

**SELECT APPLICATION TYPE**

- Distance requirements     
  Landscape requirements     
  Screening requirements     
  Hours of operation  
 Revocation or suspension     
  Compressor site     
  Waste disposal     
  Work hours

**PROPERTY LOCATION**

Project Address \_\_\_\_\_

Well Name \_\_\_\_\_

Well Depth \_\_\_\_\_ Current Zoning \_\_\_\_\_

Legal Description \_\_\_\_\_ Acreage \_\_\_\_\_

**OWNER INFORMATION**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

*For additional owners, please include additional copies of this page. The property owner must sign the application or submit a notarized letter of authorization.*

**REPRESENTATIVE/AGENT INFORMATION**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

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

**CERTIFICATION**

I certify that the above information is correct and complete to the best of my knowledge and ability, and that I will be fully prepared to present the proposal at a Gas Board of Appeals public hearing. I reserve the right to withdraw this proposal at any time by filing a written request with the Planning & Zoning Department.

Owner Signature	Date	Owner Name (print)
Agent Signature	Date	Agent Name (print)

## APPLICATION SUBMITTAL REQUIREMENTS

Applications submitted without original signatures and all required documents and information will not be reviewed, and will be returned to the applicant for revision. Please be sure that all required items are included for the type of application requested.

The application submittal deadline is 5:00 PM each Monday. Applications submitted after that time will be processed after the deadline on the following week.

Gas Board of Appeals information is available online in [Chapter 104 of the North Richland Hills Code of Ordinances](#). If you have questions about the application process or any submittal requirements, please call the Planning and Zoning Department at 817-427-6300.

---

## APPEALS ON INTERPRETATION OF ORDINANCE

The Gas Board of Appeals may exercise the authority to hear and determine appeals where it is alleged there is error or abuse of discretion regarding the issuance of a gas well permit or the revocation or suspension of any permit issued. Any person or entity whose application is denied by the Development Review Committee or whose permit is suspended or revoked may file an appeal to the Gas Board of Appeals. Upon written submittal, the Gas Board of Appeals will review the appeal and any other related information. The Board must consider the grounds for the action appealed from and whether an error of fact or in interpretation of these regulations occurred. The Board may reverse or modify the action appealed from only upon the concurring vote of 75% of the members of the Board present and voting.

---

## APPLICATION SUBMITTAL REQUIREMENTS

- Gas Board of Appeals application form
- Application filing fee as required by the NRH Fee Schedule. This fee is non-refundable.
- One digital (PDF) copy of the zoning exhibit.
- Written statement describing the rationale for requests related to interpretations and deviations from standards regarding distance, landscaping, screening, and hours of operation.
- Three (3) folded copies of a site plan showing the items indicated in the technical requirements described below for **SITE PLAN**.

## SITE PLAN REQUIREMENTS

Applications must include a site plan showing the items indicated in the technical requirements below. Sheet size for all plans must be 24" x 36" unless otherwise approved by the Planning & Zoning Department.

- Site Layout
  - o Location map, north arrow, graphic and written scale (not less than 1"=50').
  - o Title block, date of preparation, and name, address, and phone number of preparer.
  - o Proposed site layout, indicating the size and dimensions of the property.
  - o Names of subdivisions and property owners immediately adjacent to the operation site.
  - o Existing zoning and land uses of properties adjacent to the site.
  - o Existing and proposed structures on the site, indicating size and setbacks from all property lines.
  - o Existing and proposed streets, curb cuts, and parking, loading, and maneuvering areas.
  - o Dimensions of all existing street rights-of-way as specified on the City's [Thoroughfare Plan](#).
  - o Location of outside storage areas and waste disposal locations and screening.
  - o Location, width, and purpose of all easements on and adjacent to the operation site.
  - o City boundaries, if applicable.
  - o Location of all site improvements and equipment, including proposed well(s), tanks, separators, mechanical equipment, storage tanks, and storage sheds.
  - o Location of 100-year flood limits, if applicable.
  - o Texas NAD83 State Plane Coordinates for at least two property corners.
  - o Location of the following from the center of each well:
    - Within 600 feet - playgrounds, competition athletic fields, swimming pools, water slides, playgrounds, concession stands, pavilions and picnic areas within a public park
    - Within 600 feet – existing and proposed residences, religious institutions, public buildings, retail or commercial buildings, hospital buildings, and schools
    - Within 150 feet – public street, road, highway, right-of-way line, and railroad right-of-way
    - Within 150 feet – all property lines
    - Within 100 feet – existing potable water well
  
- Landscaping Plans
  - o Location, materials, and dimensions of all screening and fencing improvements for the drilling phase as required by [Section 104-14. Screening \(a\) \(1\)](#).
  - o Separate plan sheet showing the location, materials and dimensions of all permanent landscaping, screening, and fencing improvements as required by [Section 104-14. "Screening." \(a\) \(2\)](#).
  
- Engineering Plans
  - o Preliminary drainage study as identified in the [Public Works Design Manual](#)