increase Instructions**

Permit Holders that wish to increase permit production should complete the Operating/Renewal Application as outlined below.

### **Check List:**

#### Section A:

- Complete in full

#### Section B:

- Check the third box "Application for a renewal of an existing operating permit"
- Write in your latest Permit Number. This is listed on your permit

#### Section C:

- Write either how many Acre Feet or total Gallons you are requesting per year

#### Section D:

- Not applicable for Existing Wells

#### Section E:

- The District may have a copy of your map on file, but please confirm with staff.
- Map will need to show:
  - Property lines
  - The well site
  - Location of other existing wells on the subject tract
  - Location of the existing use
  - Location of any existing or proposed on-site wastewater
  - Location of any other potential source of contamination within 100 feet of the existing well
  - Evidence of annual production quantities
  - Annual quantity of unaccounted for water in system
  - Water levels in all production and monitoring wells over the last 5 years
  - Any other information deemed necessary by the District

#### Section F:

- Not applicable for Existing Wells

#### Section G:

- The District may have a copy of your water conservation plan, but please confirm with staff. You may need to supply the District with an updated plan.

#### Section H:

- The District may have a copy of your drought contingency conservation plan, but please confirm with staff. You may need to supply the District with an updated plan.

#### Section I:

- The applicant shall provide public notice of the application once in a newspaper of local circulation. See District Rule 3.2 *Operating Permit Notice Requirements*, first paragraph.

#### Section J:

- The applicant shall provide public notice by certified mail, return receipt requested, to all adjacent landowners with ¼ mile of the well location. See District Rule 3.2 *Operating Permit Notice Requirements*, second paragraph.

#### Section K:

- Signature of Well owner or Authorized agent
- Printed name and Date
- Contact information if different than Section A
- Document is will notarized