



# GAS & OIL WELL IMPROVEMENT PLAN

SAN JOAQUIN COUNTY COMMUNITY DEVELOPMENT DEPARTMENT

1810 E. HAZELTON AVENUE, STOCKTON CA 95205

BUSINESS PHONE: (209) 468-3121

Business Hours: 8:00 a.m. to 5:00 p.m. (Monday through Friday)

## APPLICATION PROCESSING STEPS

**STEP 1 CHECK WITH STAFF** - Development Services Staff will explain the requirements and procedures to you.

**STEP 2 SUBMIT YOUR APPLICATION** - When you apply, file all of the following:

- **FEE**                      The staff will let you know the current cost of filing an application. Make checks payable to the San Joaquin County Treasurer.
- **FORM**                     Six (6) copies of the completed application information forms (attached) which all owners must sign.
- **SITE PLAN**                Six (6) copies of a folded site plan (See attached).
- **HAZARDOUS MATERIALS**    One copy of a completed Hazardous Materials Disclosure Survey form (a copy of the form is attached).
- **DEED**                      One copy of the recorded deed(s) or short form lease for the property.
- **APPLICATION COMPLETE**    Staff will check your application. If anything is missing, you will be notified in writing. (Your application cannot be processed until it is complete.)

**STEP 3 APPLICATION PROCESSING**

- **REFERRALS AND ACTION**      Staff will refer the application to any County departments, other agencies affected by your proposal. At the end of a review period (about 2 weeks) the staff will approve your application if the application conforms to all adopted standards. If the application needs to be modified, you will be so informed.
- **FINAL ACTION**            The action of the staff is final.

**STEP 4 CONDITIONS AND ADDITIONAL PERMITS**

- **REQUIREMENTS**      The staff will send you the final action and list requirements, by department, that must be met before you can start your project.
- **DRIVEWAY PERMITS**        Driveway Permits must be acquired from the Public Works Department for any work performed within the road right of way. If the project fronts on a state highway these permits are obtained from Caltrans.
- **SANITATION & WELL PERMITS**    Projects that will utilize new on-site sanitation disposal and/or on-site wells, must get permits from the Environmental Health Division.
- **BUILDING PERMITS**        If the project involves construction a building permit must be approved prior to commencement of work.
- **OTHER PERMITS**            Frequently other local, state and/or federal agencies will require permits prior to new uses being established (e.g. Air Pollution Control District, Public Health Services, Bureau of Fire Prevention). The Community Development Department will identify additional permits we are aware of that may be required for your project.



# APPLICATION – IMPROVEMENT PLAN GAS & OIL WELL

SAN JOAQUIN COUNTY COMMUNITY DEVELOPMENT DEPARTMENT  
FILE NUMBER: IP-\_\_\_\_\_

**TO BE COMPLETED BY THE APPLICANT PRIOR TO FILING THE APPLICATION**

Owner Information					Applicant Information				
Name:					Name:				
Address:					Address:				
Phone:					Phone:				
PROJECT DESCRIPTION									
Proposal									
Description of the proposed project:									
Business name (DBA):									
Employees/Customers per Work Shift									
Shift Hours	Days of the week	Employees (Number)	Customers per Shift	Vehicle Trips per Shift					
Materials/Equipment Used									
Describe equipment used in the project (include the number of automobiles and trucks):									
Describe materials produced, stored or used (all hazardous materials should be identified):									
PROPERTY AND VICINITY DESCRIPTION									
Property Information									
Assessor Parcel Number(s)	Property Size	Number of Parcels	Project Size	Williamson Act Contract					
				<input type="checkbox"/> Yes <input type="checkbox"/> No					
Property Address:									



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### Existing Land Uses

On-Site Uses (Include Ag Crops):

Uses to the North:

Uses to the East:

Uses to the South:

Uses to the West:

### BUILDINGS AND STRUCTURES

(This information may be shown on the Improvement Plan)

Structure Number *	Proposed Use **	Ground Floor Area	Highest Floor	Overall Height (in feet)

\* The "structure number" should be used in identifying the structure on the Site Plan.

\*\* If there are two or more proposed uses in a building, make separate listings for each use. For residential projects, state the number of units in each structure.

