



NEW OPERATING PERMIT APPLICATION

rev. 2018

IN ORDER FOR THE OPERATING PERMIT APPLICATION TO BE FOUND ADMINISTRATIVELY COMPLETE THE FOLLOWING APPLICATION AND DOCUMENTATION SHALL BE COMPLETED AND SUBMITTED FOR NEW AND EXISTING WELLS. REFER TO DISTRICT RULE 11 TO CONFIRM THE APPROPRIATE TIER CATEGORY AND REQUIREMENTS.

SECTION A: CONTACT INFORMATION

Name of Place where Groundwater will be used

Well Owner's Name

Well Owner's Phone Number

Well Owner's Mailing Address

City

Zip Code

Well's Physical Address

City

Zip Code

SECTION B: PERMIT COMPLIANCE

Name of Person Responsible for Permit Compliance

Phone Number

Email Address

SECTION C: METER READING COMPLIANCE

Name of Person Responsible to Read and Record Meter Readings and to Report usage Quarterly

Phone Number

Email Address

SECTION E: PURPOSE OF USE Select One Use

IRRIGATION ONLY TCEQ PUBLIC WATER SYSTEM RETAIL WATER SYSTEM COMMERCIAL

OTHER DESCRIBE

SECTION F: HTGCD WELL NUMBER /LATITUDE /LONGITUDE

WELL #/LAT/LONG :

WELL #/LAT/LONG :

WELL #/LAT/LONG :

WELL #/LAT/LONG :

SECTION G: DOCUMENTATION TO COMPLETE AND SUBMIT

Well Construction Notification(s)/Well Registration(s)

User Drought Contingency Plan

User Water Conservation Plan

Project Engineering Plans

Property Plat, Survey, or Map of the parcel showing the location of the proposed well and that includes existing or proposed buildings, all water wells (including those abandoned, deteriorated, or not currently in service), septic tanks, septic disposal areas, driveways, barns, feedlot, ponds, creeks, rivers, intermitted streams, property lines, and any other known or suspected potential sources of pollution

Capacity of the Well and the requested Rate of Withdrawal concerning Tier 2 and Tier 3 applications

Geophysical Log of the well

A Well Performance Test (Tier 2) shall be required if the total annual amount is greater than two (2) and less than or equal to six (6) acre feet. The performance test and report shall follow the guidelines of the District's "Certification of Groundwater Availability"

An Aquifer Test (Tier3) and aquifer report are required if the total annual amount is greater than six (6) acre feet or if the application is a permit amendment that increases the permit amount to a volume greater than six (6) acre feet per year.

A State Well Report for an existing well concerning the application

Provide evidence that the well(s) do not allow comingling between sub-aquifers

SECTION H: PERMIT DETAIL Use NA if necessary as to not leave blanks

Number of Full-Time Employees	Number of Part-Time Employees	Number of Days Open per week
Number of Toilets	Number of Sinks	Number of Baths/Showers
Number of Ponds or Pools	Length, Width and Depth	Ponds lined with
Rainwater Collection Storage Capacity- tank in gallons	Non-Rainwater Storage Capacity- tank in gallons	
Will Rainwater be used for outdoor irrigation or indoor needs. Please explain		
Describe any Outdoor Irrigation- grass area, plants, trees etc.		
Will groundwater be used as a material item within your business. Please explain		
Number of current water connections connected to your well(s) ie. homes, RV slips, buildings etc.	Number of current Total Occupants	
Total number of water connections at full build out	Total number of Occupants at full build out	

SECTION I: ANNUAL PRODUCTION AMOUNT (requested)

Quantity of groundwater per year in Gallons or Acre Feet: 325,851 gallons = 1 Acre Foot

SECTION J: FORMULAS AND CALCULATIONS Provide all detail to determine Annual Productin Amount

Blank area for formulas and calculations.

SECTION K: TIER REQUIREMENTS Select Appropriate Tier.

