



## CITY OF AZTEC OIL & GAS WELL PERMIT PROCESS

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Oil & Gas Applications are required for the following activities; those not listed do NOT require a permit:

- Drilling new wells
- Plugging and abandoning wells
- Major maintenance work: the addition of a new compressor, the upgrade to a larger horsepower compressor, and/or the addition of a pump jack.

**Step 1** Turn in completed Application and items on Oil & Gas Checklist to the Community Development Department at least 21 days prior to the regularly scheduled City Commission meeting.

**Step 2** The Community Development Department will set up a meeting with all necessary Departments for review of the proposed Oil & Gas Application.

**Step 3** Plan App Review Committee reviews and makes a recommendation to approve or deny the Oil & Gas Application.

**Step 4** The Oil & Gas Application will be placed on the next Commission Meeting agenda as a Business item.

**Step 5** The City Commission meets on the second and fourth Tuesdays of each month at City Hall Commission Room at 6:00 p.m.

- Attendance is required by the applicant or by an authorized representative; applicants wishing to be represented by another party must submit this authorization to the Community Development Department in writing.
- Failure to appear at the meeting may cause the Oil & Gas Application to be postponed until the next regularly scheduled Commission meeting.
- The City Commission will make a determination to Approve or Not Approve the Oil & gas Permit.