### SITE IMPROVEMENTS AND SERVICES

#### Water

Public Water Proposed <input type="checkbox"/> Existing <input type="checkbox"/>	Service Provider	Annex-Formation Required	Distance to Public Water (Feet)

Private Water <input type="checkbox"/>	Existing Well <input type="checkbox"/>	New Well <input type="checkbox"/>	Well Replacement <input type="checkbox"/>
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#### Sewage Disposal

Public Sewage Disposal Proposed <input type="checkbox"/> Existing <input type="checkbox"/>	Service Provider	Annex-Formation Required	Distance to Public Sewer Facility

On-site Sewage Disposal <input type="checkbox"/>	Existing Septic System <input type="checkbox"/>	New Septic System <input type="checkbox"/>	Other <input type="checkbox"/>
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#### Storm Drainage

Public Storm Drainage Proposed <input type="checkbox"/> Existing <input type="checkbox"/>	Service Provider (if Public)	Annex-Formation Required	Terminal Drainage to:	Detention-Retention Ponds

Private Storm Drainage <input type="checkbox"/>	On-site Retention Pond(s) <input type="checkbox"/>	Natural Drainage/No Change <input type="checkbox"/>	Other <input type="checkbox"/>
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#### Electricity

#### Telephone Service

Service Provider	Distance to Service	Service Provider	Distance to Service



# APPLICATION – IMPROVEMENT PLAN GAS & OIL WELL

SAN JOAQUIN COUNTY COMMUNITY DEVELOPMENT DEPARTMENT  
FILE NUMBER: IP-\_\_\_\_\_

SITE IMPROVEMENTS AND SERVICES (Continued)				
School Service		Fire Protection Service		
Service Provider	Distance to Elem School	Service Provider	Distance to Fire Station	
Existing Roads				
Road/Street Name	R.O.W. Width	Pavement Width	Curb/Gutter	Sidewalks
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
AUTHORIZATION SIGNATURES				
ONLY THE OWNER OF THE PROPERTY OR AN AUTHORIZED AGENT MAY FILE AN APPLICATION.				
<p>I, the Owner/Agent agree, to defend, indemnify, and hold harmless the County and its agents, officers and employees from any claim, action or proceeding against the County arising from the Owner/Agent's project.</p> <p>I, further, certify under penalty of perjury that I am (check one):</p> <p><input type="checkbox"/> Legal property owner (owner includes partner, trustee, trustor, or corporate officer) of the property(s) involved in this application, or</p> <p><input type="checkbox"/> Legal agent (attach proof of the owner's consent to the application of the property's involved in this application and have been authorized to file on their behalf., and that the foregoing application statements are true and correct.</p>				
Print Name: _____	Signature: _____	Date: _____		
Print Name: _____	Signature: _____	Date: _____		
Print Name: _____	Signature: _____	Date: _____		
Print Name: _____	Signature: _____	Date: _____		
Print Name: _____	Signature: _____	Date: _____		



# APPLICATION – IMPROVEMENT PLAN GAS & OIL WELL

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FILE NUMBER: IP-\_\_\_\_\_

## STANDARD REQUIREMENTS

Approved permits are subject to the following conditions:

- There must be proof that the applicant has posted surety bond as required by the State of California Division of Oil and Gas.
- The site plan shall show all structures, equipment, sumps, and access roads.
- The project shall conform to the approved site plan.
- Secure encroachment permits for any access points to the public right-of-way from the Community Development Department.
- The permit shall expire eighteen (18) months after the date of approval unless all permits necessary to complete the project have been secured and actual drilling has started before that date. Once started, drilling shall be diligently pursued to completion, or the permit shall become void. Any cessation for one-hundred-eighty (180) days or more shall void this permit.
- This permit may be transferred provided:
  - The transferee provided the Planning Division with proof of a surety bond, as required by the California Division of Oil and Gas, two (2) weeks prior to the transfer.
  - The transferee complies with all conditions of the approved permit.
- Any derricks shall be removed within ninety (90) days of completion or abandonment of the well unless a greater time is approved by the Director of Community Development in writing, based on a showing of good cause.
- The State surety bond shall remain in force until drilling is completed and the site is restored. On completion or abandonment of the well, all sumps shall be filled to natural grade and the site restored to its original condition.

## TYPICAL CONDITIONS OF APPROVAL

1. Development Services Division
  - a. Unattended sumps shall be enclosed by a six-foot (6') high chain link fence. (County Ordinance Section 4-4104)
2. Public Health Services
  - a. An application for a drilling permit for test holes shall be submitted to the Environmental Health Division before drilling commences. The application shall contain a map showing test hole location, depth, and method of test hole destruction.
  - b. Provide sanitary facilities for all employees, as required by the California Occupational Safety and Health Administration.
  - c. Provide a potable water supply approved by the Environmental Health Division for all employees.
  - d. Mud and wastes from the drilling and production shall be disposed of at a site approved by the Environmental Health Division.
  - e. All unused or abandoned holes shall be filled with bentonite or other approved grout material, and the surface is to be left in its original condition.
3. Bureau of Fire Prevention
  - a. Secure a permit from the San Joaquin County Bureau of Fire Prevention before drilling commences.