- Tier 1 No Test required if application request is 2 acre feet or less
- Tier 2 **Well Performance Test:** Is required if application request is Greater than 2 acre feet, less than or equal to 6 acre feet
- Tier 3 **Aquifer Test:** Is required if application request is greater than 6 acre feet

SECTION L: IMPORTANT

- I understand that Conformance to HTGCD Rules does not eliminate requirements for the applicant or contractor to conform with other State Laws, Conditions, or Requirements. Review 30 TAC 290.38 (14) and Well Construction Standards
- I understand that Upon District notification, District staff may need to inspect my well and meter
- I understand District Rule 3.5.5:
The General Manager shall inform the applicant, in writing, of any deficiencies in the application. If the applicant fails to provide the required information within 180 days of the notice of deficiency, the application will be denied. The General Manager may request clarification of any information provided on the application or in any attachment thereto
- I understand that I am responsible to submit meter readings to the District quarterly even if my production used is zero
- I understand that I owe HTGCD water connection fees, at the going rate, anytime I make a water connection to my system
- I understand that if I amend my approved operating permit from Tier 1 to Tier 2 or from Tier 2 to Tier 3, I am responsible to complete and submit to HTGCD all requirements associated with Tier 2 or with Tier 3

SECTION M: PRIOR TO HTGCD ISSUING FINAL OPERATING PERMIT THE FOLLOWING ITEMS SHALL BE MET

- Proof and submission of a flow meter installation
- Submission of Affidavit of Publication of the 10-Day Notice of the application
- Submission of Affidavit of Publication of the 20-Day Notice of the administratively complete application
- Submission of Full Payment for any Water Connection Fees
- Submission of Full Payment for any outstanding Fees or Penalties owed by the applicant
- Proof of installation of an access tube or other means to allow free and clear access to groundwater

DISTRICT USE ONLY

- Date Application Submitted
- Date Administratively Complete
- Well Construction Notification Number(s) / Well Registration Number(s)

SECTION N: SWORN STATEMENT

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision. The information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware there are significant penalties for submitting false information. I agree to operate the well in accordance with the Hays Trinity Groundwater Conservation District's Rules, terms, conditions and all permit provisions. I further state that I am the applicant or am authorized to act for the applicant.

- I understand and agree that my typed name is considered my official signature.

Date

Signature of Well Owner or Authorized Agent



USER DROUGHT CONTINGENCY PLAN (UDCP)

Name of Place where groundwater will be used: []
Name of Person Responsible to uphold permit: []
Responsible Person's Company Name: []

INTRODUCTION

Hays Trinity Groundwater Conservation District (District)

This UDCP will enable you to manage your water system and water resources in a conscientious, fair, and appropriate manner during District declared drought conditions. It is not designed to punish, stigmatize, or criticize anyone about their usage of water. Its sole intent is to maintain an adequate supply of groundwater during the various stages of drought conditions or other water supply emergencies, which may occur from time to time.

As a permit holder with the District, I believe that significant reductions in water usage can be achieved through drought triggered water use curtailments and other voluntary efforts. I understand that implementation of voluntary water conservation measures and conscientious water use practices are encouraged at all times; however, additional water use curtailments are required in case of District declared drought stages, periods of abnormally high usage, system contamination, or extended reduction in ability to supply water due to equipment failure. Should drought conditions reach more severe stages, I have planned and am prepared to further curtail my usage.

SECTION 1 - Declaration of Policy, Purpose and Intent

As a permit holder with the District, it is our continuing effort to maintain an adequate supply of high quality water as prepared within this UDCP. In order to maintain supply, storage, pressure or to comply with regulatory requirements, temporary restrictions may be instituted to limit nonessential water usage. This UDCP satisfies and complies with HTGCD Rules.

As the permit holder with the District, being the responsible official, I agree to comply with all applicable District Rules, the Drought Cutback Chart, the Water Conservation Plan, and the measures of the enclosed User Drought Contingency Plan and to officially adopt the enclosed plan through the appropriate vehicle (i.e. ordinance, TCEQ tariff amendment, policy amendment, etc.).

SECTION 2 - Drought Notice

The District will notify permittees of the implementation or termination of each drought stage of the water restriction program. Permittees must then inform all employees/tenants/end users prior to implementation or termination of each stage. Notice of the District declaration must be provided at least 72 hours prior to the start of water use restrictions.

SECTION 3 - Drought Stage Triggers

Upon District notification of Drought Stage Alarm, Critical or Emergency declaration, as the permit holder, I will activate the respective response measures of this User Drought Contingency Plan, our Water Conservation Plan and curtail our production according to our Drought Cutback Chart. It is understood that the District drought triggers can be reviewed on their website www.haysgroundwater.com under Quick Links/ Drought Management.

