



Physical: 14789 Old Bandera Rd. #105, Helotes, TX 78023 | Mailing: PO BOX 1589, Helotes, TX 78023  
 Ph: 210-698-1155 | Fax: 210-698-1159 | mail@trinityglenrose.com | [www.trinityglenrose.com](http://www.trinityglenrose.com)

## APPLICATION FOR OPERATING PERMIT: RENEWAL, AMENDMENT, OR TRANSFER OF OWNERSHIP

*(NON-EXEMPT WELL APPLICANTS, WELL CAPACITY ABOVE 10,000GPD OR 6.94GPM)*

**REQUEST FOR:**

Submit the application along with the applicable fee.

- Operating Permit Renewal (\$350) *(3 years initially, then every 5 years)*
- Operating Permit Amendment (\$500) *(Increasing authorized production or Change of Use)*
- Operating Permit Transfer of Ownership

**District Well ID:** \_\_\_\_\_

**PART I. APPLICANT AND WELL OWNER INFORMATION**

**Applicant/Well Owner**

Well Owner Name (First, MI, Last)	Phone Number	Email Address	
Mailing Address	City	State	Zip
Contact Person (if different from applicant)	Phone Number	Email Address	
Company Name (if Entity)	Operator Name		

**Request Change of Ownership to:**

Well Owner Name (First, MI, Last)	Phone Number	Email Address	
Mailing Address	City	State	Zip
Phone Number	Email Address		

**PART II. WELL LOCATION AND PROPERTY DESCRIPTION**

Well Location: \_\_\_\_\_

Street Address	City	State	Zip
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Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_

County: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_



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Parcel Number: \_\_\_\_\_ Total Acreage of Property: \_\_\_\_\_

Water rights contiguous ownership with the land: \_\_\_\_\_

Plat or Survey Name (Description): \_\_\_\_\_

**PART III. PROPOSED WELL INFORMATION**

1. Proposed Well Name (if applicable): \_\_\_\_\_
2. Estimated rate of Withdrawal (gallons per minute): \_\_\_\_\_
3. Quantity of water to be produced annually or daily (gallons or acre-feet): \_\_\_\_\_
4. Where is the water proposed to be used?: \_\_\_\_\_
5. What is the anticipated duration of use for water?: \_\_\_\_\_
6. Requesting to increase/decrease production by how much? \_\_\_\_\_
7. Well use for beneficial purposes (check those that apply):  
 Domestic/Household       Livestock       Commercial       Industrial  
 Municipal/Public Supply       Agricultural       Monitor Well       Wholesale  
 Irrigation, Non-Agricultural       Other \_\_\_\_\_

**PART IV. APPLICATION SUBMITTAL PACKAGE MUST INCLUDE**

\_\_\_\_ (Initial) Declaration that the applicant or well owner will comply with well plugging guidelines and report closure to the applicable authorities, including or will provide a well closure plan.

- If applicant is not the owner of the property, provide documentation establishing the applicable authority to operate a well on the owner's property for the proposed use.
- Warranty deed or Lease agreement.
- Pump Specifications.
- If groundwater is to be resold, provide a description of the following: 1) the service area, the metering and leak detection and repair program, 2) the drought or emergency water management plan, and 3) information on each customer's water demands, including population and customer data, water use data, water supply system data, wastewater data, water conservation measures and goals, and the means for implementation and enforcement.



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**PART V. REQUIRED DOCUMENTATION**

- Evidence the applicant has legal authority to produce groundwater associated with the land surface and the permit application. (District Rule 5.3(b)(4)) **DISTRICT PROVIDED AFFIDAVIT FORM**
- Including any documents that transfer the right to own, control, or produce the groundwater rights to another person/entity that are associated with land surface and the permit application.
- Hydrological Study Type 1 to be submitted for wells producing from 250gpm to 500gpm; or Hydrological Study Type 2 to be submitted for wells producing from 500gpm or more. (District Rule 5.3(14)(A-B))

\_\_\_\_ (Initial) A declaration that the applicant / permittee will comply with the District's Drought and Conservation Management Plan.

**Part VI. Certification**

**I hereby swear or certify that the information in this application is true and accurate to the best of my knowledge and belief and agree to abide by the District's Rules.**

\_\_\_\_\_ Signature  
 \_\_\_\_\_ Date  
 Print Name

**PLEASE NOTE:**

1. Any application that is incomplete will not be deemed administratively complete and processed until all required information is provided. Administratively incomplete applications will expire if not completed within 60 days from the day the District requests information.
2. Wells capable of producing more than 25,000 gallons per day (17.36gpm), with the exception of domestic and livestock wells are required to be metered and and adhere to the District's production fees. District Rule 8 & 13.
3. Action on amendments to increase production must be acted on by the board in public hearing.
4. Additional information may be found in the District Rules located at, [www.trinityglenrose.com](http://www.trinityglenrose.com).

*Office Use Only*

Date	Received	Date
Received: _____	By: _____	Assigned: _____
Fees Paid: _____	Well ID: _____	Date Denied: _____
Check #: _____	Date Paid: _____	OP #: _____
Application ID: _____		Reg. #: _____
Staff Notes: _____		