**All Applications - General**

**Operator**

* OR-1 current

Underlined text are identifiers for notes to put at the top of the application or bottom for APIs

* Compliance check
* Financial security (FS)
  + Hold for FS if first active well in name – Bond Rec’d
  + 29-B-2 – FS req’d within 30 days of TD
  + Bond Rec’d – if operator has blanket instrument and location meets type (land, inland water, offshore)

**Application**

* Parish, STR reference surface location
* Location description of surface references STR or monument
* Field Code/Name should reflect target zone or shallowest takepoint if cross unit well
  + If cross unit, mark CC53 at top of form
* Well name no more than 30 characters
* Application fee- compare to 29R based on total depth. Mark 1 year at top of form if 1-year permit
* Spacing – 29-E if legal location;
  + 29-EU if [oil deeper than 3,000’ and] location less than 330’ from lease line;
  + 29-E Exempt if in exempt area;
  + No reference to 29-E if in a unit that does not have 29-E spacing or is targeting oil < 3,000’ deep
* Directional survey required if directional, horizontal, or 29-EU straighthole– 29-B-1
  + If horizontal, mark horizontal at top of form
* Inclination or directional survey if straighthole and greater than 330’ from lease line – 29-B
* Water location (if surface is accessible by boat) – WL
* Reentry or repermit – make sure prior SN on application and pencil in API at bottom of form

**Plat**

* Certified by LA surveyor, < 1-year old, and must be to scale
* Operator and well name must match application; it is ok if plat well name is >30 characters
* Interstates must be depicted if within view
* Disclaimers that tarnish the validity of the plat are not acceptable
* Haynesville – must reference Order U-HS – mark CC51 at top of form
  + If U-HS applies, not U-HS at top of form
* Austin Chalk horizontal well on a lease basis (ie, no Austin Chalk units in area) – plat must say “Compliant with Order No. 29-S”
* Structures – if TD of well is >= 10,000’, plat must include structure statement reflecting:
  + There are no structures within 500’ OR
  + Structures within 500’ are under lease OR
  + Structures within 500’ are not under lease and structure waiver included
    - If structures appear in aerial and not addressed on plat, discuss with operator and note findings on LT1 OR collect corrected plat/waivers, if needed

**Pre-Entry Notice Affidavit**

* Must be notarized, reference well and operator, < 1-year old, and at least one box selected

Note: this document is in F:\OoC\Eng\Engineering\RegulatorySection\PermitsSection\Procedure as “Permit to Drill Review - Checklist”

**All Applications - Field Review – Unitization**

**Lease Wells** – review Blackbooks to determine if unit exists at proposed location for the sand OR if special spacing for sand in Field. Pencil in Field Order series at top of form (ie, 122 Series).

* Units exist, not operated by different operator, yet authority not yet present for well to be a unit well or alternate, pencil in 29-EU and notify operator Order required for legal completion OR
* Units exist, operated by active operator, applicant cannot permit well to same target sand and must amend target sand in application OR
* Units exist, authority present for well to be a unit well or alternate, application should be corrected to reflect unit association
  + Pre-applications and pending hearings – if a different operator has a pending pre-app or hearing, notify applicant. If they intend to proceed with permit, issue Permit with Drill at your own risk letter per 3/30/99 memo 🡨 rare

**Unit and Alternate Unit Wells** – review Blackbooks to determine latest Order for unit reflected on application. If the unit is undrilled, the operator who applied for the hearing or is designated in the Order as operator has authority for up to 1 year after hearing (effective date of Order). Operator in Order may transfer unit authority to another operator via letter OR authority is transferred if all wells in Field transferred to another operator.

* Reservoirwide units – nomenclature ends in SU. No spacing; an operator can permit as many wells to reservoirwide unit as they like. Dual operators are only allowed if approved by Order.
* Geographic units – nomenclatures ends in a letter or number (sample: SUA or SU142). All geographic wells approved to have at least one unit well. Additional wells in unit must be approved by Order as additional unit wells (rare) or alternate wells. Dual operators are only allowed if approved by Order.
  + If unit well designated in Order, must be permitted/drilled at same location. Changes to unit well location require substitute unit well approval.
    - If unit well not designated in Order, unit well can be permitted/drilled at any legal location in unit.
  + Make note of tolerance (if any) on LT-1
  + In the event a unit well or alternate unit well ceases to produce from the equivalent definition and is isolated, additional wells in the unit need separate approval as substitute unit well or alternate.
  + If well is a substitute unit well, make sure former unit well nomenclature removed.
  + Key in alternate unit wells on Field spreadsheet to keep track.

Once unitization reviewed, pencil in Order on LT-1 and LUW, if assigned. If LUW does not exist, include unit acreage, product, competitive/non-competitive, creation Order, and multiple Parishes (if any) on LT-1.