SECTION 4 - Alternate Water Sources

If applicable, identify any alternate water sources or any other contingency to be utilized or implemented directly by the utility to manage limited water supplies in the event of water supply contamination or system outage. The alternate supply or other contingency shall be evidenced by documentation (contracts, affidavits, etc.) that demonstrates the availability when needed.

The alternate water source/contingency) is: []



WATER CONSERVATION PLAN (WCP)

Name of Place where groundwater will be used _____

Name of Person Responsible to uphold permit _____

Responsible Person's Company Name _____

The Permittee will:

Employees:

- 1) Notify all employees of the Water Conservation Plan
- 2) Post signs at faucets, sinks, outdoor spigots, and other water sources reminding employees to use water wisely.
- 3) During staff meetings and when appropriate, suggest ways for employees to reduce water consumption in order to promote and encourage voluntary conservation measures.
- 4) Require employees to report all faulty fixtures or leaks to maintenance for repair.

Indoors:

- 5) Implement an on-going program of system leak detection and repair which shall include the consideration and utilization of improved technology when possible.
- 6) Recommend low flow / low volume fixtures be installed in all new construction.
- 7) When replacing old fixtures, do so with low flow / low volume products.

Outdoors:

- 8) Use water-efficient landscape practices including Xeriscaping, drip irrigation, and automatic sprinkler systems.
- 9) Adopt a five-day watering schedule during the summer irrigation season. This may be based on a municipal or area-wide published calendar related to street addresses.
- 10) Assist District in the distribution of conservation and educational materials.
- 11) Periodically review and evaluate this water conservation plan and implement revisions to the plan as necessary.
- 12) Develop policies to monitor, mediate and enforce compliance with this water conservation plan.

This Water Conservation Plan has been adopted as part of the requirements of the Hays Trinity Groundwater Conservation District including complying with all District Rules.

I understand and agree that my typed name is considered my official signature.

Signature

Date

SECTION 5 - Drought Stages and Production Cutback

As the permit holder, I shall perform and adhere to the actions specified within the UDCP, within the Water Conservation Plan, and those curtailments listed on the Drought Cutback Chart (see sample chart below) during District declared drought stages.

District Drought Stages:

No Drought/Voluntary Conservation: 10% reduction

Alarm: 20% reduction

Critical: 30% reduction

Emergency: 40% reduction

Sample Drought Cutback Chart

Permittee "Company X"		5 Acre Feet		Drought Contingency Plan				
20XX Permit				Production Cutback Chart				
		1,629,255 Gallons						
	Actual Use Gallons	Stage 1		Stage 2	Stage 3	Stage 4	Gallons Over	
		Baseline Gallons	Voluntary 10%	Alarm 20%	Critical 30%	Emergency 40%		
January	6%	97,755	87,980	78,204	68,429	58,653		
February	7%	114,048	102,643	91,238	79,833	68,429		
March	7%	114,048	102,643	91,238	79,833	68,429		
April	7%	114,048	102,643	91,238	79,833	68,429		
May	8%	130,340	117,306	104,272	91,238	78,204		
June	10%	162,926	146,633	130,340	114,048	97,755		
July	12%	195,511	175,960	156,408	136,857	117,306		
August	12%	195,511	175,960	156,408	136,857	117,306		
September	10%	162,926	146,633	130,340	114,048	97,755		
October	8%	130,340	117,306	104,272	91,238	78,204		
November	7%	114,048	102,643	91,238	79,833	68,429		
December	6%	97,755	87,980	78,204	68,429	58,653		
Totals	0	1,629,255	1,466,330	1,303,404	1,140,479	977,553	0	

SECTION 6 - Conservation Recommendations

- Don't leave faucets running when not in use
- Only run dishwasher and washing machines with full loads
- Reduce shower times or draw less water for baths
- Water between the hours of 8:00 pm and 8:00 am
- Check sprinkler heads regularly to prevent wasteful overspray or broken heads
- Adjust run times and frequency of sprinkler systems in response to weather conditions
- Avoid watering on windy days
- Limit washing of vehicles- if possible use a commercial car wash which recycles water
- No washing of driveways, sidewalks or streets
- Use mulch to conserve soil moisture
- Cut lawns on highest setting and leave lawn clippings on lawn instead of bagging

I understand and agree that my typed name is considered my official signature.

Signature

Date

[Click to Submit
via Email](#)

Or
Save the Completed Application and
attach on an Email to
Manager2@haysgroundwater.com



How to Read your Groundwater Meter

It is important that HTGCD operating permit holders know how to read their groundwater meters accurately, as it is essential for submitting your monthly reporting to the District office.

