

**KERN COUNTY PLANNING AND  
NATURAL RESOURCES DEPARTMENT**

**INSTRUCTIONS TO APPLICANT FILING  
MINISTERIAL OIL AND GAS CONFORMITY REVIEW  
TIERS 2, 3, AND 5**

**I. APPLICATION INSTRUCTIONS FOR TIERS 2, 3, AND 5**

Please complete the application in its entirety. **Please type all application information legibly.**

1. **Site Plan.** All applications must include a site plan no larger than 11x17 with multiple sheets (if necessary). The site plan must meet the following minimum criteria:
  - (a) Topography and proposed grading of the site plan.
  - (b) Project boundary lines and dimensions, including lease lines and property lines.
  - (c) Location and coordinates of all proposed well holes and related accessory equipment. Location of all roadways (access roads), any proposed landscaping, pipelines, tanks, treatment or other structures and facilities to be installed, and any existing or abandoned wells if such are known to exist.
  - (d) Location of all existing dwellings and structures, located within fifteen hundred and fifty (1,550) feet for all wells proposed to be drilled less than ten thousand (10,000) feet in depth or located within three thousand two hundred and seventy (3,270) feet, for all wells proposed to be drilled greater than ten thousand (10,000) feet in depth, of the proposed well holes. Identification of the use of each structure, and distances between well holes and existing buildings shall be noted. Location of existing property lines and distance from well site to property line.
  - (e) Location of all new flare gas production lines, lines for production, electrical lines, and location of tank farms to be used.
  - (f) North arrow, date the site plan was prepared, and scale.
  - (g) Location of all recorded easements on site, roads, section/midsection lines, located within 1/2 mile of the proposed wells.
  - (h) Location of all accessory/ancillary facilities (including truck parking, on-site storage, etc.) to be installed with the proposed wells. Location of planned ground disturbance on irrigated or prime agricultural land.
  - (i) Description of project boundary in relation to Tier areas as defined in Figure 19.98.015.
  - (j) California Division of Oil, Gas and Geothermal Resources permit application number, if available.
  - (k) Identify the location of the 100-year floodplain, if applicable.

- (l) Identify the proposed source of water (domestic or production), if applicable.
  - (m) Show location of all new proposed underground pipelines.
  - (n) Location of any existing Oil and Gas Conformity Review boundaries within and/or contiguous to the proposed boundary.
2. Preliminary Title Report, not over ninety (90) days old. A Guarantee of Title may be submitted for parcels with a Preliminary Title Report on file, over (90) days old.
  3. Submit written documentation in sufficient detail to allow the County to determine that all conditions required in Section 19.98.060 will be complied with, including all applicable mitigation measures as listed in the approved Mitigation Monitoring and Reporting Program for the Revisions to the Zoning Ordinance (C) – 2015.
  4. Submit evidence that notice was provided to Land/Surface Owners as required by Section 19.98.085.H.
  5. Signature Block and Statement (Land/Surface Owner, Mineral Owner, and Operator).  
The following statement shall be included on the first page of the site plan. The statement shall be signed by all parties, irrespective of ownership relationship. Multiple lines may be added for multiple ownership signatures. A dated letter of authorization, with specific Assessor Parcel Numbers, from the Land/Surface Owner addressed to the County of Kern may be submitted asking that the signature on the site plan be waived.

**REQUIRED STATEMENT**

The undersigned Land/Surface Owner is the owner of APN#\_\_\_\_\_. The undersigned is the Mineral Owner and/or Operator or Lessee of the Mineral Owner. The Land/Surface Owner and the Mineral Owner and/or the Operator or Lessee have come to an agreement regarding the use of the surface of the property in connection with the Kern County permit that is being issued with this site plan.

Land/Surface Owner:	Mineral Owner:	Operator:
_____	_____	_____
Print Name	Print Name	Print Name
_____	_____	_____
Title/Company	Title/Company	Title/Company
_____	_____	_____
Signature	Signature	Signature
_____	_____	_____
Date	Date	Date

**II. ADDITIONAL APPLICATION INSTRUCTIONS**

1. **Filing Fees.** A Review fee of \$1,310 is required. Any additional mitigation fees will be calculated during processing of this permit and will be required to be paid upon issuance.
2. **Legal Description.** Submittal of a complete and accurate legal description is required.

3. **Processing Time.** Processing time is variable for each request and is dependent on the requirement for land/surface owner signature per Section 19.98.085 of the Zoning Ordinance. Processing time is generally 7 business days, beginning with the next full business day for applications submitted after 12:00pm. For processing of applications not containing the required land/surface owner signature, applications will be processed on the 30<sup>th</sup> day from submittal.
4. **Questions and Assistance.** Department Staff is available to answer questions or provide assistance in the preparation of an Oil and Gas Conformity Review.