**Voluntary Units** – pooling agreements conducted in lieu of a public hearing. Voluntary unit affidavit required. Pencil in Field Order series at top of form (ie, 122 Series).

* Can be sand specific or zonal
  + If sand specific, equivalent definition required on affidavit. Sand nomenclature should be in name.
* If a Commissioner’s unit is present at the location of the voluntary unit, Commissioner’s unit takes precedent and voluntary unit will not be accepted.
* Wells must be compliant with 29-E to be approved in a voluntary unit; spacing is evaluated from voluntary unit boundaries.
* Voluntary unit nomenclature is Field and operator specific. First voluntary unit in a field for multiple sands by an operator should be VUA; second VUB; etc.
* If a voluntary unit exists in Field by Operator and change in voluntary unit boundaries presented in new application, the voluntary unit nomenclature should change.

**Area-Specific Review Parameters**

***Coastal Use Permit***

* If surface is in Coastal Zone, must have P number that is <2 years old, in applicant’s name, and reflect drilling
  + Pencil in P number at top of form with effective date

***Offshore* –** if surface location is in 3-mile offshore strip per GIS, pencil in offshore at top of form

***Cross Lake Watershed*** – if surface or bottomhole in Cross Lake Watershed area per GIS layer, email [wes.wyche@shreveportla.gov](mailto:wes.wyche@shreveportla.gov) and [bobby.johnson@shreveportla.gov](mailto:bobby.johnson@shreveportla.gov)

***Levees* –** cannot permit new wells or redrills with surface location within 250’ of a levee

***Interstates over Waterbodies*** – cannot permit new drills or redrills within 1,000’ of water crossings - see 1/12/09 memo

***Scenic Rivers*** – if surface location is 1/2 –mile of scenic river, email [rcdavis@wlf.la.gov](mailto:rcdavis@wlf.la.gov) and [mweigel@wlf.la.gov](mailto:mweigel@wlf.la.gov)

***Class 1 Wells*** – if a Class 1 injection well exists within 2-miles of proposed well (whether plugged or active), special casing program required for drilling and p&a. See 9/3/96 memo with specs. Confirm District addressed.

***Roads within Rig Height*** – if well appears to be <200’ from a non-lease road well, ask operator about rig height

* If distance to road < rig height, applicant needs to amend surface location OR
* Provide approval from local regulating authority to drill closer to road than rig height

***Surface in Different State*** – need permit from other State or Feds first. Pencil in API assigned.

* Issue special letter that states: furnish District with all reports; well subject to rules of OOC. SN 241004 as ex.

***Gas Storage Areas and Salt Dome Caverns* –** special casing program/restrictions. Confirm District addressed. Known fields:

|  |  |
| --- | --- |
| -FC 0110 – ARCADIA | |
| -FC 0113 - ARCADIA DOME | |
| -FC 0576 - BAYOU CHOCTAW | |
| -FC 1320 - BEAR CREEK, Order 78-F-4, BRC PET RA GSA | |
| -FC 2168 - CADEVILLE, Order 356-E-16, CDV JA RA GSA | |
| -FC 2744 – CLOVELLY |  |
| -FC 3653 - EPPS, Order 279-B-3, EPP MGR RA GSA and Order 279-C, EPP WX RA GSA | |
| -FC 4379 - HACKBERRY, WEST | |
| -FC 4746 - JEFFERSON ISLAND | |
| -FC 4756 – JENNINGS | |
| -FC 5096 - LAKE BISTINEAU, Order 287-B, GSPL BISTINEAU GAS STORAGE | |
| -FC 7010 - NAPOLEONVILLE - Bayou Corne area - if within 1-mile of 40-12S-13E, have IMD approval | |
| -FC 7381 - PINE PRAIRIE, Order 32-32 | |
| -FC 7519 - PORT BARRE | |
| -FC 7806 - RUSTON, Order 164-P, RUSTON GAS STORAGE | |
| -FC 8043 - SECTION 28 |  |
| -FC 8390 – SORRENTO | |
| -FC 8759 - SULPHUR MINES | |
| -FC 9036 – TURKEY CREEK | |
| -FC 9056 - UNIONVILLE, Order 206-B-2, UNV VN RW GSA and Order 206-D series, UNV VN RE GSA | |
| -FC 9116 – VENICE |  |
| -FC 9273 - WASHINGTON, Order 294-D-4, W CF RA GSA | |

***Lignite Mine Areas* –** if Parish in DeSoto, Natchitoches, or Red River, review to see if in Dolet Hills or Oxbow Lignite Mine

* Do not permit a well in bond area unless bond has been released. Contact Surface Mining (Abby Alkire or Danielle Duhe) if unsure.
* Associated Orders: 700-F-1, 700-F-2, 948 Series, 109-X-51, 109-N-28

***Tuscaloosa Marine Shale*** – pencil in CC52 at top of form