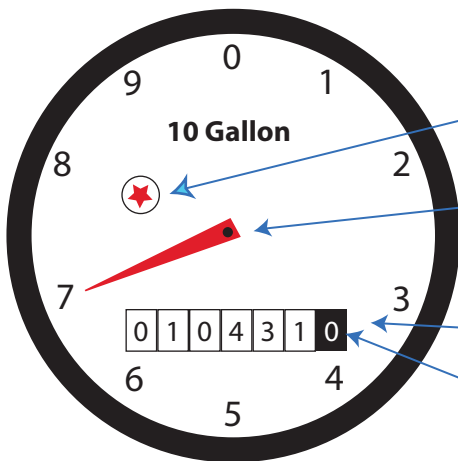
Meters come in a variety of makes and models including measuring units such as gallons, acre feet or cubic feet. The District requires that you install a totalizing flow meter using gallons!!

When reading your meter, it is important and required that you include all "fixed zeros" located to the right of the rotating numbers. Please see the different examples below as they represent a 10 gallon, a 100 gallon and a 1,000 gallon meter.

Detecting a Water Leak

The best way to determine a leak is by monitoring your water meter. Turn off all water indoors and outdoors, including sprinklers etc. and observe the meter. If the low flow indicator is spinning, it may indicate a small, constant leak.

Please contact the HTGCD office 512-858-9253 if you have any questions reading your meter or if you did not arrive to the same meter readings below



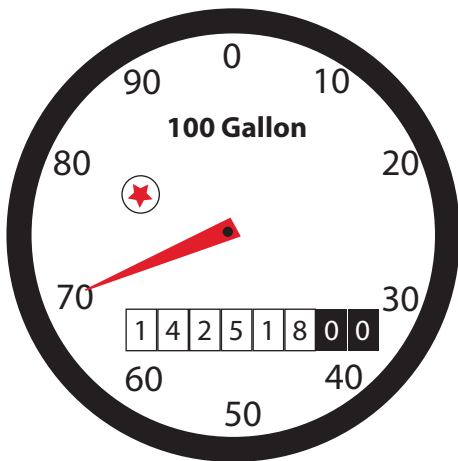
This meter reads: 104,310 gallons

Low Flow Indicator: Will rotate with very low flow through the meter and can be used to detect small leaks

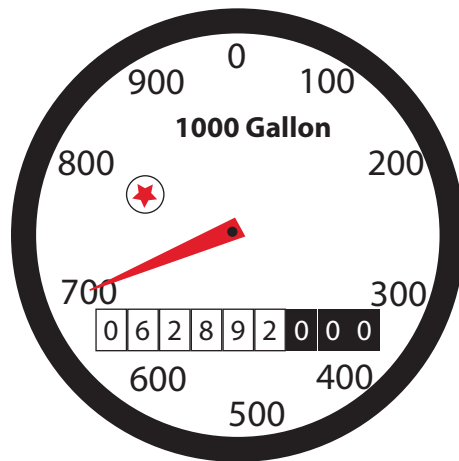
Dial: Will rotate when water passes through the meter. This example measures the water in gallons using a 10 gallon meter. One rotation of the dial represents 10 gallons

Odometer: Records total water use and is similar to your car's odometer.

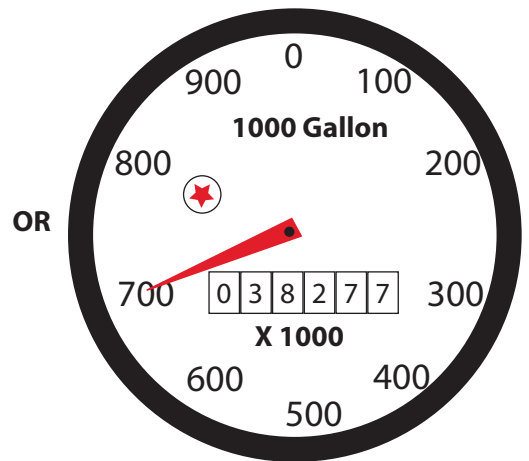
Fixed Zero: These do not rotate but shall be included within your quarterly reporting to the District office