**San Joaquin County  
Environmental Health Department  
1868 E Hazelton Avenue  
Stockton, California 95205**

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**Website: [www.sjgov.org/ehd](http://www.sjgov.org/ehd)  
Phone: (209) 468-3420  
Fax: (209) 468-3433**

## HAZARDOUS MATERIALS DISCLOSURE SURVEY

A separate survey form is required for each business name and/or address in San Joaquin County.

Business Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Business Site Address: \_\_\_\_\_  
Mailing Address (if different from above): \_\_\_\_\_  
Business Owner(s) Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Business Owner Address: \_\_\_\_\_  
Nature of Business: \_\_\_\_\_ Fire District: \_\_\_\_\_

- Q1.       Yes     No      Does your business handle a hazardous material in any quantity at any one time in the year? See the definition of hazardous material on page 2 of this form.
- Yes     No      Does your business generate, treat, or store a hazardous waste in any quantity? (used oil, used antifreeze, waste solvent, etc.)

**If your answer is "No" to both questions in Q1, please print, sign, and date the bottom of this form and return to the address above.**

- Q2.       Yes     No      Does your business handle a hazardous material, or a mixture containing a hazardous material, in a quantity equal to or greater than 55 gallons, 500 pounds, or 200 cubic feet at any one time in the year?
- If "Yes", how long have you handled these materials at your business? \_\_\_\_\_
- If "Yes", check any of the following conditions that apply to your business:
- A.      The hazardous materials handled by this business are contained solely in a consumer product packaged for direct distribution to and use by the general public.
- B.      This business operates a farm for purposes of cultivating the soil, raising or harvesting an agricultural or horticultural commodity.
- Q3.       Yes     No      Does your business handle an Acutely Hazardous Material? See definition on page 2.
- Q4.       Yes     No      Is your business within 1,000 feet of the outer boundary of a school? (Grades K-12)

I have read the information on this form and understand my requirements under Chapter 6.95 of the California Health and Safety Code (HSC). I understand that if I own a facility or property that is used by tenants, it is my responsibility to notify the tenants of the requirements which must be met prior to issuance of a Certificate of Occupancy or beginning of operations. I declare under the penalty of perjury that the information provided on this disclosure survey is true and accurate to the best of my knowledge.

Owner or Authorized Agent:

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

# San Joaquin County Environmental Health Department

## HAZARDOUS MATERIALS PROGRAM

This survey form is intended to identify businesses which need to comply with the hazardous materials emergency planning and reporting requirements of the California Health and Safety Code (HSC) Chapter 6.95. This Chapter requires businesses which handle hazardous materials to prepare emergency plans for their employees to use in an emergency. Businesses must submit a copy of this plan, along with an annual inventory of their hazardous materials, to public safety agencies for use in protecting emergency responders and the general public. In San Joaquin County, the Environmental Health Department (EHD) has been authorized to administer this program as the Certified Unified Program Agency or CUPA. Should you have any questions about the CUPA program or this form, please contact EHD at (209) 468-3420.

Please consider the following guidelines when completing the questions on page 1:

### Question 1:

The (HSC) section 25501(p) defines a "Hazardous Material" as any material that, because of its quantity, concentration, or physical or chemical characteristics, poses a significant present or potential hazard to human health and safety or to the environment if released into the workplace or the environment. "Hazardous Materials" include but are not limited to, hazardous substances, hazardous waste, and any material that a handler or the administering agency has a reasonable basis for believing that it would be injurious to the health and safety of persons or harmful to the environment if released into the workplace or the environment. This includes, but is not limited to, fuels, petroleum products, paints, propane, oxygen, ammonia, chlorine, pesticides, fertilizers, and used oil. If a business generates any amount of hazardous waste they must enroll in the EHD Hazardous Waste Generator Program. Answer "Yes" if you use a material that meets the definition above in any quantity at least once in the year. If you are unsure, contact the EHD at (209) 468-3420 for assistance. If you answer "No" and at a later date your business, or a tenant on your property, begins handling hazardous materials, you must inform the EHD within 30 days.