**APPLICATION FOR OIL AND GAS CONFORMITY REVIEW**

**TIER 2, 3, AND 5**

**KERN COUNTY PLANNING AND NATURAL RESOURCES DEPARTMENT**

**2700 "M" Street, Suite 100**

**Bakersfield, CA 93301**

**(661) 862-8600**

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**SECTION A – APPLICANT\***

1. Name of Applicant: \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

2. Name of Individual Representative: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

\* - All portions of this Section Must be completed

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**SECTION B - PROPERTY SURFACE OWNER(S)\***

1. Name of Current Record Property Owner(s): \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

\* - All portions of this Section Must be completed

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**SECTION C - PROPERTY MINERAL OWNER(S) OR MINERAL LESSEE\***

1. Name of Current Mineral Owner(s): \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

\* - All portions of this Section Must be completed

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**SECTION D OIL & GAS OPERATOR(S)**

**(If different from Mineral Owner/Lessee)**

1. Name of Current Operator(s):

\_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

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**SECTION E – DESCRIPTION**

1. Existing Site Zoning: \_\_\_\_\_

2. Exact Description of Proposed Review: \_\_\_\_\_

\_\_\_\_\_

Site Access: \_\_\_\_\_

DOGGR Well ID# and API# (if available): \_\_\_\_\_

County Well ID/Permit# (if available): \_\_\_\_\_

Measured Well Depth: \_\_\_\_\_

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**SECTION F - SITE LOCATION**

1. Street Address of Site (if available): \_\_\_\_\_

\_\_\_\_\_

2. Description of Existing Facilities (including accessory equipment, structures, and/or facilities): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Complete and Accurate Site Legal Description (attach additional pages as needed): \_\_\_\_\_

\_\_\_\_\_

4. Assessor's Parcel Number(s): \_\_\_\_\_

5. Square Footage or Acreage of Site: \_\_\_\_\_

6. Present Land Use of Site: \_\_\_\_\_

**SECTION G - APPLICANT CERTIFICATION**

I hereby certify to the County of Kern that I, \_\_\_\_\_, am the applicant for this request and that I have read and understand the instructions to applicant. I understand that this is a request to initiate a request for oil and gas procedures only and does not constitute a commitment or opinion of the final resolution of this request. Fees submitted are application filing fees and are nonrefundable. All required attachments are appended to this application, and the attachments and information provided on this application are true and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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**SECTION H - INDEMNIFICATION AGREEMENT**

In consideration by the County of Kern of a permit for an Oil and Gas Conformity Review located at

\_\_\_\_\_  
*(address or general location)*

I/We (identified below) agree to indemnify, defend, and hold harmless the County of Kern and its officers, agents, employees, departments, commissioners and boards ("County" herein) against any and all liability, claims, actions, causes of action or demands whatsoever against them, or any of them, before administrative or judicial tribunals of any kind whatsoever, in any way arising from, the Applicant's representations contained within this application, including without limitation any CEQA determination or any related development approvals or conditions, whether imposed by County or not, except for County's sole active negligence or willful misconduct.

This indemnification agreement does not prevent the Applicant or property owner from challenging any decision by County related to this project and the obligations of this condition apply regardless of whether any other permits or entitlements are issued.

County will promptly notify Applicant and property owner (if different than Applicant) of any such claim, action, or proceeding, falling under this condition within thirty days of actually receiving such claim. County, in its sole discretion, shall be allowed to choose the attorney or outside law firm to defend County at the sole cost and expense of the Applicant and/or property owner, jointly and severally, and City is not obligated to use any law firm or attorney chosen by another entity or party.

**Applicant/Contact:**

*(If the applicant is not an individual, the corporation name goes under "Print Name", authorized signature below it, and complete below.)*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

By: \_\_\_\_\_

*Print Name*

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

**IMPORTANT NOTE:**

***Original signatures of the applicant are required on this form for this application to be considered complete for processing.***

**OFFICE USE ONLY**

Permit No. \_\_\_\_\_

Zone Map No. \_\_\_\_\_

Work Order No. \_\_\_\_\_

**FILING FEES**

**DESIGNATIONS**

A. Oil & Gas Permit \$ \_\_\_\_\_

Tier Area \_\_\_\_\_

B. Ag. Mitigation \$ \_\_\_\_\_

S.D. No. \_\_\_\_\_

C. Traffic Mitigation \$ \_\_\_\_\_

G.P. Designation \_\_\_\_\_

D. AQ Mitigation \$ \_\_\_\_\_

S.P. Designation \_\_\_\_\_

E. Rural Crimes \$ \_\_\_\_\_

S.P. Title \_\_\_\_\_

F. Fire Protection \$ \_\_\_\_\_

Floodplain \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

Airport P.A. \_\_\_\_\_

Receipt No. \_\_\_\_\_

**ACCEPTANCE**

By: \_\_\_\_\_

Date: \_\_\_\_\_