This meter reads: 14,251,800 gallons



This meter reads: 62,892,000 gallons



This meter reads: 38,277,000 gallons

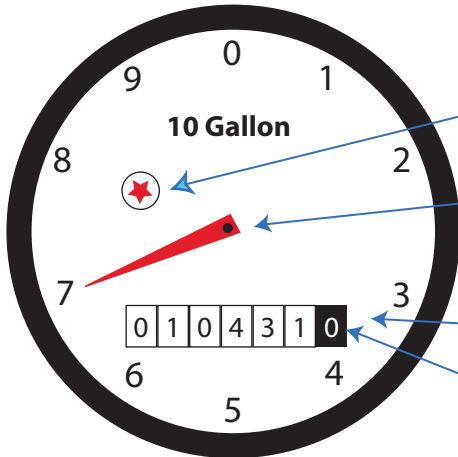


How to Read your Meter for Reporting

It is important that HTGCD operating permit holders know how to read their groundwater meters accurately, as it is essential for submitting your monthly reporting to the District office.

Your meter, which is similar to the odometer on your car, needs to be recorded each month. Using a little subtraction, you can easily calculate the production used in the prior month.

When reading your meter, it is important and required that you include all "fixed zeros" located to the right of the rotating numbers.



Low Flow Indicator: Will rotate with very low flow through the meter and can be used to detect small leaks

Dial: Will rotate when water passes through the meter. This example measures the water in gallons using a 10 gallon meter. One rotation of the dial represents 10 gallons

Odometer: Records total water use and is similar to your car's odometer.

Fixed Zero: These do not rotate but shall be included within your quarterly reporting to the District office

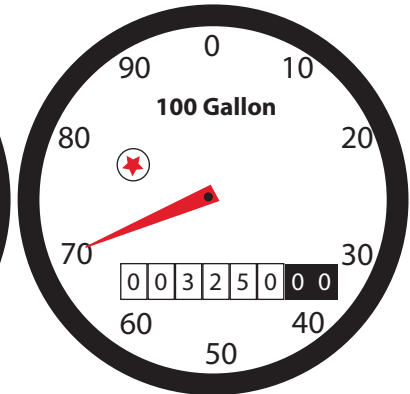
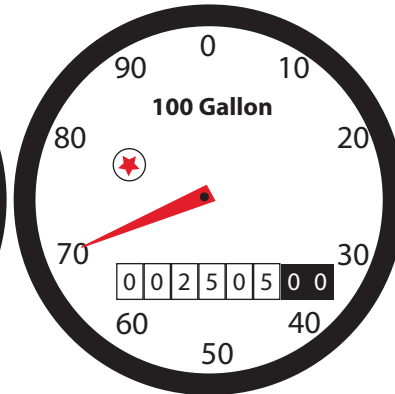
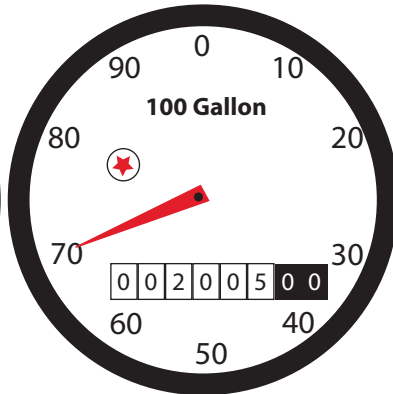
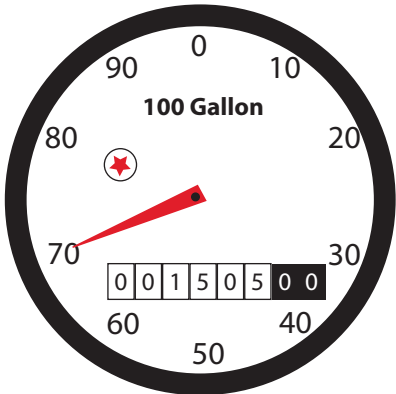
This meter reads: 104,310 gallons

January 1

February 1

March 1

April 1



This meter reads: 150,500 gallons

This meter reads: 200,500 gallons

This meter reads: 250,500 gallons

This meter reads: 325,000 gallons

To calculate January's production, subtract January's reading 150,500 from February's reading 200,500

$$\begin{aligned} 200,500 - 150,500 &= 50,000 \text{ gallons used in January} \\ 250,500 - 200,500 &= 50,000 \text{ gallons used in February} \\ 325,000 - 250,500 &= 74,500 \text{ gallons used in March} \end{aligned}$$

Please contact the HTGCD office 512-858-9253 if you have any questions reading your meter or if you did not arrive to the same meter readings above