### Question 2:

If you answer "Yes", you must meet the requirements of HSC Chapter 6.95. The EHD will be contacting you to provide assistance. These requirements must be met prior to issuance of a certificate of occupancy. If you answer "No", our office may conduct an inspection after you begin operations to verify your exemption.

The HSC establishes some modified requirements or program exemptions for certain uses of hazardous materials. If you answered "Yes" to questions 1 and 2, a determination must be made if your business meets one of the exemptions listed. Check the appropriate boxes on page 1. The EHD will contact you to make a final determination if your business meets the exemptions.

- A. Retail Exemption – Products packaged for direct distribution to the general public are exempt from the program. This exemption may not apply if any of the following conditions exist:
  - 1. The quantity handled creates an unacceptable public hazard
  - 2. The material is being used directly by the business as part of its operation in addition to being sold to the general public
  - 3. The general public doesn't have ready access to the product as stored by the business (e.g. in a warehouse).
  
- B. Modified Farm Exemption – Farms, as stated in Question 2B on page 1, must meet modified program requirements. The definition of a farm in the law doesn't include businesses providing commercial pest control services, fertilizer application services, product processing services, or packing shed services for farmers. Farms qualifying for the exemption are still required to submit an annual chemical inventory and fee to the San Joaquin County Office of the Agricultural Commissioner (OAC) along with other requirements. Please contact the OAC for further information at (209) 953-6000. Businesses operating a commercial business in addition to a farm as defined must comply with the requirements of the Hazardous Materials Program for those materials associated with the commercial business.

### Question 3:

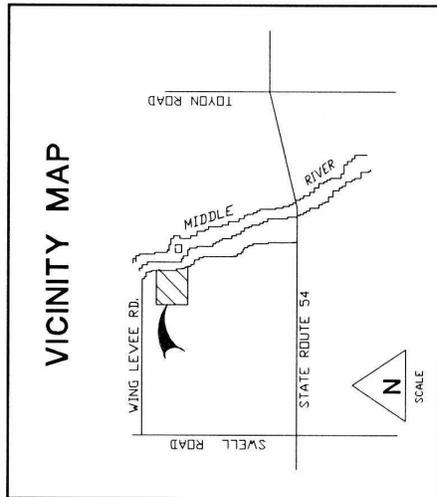
The Federal and State governments have defined approximately 366 chemicals as an "Acutely Hazardous Material" (AHM). The most common AHM used in the county include: Chlorine, Ammonia, Sulfuric Acid, Methyl Bromide, Acrolein, Sulfur Dioxide, Formaldehyde, Nitric Acid, Vinyl Acetate Monomer, Hydrogen Peroxide, and many types of Pesticides.

Answer "Yes" if you use any of these specific chemicals in any quantity at any one time of the year. Contact the EHD if you're unsure for assistance.

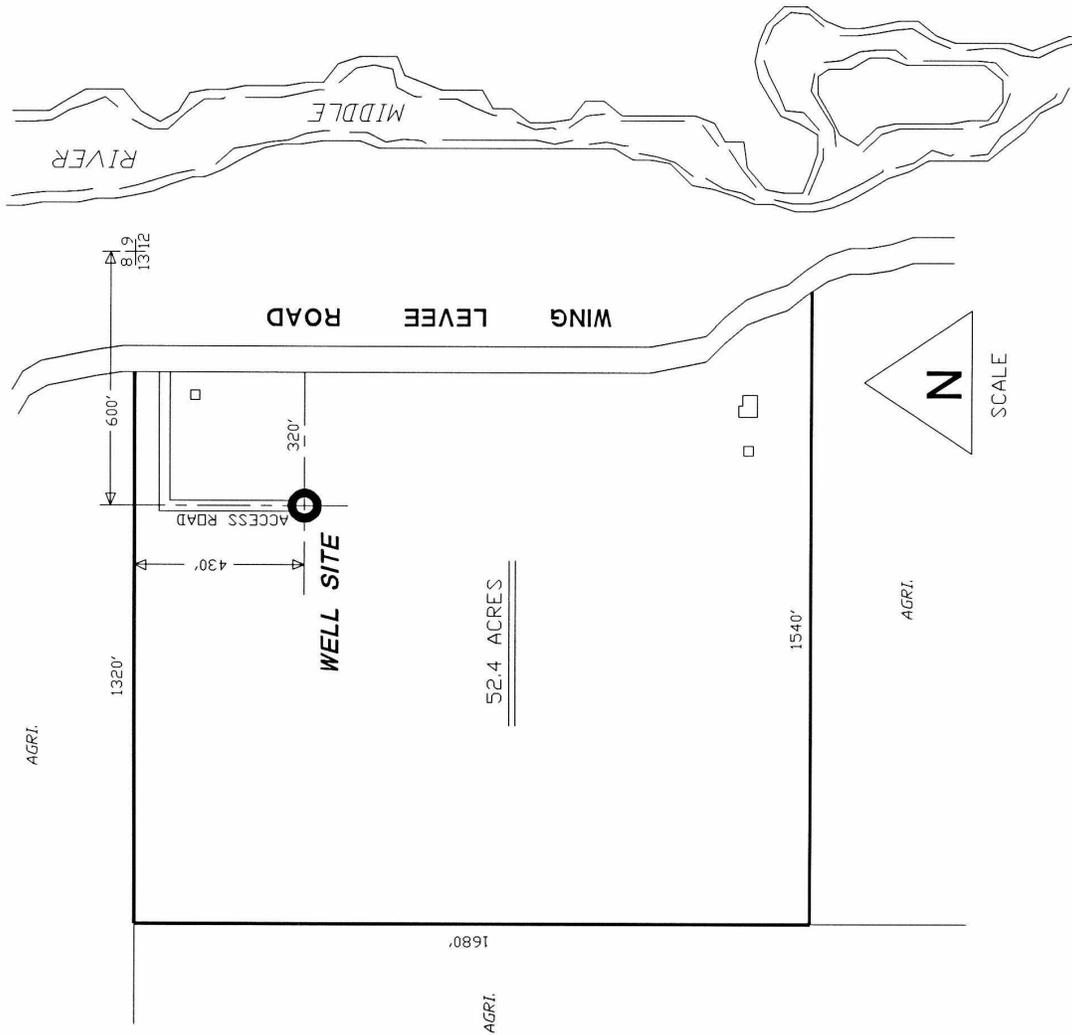
### Question 4:

