

**KERN COUNTY PLANNING AND
NATURAL RESOURCES DEPARTMENT**

**INSTRUCTIONS TO APPLICANT FILING
MINISTERIAL MINOR ACTIVITY REVIEW**

I. APPLICATION INSTRUCTIONS

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

1. Sufficient number of photographs to identify the extent of existing ground disturbance.
2. 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.
3. For Tier 2, 3 and 5 Areas only, documentation of a letter submitted to the Land/Surface Owner(s), if different from the Mineral Owner, informing the Land/Surface owner of the Minor Activity Review application and providing a complete copy of the application, shall be mailed and received a minimum of thirty (30) days prior to application being submitted to the County for review.
4. 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.

II. ADDITIONAL APPLICATION INSTRUCTIONS

1. **Filing Fees.** A Review fee of \$350 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. Processing time is generally 7 business days, beginning with the next full business day for applications submitted after 12:00pm.
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 MINOR ACTIVITY REVIEW

KERN COUNTY PLANNING AND NATURAL RESOURCES DEPARTMENT
2700 "M" Street, Suite 100
Bakersfield, CA 93301
(661) 862-8600

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

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

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

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: _____

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): _____

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 Description (Section, Township, Range, attach additional pages as needed): _____

4. Assessor's Parcel Number(s): _____

5. Square Footage or Acreage of Site: _____

6. Present Land Use of Site: _____
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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

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: _____