Answer "Yes" if the boundary of your property or facility is or will be within 1,000 feet of the boundary of a school. (Grades K – 12)

# SAMPLE SITE PLAN (GAS & OIL WELL)



Owner's Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ Phone \_\_\_\_\_  
 Property Address \_\_\_\_\_  
 Assessor Parcel No. \_\_\_\_\_



# SITE PLAN CHECK LIST (GAS & OIL WELL)

## SITE PLAN CHECK LIST

- **Size:** The Site Plan must be drawn on minimum 8½ x 11 paper.
- **North Arrow, Date and Scale:** Use an engineer's scale (i.e., 1" to 20' or 1" to 40', preferred). The direction of "north" should be pointing towards the top of the page.
- **Streets and Easements:** Location and names of all streets and easements bordering on the property with access details.
- **Property Lines:** All property lines or boundary lines of the parcel with dimensions.
- **Existing Development:** All existing improvements must be shown.
- **Well Site:** The well site must be plotted based on coordinates of the nearest projected section corner (see example).
- **Access:** The location, dimensions and surface material of proposed access route and driveway.
- **Water Wells:** The location of existing and proposed water wells on-site and any off-site wells within 150' of the proposed development. Wells must meet the following setbacks:
  - 5' from structures;
  - 50' from septic tanks;
  - 100' from leach lines;
  - 150' from sumps or seepage pits; and
  - 10' from property lines.

If public water will be utilized, a "will-serve" letter must be submitted from the service provider.

- **Sewers and Septic Tanks:** The location of the sewer outlet, public sewer hook-up, or existing and proposed sewage disposal systems and any off-site sewage disposal systems within 150' of the property.

Septic tanks must meet the following setbacks:

- 5' from property lines, structures, driveways and swimming pools;
- 50' from water wells.

Leach lines must meet the following setbacks:

- 10' from structures, driveways and swimming pools;
- 100' from wells, streams and waterways.
- 5' to 75' from property lines depending on zoning or the location of septic systems on adjoining properties (this requirement also applies to seepage pits).

If public sewage disposal will be utilized, a "will-serve" letter must be submitted from the service provider.

- **Storm Drainage:** The location of existing and proposed storm drainage facilities (check with Engineering staff regarding design criteria). If subject to flooding, the 100-year flood elevations must be shown. Indicate any unusual topographic features of the site (e.g. steep slopes, or drainage courses)

## SITE PLANS MUST BE COMPLETE AND LEGIBLE

- Before applying, check your Site Plan to make sure that it contains all of the information cited above. You are encouraged to have one of our counter staff review your draft Site Plan prior to having copies run.
- Faint prints and light blue lines will not be accepted because they cannot be reproduced or microfilmed.